



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

REGULAR MEETING

DATE: DECEMBER 11, 2003
TIME: 2:00 P.M.
PLACE: JUDGES' CONFERENCE ROOM
ROOM 301, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: MONDAY, DECEMBER 8, 2003

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of November 4, 2003. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action in reference to Rule 2.34 (3). (Janet McRae, Senior Clerk I, Justice Peace #7) **(Tabled from 11/04/03)**

ACTION: _____

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ITEM #3 Discuss and take appropriate action to approve the newly created job description of **“Auto Mechanic III”** for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

ACTION: _____

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

ACTION: _____

ITEM #5 Discuss and take appropriate action to approve the newly created job description of **“League Director”** for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

ACTION: _____

ITEM #6 Discuss and take appropriate action to approve the newly created job description of **“Assistant Director of Sportspark”** for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

ACTION: _____

ITEM #7 Accept letter from Gilbert Sanchez, District Clerk to assume responsibility for the selection of all persons who are to be considered for employment within his department as provided for in Chapter 158.010 (a) of the Texas Local Government Code. (Gilbert Sanchez, District Clerk)

ACTION: _____

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ITEM #8 Discuss and take appropriate action to approve the revised job description of **“Secretary ”** for the Human Resources Department. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

ITEM #9 Discuss and take appropriate action to approve the newly created job description of **“Risk Management Coordinator”** to replace the existing job description of **“Insurance Workers Comp. Coordinator”**, for the Human Resources Department. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

GRIEVANCES

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

ITEM #10

- (a) 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)
- (b) 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)

OPEN SESSION:

ITEM #11

- (a) 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) **(Tabled from 11/04/03)**

ACTION: _____

- (b) Take appropriate action on a grievance filed/dated July 9, 2003 regarding Jose Munoz, Custodian I, Facilities Management Department, pertaining to **Discrimination/Age – Retaliation.** (Ted Traffansted, Facilities Manager – Daniel Ordoñez, Sr. Trial Attorney) **(Tabled from 11/04/03)**

ACTION: _____
