



**EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA**

REGULAR MEETING

DATE: JANUARY 7, 2003
TIME: 2:00 P.M.
PLACE: COMMISSIONERS COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: FRIDAY, DECEMBER 27, 2003

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of December 3, 2002. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action to approve the newly created job description of **Program Coordinator** for the Planning & Development Department. (Rod Mercado, Planning & Development Director)

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ACTION: _____

ITEM #3 Discuss and take appropriate action to approve the newly created job description of **Contract Manager (Community Development Division)** for the Planning & Development Department. (Rod Mercado, Planning & Development Director)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the newly created job description of **Contract Manager (Transportation & Environmental Division)** for the Planning & Development Department. (Rod Mercado, Planning & Development Director)

ACTION: _____

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.001 & 551.074.

ITEM #5 Discuss a grievance filed/dated December 5, 2002 regarding Cecilia Ruiz, Clerk/Cashier, Domestic Relations Office. (Terry Pasqualone, Executive Director - Annabell Perez, Division Unit Chief, County Attorney's Office)

OPEN SESSION:

ITEM #6 Take appropriate action on a grievance filed/dated 12/05/02 regarding Cecilia Ruiz, Clerk/Cashier, Domestic Relations Office. (Terry Pasqualone, Executive Director - Annabell Perez, Division Unit Chief, County Attorney's Office)

ACTION: _____
