



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
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FAX (915) 546-8126

Chairman
L. Carlos Sandoval

Commissioners
Cezy Collins
Ariel Duarte

MINUTES OF DECEMBER 3, 2002

COMMISSIONERS PRESENT: L. CARLOS SANDOVAL, CHAIRMAN
CEZY COLLINS, COMMISSIONER 

ABSENT: ARIEL DUARTE, COMMISSIONER

OTHERS PRESENT ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners Court Chambers, Room 303 and was called to order at 2:02 p.m. by Chairman, L. Carlos Sandoval.

ITEM #1 **APPROVED WITH MODIFICATIONS.**
MOTION #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of November 5, 2002. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Cezy Collins, and seconded by L. Carlos Sandoval to approve the Civil Service Commission minutes of November 5, 2002 with the following changes on called order and Item #2 as follows:

The El Paso County Civil Service Commission met in Commissioners Court Chambers, Room 303 and was called to order at ~~2:20~~ 2:00 p.m. by ~~Cezy Collins~~ L. Carlos Sandoval, **Acting** Chairman.

Item #2

It was moved by ~~L~~ Cezy Collins and seconded by Ariel Duarte to approve a request from Evonne Rinehart, Applications System Analyst I, Information Technology Department to be

PAGE 2
CIVIL SERVICE MINUTES
DECEMBER 3, 2002
a recipient for donated vacation leave.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #2 APPROVED WITH MODIFICATIONS.
ITEM #2

Discuss and take appropriate action to approve the newly created job description of **Administrative Assistant I** for the Nutrition Department to be replaced with the job description of Office Coordinator. (Rosemary Neill, Director/Family & Community Services)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the newly created job description of **Administrative Assistant I** for the Nutrition Department to be replaced with the job description of Office Coordinator with modifications as follows:

DUTIES AND RESPONSIBILITIES: (~~*Functions essential to attaining job objectives~~)

JOB STANDARDS: ~~Associates~~ **Bachelor's** Degree or equivalent education/training and acquire job related skills, plus three ~~(3)~~ to five ~~(5)~~ years progressive experience in the duties of ~~a similar~~ the position.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #3 APPROVED WITH MODIFICATIONS.
ITEM #3

Discuss and take appropriate action to approve the newly created job description of **Assistant Manager** for the Nutrition Department to be replaced with the job description of Assistant Project Director. (Rosemary Neill, Director/Family & Community Services)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the newly created job description of **Assistant Manager** for the Nutrition Department to be replaced with the job description of Assistant Project Director with modifications as follows:

PAGE 3

CIVIL SERVICE MINUTES

DECEMBER 3, 2002

DUTIES AND RESPONSIBILITIES: (~~*Functions essential to attaining job objectives~~)

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #4 **APPROVED.**

ITEM #4

Discuss and take appropriate action to approve the newly created job description of **Caseworker** for the Nutrition Department. (Rosemary Neill, Director/Family & Community Services)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the newly created job description of **Caseworker for the Nutrition Department as submitted by Rosemary Neill, Director/Family & Community Services.**

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #5 **APPROVED WITH MODIFICATIONS.**

ITEM #5

Discuss and take appropriate action to approve the newly created job description of **Data Entry Clerk II** for the Nutrition Department to be replaced with the job descriptions of Homebound Information Specialist and Information & Referral Specialist. (Rosemary Neill, Director/Family & Community Services)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the newly created job description of **Data Entry Clerk II for the Nutrition Department to be replaced with the job descriptions of Homebound Information Specialist and Information & Referral Specialist with modifications as follows:**

JOB STANDARDS:

High school diploma or equivalent; ~~one (1)~~ **three (3)** years data entry experience, typing skills 30-35 wpm;

**PAGE 4
CIVIL SERVICE MINUTES
DECEMBER 3, 2002**

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

**MOTION #6 APPROVED WITH MODIFICATIONS.
ITEM #6**

Discuss and take appropriate action to approve the newly created job description of **Homebound Case Manager** for the Nutrition Department to be replaced with one Center Director position. (Rosemary Neill, Director/Family & Community Services)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the newly created job description of Homebound Case Manager for the Nutrition Department to be replaced with one Center Director position with modifications as follows:

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DUTIES AND RESPONSIBILITIES: (~~*Functions essential to attaining job objectives~~)

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

**MOTION #7 APPROVED WITH MODIFICATIONS.
ITEM #7**

Discuss and take appropriate action to approve the revised job description of **Accountant I** for the Nutrition Department. (Rosemary Neill, Director/Family & Community Services)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the revised job description of Accountant I for the Nutrition Department with modifications as follows:

JOB STANDARDS: ~~Associates~~ Bachelor's Degree in Accounting or an equivalent amount of education/training and experience to perform job duties and responsibilities.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

**PAGE 5
CIVIL SERVICE MINUTES
DECEMBER 3, 2002**

**MOTION #8 APPROVED WITH MODIFICATIONS.
ITEM #8**

Discuss and take appropriate action to approve the revised job description of **Driver I** for the Nutrition Department. (Rosemary Neill, Director/Family & Community Services)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the revised job description of **Driver I** for the Nutrition Department with modifications as follows:

DUTIES AND RESPONSIBILITIES: (~~*Functions essential to attaining job objectives~~)

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

**MOTION #9 APPROVED WITH MODIFICATIONS.
ITEM #9**

Discuss and take appropriate action to approve the revised job description of **Economic Development Coordinator** for the Planning and Development Department. (Rod Mercado, Planning and Development Director)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the revised job description of **Economic Development Coordinator** for the Planning and Development Department with modifications as follows:

JOB STANDARDS:

Graduation from an accredited college or university with a Bachelor's **Degree (Master's desirable)** in economics, business administration, urban and regional planning, public administration, social sciences, engineering or related field and ten (10) years of progressively responsible experience in the public and private sector. ~~The attainment of a Master's degree in said fields, Certified Financial Manager or Certified Public Accountant may substitute for four (4) years of equivalent combination of training and experience is acceptable.~~ Preferred qualifications: Graduation from an accredited college or university with a Master's Degree in economics, business administration, urban and

**PAGE 6
CIVIL SERVICE MINUTES
DECEMBER 3, 2002**

regional planning, public administration, social sciences, engineering or related field and six (6) years of progressively responsible experience in the public and private sector.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

**MOTION #10 APPROVED.
ITEM #10**

Discuss and take appropriate action to approve the Bailiff position to be “not” covered under the Civil Service Rules & Regulations. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the Bailiff position to be “not” covered under the Civil Service Rules & Regulations as stated under Chapter 53.005 of the Texas Local Government Code.

VOTE: YES – Collins, Sandoval

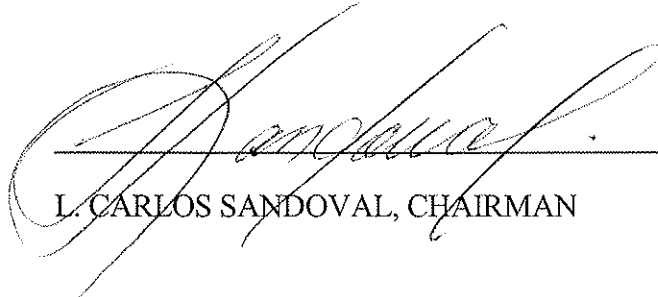
MOTION CARRIED.

MEETING ADJOURNED

By motion of Cecy Collins and seconded by L. Carlos Sandoval, the meeting was adjourned at 3:08 p.m.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge