



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

REGULAR MEETING

DATE: MAY 6, 2003
TIME: 2:00 P.M.
PLACE: COMMISSIONERS COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: THURSDAY, MAY 1, 2003

OPEN MEETING:

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

ACTION: _____

ITEM #2 Discuss and take appropriate action to approve a request from Araceli Hernandez, Administrative Assistant II, County Purchasing Department to be a recipient for donated vacation leave. (Araceli Hernandez)

ACTION: _____

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ITEM #3 Discuss and take appropriate action to approve the newly created job description of **Planner I** for the Planning & Development Department. (Rodrigo Mercado, Director)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the newly created job description of **Planner II (Zoning & Construction)** for the Planning & Development Department. (Rodrigo Mercado, Director)

ACTION: _____

ITEM #5 Discuss and take appropriate action to approve the newly created job description of **Planner II (Subdivision & Development)** for the Planning & Development Department. (Rodrigo Mercado, Director)

ACTION: _____

ITEM #6 Discuss and approve the proposed changes to the job description of **Investigator** for the Public Defender's office. (William Cox, First Assistant Public Defender)

ACTION: _____

ITEM #7 Discuss and take appropriate action to approve the newly created job description of **Assistant Director/Coliseum** to be replaced with the job description of Assistant Director of Entertainment Facilities for the Coliseum Department. (Brian Kennedy, Sportspark Authority & Tourism Director)

ACTION: _____

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ITEM #8 Discuss and take appropriate action to approve the newly created job description of **Assistant Facilities Manager** to be replaced with the job description of Special Events Manager/Coliseum for the Coliseum Department. (Brian Kennedy, Sportspark Authority & Tourism Director)

ACTION: _____

ITEM #9 Discuss and take appropriate action to approve the newly created job description of **Facilities Manager** to be replaced with the job description of Facility Manager for the Coliseum Department. (Brian Kennedy, Sportspark Authority & Tourism Director)

ACTION: _____

ITEM #10 Discuss and take appropriate action to approve the newly created job description of **Marketing Assistant** to be replaced with the job description of Assistant Director of Marketing for the Coliseum Department. (Brian Kennedy, Sportspark Authority & Tourism Director)

ACTION: _____

ITEM #11 Discuss and take appropriate action to approve the newly created job description of **Assistant Director/Events** to be replaced with the job description of Assistant Director of Sports Commission for the Coliseum Department. (Brian Kennedy, Sportspark Authority & Tourism Director)

ACTION: _____

ITEM #12 Discuss and take appropriate action to approve the newly created job description of **Office Coordinator** for the Sportspark Department. (Brian Kennedy, Sportspark Authority & Tourism Director)

ACTION: _____

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ITEM #13 Discuss and take appropriate action to approve the amendment of **Rule 1.80** of the Civil Service Rules and Regulations Book. The rule has been reviewed by the County Attorney's office. (Robert Almanzán, Human Resources Director)

ACTION: _____

ITEM #14 Discuss and take appropriate action on procedures of the Civil Service Rules and Regulations Book to review and accept departmental policies pursuant to **Section V on Rule 2.37**. (Robert Almanzán, Human Resources Director)

ACTION: _____

GRIEVANCES

EXECUTIVE SESION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

ITEM #15

- (a) Discuss a grievance filed/dated March 17, 2003 regarding Miguel Andres Avila's termination of employment from the Council of Judges office. (Guadalupe Rivera, 168th District Court Judge) **(Tabled from 04/01/03)**

- (b) 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, 1st Assistant County Attorney) **(Tabled from 03/04/03)**

- (c) Discuss a grievance filed/dated March 19, 2003 regarding Jose A. Munoz, Custodian I, Facilities Management Department. (Ted Traffansted, Facilities Manager) **(Tabled from 04/01/03)**

- (d) Discuss a grievance filed/dated March 26, 2003 regarding Juan Ruiz, Heavy Equipment Operator I, Road & Bridge Department. (Robert Rivera, Public Works Director - Maria

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Salas-Mendoza, Senior Trial Attorney)

OPEN SESSION:

ITEM #16

- (a) 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, 168th District Court Judge) **(Tabled from 04/01/03)**

ACTION: _____

- (b) 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, 1st Assistant County Attorney) **(Tabled from 03/04/03)**

ACTION: _____

- (c) Take appropriate action on a grievance filed/dated March 19, 2003 regarding Jose A. Munoz, Custodian I, Facilities Management Department. (Ted Traffansted, Facilities Manager) **(Tabled from 04/01/03)**

ACTION: _____

- (d) Take appropriate actions on a grievance filed/dated March 26, 2003 regarding Juan Ruiz, Heavy Equipment Operator I, Road & Bridge Department. (Robert Rivera, Public Works Director - Maria Salas-Mendoza, Senior Trial Attorney)

ACTION: _____
