



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

REGULAR MEETING

DATE: JULY 1, 2003

TIME: 2:00 P.M.

**PLACE: COMMISSIONERS COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE**

POSTED: THURSDAY, JUNE 26, 2003

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of June 3, 2003. (Robert M. Almanzán, Human Resources Director)

ACTION:

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ITEM #2 Discuss and take appropriate action to approve the job description of Program Assistance Coordinator for the General Assistance Department. (Tony Natera, General Assistance Manager)

ACTION: _____

ITEM #3 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 06/03/03)**

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve a request from Lupe C. Martin, Human Resources Clerk III, Human Resources Department, to be a recipient for donated vacation Leave. (Lupe C. Martin)

ACTION: _____

GRIEVANCES

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

ITEM #5

- (a) Discuss a grievance filed/dated June 6, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's Office. (Waldo Alarcon, County Clerk - Maria Salas-Mendoza, Senior Trial Attorney)
- (b) Discuss a grievance filed/dated June 19, 2003 regarding Maria Isabel Flores, Administrative Assistant I, Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)
- (c) 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 - Daniel Ordoñez, Senior Trial Attorney)

OPEN SESSION:

ITEM #6

- (a) Take appropriate action on a grievance filed/dated June 6, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's Office. (Waldo Alarcon, County Clerk - Maria Salas-Mendoza, Senior Trial Attorney)

ACTION: _____

- (b) Take appropriate action on a grievance filed/dated June 19, 2003 regarding Maria Isabel Flores, Administrative Assistant I, Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director)

ACTION: _____

- (c) 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 - Daniel Ordoñez, Senior Trial Attorney)

ACTION: _____
