



*Chairperson*  
*Carol Garcia*

*Commissioners*  
*Kelly Dickson*  
*Lee Urias*

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

**REGULAR MEETING**

**DATE: TUESDAY, JANUARY 4, 2011**  
**TIME: 1:00 P.M.**  
**PLACE: JUDGE'S CONFERENCE ROOM #301**  
**POSTED: WEDNESDAY, DECEMBER 29, 2010**

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**OPEN MEETING**

**NOTICE TO THE PUBLIC**

All matters listed under the Consent Agenda will be considered by the Civil Service Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Court or persons in the audience request that specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Court votes on the motion to adopt the Consent Agenda.

**PUBLIC COMMENT:**

Speaker's choice: Five (5) minutes per person during this segment regarding any items or three (3) minutes per person on each item as it appears on the agenda. The same will apply to any interest group consisting of three or more representatives.

**CONSENT AGENDA**

ITEM #1      Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of December 7, 2010. (Betsy C. Keller, Human Resources Director)

**ACTION:**

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**REGULAR AGENDA**

ITEM #2      Discuss and take appropriate action on the live streaming of Civil Service meetings and the location of future Civil Service meetings. (Betsy C. Keller, Human Resources Director)

**ACTION:**

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ITEM #3      Discuss and take appropriate action regarding reinstatement of full-time employment and benefits for employees who were previously reduced to part-time or laid off or otherwise lost employment. (Betsy C. Keller, Human Resources Director)

**ACTION:**

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ITEM #4 Discuss and take appropriate action regarding a rule change on when and how elected officials are able to request exemptions. (Betsy C. Keller, Human Resources Director)

**ACTION:**

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ITEM #5 Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Jo Anne Bernal, County Attorney as follows:

Executive Assistant  
Office Adm./Support Manager  
Chief Investigator

**ACTION:**

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ITEM #6 Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by newly elected official, Patricia Chew, Probate Judge, Probate Court #1 as follows:

Probate Administrative/Auditor  
Probate Assistant I  
Probate Ct. Investigator

**ACTION:**

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ITEM #7 Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Delia Briones, County Clerk as follows:

Chief Deputy  
Office Adm./Support Manager  
Collections Manager  
Records Mgt. Administrator  
Accountant  
Office Supervisor – Collections  
Office Supervisor – Cashier, Recording  
Office Supervisor – Civil/Criminal  
Office Supervisor – Records Mgt.  
Office Supervisor – Probate  
Office Supervisor – Vitals  
Office Supervisor – Deeds

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

ITEM #8 Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by newly elected official, Barbara Perez, Justice of the Peace, Precinct #4 as follows:

Court Coordinator  
Administrative Assistant, Intermediate

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

ITEM #9 Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Guadalupe Aponte, Justice of the Peace, Precinct #3, as follows:

Court Coordinator  
Administrative Assistant, Intermediate  
Juvenile Case Manager  
(4) Office Specialist, Senior

**ACTION:**

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ITEM #10 Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Ruben Lujan, Justice of the Peace, Precinct #6, as follows:

Court Coordinator  
Administrative Assistant, Intermediate  
Juvenile Case Manager  
(4) Office Specialist, Senior

**ACTION:**

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ITEM #11 Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Monica Teran, Justice of the Peace, Precinct #5, as follows:

Court Coordinator  
Administrative Assistant, Intermediate  
Juvenile Case Manager  
(3) Office Specialist, Senior

**ACTION:**

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ITEM #12 Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by newly elected official, Norma Favela, District Clerk, as follows:

Chief Deputy  
Office Adm./Support Manager

**ACTION:**

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