



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

**REGULAR MEETING**

**DATE: JULY 6, 2004**

**TIME: 2:00 P.M.**

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

**POSTED: TUESDAY, JUNE 28, 2004**

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**OPEN MEETING:**

**ITEM #1** Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of June 1, 2004. (Robert M. Almanzán, Human Resources Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

**ITEM #2** Approve and adopt the revised job description of Clerk II - Archives Section to Clerk III – Archives section for the County Clerk's office. (Waldo Alarcon, County Clerk)

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**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #3      Approve and adopt the revised job description of Clerk III for the County Clerk's office. (Waldo Alarcon, County Clerk)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #4      Discuss and take appropriate action to approve a request for Ruben Gutierrez, Truck Driver II, Road & Bridge Department, to be a recipient for donated vacation leave. (Ruben Gutierrez)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #5      Discuss and take appropriate action to approve a request for Armando De Anda, Homebound Case Manager, Nutrition Department, to be a recipient for donated vacation leave. (Armando De Anda)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

GRIEVANCES

EXECUTIVE SESION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071  
AND 551.074

ITEM #6

Discuss a grievance filed/dated June 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining to **Rule 2.74 (b), Rule 2.74 (c), & Termination.** (Gilbert Sanchez, District Clerk – Maria Salas Mendoza)

ITEM #7

Discuss a grievance filed/dated May 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining to **Rule 2.74 (b), (c), (d), FMLA & Harassment Policy. (Absenteeism)** (Gilbert Sanchez, District Clerk – Maria Salas Mendoza)

ITEM #8

Discuss a grievance filed/dated May 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining to **Rule 2.74 (a), (b), & (d) - (Substandard Work).** (Gilbert Sanchez, District Clerk – Maria Salas Mendoza)

ITEM #9

Discuss a grievance filed/dated May 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining to **Rule 2.74 (b), (c) and (d) - Carelessness & Absenteeism.** (Gilbert Sanchez, District Clerk – Maria Salas Mendoza)

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OPEN SESSION:

ITEM #10

Take appropriate action on a grievance filed/dated June 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining **Rule 2.74 (b), Rule 2.74 (c), & Termination.** (Gilbert Sanchez, District Clerk – Maria Salas Mendoza)

**ACTION:** \_\_\_\_\_

ITEM #11

Take appropriate action on a grievance filed/dated May 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining to **Rule 2.74 (b), (c), (d), FMLA & Harassment Policy. (Absenteeism)** (Gilbert Sanchez, District Clerk – Maria Salas Mendoza)

**ACTION:** \_\_\_\_\_

ITEM #12

Take appropriate action on a grievance filed/dated May 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining to **Rule 2.74 (a), (b), & (d) - (Substandard Work)** (Gilbert Sanchez, District Clerk – Maria Salas Mendoza)

**ACTION:** \_\_\_\_\_

ITEM #13

Take appropriate action on a grievance filed/dated May 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining to **Rule 2.74 (b), (c) and (d) - Carelessness & Absenteeism.** (Gilbert Sanchez, District Clerk – Maria Salas Mendoza)

**ACTION:** \_\_\_\_\_