

MINUTES OF FEBRUARY 1, 2005

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

ABSENT: JOHNNY KILGORE, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY
TERRY ALMONTE, EMPLOYMENT MANAGER

The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 2:30 p.m. by Chairman, L. Carlos Sandoval.

MOTION #1

ITEM #1 **APPROVED.**

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: It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to approve the Civil Service Commission minutes of re-scheduled meeting of January 11, 2005 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

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MOTION #9

ITEM #2 **APPROVED.**

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: It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to approve a request from Lourdes Arrunada, Receptionist, Court at Law Administration, to be a recipient for donated vacation leave.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

MOTION #10

ITEM #3 **APPROVED.**

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: It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to approve a request from Aurora M. Alvarez, Receptionist, County Clerk's office, to be a recipient for donated vacation leave.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

MOTION #2

ITEM #4 **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of "**Administrative Assistant**" 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 approve the newly created job description of “Administrative Assistant” for the Rural Development Unit, as submitted by Jesse Acosta, Planning Manager.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

**MOTION #3
ITEM #5 APPROVED.**

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: It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to approve the newly created job description of “Engineer GIS Tech IV” for the Rural Development Unit, as submitted by Jesse Acosta, Planning Manager.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

**MOTION #4
ITEM #6 APPROVED.**

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 approve the newly created job description of “Health and Safety Director” for the Rural Development Unit, as submitted by Jesse Acosta, Planning Manager.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

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MOTION #5

ITEM #7 **APPROVED.**

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 approve the newly created job description of “**Health and Safety Manager**” for the Rural Development Unit, as submitted by Jesse Acosta, Planning Manager.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

MOTION #6

ITEM #8 **APPROVED.**

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 approve the newly created job description of “**Inspector**” for the Rural Development Unit, as submitted by Jesse Acosta, Planning Manager.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

MOTION #7

ITEM #9 **APPROVED.**

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 approve the newly created job description of "Inspector-Supervisor" for the Rural Development Unit, as submitted by Jesse Acosta, Planning Manager.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

MOTION #11

ITEM #10 NO ACTION TAKEN.

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

ACTION: The Court took no formal action on the agenda item to discuss and take appropriate action on policies and procedures for conducting grievance hearings, and the authority of the commission to control and direct the grievances hearings. The Commissioners were advised and no further action was required.

EXECUTIVE SESSION: On this day it was announced that the Court would recess into executive session at 2:55 p.m. to discuss the following item pursuant to Texas Government Code 551.001 & 551.074.

MEETING RECONVENED

The Civil Service Commission reconvened to hear the item in regular open session at 2:58 p.m.

OPEN SESSION: As requested by the grievant, Margarita Lozano, Interpreter I, Council of Judges, the grievance was heard in regular open session.

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GRIEVANCES

MOTION #12

ITEM #13 UPHOLD THE SUSPENSION.

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 Adame to uphold the suspension 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)

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

MOTION #8

ITEM #14 GRIEVANCE WITHDRAWN. (ITEM #14 DELETED.)

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 Chairman L. Carlos Sandoval, to withdraw/delete 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) as requested by Mr. Bill Arballo, AFSCME Representative. The grievant and the County reached an equitable agreement as stated by Mr. Arballo.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 5:30 p.m.

VOTE: YES – Adame, Sandoval

MOTION CARRIED.

L. CARLOS SANDOVAL, CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY

TERRI ALMONTE, RECORDING SECRETARY

Note: Due to technical difficulties, action taken on Item #13 pertaining to grievance on Margarita Lozano, Interpreter, Council of Judges, was not recorded.

cc: Dolores Briones, County Judge