



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

Chairman
L. Carlos Sandoval

Commissioners
Johnny Kilgore
Ralph Adame

MINUTES OF MARCH 14, 2006

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

ABSENT: HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR
ESTELA SALGADO, RECORDING SECRETARY
LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE

The El Paso County Civil Service Commission met in County Judge's Conference Room and was called to order at 2:25 p.m. by L. Carlos Sandoval, Chairman.

ITEM #1 Discuss and take appropriate action on the newly created job descriptions for the Domestic Relations Office as follows:

- a) Collections Clerk
- b) CS Compliance Clerk
- c) FCS Administrative Clerk
- d) Probation Clerk

**MOTION #1
(A) APPROVED - COLLECTIONS CLERK.**

ACTION: It was moved by L. Carlos Sandoval and seconded by Rafael Adame to approve the newly created job description of Collections Clerk, for the Domestic Relations office, as submitted by Terry Pasqualone, Executive Director.

VOTE: YES – Adame, Sandoval, Kilgore ABSENT: No

MOTION CARRIED.

**MOTION #2
(B) APPROVED WITH MODIFICATIONS – CS COMPLIANCE CLERK.**

ACTION: It was moved by L. Carlos Sandoval and seconded by Rafael Adame to approve the newly created job description of CS Compliance Clerk, for the Domestic Relations Office, with modifications as recommended by Robert Almanzan, Human Resources Director as follows.

JOB TITLE: CHILD SUPPORT COMPLIANCE CLERK

JOB STANDARDS:

High school diploma or equivalent. Three (3) years of proven diversified collections clerical/or administrative experience or a combination of experience and related collection clerical training preferred. Ability to plan work and can carry through to completion without close supervision.

VOTE: YES – Adame, Sandoval, Kilgore ABSENT: No

MOTION CARRIED.

**MOTION #3
(C) APPROVED WITH MODIFICATIONS – FCS ADMINISTRATIVE CLERK.**

ACTION: It was moved by L. Carlos Sandoval and seconded by Rafael Adame to approve the newly created job description of FCS Administrative Clerk, for the Domestic Relations office, with modifications as recommended by Robert Almanzan, Human Resources Director.

JOB TITLE: ~~FCS ADMINISTRATIVE CLERK III (FAMILY COURT SERVICES DIVISION)~~

JOB STANDARDS:

High school diploma or equivalent. Three (3) years of proven diversified collections clerical/or administrative experience or a combination of experience and related collection clerical training preferred. Ability to plan work and can carry through to completion without close supervision.

VOTE: YES – Adame, Sandoval, Kilgore ABSENT: No

MOTION CARRIED.

**MOTION #4
(D) APPROVED WITH MODIFICATIONS – PROBATION CLERK.**

ACTION: It was moved by L. Carlos Sandoval and seconded by Rafael Adame to approve the newly created job description of Probation Clerk, for the Domestic Relations office, with modifications as recommended by Robert Almanzan, Human Resources Director.

JOB TITLE: ~~PROBATION CLERK III (PROBATION ENFORCEMENT DIVISION)~~

JOB STANDARDS:

High school diploma or equivalent. Three (3) years of proven diversified collections clerical/or administrative experience or a combination of experience and related collection clerical training preferred. Ability to plan work and can carry through to completion without close supervision.

VOTE: YES – Adame, Sandoval, Kilgore ABSENT: No

MOTION CARRIED.

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

The Civil Service Commissioner began to deliberate at 5:00 p.m.

MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following closed session at 5:15 p.m.

**MOTION #5 GRIEVANCE DENIED.
ITEM #3**

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: It was moved by Chairman Sandoval and seconded by Commissioner Kilgore to uphold the disciplinary action and deny the grievance regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Termination – Rule 2.74 (a), (b), & (d).

VOTE: YES – Sandoval, Kilgore

ABSENT: Adame

MOTION CARRIED.

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**MOTION #6 DENIED.
ITEM #4**

Discuss and take appropriate action regarding alleged rules violations during Civil Service Commission meeting of December 6, 2006, 2005 on motion to reopen, pertaining to Elvia Ivonne Marquez, on grievances #2, #3 and Terminations. (Johnny Kilgore, Civil Service Commissioner)

ACTION: It was moved by Commissioner Adame and seconded by Chairman Sandoval to deny action regarding alleged rules violations during Civil Service Commission meeting of December 6, 2006, 2005 on motion to reopen, pertaining to Elvia Ivonne Marquez, on grievances #2, #3 and Terminations.

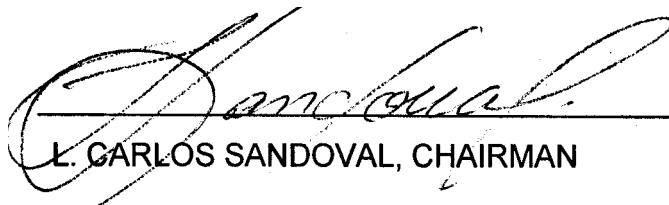
VOTE: YES – Adame, Sandoval, Kilgore

No: None

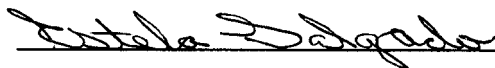
MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 5:20 p.m.



L. CARLOS SANDOVAL, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY