



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

**REGULAR MEETING**

**DATE: MAY 3, 2005**  
**TIME: 10:00 A.M.**  
**PLACE: COMMISSIONERS' COURT CHAMBERS  
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE**  
**POSTED: FRIDAY, APRIL 29, 2005**

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**OPEN MEETING:**

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

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

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**CIVIL SERVICE AGENDA**  
**MAY 3, 2005**

ITEM #2 Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of January 11, 2005 pertaining to Mr. Severo Estrada, Auto Mechanic II, Road & Bridge Department. (Robert M. Almanzán, Human Resources Director) **(Postponed from February 1, 2005)**

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

ITEM #3 Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of February 1, 2005 pertaining to Ms. Margarita Lozano, Interpreter I, Council of Judges office. (Robert M. Almanzán, Human Resources Director)

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

ITEM #4 Discuss and take appropriate action to approve the newly created job description of "**Bond Forfeiture Coordinator/Administrator**" for the County Attorney's office. (Jo anne Bernal, 1<sup>st</sup> Assistant)

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

ITEM #5 Discuss and take appropriate action to amend the Civil Service Rules and Regulations Book on the **Acknowledgement section** as recommended by County Attorney's office. (Robert M. Almanzán, Human Resources Director) **(Postponed from March 1, 2005)**

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

ITEM #6 Discuss and take appropriate action to approve the amendment to the El Paso County Civil Service Rules & Regulations Handbook, pertaining to **Section IV - Rule 1.95, Vacation Leave - "Part-time Employees"**. (Robert M. Almanzán, Human Resources Director)

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

**GRIEVANCES**

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

ITEM #7

Discuss a grievance filed/dated April 4, 2005 regarding Elvia Ivonne Marquez, Senior Clerk II, Justice Peace #4, pertaining to **Rules 2.74 (a), (d), 2.49, 2.55, & 2.56 (e)**. (Rosalio Munoz, Justice of the Peace – Maria-Salas Mendoza, Sr. Trial Attorney)

**OPEN SESSION:**

ITEM #8

Take appropriate action on a grievance filed/dated April 4, 2005 regarding Elvia Ivonne Marquez, Senior Clerk II, Justice Peace #4, pertaining to **Rules 2.74 (a), (d), 2.49, 2.55, & 2.56 (e)**.

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

**NOTICE TO THE PUBLIC**

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