



**CANCELLED DUE TO  
LACK OF A QUORUM.**

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

**REGULAR MEETING**

**DATE: FEBRUARY 4, 2003**

**TIME: 2:00 P.M.**

**PLACE: COMMISSIONERS COURT CHAMBERS  
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE**

**POSTED: THURSDAY, JANUARY 30, 2003**

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**OPEN MEETING:**

**ITEM #1** Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of January 7, 2003. (Robert M. Almanzán, Human Resources Director)

**ACTION:**

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**ITEM #2** Accept letter from Waldo Alarcon to assume responsibility for the selection of all persons who are to be considered for employment within his department. (Waldo Alarcon, County Clerk)

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**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #3      Accept the names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in Rule 1.09 (b) of the Civil Service Rules and Regulations Book. (Gilbert Sanchez, District Clerk)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #4      Discuss and approve the proposed changes to the job description of Teen Court Coordinator to Teen Court Director for the County Attorney's Office as submitted by Jo Anne Bernal, 1<sup>st</sup> Assistant County Attorney. (Jo Anne Bernal, 1<sup>st</sup> Assistant County Attorney)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #5      Discuss and approve the proposed changes to the job description of Senior Caseworker for the Nutrition Department. (Rosemary Neill, Family & Community Services Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #6      Discuss and approve the proposed changes to the job description of Special Projects Coordinator for the Family & Community Services Department. (Rosemary Neill, Family & Community Services Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

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ITEM #7 Discuss and take appropriate action to replace the job description of Accountant I to Accountant for the Nutrition Department. (Rosemary Neill, Family & Community Services Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #8 Discuss and approve the proposed changes to the job description of County Library Manager for the County Library Department. (Rosemary Neill, Family & Community Services Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #9 Discuss and take appropriate action to approve a request from Lupe McCoy, Clerk III, Human Resources Department to be a recipient for donated vacation leave. (Guadalupe H. Mc Coy)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

**GRIEVANCES**

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

ITEM #10 Discuss a grievance filed/dated December 5, 2002 regarding Cecilia Ruiz, Clerk/Cashier, Domestic Relations Office. (Terry Pasqualone, Executive Director - Kitty Schild, County Attorney's Office) **(Tabled from 01/07/03)**

ITEM #11 Discuss a grievance filed/dated January 6, 2003 regarding Miguel Angel Fan Jr., Supervisor, District Clerk's Office. (Gilbert Sanchez, District Clerk's Office - Kitty Schild, County Attorney's Office)

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**OPEN SESSION:**

ITEM #12     Take appropriate action on a grievance filed/dated December 5, 2002 regarding Cecilia Ruiz, Clerk/Cashier, Domestic Relations Office. (Terry Pasqualone, Executive Director - Kitty Schild, County Attorney's Office) **(Tabled from 01/07/03)**

**ACTION:**

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ITEM #13     Take appropriate action on a grievance filed/dated January 6, 2003 regarding Miguel Angel Fan Jr., Supervisor, District Clerk's Office. (Gilbert Sanchez, District Clerk - Kitty Schild, County Attorney's Office)

**ACTION:**

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