



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
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*Chairman*  
*L. Carlos Sandoval*

*Commissioners*  
*Cezy Collins*  
*Ariel Duarte*

### MINUTES OF MARCH 4, 2003

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

OTHERS PRESENT ROBERT M. ALMANZÁN,  
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioners Court Chambers, Room 303 and was called to order at 2:03 p.m. by Chairman, L. Carlos Sandoval.

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

Discuss and take appropriate action on minutes of the Civil Service Commission special meeting of February 12, 2003. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Cezy Collins, and seconded by Ariel Duarte to approve the Civil Service Commission minutes of special meeting of February 12, 2003 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #2 APPROVED WITH MODIFICATIONS.  
ITEM #2**

Discuss and approve the proposed changes to the job description of Investigator for the Medical Examiner's Office. (Corinne Stern, Medical Examiner)

**ACTION:** It was moved by Ariel Duarte and seconded by Cezy Collins to approve the proposed changes to the job description of Investigator for the Medical Examiner's office with the following changes as follows:

**DUTIES AND RESPONSIBILITIES:**

3. Testifies in prosecution of DWI charges; ~~and testifies in prosecution of homicides as required; by~~ and, provides all required investigate reports to the County Attorney or District Attorney.

**JOB STANDARDS:**

High school diploma or equivalent; with additional education and/or training in applied science, law enforcement, social science and/or criminal justice; ~~Five (5) years~~ prior experience in medical investigations or working with agencies ~~such as Grimes Against Persons or other law enforcement agencies~~y. Must be proficient in writing reports in a clear and concise manner; prior experience in record keeping is desirable.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

GRIEVANCES

**EXECUTIVE SESSION:** On this day Chairman, L. Carlos Sandoval, announced that the Civil Service Commission would recess into executive session to discuss the following items pursuant to Texas Government Code 551.001 & 551.074 at 2:10 p.m.

ITEM #3 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) (Tabled from 02/12/03)

ITEM #4 Discuss a grievance filed/dated February 7, 2003 regarding Cheryl Ortiz, Clerk II, County Clerk's Office. (Waldo Alarcon, County Clerk - Daniel Ordonez, County Attorney's Office)

ITEM#5 Discuss a grievance filed/dated January 31, 2003 regarding Miguel Andres Avila, Interpreter I, Council of Judges. (Michael Izquierdo, Executive Director, Council of Judges - Jo Anne Bernal, County Attorney's Office)

The Civil Service Commission began to deliberate at 2:50 p.m.

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**MEETING RECONVENED**

On this day, the Civil Service Commission reconvened into regular open session following executive session at 2:58 p.m.

**MOTION #4 TABLED.**  
ITEM #6

(Tabled from 02/12/03)  
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's Office - Kitty Schild, County Attorney)

**ACTION:** It was moved by Ariel Duarte and seconded by Cezy Collins to table the grievance filed/dated January 6, 2003 regarding Miguel Angel Fan Jr., Supervisor, District Clerk's office as requested by both parties, County Attorney's Office and Mr. Fan's attorney, Fernando Chacon. The grievance will be heard April 1<sup>st</sup> at 2:00 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #5 GRIEVANCE DENIED.**

**ITEM #7** Take appropriate action on a grievance filed/dated February 7, 2003 regarding Cheryl Ortiz, Clerk II, County Clerk's Office. (Waldo Alarcon, County Clerk - Daniel Ordonez, County Attorney's Office)

**ACTION:** It was moved by Ariel Duarte and seconded by Cezy Collins to deny the grievance filed/dated February 7, 2003 regarding Cheryl Ortiz, Clerk II, County Clerk's office.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #3 TABLED.**  
**ITEM#8**

Take appropriate action on a grievance filed/dated January 31, 2003 regarding Miguel Andres Avila, Interpreter I, Council of Judges. (Michael Izquierdo, Executive Director, Council of Judges - Jo Anne Bernal, County Attorney's Office)

**ACTION:** It was moved by Cezy Collins and seconded by Ariel Duarte to table the grievance filed/dated January 31, 2003 regarding Miguel Andres Avila, Interpreter I, Council of Judges, as requested by Jo Anne Bernal, County Attorney's office. The grievance will be heard on April 1<sup>st</sup> at 2:00 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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**MOTION #6**  
ITEM #9

Discuss and take appropriate action to approve the Employee Assistance Program policy and to include as Appendix K in the Civil Service Rules and Regulations. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Cezy Collins and seconded by Ariel Duarte to approve the Employee Assistance Program policy and to include as Appendix K in the Civil Service Rules and Regulations as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MEETING ADJOURNED**

By motion of Cezy Collins seconded by L. Carlos Sandoval, the meeting was adjourned at 3:12 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.



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L. CARLOS SANDOVAL, CHAIRMAN



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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge