



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

**REGULAR MEETING**

**DATE:           OCTOBER 5, 2004**

**TIME:           2:00 P.M.**

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

**POSTED:       FRIDAY, OCTOBER 1, 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 September 7, 2004. (Robert M. Almanzán, Human Resources Director)

**ACTION:**       \_\_\_\_\_

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CIVIL SERVICE AGENDA  
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ITEM #2 Discuss and take appropriate action to approve a request for Jazmine Zubia, Clerk III, County Clerk's office, to be a recipient for donated vacation leave. (Jazmine Zubia)

**ACTION:**

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ITEM #3 Discuss and take appropriate action to approve a request for Melodya Salaices, Strong Families Strong Future Coordinator, Family & Community Services Department, to be a recipient for donated vacation leave. (Melodya Salaices)

**ACTION:**

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ITEM #4 Discuss and take appropriate action to approve the newly created job description of "**Receptionist**" for the Medical Examiner's office. (Dr. Corrine Stern, Medical Examiner)

**ACTION:**

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ITEM #5 Discuss and take appropriate action to approve the newly created job description of "**Executive Assistant**" for the Medical Examiner's office. (Dr. Corrine Stern, Medical Examiner)

**ACTION:**

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ITEM #6 Discuss and take appropriate action to approve the newly created job description of "**Grant Writing Coordinator**" to be replaced with the Strong Future Coordinator job description, for the Family & Community Services Department. (Rosemary Neill, Family & Comm. Svcs. Director)

**ACTION:**

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GRIEVANCES

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

ITEM #7

Discuss a grievance/appeal filed/dated September 7, 2004 regarding Virginia Saenz, Supervisor, District Clerk's office, pertaining **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney)

ITEM #8

Discuss a grievance/appeal filed/dated September 7, 2004 regarding Lucia Mendoza, Supervisor, District Clerk's office, pertaining **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney)

**OPEN SESSION:**

ITEM #9

Take appropriate action on a grievance/appeal filed/dated September 7, 2004 regarding Virginia Saenz, Supervisor, District Clerk's office, pertaining **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney)

**ACTION:** \_\_\_\_\_  
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ITEM #10

Take appropriate action on a grievance/appeal filed/dated September 7, 2004 regarding Lucia Mendoza, Supervisor, District Clerk's office, pertaining **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney)

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