



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

DATE: SEPTEMBER 7, 2004
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: FRIDAY, SEPTEMBER 3, 2004

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of August 3, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION:

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ITEM #2 Discuss and take appropriate action to approve a request for Abril Martinez, Office Manager, County Attorney's office, to be a recipient for donated vacation leave. (Abril Martinez)

ACTION:

ITEM #3 Discuss and take appropriate action to approve the newly created job description of "**Accounting Analyst II**" for the County Tax Office. (Victor Flores, Tax Assessor Collector)

ACTION:

ITEM #4 Discuss and take appropriate action to amend the Grievance Form(s). (L. Carlos Sandoval, Chairman)

ACTION:

ITEM #5 Discuss and take appropriate action to amend the "**Reduction In Force**" section of the Civil Service Rules and Regulations to clarify its procedures. (Robert M. Almanzán, Human Resources Director)

ACTION:
