



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION

800 E. OVERLAND, RM. 223

EL PASO, TEXAS 79901

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*Chairperson
Carol Garcia*

*Commissioners
Lee Urias
Kelly Dickson*

MINUTES OF NOVEMBER 1, 2011

COMMISSIONERS PRESENT: KELLY DICKSON, ACTING CHAIR
LEE URIAS, COMMISSIONER

OTHERS PRESENT: CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE
SUKY GOMEZ, HUMAN RESOURCES
ELSIE WEST, HUMAN RESOURCES
VALERIA FERNANDEZ, HUMAN RESOURCES

ABSENT: CAROL GARCIA, CHAIR
BETSY C. KELLER, HUMAN RESOURCES

The El Paso County Civil Service Commission met in Commissioners' Courtroom #303 and was called to order at 1:02 p.m. by Suky Gomez, Human Resources.

PUBLIC COMMENT

NONE.

CONSENT AGENDA

MOTION #1 APPROVED.
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: It was moved by Kelly Dickson, Acting Chair, and seconded by Lee Urias, Commissioner, to approve the minutes of the Civil Service Commission regularly scheduled meeting of October 4, 2011.

VOTE: YES – Dickson, Urias NO – None
ABSENT - Garcia

MOTION CARRIED.

MOTION #2 APPROVED.
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: It was moved by Kelly Dickson, Acting Chair and seconded by Lee Urias, Commissioner, to approve the requests from employee(s) listed in the back up to be recipients of donated vacation leave.

VOTE: YES – Dickson, Urias NO - None
ABSENT - Garcia

MOTION CARRIED.

REGULAR AGENDA

MOTION #3 APPROVED.
ITEM #3

Discuss and take appropriate action to approve the updated job description of **Accountant** for the Tax Office. (Elsie West, Personnel Manager)

ACTION: It was moved by Kelly Dickson, Acting Chair, and seconded by Lee Urias, Commissioner, to approve the updated job description of Accountant for Tax Office Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Dickson, Urias NO – None
ABSENT - Garcia

MOTION CARRIED.

MOTION #4 DELETED.

ITEM #4

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

ACTION: It was moved by Lee Urias, Commissioner and seconded by Kelly Dickson, Acting Chair, to delete Item #4 on Family and Medical Leave training. (Gabriel Herrera, Human Resources)

VOTE: YES – Urias, Dickson

NO - None
Absent - Garcia

MOTION CARRIED.

MOTION #5 APPROVED.

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: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Acting Chair, to approve the newly created job description of **Parks Manager** for the Public Works Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Dickson, Urias

NO – None
ABSENT - Garcia

MOTION CARRIED.

MOTION #6 APPROVED.

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: It was moved by Kelly Dickson, Acting Chair, and seconded by Lee Urias, Commissioner, to approve the newly created job description of **Facilities Manager** for the Public Works Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Dickson, Urias

NO – None
ABSENT - Garcia

MOTION CARRIED.

MOTION #7 APPROVED.
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: It was moved by Kelly Dickson, Acting Chair, and seconded by Lee Urias, Commissioner, to approve the newly created job description of Road & Bridge Manager for the Public Works Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Dickson, Urias

NO – None
ABSENT - Garcia

MOTION CARRIED.

MOTION #8 APPROVED.
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: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Acting Chair, to approve the newly created job description of Assistant Public Works Director for the Public Works Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Dickson, Urias

NO – None
ABSENT - Garcia

MOTION CARRIED.

MOTION #9 APPROVED.
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: It was moved by Kelly Dickson, Acting Chair, and seconded by Lee Urias, Commissioner, to approve the newly created job description of Special Events Coordinator for the Public Works Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Dickson, Urias

NO – None
ABSENT - Garcia

MOTION CARRIED.

MOTION #10 DELETED.

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: It was moved by Lee Urias, Commissioner and seconded by Kelly Dickson, Acting Chair, to delete Item #10 to amend Rule 2.49 of the El Paso County Civil Service Rules & Regulations (Betsy C. Keller, Human Resources Director)

VOTE: YES – Urias, Dickson

NO - None
Absent - Garcia

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

On this day, the Civil Service Commission discussed Item #11 in open session and two separate items as requested by Attorney, Jim Jopling in the matter of Alfredo Nava Jr. at 1:36 p.m.

On this day the Civil Service Commission recessed at 1:41 p.m. and went back to open session at 1:51 p.m.

MOTION DIES FOR LACK OF A SECOND.

ITEM #11

Take appropriate action pertaining to **Suspension & Rules 7.09 (A & D), 6.09 (B & D)** (Alfredo Nava Jr., Deputy Constable, - Jim Jopling, Cleat Attorney at Law) (Oscar Robles, Constable – John Valdez, Senior Trial Attorney)

ACTION: It was moved by Lee Urias, Commissioner to rescind the two day suspension pertaining to grievance filed September 2, 2011 regarding Alfredo Nava Jr., Deputy Constable.

VOTE: YES – Urias

NO - Dickson
Absent - Garcia

MOTION DIES FOR LACK OF A SECOND.

On this day the Civil Service Commission recessed at 4:29 p.m. and went back to open session at 4:56 p.m.

MOTION #11 GRIEVANCE DENIED – NO JURISDICTION.

ITEM #11

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) (Alfredo Nava Jr., Deputy Constable, - Jim Jopling, Cleat Attorney at Law) (Oscar Robles, Constable – John Valdez, Senior Trial Attorney)

SECOND MOTION

ACTION: It was moved by Lee Urias, Commissioner and seconded by Kelly Dickson, Acting Chair, to deny the 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) due to the fact that no proper documentation was filed by Mr. Nava and the board did not have jurisdiction to hear this matter.

VOTE: YES – Urias, Dickson

NO - None
Absent - Garcia

MOTION CARRIED.

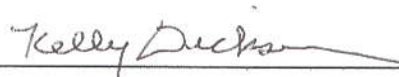
MEETING ADJOURNED

On this day, there being no further business to discuss, Lee Urias, Commissioner moved to adjourn the meeting at 5:17 p.m. Kelly Dickson, Acting Chair, seconded the motion.

VOTE: YES – Urias, Dickson

NO - None
Absent - Garcia

MOTION CARRIED.



KELLY DICKSON, ACTING CHAIR



SUKY GOMEZ, RECORDING SECRETARY