



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
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Chairman
L. Carlos Sandoval

Commissioners
Cezy Collins
Ariel Duarte

MINUTES OF OCTOBER 7, 2003

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

OTHERS PRESENT ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners Court Chambers, Room 303 and was called to order at 2:16 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 September 2, 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 September 2, 2003 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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MOTION #2
ITEM #2 **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of **Maintenance Worker I** for the County Library-Fabens. (Rosemary Neill, Family Community Services Director)

ACTION: It was moved by Cezy Collins, and seconded by Ariel Duarte to approve the newly created job description of **Maintenance Worker I** for the County Library-Fabens as submitted by Rosemary Neill, Family Community Services Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MOTION #3
ITEM #3 **APPROVED.**

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: It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the newly created job description of **Senior Construction Inspector** for the Road & Bridge Department submitted by Robert Rivera, Public Works/R&B Administrator, with the following modifications as follows:

JOB STANDARDS:

High School diploma or GED; Associates Degree in Engineer Technology and four (4) years Para-Professional engineering experience or an equivalent combination of training and experience, supplemented by courses in mathematics and drafting; ability to read plans and specifications; setup and maintain files and record systems; establish and maintain effective working relationships with fellow employees and general public. Skills in the safe operation and care of personal computer or network workstation, time and distance measuring devices and motor vehicle through.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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MOTION #4
ITEM #4 APPROVED.

Discuss and take appropriate action to approve the newly created job description of Collections Clerk for the Park & Recreation Department. (Sally Gavlik, Park & Recreation Director)

ACTION: It was moved by Ariel Duarte, and seconded by Cezy Collins to approve the newly created job description of Collections Clerk for the Parks & Recreation Department with the following modifications as follows:

JOB SUMMARY: (Purpose of the position)

Advanced clerical duties in support of the Parks and Recreation Department. Monitors the gate workers through the entire collection process at the entrance gate at Ascarate Park.

JOB STANDARDS: (Minimum qualifications needed to perform job functions)

High School diploma or GED. Three (3) years of proven diversified collections experience or a combination of experience and related collection training. Good knowledge of English and grammar. Comprehensive knowledge of office practices and procedures to include filing methods and systems. Ability to understand and follow detailed and technical oral and written instructions. Ability to interpret and explain policies, procedures, rules, regulations, Statutes and laws. Ability to express oneself clearly and concisely. Ability to plan, work can and carry through to completion without minimum close supervision. Skilled in the use of modern general office equipment to include detailed knowledge of Windows and Windows applications and software.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: On this day Chairman L. Carlos Sandoval announced that the Civil Service Commission would remain in executive session to discuss the following item pursuant to Texas Government Code 551.001 & 551.074 at 2:30 p.m.

The Civil Service Commission began to deliberate at 3:17 p.m.

MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following Executive Session at 3:38 p.m.

MOTION #7
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)

ACTION: It was moved by Cezy Collins and seconded by Ariel Duarte to deny the grievance filed/dated June 19, 2003 regarding Maria Isabel Flores, Administrative Assistant I, Sportspark Department.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MOTION #5
ITEM #5

- (b) Discuss a grievance filed/dated September 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management, pertaining to Rule 160; 1.91; & 2.13. (Ted Traffansted, Facilities Manager – Daniel Ordonez, Sr. Trial Attorney)

ACTION: It was moved by Carlos Sandoval and seconded by Cezy Collins to table the grievance filed/dated September 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management, pertaining to Rule 160; 1.91; & 2.13 until the next regularly scheduled meeting. (The meeting will be heard on November 4, 2003 at 2:00 p.m.)

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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**MOTION #6
ITEM #5**

- (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)

ACTION: It was moved by Carlos Sandoval and seconded by Cezy Collins to table the grievance filed/dated September 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management, pertaining to **Discrimination/Age – Retaliation** until the next regularly scheduled meeting. (The grievance will be heard on November 4, 2003 at 2:00 p.m.)

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MEETING ADJOURNED

By motion of Cezy Collins, seconded by L. Carlos Sandoval, the meeting was adjourned at 3:40 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge