



**Chair**  
**Carol Garcia**

**Commissioners**  
**Kelly Dickson**  
**Lee Urias**

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

**REGULAR MEETING**

**DATE: TUESDAY, AUGUST 2, 2011**  
**TIME: 1:00 P.M.**  
**PLACE: COMMISSIONERS' COURT ROOM #303**  
**POSTED: THURSDAY, JULY 28, 2011**

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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 July 5, 2011. (Betsy C. Keller, Human Resources Director)

**ACTION:**

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**REGULAR AGENDA**

ITEM #2 Discuss and take appropriate action to accept the Office Policies and Procedures for the Office of the District Clerk. (Norma Favela, District Clerk) **(Postponed from July 5, 2011)**

**ACTION:**

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ITEM #3 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) **(Postponed from July 5, 2011)**

**ACTION:**

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- ITEM #4 Discuss and take appropriate action to designate the positions of **Probate Administrator/Auditor** and **Probate Court Administrator** from non-covered to covered status under the provisions of the Civil Service Rules and Regulations system. (Patricia Chew, Judge, Probate Court #1)

**ACTION:**

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**GRIEVANCES**

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074**

**EXECUTIVE SESSION**

- ITEM #5 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-Holquin, Trial Team Chief) (**Postponed from July 5, 2011**)
- ITEM #6 Discuss a grievance filed/dated June 21, 2011 regarding Jorge L. Juarez, Probation Officer, Domestic Relations Office, pertaining to **Termination & Rules 6.03, & 7.00–7.27, Appendix F: & Discrimination** (Jorge L. Juarez, Probation Officer) (James Fashing, Executive Director- Ian R. Kaplan, Sr. Trial Attorney)
- ITEM #7 Discuss a grievance filed/dated 06/21/11 regarding Maria Marisela Ochoa, Office Specialist, Intermediate, Office of the District Clerk, pertaining to **Termination and Rule 4.00, 4.01 and Appendix D**. (Maria Marisela Ochoa-Office Specialist, Intermediate – Don Minton, Attorney at Law) (Norma Favela – District Clerk – John Valdez, Sr. Trial Attorney)
- ITEM #8 Discuss a grievance filed/dated July 8, 2011 & July 15, 2011 regarding Dorothy J. Miranda, Accounting Manager, County Tax Office, pertaining to **Age Discrimination and Demotion**. (Dorothy J. Miranda, Accounting Manager) (Victor Flores, Tax Assessor - Collector – Ian R. Kaplan, Sr. Trial Attorney)

**OPEN SESSION**

ITEM #9 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) **(Postponed from July 5, 2011)**

**ACTION:**

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ITEM #10 Take appropriate action on a grievance filed/dated June 21, 2011 regarding Jorge L. Juarez, Probation Officer, Domestic Relations Office, pertaining to **Termination & Rules 6.03, & 7.00–7.27, Appendix F: & Discrimination** (Jorge L. Juarez, Probation Officer) (James Fashing, Executive Director- Ian R. Kaplan, Sr. Trial Attorney)

**ACTION:**

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ITEM #11 Take appropriate action on a grievance filed/dated June 21, 2011 regarding Maria Marisela Ochoa, Office Specialist, Intermediate, Office of the District Clerk, pertaining to **Termination and Rule 4.00, 4.01 and Appendix D**. (Maria Marisela Ocha- Office Specialist, Intermediate – Don Minton, Attorney at Law) (Norma Favela – District Clerk – John Valdez, Sr. Trial Attorney)

**ACTION:**

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ITEM #12 Take appropriate action on a grievance filed/dated July 8, 2011 & July 15, 2011 regarding Dorothy J. Miranda, Accounting Manager, County Tax Office, pertaining to **Age Discrimination and Demotion**. (Dorothy J. Miranda, Accounting Manager) (Victor Flores, Tax Assessor - Collector – Ian R. Kaplan, Sr. Trial Attorney)

**ACTION:**

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