




COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

Chairman
L. Carlos Sandoval

Commissioners
Cezy Collins
Ariel Duarte

MINUTES OF AUGUST 5, 2003

COMMISSIONERS PRESENT: L. CARLOS SANDOVAL, CHAIRMAN 
CEZY COLLINS, COMMISSIONER
ARIEL DUARTE, COMMISSIONER

OTHERS PRESENT ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY
NATALIA CHAPARRO, INTERN

The El Paso County Civil Service Commission met in Commissioners Court Chambers, Room 303 and was called to order at 2:05 p.m. by Chairman, Carlos Sandoval.

MOTION #1
ITEM #1 APPROVED.

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

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MOTION #3
ITEM #2 APPROVED.

Discuss and take appropriate action to approve the revised job description of **Assistant Library Manager** for the County Library Department. (Rosemary Neill, Director of Family & Community Services)

ACTION: It was moved by Cezy Collins, and seconded by Ariel Duarte to approve the job description of Assistant Library Manager for the County Library Department.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MOTION #4
ITEM #3 APPROVED.

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: It was moved by L. Carlos Sandoval, and seconded by Cezy Collins 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)

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MOTION #2
ITEM #4 APPROVED.

Discuss and take appropriate action to approve a request from Joanne Zubia, Community Service Aide, General Assistance Department, to be a recipient for donated Vacation Leave. (Joanne Zubia)

ACTION: It was moved by Cezy Collins, and seconded by Ariel Duarte to approve a request from Joanne Zubia, Community Service Aide, General Assistance Department, to be a recipient for donated Vacation Leave.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MOTION #5
ITEM #5 DELETED.

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 M. Almanzán, Human Resources Director)

ACTION: It was moved by L. Carlos Sandoval, and seconded by Cezy Collins to delete the procedures of the Civil Service Rules and Regulations Book to review and accept departmental policies pursuant to Section V on Rule 2.37. The item will be heard at a later date.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

OPEN SESSION: On this day Chairman L. Carlos Sandoval announced that the Civil Service Commission would remain in open session to discuss the following item pursuant to Texas Government Code 551.001 & 551.074 at 2:35 p.m., as requested by Bill Arballo, AFSCME Representative.

The Civil Service Commission began to deliberate at 3:32 p.m.

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MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following executive session at 3:55 p.m.

GRIEVANCES

MOTION #7
ITEM #7

GRIEVANCE UPHELD & TERMINATION REVERSED.

- (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: It was moved by Ariel Duarte, and seconded by Cezy Collins to uphold the grievance filed/dated July 18, 2003 and reverse the termination regarding Rosaura Cobos, Clerk II, County Clerk's office, under the guidelines of Rule 1.66 which states:

If a grievance is upheld the employee shall be reinstated and may be granted back pay depending upon the determination of the grievance. Procedures for grievances shall be outlined in Section VII rules 2.62 through 2.73.

VOTE: YES – Collins, Duarte

NO - Sandoval

MOTION CARRIED.

The Civil Service Commission began to deliberate at 4:55 p.m.

MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following executive session at 5:03 p.m.

**MOTION #8 GRIEVANCE DENIED. (EMPLOYEE WARNING REPORT)
ITEM #7**

- (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: It was moved by Ariel Duarte, and seconded by Cezy Collins to deny the grievance filed/dated July 18, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's office, pertaining to the employee warning report.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

The Civil Service Commission began to deliberate at 5:30 p.m.

MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following executive session at 5:33 p.m.

**MOTION #9 GRIEVANCE DENIED.
ITEM #7**

- (c) Take appropriate action on a grievance filed/dated June 6, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's office. **(Tabled from 07/01/03)** (Waldo Alarcon, County Clerk – Maria Salas-Mendoza, Senior Trial Attorney)

ACTION: It was moved by Ariel Duarte, and seconded by Cezy Collins to deny the grievance filed/dated June 6, 2003 regarding Rosaura Cobos, Clerk II, County Clerk's office.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #6
ITEM #7 GRIEVANCE TABLED.**

- (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)

ACTION: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to table the grievance filed/dated June 19, 2003 regarding Maria Isabel Flores, Administrative Assistant I, Sportspark Department. The grievance will be heard October 7, 2003 at 2:00 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

The Civil Service Commission began to deliberate at 6:20 p.m.

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MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following executive session at 6:29 p.m.

MOTION #11

ITEM #7 GRIEVANCE DENIED.

- (e) Take appropriate action on a grievance filed/dated July 9, 2003 regarding Francisco L. Carreon, Truck Driver 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: It was moved by Cezy Collins and seconded by L. Carlos Sandoval to deny the grievance filed/dated July 9, 2003 regarding Francisco L. Carreon, Truck Driver I, Road & Bridge Department, pertaining to Rule 1.33, 1.38 & 1.39 – Promotion – Discrimination for Age.

VOTE: YES - Collins, Sandoval, Duarte

MOTION #10

ITEM #7 GRIEVANCE WITHDRAWN.

- (f) Take appropriate action on a grievance filed/dated July 9, 2003 regarding Francisco L. Carreon, Truck Driver 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: It was moved by L. Carlos Sandoval and seconded by Cezy Collins to withdraw the grievance filed/dated July 9, 2003 regarding Francisco L. Carreon, Truck Driver I, Road & Bridge Department, pertaining to Rule 1.33 & Assignment of Duties – Discrimination for Age as requested by Mr. Carreon.


VOTE: YES - Collins, Sandoval, Duarte

MEETING ADJOURNED

By motion of L. Carlos Sandoval seconded by Cezy Collins, the meeting was adjourned at 6:31 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge