



Chair
Carol Garcia

Commissioners
Kelly Dickson
Lee Urias

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

REGULAR MEETING

DATE: TUESDAY, NOVEMBER 1, 2011
TIME: 1:00 P.M.
PLACE: COMMISSIONERS' COURT ROOM #303
POSTED: THURSDAY, OCTOBER 27, 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 October 4, 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 updated job description of **Accountant** for the Tax Office. (Elsie West, Personnel Manager)

ACTION:

ITEM #4 Receive a Training Presentation on the Family and Medical Leave Act. (Gabriel Herrera, Human Resources)

ACTION:

ITEM #5 Discuss and take appropriate action to approve the newly created job description of **Parks Manager**, for the Public Works Department. (Elsie West, Personnel Manager)

ACTION:

ITEM #6 Discuss and take appropriate action to approve the newly created job description of **Facilities Manager**, for the Public Works Department. (Elsie West, Personnel Manager)

ACTION:

ITEM #7 Discuss and take appropriate action to approve the newly created job description of **Road & Bridge Manager**, for the Public Works Department. (Elsie West, Personnel Manager)

ACTION:

ITEM #8 Discuss and take appropriate action to approve the newly created job description of **Assistant Public Works Director**, for the Public Works Department. (Elsie West, Personnel Manager)

ACTION:

ITEM #9 Discuss and take appropriate action to approve the newly created job description of **Special Events Coordinator**, for the Public Works Department. (Elsie West, Personnel Manager)

ACTION:

ITEM #10 Discuss and take appropriate action to amend **Rule 2.49** of the El Paso County Civil Service Rules and Regulations by adding the following language. The language will be submitted to Commissioners' Court for final approval. (Betsy C. Keller, Human Resources Director)

VOLUNTARY SEPARATIONS

When an employee decides to leave employment, he/she must submit written notice to the immediate supervisor, Elected Official/Department Head, and Human Resources Department at least two weeks prior to departure except for good cause shown as determined by the department head. Due to the sensitive nature and strategic importance of department operations, Department Heads must submit written notice to Commissioners Court at least four weeks prior to departure except for good cause shown as determined by Commissioners Court.

Once notice is given, the employee may not take leave without prior approval from the department director or their designee. Failure to comply with this policy may be cause for denying re-employment with the County. Where an employee resigns to avoid dismissal or other corrective action, the resignation may be accepted and the employee would not be subject to rehire.

ACTION:

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

EXECUTIVE SESSION

ITEM #11 Discuss a grievance filed/dated September 22, 2011 regarding Alfredo Nava Jr., Appeal Letter of Reprimand dated August 23, 2011, & Rules 6.00, 6.01, 6.02, 6.09 (B & D) & 7.09 pertaining to **Termination & Rules 7.09 (A & D), 6.09 (B & D) & 7.09.** (Alfredo Nava Jr., Deputy Constable, - Jim Jopling, Cleat Attorney at Law) (Oscar Robles, Constable – John Valdez, Senior Trial Attorney)

OPEN SESSION

ITEM #12 Take appropriate action on a grievance filed/dated September 22, 2011 regarding Alfredo Nava Jr., Appeal Letter of Reprimand dated August 23, 2011, & Rules 6.00, 6.01, 6.02, 6.09 (B & D) & 7.09 pertaining to **Termination & Rules 7.09 (A & D), 6.09 (B & D) & 7.09.** (Alfredo Nava Jr., Deputy Constable, - Jim Jopling, Cleat Attorney at Law) (Oscar Robles, Constable – John Valdez, Senior Trial Attorney)

ACTION: _____
