



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

**REGULAR MEETING**

**DATE: FEBRUARY 1, 2005**

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

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

**POSTED: THURSDAY, JANUARY 27, 2005**

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**OPEN MEETING:**

**ITEM #1** Discuss and take appropriate action on minutes of the Civil Service Commission re-scheduled meeting of January 11, 2005. (Robert M. Almanzán, Human Resources Director)

**ACTION:**

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ITEM #2      Discuss and take appropriate action to approve a request from Lourdes Arrunada, Receptionist, Court at Law Administration, to be a recipient for donated vacation leave. (Lourdes Arrunada)

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

ITEM #3      Discuss and take appropriate action to approve a request from Aurora M. Alvarez, Receptionist, County Clerk's office, to be a recipient for donated vacation leave. (Aurora M. Alvarez)

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

ITEM #4      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:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #5      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)

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

ITEM #6      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:** \_\_\_\_\_  
\_\_\_\_\_

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ITEM #7 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:**

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ITEM #8 Discuss and take appropriate action to approve the newly created job description of "**Inspector**" for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION:**

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ITEM #9 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:**

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ITEM #10 Discuss and take appropriate action on policies and procedures for conducting grievance hearings, and the authority of the commission to control and direct the grievance hearings. (Robert M. Almanzán, Human Resources Director)

**ACTION:**

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GRIEVANCES

EXECUTIVE SESION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071  
AND 551.074

ITEM #11

Discuss a grievance filed/dated November 9, 2004 regarding Margarita C. 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, Executive Director – Kitty Schild, Sr. Trial Attorney) **(Tabled from 12/0704)**

ITEM #12

Discuss a grievance filed/dated November 23, 2004 regarding Michelle L. Herrera, Data Entry Clerk II, Court at Law Administration, pertaining to **Rules 1.39, 1.79, 1.33, 1.75 & 2.74 (a) and (b)**. (Flora Alarcon, Court at Law Administrator - Kitty Schild, Sr. Trial Attorney)

**OPEN SESSION:**

ITEM #13

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, Executive Director - Kitty Schild, Sr. Trial Attorney) **(Tabled from 01/11/05)**

**ACTION:** \_\_\_\_\_  
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ITEM #14

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 **Rules 1.39, 1.79, 1.33, 1.75 & 2.74 (a) and (b).** (Flora Alarcon, Court at Law Administrator - Kitty Schild, Sr. Trial Attorney) **(Tabled from 01/11/05)**

**ACTION:** \_\_\_\_\_  
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**NOTICE TO THE PUBLIC**

**No cell phones, audible pagers, and/or beepers while Court is in session.**