

MINUTES OF SEPTEMBER 7, 2004

**COMMISSIONERS PRESENT: L. CARLOS SANDOVAL, CHAIRMAN
JOHNNY KILGORE, 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 2:10 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 August 3, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to approve the Civil Service Commission minutes of regularly scheduled meeting of August 3, 2004 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**PAGE 2
CIVIL SERVICE MINUTES
SEPTEMBER 7, 2004**

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

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: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore to approve a request for Abril Martinez, Office Manager, County Attorney's office, to be a recipient for donated vacation leave.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

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

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: It was moved by Commissioner Kilgore, and seconded by Chairman Sandoval to approve the newly created job description "Accounting Analyst II" for the County Tax Office. (Victor Flores, Tax Assessor Collector)

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #4
ITEM #4 **APPROVED WITH AMENDMENTS.****

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

ACTION: It was moved by Commissioner Kilgore, and seconded by Chairman Sandoval to approve the amendment of the Grievance Initial Form (Item #3) and the Grievance Initiation Form (Item #5) to read as follows:

Grievance Initial Form

3. Possible Civil Service Rule(s) Violation:

Grievance Initiation Form

5. Possible Civil Service Rule(s) Violation:

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

MOTION #5

ITEM #5 **APPROVED WITH AMENDMENTS.**

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: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to approve the amendments to the “Reduction In Force” section of the Civil Service Rules and Regulations book to clarify its procedures, with the following modifications as requested by County Attorney’s office to read as follows:

REDUCTION IN FORCE

1.46

A reduction in force is a decrease in the number of authorized employees resulting from a discontinuance of services, organizational changes, or change in fund authorization, and is not to be considered a disciplinary action.

1.47

Changes in position authorization required in a reduction in force will be determined by Commissioners Court and will be initiated by the ordered reduction of budgeted funds, or the reduction of authorized position numbers in a specific department/section.

1.48

~~Employees occupying positions to be deleted, due to a reduction in force in one County department/section,~~ Once the number of positions to be reduced in a job classification is determined in each county department/section, the department head/elected official shall review the existing job performance records of the employees currently occupying that job classification in the department to determine which employees shall be retained in the remaining positions in that job classification. Employees who will not be retained in the remaining positions in that job classification shall be referred for reassignment to other available position openings for which they are qualified in the same or other sections/departments by coordinating this action with the Human Resources Department.

1.49

Retention reassignment of employees in the remaining positions in the job classification shall be based on job performance and length of service. Those employees who have demonstrated continued, documented excellence in job performance shall be given preference in the retention decision reassignment.

Reassignment of employees who are not retained to other available position openings shall be based on job performance and length of service. Those employees who have demonstrated continued, documented excellence in job performance shall be given preference in the reassignment decision.

1.50

Length of service is defined as the number of calendar months of continuous County service in the affected employee's current classification unless otherwise dictated by law. Periods of unapproved absence or leave without pay shall not be credited as County service. Length of service in the class for which the reassignment to another available position is computed shall include service in any other class deemed by the appointing authority, subject to the approval of the Civil Service Commission and/or Commissioners Court, to be equal to, or greater than the employee's current classification. ~~Any employee laid off after timely reassignment shall regain the seniority credit he/she~~

~~possessed at the time of the reduction in force.~~ Any employee terminated as a result of a reduction in force shall regain the seniority credit he/she possessed at the time of the reduction in force if he/she is re-employed by the County.

1.51

~~Non-probationary employees may appeal the~~ any retention or reassignment decision ~~of their department head~~ to the Civil Service Commission through the Grievance Procedures.

1.52

When efficiency and job performance are documented and equal, length of service shall be the determining factor in the retention or reassignment rankings. ~~layoff rating.~~ In the event that no job performance records exist, length of service shall be the determining factor in the retention or reassignment rankings.

1.53

The employee shall have an option of demotion, provided that no such demotion shall in turn require reassignment or demotion of any other employee. ~~The salary of any employee being reduced in class due to a reduction in force shall be set by the El Paso County Commissioners Court.~~

VOTE: YES - Sandoval, Kilgore

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 2:45p.m.

VOTE: YES – Kilgore, Sandoval

MOTION CARRIED.

CARLOS SANDOVAL, CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge