



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

DATE: FEBRUARY 7, 2006
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: THURSDAY, FEBRUARY 2, 2006

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of January 10, 2006. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

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ITEM #2

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

ACTION:

ITEM #3

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

ACTION:

ITEM #4

Discuss, and take appropriate action to approve a request from Jeannette Parada, Senior Clerk I, Justice Peace #6, to be a recipient for donated vacation leave. (Jeannette Parada)

ACTION:

ITEM #5

Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of January 10, 2006 pertaining to Mr. Carlos Soto, District Clerk's office. (Gilbert Sanchez, District Clerk - Daniel Ordoñez, Sr. Trial Attorney)

ACTION:

ITEM #6

Discuss and take appropriate action on potential changes to the El Paso County Civil Service Rules & Regulations Book. (Robert M. Almanzán, Human Resources Director)

ACTION:

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ITEM #7 Discuss and take appropriate action to approve the newly created job description of **“Office Administrative Support Manager”** for the Medical Examiner’s office. (Paul Shrode, Chief Medical Examiner)

ACTION:

ITEM #8 Discuss and take appropriate action to approve the newly created job description of **“Forensic Photographer”** for the Medical Examiner’s office. (Paul Shrode, Chief Medical Examiner)

ACTION:

ITEM #9 Discuss and take appropriate action to approve the newly created job description of **“Chief Medical/Legal Death Investigator”** for the Medical Examiner’s office. (Paul Shrode, Chief Medical Examiner)

ACTION:

ITEM #10 Discuss and take appropriate action to approve the newly created job description of **“Medical Secretary/Transcriptionist”** for the Medical Examiner’s office. (Paul Shrode, Chief Medical Examiner)

ACTION:

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

- ITEM #11 Discuss a grievance filed/dated November 10, 2005 regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Termination – Rule 2.74 (a), (b), & (d). (Michael Izquierdo, Council of Judges – Kitty Schild, Sr. Trial Attorney) (Tabled from January 10, 2006)
- ITEM #12 Discuss a grievance filed/dated December 19, 2005 regarding Jack Alayyan, Contract Manager, Family & Community Svcs., pertaining to Rule 2.74 (a), (b) (c), (d) & written reprimand dated November 2, 2005. (Rosemary Neill, Director/Family & Comm. Svcs. – Maria Salas-Mendoza, Sr. Trial Attorney)

OPEN SESSION:

- ITEM #13 Take appropriate action on a grievance filed/dated November 10, 2005 regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Termination – Rule 2.74 (a), (b), & (d). (Michael Izquierdo, Council of Judges – Kitty Schild, Sr. Trial Attorney) (Tabled from January 10, 2006)

ACTION:

- ITEM #14 Take appropriate action on a grievance filed/dated December 19, 2005 regarding Jack Alayyan, Contract Manager, Family & Community Svcs., pertaining to Rule 2.74 (a), (b) (c), (d) & written reprimand dated November 2, 2005. (Rosemary Neill, Director/Family & Comm. Svcs. – Maria Salas-Mendoza, Sr. Trial Attorney)

NOTICE TO THE PUBLIC

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