



COUNTY OF EL PASO


CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

Chairman
L. Carlos Sandoval

Commissioners
Cezy Collins
Ariel Duarte

MINUTES OF SPECIAL MEETING

FEBRUARY 12, 2003

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 Judge's Conference Room, Room 301 and was called to order at 2:10 p.m. by Chairman, L. Carlos Sandoval.

ITEM #1 **APPROVED.**
MOTION #3

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: It was moved by Cezy Collins, and seconded by L. Carlos Sandoval to approve the Civil Service Commission minutes of January 7, 2003 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES - Collins, Sandoval

MOTION CARRIED.

PAGE 2
CIVIL SERVICE MINUTES
FEBRUARY 12, 2003/SPECIAL MEETING

MOTION #4 **APPROVED.**
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)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to accept letter from Waldo Alarcon, County Clerk, to assume responsibility for the selection of all persons who are to be considered for employment within his department.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #5 **APPROVED.**
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: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to accept 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 as submitted by Gilbert Sanchez, District Clerk.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #6 **APPROVED WITH MODIFICATIONS.**
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: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to 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, with the following modifications:

PAGE 3
CIVIL SERVICE MINUTES
FEBRUARY 12, 2003/SPECIAL MEETING

JOB TITLE: TEEN COURT DIRECTOR MANAGER

FLSA: N.E.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #7 APPROVED.
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: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the proposed changes to the job description of Senior Caseworker for the Nutrition Department as submitted by Rosemary Neill, Family & Community Services Director.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #8 APPROVED.
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: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the proposed changes to the job description of Special Projects Coordinator for the Family & Community Services Department as submitted by Rosemary Neill, Family & Community Services Director.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #9 APPROVED.
ITEM #7

PAGE 4
CIVIL SERVICE MINUTES
FEBRUARY 12, 2003/SPECIAL MEETING

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: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to replace the job description of Accountant I to Accountant for the Nutrition Department as submitted by Rosemary Neill, Family & Community Services Director.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #10 APPROVED.
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: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve the proposed changes to the job description of County Library for the County Library Department as submitted by Rosemary Neill, Family & Community Services Director.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #11 APPROVED.
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. (Lupe McCoy)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to approve a request from Lupe McCoy, Clerk III, Human Resources Department to be a recipient for donated vacation leave.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

**PAGE 5
CIVIL SERVICE MINUTES
FEBRUARY 12, 2003/SPECIAL MEETING**

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.001 & 551.074

**ITEM #12 GRIEVANCE DISMISSED.
MOTION #1**

Take appropriate action on 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.

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to dismiss the grievance filed/dated December 5, 2002 regarding Cecilia Ruiz, Clerk/Cashier, Domestic Relations Office. Grievant was not present at the meeting.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

**ITEM #13 TABLED FOR ONE MONTH.
MOTION #2**

Take appropriate action on a grievance filed/dated January 6, 2003 regarding Miguel Angel Fan Jr., Supervisor, District Clerk's Office. Terry Pasqualone, Executive Director - Kitty Schild, County Attorney's Office) (Tabled from 01/07/03)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to table the grievance filed/dated January 6, 2003 regarding Miguel Angel Fan Jr., Supervisor, District Clerk's Office as requested by County Attorney's Office. The grievance will be heard March 4th at 2:00 p.m.

MEETING ADJOURNED

By motion of Cezy Collins seconded by L. Carlos Sandoval, the meeting was adjourned at 2:40 p.m.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge