



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

REGULAR MEETING

DATE: JUNE 3, 2003
TIME: 2:00 P.M.
PLACE: COMMISSIONERS COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: THURSDAY, MAY 29, 2003

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of May 6, 2003. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action to approve the newly created job description of **Caseworker** for the Public Defender's Office. (William Cox, 1st Assistant)

ACTION: _____

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ITEM #3 Discuss and take appropriate action to approve the newly created job description of **Case Administrator** to be replaced with the job description of Administrator for the Pubic Defender’s Office. (William Cox, 1st Assistant)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the newly created job description of **Strong Families Strong Future Coordinator** for the Family & Community Services Department. (Rosemary Neill, Director)

ACTION: _____

ITEM #5 Discuss and take appropriate action to approve the newly created job description of **Project Specialist** for the Family & Community Services Department to be replaced with the job description of Special Projects Coordinator. (Rosemary Neill, Director)

ACTION: _____

ITEM #6 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) (**Tabled from 05/06/03**)

ACTION: _____

GRIEVANCES

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071
AND 551.074**

ITEM #7

- (a) Discuss 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) **(Tabled from 05/06/03)**
- (b) Discuss a grievance filed/dated May 23, 2003 regarding LaFonda Hamilton's termination of employment from the District Clerk's office. (Gilbert Sanchez, District Clerk)

OPEN SESSION:

ITEM #8

- (a) 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) **(Tabled from 05/06/03)**

ACTION: _____

- (b) Take appropriate action on a grievance filed/dated May 23, 2003 regarding LaFonda Hamilton's termination of employment from the District Clerk's office. (Gilbert Sanchez, District Clerk)

ACTION: _____
