



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

REGULAR MEETING

DATE: AUGUST 5, 2003

TIME: 2:00 P.M.

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

POSTED: THURSDAY, JULY 31, 2003

OPEN MEETING:

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

ACTION: _____

ITEM #2 Discuss and take appropriate action to approve the revised job description of “Assistant Library Manager” for the County Library Department - Fabens. (Rosemary Neill, Director of Family & Community Services)

ACTION: _____

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ITEM #3 Discuss and take appropriate action to approve the following job descriptions for the County Attorney's Office as submitted by Jo Anne Bernal, 1st Assistant County Attorney, as follows:

- 1. Teen Court Manager (revised)**
- 2. Youth Grant Manager (new)**
- 3. Teen Court Assistant Manager (new)**

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve a request for Joann Zubia, Community Service Aide, General Assistance Department to be a recipient for donated vacation leave. (Joann Zubia)

ACTION: _____

ITEM #5 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 07/01/03)**

ACTION: _____

GRIEVANCES

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

ITEM #6

- (a) Discuss a grievance filed/dated July 18, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's Office, pertaining to **her dismissal**. (Waldo Alarcon, County Clerk - Maria Salas-Mendoza, Senior Trial Attorney)
- (b) Discuss a grievance filed/dated July 18, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's Office, pertaining to **employee warning report**. (Waldo Alarcon, County Clerk - Maria Salas-Mendoza, Senior Trial Attorney)
- (c) 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) **(Tabled from 07/01/03)**
- (d) Discuss a grievance filed/dated June 19, 2003 regarding Maria Isabel Flores, Administrative Assistant I, Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director) **(Tabled from 07/01/03)**
- (e) Discuss a grievance filed/dated July 9, 2003 regarding Francisco L. Carreon, Truck Drive I, Road & Bridge Department, pertaining to **Rule 1.33, 1.38 & 1.39 – Promotion – Discrimination for Age**. (Robert Rivera, Public Works/R&B Adm. – Maria Salas-Mendoza, Senior Trial Attorney)
- (f) Discuss a grievance filed/dated July 9, 2003 regarding Francisco L. Carreon, Truck Drive I, Road & Bridge Department, pertaining to **Rule 1.33 & Assignment of Duties - Discrimination for Age**. (Robert Rivera, Public Works/R&B Adm. – Maria Salas-Mendoza, Senior Trial Attorney)

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OPEN SESSION:

ITEM #7

- (a) Take appropriate action on a grievance filed/dated July 18, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's Office, pertaining to **her dismissal**. (Waldo Alarcon, County Clerk - Maria Salas-Mendoza, Senior Trial Attorney)

ACTION: _____

- (b) Take appropriate action on a grievance filed/dated July 18, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's Office, pertaining to **employee warning report**. (Waldo Alarcon, County Clerk - Maria Salas-Mendoza, Senior Trial Attorney)

ACTION: _____

- (c) 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) **(Tabled from 07/01/03)**

ACTION: _____

- (d) 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) **(Tabled from 07/01/03)**

ACTION: _____

- (e) Take appropriate action on a grievance filed/dated July 9, 2003 regarding Francisco L. Carreon, Truck Drive I, Road & Bridge Department, pertaining to **Rule 1.33, 1.38 & 1.39 – Promotion – Discrimination for Age**. (Robert Rivera, Public Works/R&B Adm. – Maria Salas-Mendoza, Senior Trial Attorney)

ACTION: _____

Take appropriate action on a grievance filed/dated July 9, 2003 regarding Francisco L. Carreon, Truck Drive I, Road & Bridge Department, pertaining to **Rule 1.33 & Assignment of Duties -Discrimination for Age**. (Robert Rivera, Public Works/R&B Adm. – Maria Salas-Mendoza, Senior Trial Attorney)

ACTION: _____