



Chair
Carol Garcia

Commissioners
Kelly Dickson
Lee Urias

EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: TUESDAY, JULY 5, 2011

TIME: 1:00 P.M.

PLACE: COMMISSIONERS' COURT ROOM #303

POSTED: WEDNESDAY, JUNE 29, 2011

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 June 7, 2011. (Betsy C. Keller, Human Resources Director)

ACTION:

ITEM #2 Discuss and take appropriate action on the requests from employee(s) listed in the back up to be recipients of donated vacation leave. (Betsy C. Keller, Human Resources Director)

ACTION:

REGULAR AGENDA

ITEM #3 Discuss and take appropriate action to approve the revised job description of **Records Management Administrator** for the Office of the County Clerk. (Elsie West, Personnel Manager)

ACTION:

ITEM #4 Discuss and take appropriate action to accept the Office Policies and Procedures for the Office of the District Clerk. (Norma Favela, District Clerk)

ACTION:

ITEM #5 Discuss and take appropriate action on number of grievances that are posted on each monthly Civil Service Commission meeting and Rule 7.21. (Carol Garcia, Chair)

ACTION:

ITEM #6 Discuss and take appropriate action to determine whether good cause exists to re-open grievance filed/dated June 21, 2011 regarding Marisol Canales, Office Specialist, Intermediate, Office of the County Clerk pertaining to Termination and Rules 6.02 – 6.03 & Appendix F of the Civil Service Rules and Regulations. (Marisol Canales, Office Specialist, Intermediate)

ACTION:

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

EXECUTIVE SESSION

ITEM #7 Discuss a grievance filed/dated March 29, 2011 regarding Louis Frank Cress, Business Applications Project Administrator, Information Technology Department, pertaining to **Termination & Rules 7.09 (A & D), 6.09 (A-C)**. (Louis Frank Cress, Business Applications Project Administrator – Christina Pacheco, Attorney at Law) (Peter Cooper, Chief Technology Officer – Gabriella Edwards-Holguin, Trial Team Chief)

ITEM #8 Discuss a grievance filed/dated April 21, 2011 regarding Jacqueline Mejia, Office Specialist, Intermediate, Office of the County Clerk, pertaining to **Termination & Rules 7.09 (A & D)**. (Jacqueline Mejia, Office Specialist, Intermediate) (Delia Briones, County Clerk – Ian R. Kaplan, Sr. Trial Attorney)

ITEM #9 Discuss a grievance filed/dated May 24, 2011 regarding Ana Maria Vargas Paniagua, Juvenile Case Manager, Justice of the Peace, Precinct 4, pertaining to **Termination & Rules 6.03, 6.04, 6.05, 6.08, & 7.09(D)** (Ana Maria Vargas Paniagua, Juvenile Case Manager) (Barbara Perez, Justice of the Peace, – Ralph Girvin, Division/Unit Chief)

OPEN SESSION

ITEM #10 Take appropriate action on a grievance filed/dated March 29, 2011 regarding Louis Frank Cress, Business Applications Project Administrator, Information Technology Department, pertaining to **Termination & Rules 7.09 (A & D), 6.09 (A-C)**. (Louis Frank Cress, Business Applications Project Administrator, – Christina Pacheco, Attorney at Law) (Peter Cooper, Chief Technology Officer – Gabriella Edwards-Holguin, Trial Team Chief)

ACTION:

ITEM #11 Take appropriate action on a grievance filed/dated April 21, 2011 regarding Jacqueline Mejia, Office Specialist, Intermediate, Office of the County Clerk, pertaining to **Termination & Rules 7.09 (A & D)**. (Jacqueline Mejia, Office Specialist, Intermediate – Delia Briones, County Clerk – Ian R. Kaplan, Sr. Trial Attorney)

ACTION:

ITEM #12 Take appropriate action on a grievance filed/dated May 24, 2011 regarding Ana Maria Vargas Paniagua, Juvenile Case Manager, Justice of the Peace, Precinct 4, pertaining to **Termination & Rules 6.03, 6.04, 6.05, 6.08, & 7.09(D)** (Ana Maria Vargas Paniagua, Juvenile Case Manager – Barbara Perez, Justice of the Peace, – Ralph Girvin, Division/Unit Chief)

ACTION:
