



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

REGULAR MEETING

DATE: SEPTEMBER 2, 2003

TIME: 2:00 P.M.

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

POSTED: FRIDAY AUGUST 29, 2003

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of August 5, 2003. (Robert M. Almanzán, Human Resources Director)

ACTION:

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ITEM #2 Discuss and take appropriate action to approve the newly created job description of “**Auto Title Examiner**” for the County Tax Assessor-Collector office. (David Marquez, VIT Enforcement Director)

ACTION: _____

ITEM #3 Discuss and take appropriate action to approve a request for Esther Rosales, Center Director, Nutrition Department to be a recipient for donated vacation leave. (Esther Rosales)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve a request for Janet McRae, Senior Clerk I, Justice of the Peace #7, to be a recipient for donated vacation leave. (Janet McRae)

ACTION: _____

ITEM #5 Discuss and take appropriate action to approve the newly created job description of “**Administrative Assistant I**” for the Human Resources Department. (Robert M. Almanzán, Human Resources Director)

ACTION: _____
