



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
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*Chairman*  
*L. Carlos Sandoval*

*Commissioners*  
*Cezy Collins*  
*Ariel Duarte*

### MINUTES OF MAY 6, 2003

COMMISSIONERS PRESENT: CEZY COLLINS, COMMISSIONER  
ARIEL DUARTE, COMMISSIONER

ABSENT: L. CARLOS SANDOVAL, CHAIRMAN

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 2:02 p.m. by Acting Chairman, Cezy Collins.

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

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:** It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the Civil Service Commission minutes of regularly scheduled meeting of April 1, 2003 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #2**  
**ITEM #2 APPROVED.**

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:** It was moved by Ariel Duarte and seconded by Cezy Collins to approve a request from Araceli Hernandez, Administrative Assistant II, County Purchasing Department to be a recipient for donated vacation leave.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #7**  
**ITEM #3 APPROVED.**

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

**ACTION:** It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the newly created job description of **Planner I** for the Planning & Development Department as submitted by Rodrigo Mercado, Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #8**  
**ITEM #4 APPROVED.**

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:** It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the newly created job description of Planner II (Zoning & Construction) for the Planning & Development as submitted by Rodrigo Mercado, Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #9  
ITEM #5 APPROVED.**

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:** It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the newly created job description of Planner II (Subdivision & Development) for the Planning & Development, as submitted by Rodrigo Mercado, Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #10  
ITEM #6 APPROVED WITH MODIFICATIONS.**

Discuss and approve the proposed job description of **Investigator** for the Public Defender's Office. (William Cox, 1<sup>st</sup> Assistant Public Defender)

**ACTION:** It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the proposed job description of Investigator for the Public Defender's Office, submitted by William Cox, 1<sup>st</sup> Assistant Public Defender's Office with the following modifications as follows.

**SUPERVISES:**      **GENERALLY-NOT APPLICABLE**

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #11**  
**ITEM #7     APPROVED.**

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:** It was moved by Ariel Duarte, and seconded by Cezy Collins 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 as submitted by Brian Kennedy, Sportspark Authority & Tourism Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #12**  
**ITEM #8     APPROVED.**

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:** It was moved by Ariel Duarte, and seconded by Cezy Collins 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, as submitted by Brian Kennedy, Sportspark Authority & Tourism Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #13**  
ITEM #9     **APPROVED WITH MODIFICATIONS.**

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:**     It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the newly created job description of **Facilities Manager** to be replaced with the job description of Facility Manager for the Coliseum Department, submitted by Brian Kennedy, Sportspark Authority & Tourism Director with the following modifications as follows:

**JOB STANDARDS:**

High school diploma or GED;

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #14**  
ITEM #10    **APPROVED WITH MODIFICATIONS.**

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:**     It was moved by Ariel Duarte, and seconded by Cezy Collins 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, submitted by Brian Kennedy, Sportspark Authority & Tourism Director with the following modifications as follows:

**JOB STANDARDS:**

Bachelors Degree or five ~~(5)~~ six (6) years of equivalent experience. ~~Six (6)~~ Five (5) years progressive working experience in marketing, promotional material layout or data base management.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #15**  
**ITEM #11 APPROVED.**

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:** It was moved by Ariel Duarte, and seconded by Cezy Collins 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, as submitted by Brian Kennedy, Sportspark Authority & Tourism Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #16**  
**ITEM #12 APPROVED.**

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:** It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the newly created job description of Office Coordinator for the Sportspark Department, as submitted by Brian Kennedy, Sportspark Authority & Tourism Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #17**  
**ITEM #13 APPROVED.**

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 M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the amendment of Rule 1.80 of the Civil Service Rules and Regulations Book as submitted Robert M. Almanzán, Human Resources Director. The rule has been reviewed by the County Attorney's Office.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #18**  
**ITEM #14 TABLED.**

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 Rules 2.37. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Ariel Duarte, and seconded by Cezy Collins to table the procedures of the Civil Service Rules and Regulations Book to review and accept departmental policies pursuant to Section V on Rule 2.37, submitted Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

GRIEVANCE

**EXECUTIVE SESSION:** On this day Acting Chairman, Cezy Collins, 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 2:05 p.m.

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 3:13 p.m.

GRIEVANCES

**MOTION #4**  
**ITEM #16 GRIEVANCE DENIED & TERMINATION UPHELD.**

- (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, 168<sup>th</sup> District Court Judge)

**ACTION:** It was moved by Ariel Duarte and seconded by Cezy Collins to uphold the termination of Miguel Andres Avila from employment with the Council of Judges office and deny the grievance filed dated March 17, 2003 by Miguel Andres Avila.

**VOTE:** YES – Collins, Duarte

**MOTION CARRIED.**



**MOTION #5**  
**ITEM #16 GRIEVANCE DENIED.**

- (b) 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 Ariel Duarte and seconded by Cezy Collins to deny the grievance filed/dated January 31, 2003 regarding Miguel Andres Avila, Interpreter I, Council of Judges.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #6**  
**ITEM #16 GRIEVANCE DENIED.**

- (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:** It was moved by Ariel Duarte and seconded by Cezy Collins to deny the grievance filed/dated March 19, 2003 regarding Jose A. Munoz, Custodian I, Facilities Management Department.

VOTE: YES – Collins, Duarte

MOTION CARRIED.

**MOTION #3**  
**ITEM #16 GRIEVANCE TABLED.**

- (d) Take appropriate action 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)

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**ACTION:** It was moved by Ariel Duarte and seconded by Cezy Collins to table the grievance filed/dated March 26, 2003 regarding Juan Ruiz, Heavy Equipment Operator I, Road & Bridge Department. The grievance will be heard on June 3, 2003 at 2:00 p.m.

VOTE: YES – Collins, Duarte

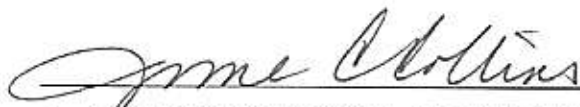
MOTION CARRIED.

**MEETING ADJOURNED**

By motion of Ariel Duarte seconded by Cezy Collins, the meeting was adjourned at 3:17 p.m.

VOTE: YES – Collins, Duarte

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge