

**MINUTES OF JANUARY 11, 2005**

**COMMISSIONERS PRESENT:** L. CARLOS SANDOVAL, CHAIRMAN  
JOHNNY KILGORE, COMMISSIONER  
RAFAEL ADAME, COMMISSIONER

**OTHERS PRESENT:** ROBERT M. ALMANZÁN,  
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY  
ADRIANNA ENRIQUEZ, ADM. ASSISTANT I  
TERRY ALMONTE, EMPLOYMENT MANAGER

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 2:07 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 December 7, 2004. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to approve the Civil Service Commission minutes of regularly scheduled meeting of December 7, 2004 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Adame, Sandoval

ABESENT: Kilgore

MOTION CARRIED.

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

Discuss and take appropriate action to approve a request from Valerie B. Tarango, Clerk III, County Clerk's office, to be a recipient for donated vacation leave. (Valerie B. Tarango)

**ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Adame, to approve a request from Valerie B. Tarango, Clerk III, County Clerk's office, to be a recipient for donated vacation leave.**

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.

**MOTION #3  
ITEM #3 POSTPONED.**

Discuss and take appropriate action to approve the newly created job description of "**Administrative Assistant**" for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION: It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to postpone the newly created job description of "Administrative Assistant" for the Rural Development until the next regularly meeting. The item will be heard February 1, 2005 at 2:00 p.m.**

VOTE: YES – Adame, Sandoval, Kilgore

MOTION CARRIED.

**MOTION #4  
ITEM #4 POSTPONED.**

Discuss and take appropriate action to approve the newly created job description of "**Engineering GIS Tech IV**" for the Rural Development Unit. (Jesse Acosta, Planning Manager)

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**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to postpone the newly created job description of “Engineer GIS Tech IV” for the Rural Development until the next regularly meeting. The item will be heard February 1, 2005 at 2:00 p.m.

VOTE: YES – Adame, Sandoval, Kilgore

MOTION CARRIED.

**MOTION #5  
ITEM #5 POSTPONED.**

Discuss and take appropriate action to approve the newly created job description of “**Health and Safety Director**” for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to postpone the newly created job description of “Health and Safety Director” for the Rural Development until the next regularly meeting. The item will be heard February 1, 2005 at 2:00 p.m.

VOTE: YES – Adame, Sandoval, Kilgore

MOTION CARRIED.

**MOTION #6  
ITEM #6 POSTPONED.**

Discuss and take appropriate action to approve the newly created job description of “**Health and Safety Manager**” for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to postpone the newly created job description of “Health and Safety Manager” for the Rural Development until the next regularly meeting. The item will be heard February 1, 2005 at 2:00 p.m.

VOTE: YES – Adame, Sandoval, Kilgore

MOTION CARRIED.

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**MOTION #7**

**ITEM #7 POSTPONED.**

Discuss and take appropriate action to approve the newly created job description of “**Inspector**” for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION: It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to postpone the newly created job description of “Inspector” for the Rural Development until the next regularly meeting. The item will be heard February 1, 2005 at 2:00 p.m.**

VOTE: YES – Adame, Sandoval, Kilgore

MOTION CARRIED.

**MOTION #8**

**ITEM #8 POSTPONED.**

Discuss and take appropriate action to approve the newly created job description of “**Inspector-Supervisor**” for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION: It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to postpone the newly created job description of “Inspector-Supervisor” for the Rural Development until the next regularly meeting. The item will be heard February 1, 2005 at 2:00 p.m.**

VOTE: YES – Adame, Sandoval, Kilgore

MOTION CARRIED.

**EXECUTIVE SESSION:** On this day Chairman Sandoval announced that the Civil Service Commission would recess into executive session to discuss the following item pursuant to Texas Government Code 551.001 & 551.074 at 2:15 p.m. The Court would reconvene to take official action.

**The Court recessed on the following times: 3:45 and 4:33**

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**The Civil Service Commission began to deliberate at 7:46 p.m.**

**MEETING RECONVENED**

**On this day, the Civil Service Commission reconvened into regular open session following executive session at 7:58 p.m.**

**GRIEVANCES**

**MOTION #10**

**ITEM #12 UPHOLD THE SUSPENSION.**

Take appropriate action on a grievance filed/dated October 13, 2004 regarding Severo Estrada, Auto Mechanic II, Road & Bridge Department, pertaining to (Suspension) & Rule 2.74 (a), (b), & (d). (Robert Rivera, Public Works/R&B Administrator – Daniel Ordoñez, Sr. Trial Attorney)

**ACTION:** It was moved by Commissioner Adame and seconded by Chairman Sandoval to uphold the suspension regarding Severo Estrada, Auto Mechanic II, Road & Bridge Department.

**VOTE: YES – Adame, Sandoval**

**NO - Kilgore**

**MOTION CARRIED.**

**NOTE:** Interpretation provided on Item #12 by Ms. Guadalupe Giron, Interpreter I, Council of Judges.

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**MOTION #11  
ITEM #13 POSTPONED.**

Take appropriate action on a grievance filed/dated November 9, 2004 regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Suspension without pay, Rule 2.50 (a), 2.74 (b) and Appendix F: A (3). (Michael Izquierdo – Kitty Schild, Sr. Trial Attorney)

**ACTION:** It was moved by Chairman Sandoval and seconded by Commissioner Kilgore to postpone a grievance filed/dated November 9, 2004 regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Suspension without pay, Rule 2.50 (a), 2.74 (b) and Appendix F: A (3) until the next regularly scheduled meeting. The grievance will be heard on February 1, 2005 at 2:00 p.m.

VOTE: YES – Adame, Sandoval, Kilgore

MOTION CARRIED.

**MOTION #9  
ITEM #14 POSTPONED.**

Take appropriate action on a grievance filed/dated November 23, 2004 regarding Michelle L. Herrera, Data Entry Clerk II, Court at Law Administration, pertaining to Rule 1.39, 1.79, 1.33, 1.75 & 2.74 (a) and (b). (Flora Alarcon, Court at Law Administration – Kitty Schild, Sr. Trial Attorney)

**ACTION:** It was moved by Commissioner Adame and seconded by Commissioner Kilgore to postpone a grievance filed/dated November 23, 2004 regarding Michelle L. Herrera, Data Entry Clerk II, Court at Law Administration, pertaining to Rule 1.39, 1.79, 1.33, 1.75 & 2.74 (a) and (b) until the next regularly scheduled meeting. The grievance will be heard on February 1, 2005 at 2:00 p.m.

VOTE: YES – Adame, Sandoval, Kilgore

MOTION CARRIED.

**MEETING ADJOURNED**

**On this day, there being no further business to discuss, the meeting was adjourned at 8:00 p.m.**

VOTE: YES – Adame, Sandoval, Kilgore

MOTION CARRIED.

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L. CARLOS SANDOVAL, CHAIRMAN

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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge