



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
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*Chairman*  
*L. Carlos Sandoval*

*Commissioners*  
*Cezy Collins*  
*Ariel Duarte*

### MINUTES OF APRIL 1, 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 regularly scheduled meeting of March 4, 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 regularly scheduled meeting of March 4, 2003 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #2**  
**ITEM #2 ACCEPTED FOR FILING PURPOSES.**

Discuss and take appropriate action to approve the revised Dress Code and Excessive Absenteeism and/or Tardiness policies for the County Clerk's Office. (Waldo Alarcon, County Clerk)

**FIRST MOTION: ACCEPT FOR FILING PURPOSES.**

**ACTION:** It was moved by Ariel Duarte and seconded by Cezy Collins to accept, for filing purposes, the Excessive Absenteeism and/or Tardiness policies for the County Clerk's Office with the following modifications to read as follows:

Excessive or habitual tardiness to work, or from break or lunch is defined as follows:

Employees with a bad record of attendance and/or tardiness will have it ~~directly affected, reflected on~~ in their evaluations and considered ~~very~~ it will have a negative effect when applying for a promotion or vacancy.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**SECOND MOTION: ACCEPT FOR FILING PURPOSES.**

**ACTION:** It was moved by Ariel Duarte and seconded by L. Carlos Sandoval to accept, for filing purposes, the Dress Code policy for the County Clerk's Office.

VOTE: YES – Duarte, Sandoval

NO - Collins

MOTION CARRIED.

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

Discuss and take appropriate action to approve the newly job description of Communications Manager for the Communications Department to be replaced with the job description of Communications Tech II. (Victor Montes, Communications Department)

**ACTION:** It was moved by Cezy Collins, and seconded by Ariel Duarte to approve the newly created job description of Communications Manager for the Communications Department to be replaced with the job description of Communications Tech II as submitted by Victor Montes, Communications Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #4  
ITEM #4 APPROVED.**

Discuss and take appropriate action to approve the newly job description of Administrative Assistant I for the Communications Department, submitted by Victor Montes, Communications Director, to be replaced with the job description of Senior Clerk I with the following modifications as follow:

**ACTION:** It was moved by Cezy Collins, and seconded by Ariel Duarte to approve the newly created job description of Administrative Assistant I for the Communications Department to be replaced with the job description of Senior Clerk I, submitted by Victor Montes, Communications Director, with the following modifications as follow:

**JOB STANDARDS:**

- ❖ High school diploma education or GED equivalent; two (2) years general office experience

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #6**  
**ITEM #5 APPROVED.**

Discuss and take appropriate action to approve a request from Ana E. Calderon, Training Manager, Human Resources Department, to be a recipient for donated vacation leave. (Ana E. Calderón, Training Manager)

**ACTION:** It was moved by Ariel Duarte, and seconded by Cezy Collins to approve a request from Ana E. Calderon, Training Manager, Human Resources Department, to be a recipient for donated vacation leave.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**GRIEVANCES**

**MOTION #5**  
**ITEM #7 TABLED - (b) & (c).**

(b) Take appropriate action on a grievance filed/dated March 17, 2003 regarding Miguel Andres Avila's termination of employment from the Council of Judges office. (Guadalupe Rivera, 168<sup>th</sup> District Court Judge)

**ACTION:** It was moved by Cezy Collins and seconded by Ariel Duarte to table the grievance filed/dated March 17, 2003 regarding Miguel Andres Avila's termination of employment from the Council of Judges office. The grievance will be heard on May 6, 2003 at 2:00 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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- (c) Take appropriate action on a grievance filed/dated January 31, 2003 regarding Miguel Andres Avila, Interpreter I, Council of Judges office. (Michael Izquierdo, Executive Director - Jo Anne Bernal, 1<sup>st</sup> Assistant County Attorney) (Tabled from 03/04/03)

**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, Daniel Ordoñez, County Attorney. Mr. Avila's attorney, Sergio Coronado, was in agreement to it. The grievance will be heard on May 6, 2003 at 2:00 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #7**  
**ITEM #7**      **TABLED.**

- (d) Take appropriate action on a grievance filed/dated March 19, 2003 regarding Jose A. Munoz, Custodian I, Facilities Management Department. (Ted Traffansted, Facilities Manager)

**ACTION:** It was moved by Ariel Duarte and seconded by Cecy Collins to table the grievance filed/dated March 19, 2003 regarding Jose A. Munoz, Custodian I, Facilities Management Department, as requested by Mr. Munoz's representative, Bill Arballo, AFSCME Local #59. The grievance will be heard on May 6, 2003 at 2:00 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

GRIEVANCE

**EXECUTIVE SESSION:** On this day Chairman, L. Carlos Sandoval, announced that the Civil Service Commission would recess into executive session to discuss the following item pursuant to Texas Government Code 551.001 & 551.074 at 2:40 p.m.

The Civil Service Commission began to deliberate at 4:20 p.m.

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**MEETING RECONVENED**

On this day, the Civil Service Commission reconvened into regular open session following executive session at 4:43 p.m.

**MOTION #8**  
**ITEM #7 GRIEVANCE UPHELD.**

- (a) Take appropriate action on a grievance filed/dated March 19, 2003 regarding Miguel Angel Fan Jr., Supervisor, District Clerk's Office. (Gilbert Sanchez, District Clerk - Kitty Schild, County Attorney's Office. (Tabled for 03/04/03)

**ACTION:** It was moved by Ariel Duarte and seconded by Cecy Collins to uphold the grievance filed/dated March 19, 2003 regarding Miguel Angel Fan Jr., Supervisor, District Clerk's Office, under Rule 1.66.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MEETING ADJOURNED**

By motion of L. Carlos Sandoval seconded by Ariel Duarte, the meeting was adjourned at 4:45 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