



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

REGULAR MEETING

DATE: OCTOBER 7, 2003

TIME: 2:00 P.M.

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

POSTED: THURSDAY, OCTOBER 30, 2003

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of October 7, 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 “**Maintenance Worker I**” for the Family Court Services. (County Library-Fabens office. (Rosemary Neill, Family & Community Svcs. Director)

ACTION: _____

ITEM #3 Discuss and take appropriate action to approve the newly created job description of “**Senior Construction Inspector**” for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Director)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the newly created job description of “**Collections Clerk**” for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

ACTION: _____

GRIEVANCES

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

ITEM #5

- (a) Discuss a grievance filed/dated June 19, 2003 regarding Maria Isabel Flores, Administrative Assistant I, Sportspark Department. (Brian Kennedy, Sports Authority & Tourism Director – Kitty Schild, Sr. Trial Attorney) **(Tabled from 08/05/03)**
- (b) Discuss a grievance filed/dated September 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management, pertaining to **Drule 1.60; 1.91; & 2.13.** (Ted Traffansted, Facilities Manager – Daniel Ordonez, Sr. Trial Attorney)
- (c) Discuss a grievance filed/dated September 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management, pertaining to **Discrimination/Age - Retaliation.** (Ted Traffansted, Facilities Manager – Daniel Ordonez, Sr. Trial Attorney)

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OPEN SESSION:

ITEM #6

- (a) 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 - Kitty Schild, Sr. Trial Attorney) **(Tabled from 08/05/03)**

ACTION:

- (b) Take appropriate action on a grievance filed/dated September 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management Department, pertaining to **Rule 1.60; 1.91; & 2.13.** (Ted Traffansted, Facilities Manager – Daniel Ordoñez, Sr. Trial Attorney)
- (c) Take appropriate action on a grievance filed/dated September 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management Department, pertaining to **Discrimination/Age – Retaliation.** (Ted Traffansted, Facilities Manager – Daniel Ordoñez, Sr. Trial Attorney)