

MINUTES OF FEBRUARY 3, 2004

**COMMISSIONERS PRESENT: L. CARLOS SANDOVAL, CHAIRMAN
CEZY COLLINS, COMMISSIONER
ARIEL DUARTE, 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 and was called to order at 2:09 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 January 6, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Commissioner Cezy Collins, and seconded by Commissioner Ariel Duarte, to approve the Civil Service Commission minutes of regularly scheduled meeting of January 6, 2004 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

PAGE 2
CIVIL SERVICE MINUTES
FEBRUARY 3, 2004

MOTION #2
ITEM #2 APPROVED.

Discuss and take appropriate action to approve a request from Rose M. Porras, Clerk I, District Clerk's office, to be a recipient for donated vacation leave. (Rose M. Porras)

ACTION: **It was moved by Commissioner Cezy Collins, and seconded by Commissioner Ariel Duarte, to approve a request from Rose M. Porras, Clerk I, District Clerk's office, to be a recipient for donated vacation leave.**

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MOTION #3
ITEM #3 APPROVED.

Discuss and take appropriate action to approve a request from Erika Badillo, Legal Secretary, County Attorney's office, to be a recipient for donated vacation leave. (Erika Badillo)

ACTION: **It was moved by Commissioner Ariel Duarte, and seconded by Commissioner Cezy Collins, to approve a request from Erika Badillo, Legal Secretary, County Attorney's office, to be a recipient for donated vacation leave.**

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MOTION #4
ITEM #4 APPROVED.

Discuss and take appropriate action to approve the revised job description of "**Sportspark Assistant Director**" for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

**PAGE 3
CIVIL SERVICE MINUTES
FEBRUARY 3, 2004**

ACTION: It was moved by Commissioner Cezy Collins, and seconded by Commissioner Ariel Duarte, to approve the revised job description of “Sportspark Assistant Director” for the Parks & Recreation Department.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #5
ITEM #5 APPROVED.**

Discuss and take appropriate action to approve the job description of **Clerk III – Criminal Fee Collections section**, for the County Clerk’s office. (Waldo Alarcon, County Clerk)

ACTION: It was moved by Commissioner Ariel Duarte, and seconded by Commissioner Cezy Collins, to approve the job description of **Clerk III – Criminal Fee Collections section**, for the County Clerk’s office.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #6
ITEM #6 APPROVED.**

Discuss and take appropriate action to approve the job description of **Senior Clerk II – Criminal Fee Collections section**, for the County Clerk’s office. (Waldo Alarcon, County Clerk)

ACTION: It was moved by Commissioner Ariel Duarte, and seconded by Commissioner Cezy Collins, to approve the job description of **Senior Clerk II – Criminal Fee Collections section**, for the County Clerk’s office.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #7
ITEM #7 APPROVED.**

Discuss and take appropriate action to approve the newly created job description of “**Records Management Technician**” for the District Clerk’s office. (Gilbert Sanchez, District Clerk)

ACTION: It was moved by Commissioner Ariel Duarte, and seconded by Commissioner Cezy Collins, to approve the newly created job description of “**Records Management Technician**” for the District Clerk’s office.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

GRIEVANCE

EXECUTIVE SESSION: On this day Chairman, L. Carlos Sandoval, announced that the Civil Service Commission would enter into Executive Session to discuss the following item pursuant to Texas Government Code 551.001 & 551.074 at 2.17 p.m. The Court would reconvene to take official action.

The following recesses took place as follows:

4:01 p.m. – 4:05 p.m.

5:15 p.m. – 5:20 p.m.

6:40 p.m. – 7:00 p.m.

The Court recessed at 7:30 p.m. to deliberate.

MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following executive session at 7:40 p.m.

MOTION #8

ITEM #9 **DENIED.**

- (a) Take appropriate action on a grievance filed /dated December 15, 2003 regarding Daniel Moreno, Investigator, Medical Examiner's office pertaining to his termination of employment with the Medical Examiner's office. (Corrine Stern, Medical Examiner – Kitty Schild, Sr. Trial Attorney)

ACTION: **It was moved by Commissioner Ariel Duarte, and seconded by Commissioner Cezy Collins, to deny the grievance filed/dated December 15, 2003 regarding Daniel Moreno, Investigator, Medical Examiner's office, pertaining to his termination of employment with the Medical Examiner's office.**

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 7:42 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

L. CARLOS SANDOVAL, CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge