




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 SEPTEMBER 2, 2003

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

OTHERS PRESENT ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

NATALIA CHAPARRO, INTERIM RECORDING
SECRETARY

ABSENT: ARIEL DUARTE, COMMISSIONER
ESTELA SALGADO, RECORDING SECRETARY

* EQUIPMENT FAILURE - NO AUDIO RECORDING AVAILABLE *

The El Paso County Civil Service Commission met in Commissioners Court Chambers, Room 303 and was called to order at 2:07 p.m. by Chairman, L. Carlos Sandoval.

MOTION #1
ITEM #1 APPROVED.

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: It was moved by Cezy Collins, and seconded by Carlos Sandoval to approve the Civil Service Commission minutes of regularly scheduled meeting of August 5, 2003 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #2
ITEM #2 APPROVED.

Discuss and take appropriate action to approve the revised job description of **Auto Title Examiner** for the County Tax office. (David Marquez, VIT Enforcement Director)

ACTION: It was moved by Carlos Sandoval, and seconded by Cezy Collins to approve the job description of Auto Title Examiner for the County Tax office with the following changes as follows:

JOB STANDARDS:

Graduation from high school or GED; preferably supplemented by an Associates Degree Business Administration, Accounting or a related field, (relative experience may substitute for education) at least 4 years of experience in motor vehicle registration and titling work, supervisory experience helpful; or any equivalent combination of training and experience which provides the required knowledge skills and abilities.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #3
ITEM #3 APPROVED.

Discuss and take appropriate action to approve a request from Esther Rosales, Center Director, Nutrition Department, to be a recipient for donated Vacation Leave. (Esther Rosales)

ACTION: It was moved by Carlos Sandoval, and seconded by Cezy Collins to approve a request from Esther Rosales, Center Director, to be a recipient for donated Vacation Leave.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

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MOTION #4
ITEM #4 APPROVED.

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

ACTION: It was moved by Cezy Collins, and seconded by Carlos Sandoval to approve a request from Janet McRae, Senior Clerk I, to be a recipient for donated Vacation Leave.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MOTION #5
ITEM #5 APPROVED.

Discuss and take appropriate action to approve the revised job description of **Administrative Assistant I** for the Human Resources Department. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Cezy Collins, and seconded by Carlos Sandoval to approve the job description of **Administrative Assistant I** for the Human Resources office.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.

MEETING ADJOURNED

By motion of Cezy Collins, seconded by L. Carlos Sandoval, the meeting was adjourned at 2.15 p.m.

VOTE: YES – Collins, Sandoval

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN



NATALIA CHAPARRO, INTERIM RECORDING SECRETARY

cc: Dolores Briones, County Judge