



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

SPECIAL MEETING

DATE: FEBRUARY 12, 2003

TIME: 2:00 P.M.

**PLACE: JUDGE'S CONFERENCE ROOM
ROOM 301, 3RD FLOOR, COUNTY COURTHOUSE**

POSTED: FRIDAY, FEBRUARY 7, 2003

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: _____

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, 1st Assistant County Attorney. (Jo Anne Bernal, 1st 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:

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:
