

**COUNTY OF EL PASO**



**CIVIL SERVICE COMMISSION**

**SPECIAL MEETING MINUTES - REVISED**

**3:00 P.M., THURSDAY, FEBRUARY 16, 2012**

**COMMISSIONER'S COURTROOM, ROOM 303**

**500 E. SAN ANTONIO**

**EL PASO, TEXAS 79901**

**Carol Garcia, Chair**

**Kelly Dickson, Commissioner**

**Lee Urias, Commissioner**

**OPEN MEETING**

The meeting was called to order at 3:38 p.m. Commissioner Garcia was absent. Staff present were Kevin McCary from the County Attorney's Office, and Betsy C. Keller, Elsie West, Melissa Carrillo, Valeria Fernandez, Verenice Acosta, Suky Gomez, and Gabby Esquivel from the Human Resources Department.

**PUBLIC COMMENT**

Ms. Betsy Keller addressed the Commission with the news that the third person for the Civil Service Commission has been selected by County Commissioner Gandara. Ms. Keller stated that the new Commissioner should be in place by the next regularly scheduled meeting.

**APPROVED - CONSENT AGENDA**

**FEBRUARY 16, 2012**

**MOTION #1 (ITEM #1)**

**DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF THE CIVIL SERVICE COMMISSION REGULARLY SCHEDULED MEETING OF JANUARY 3, 2012.**

On this day, on motion of Commissioner Dickson, seconded by Commissioner Urias, it is the order of the Commission to approve Consent Agenda Item 1.

VOTE: YES - Urias, Dickson

NO: None

**REGULAR AGENDA**

**FEBRUARY 16, 2012**

**MOTION #2 (ITEM #2)**

**DISCUSS AND TAKE APPROPRIATE ACTION TO RE-NOMINATE MR. SERVANDO HERNANDEZ OR SELECT NOMINEE(S) FOR COMMISSIONER'S COURT FOR THE EL PASO COUNTY ETHICS COMMISSION FOR THE TERM THAT BEGINS FEBRUARY 1, 2012.**

On this day, on motion of Commissioner Dickson, seconded by Commissioner Urias, it is the order of the Commission to re-nominate Mr. Servando Hernandez for Commissioner's Court for the El Paso County Ethics Commission for the term that begins February 1, 2012.

VOTE: YES - Urias, Dickson

NO: None

**FEBRUARY 16, 2012**

**MOTION #3 (ITEM #3)**

**DISCUSS AND TAKE APPROPRIATE ACTION ON A NEW RECLASSIFICATION POLICY FOR THE CIVIL SERVICE RULES & REGULATIONS.**

On this day, on motion of Commissioner Dickson, seconded by Commissioner Urias, it is the order of the Commission to approve the Reclassification Policy for the Civil Service Rules and Regulations.

VOTE: YES - Urias, Dickson

NO: None

**FEBRUARY 16, 2012**

**MOTION #4 (ITEM #4)**

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED JOB DESCRIPTION OF HUMAN RESOURCES ASSISTANT DIRECTOR FOR THE HUMAN RESOURCES DEPARTMENT.**

On this day, on motion of Commissioner Urias, seconded by Commissioner Dickson, it is the order of the Commission to approve the revised job description of Human Resources Assistant Director for the Human Resources Department.

VOTE: YES - Urias, Dickson

NO: None

**FEBRUARY 16, 2012**

**MOTION #5 (ITEM #5)**

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED JOB DESCRIPTION OF GIS MANAGER FOR THE PUBLIC WORKS DEPARTMENT.**

On this day, on motion of Commissioner Urias, seconded by Commissioner Dickson, it is the order of the Commission to approve the revised job description of GIS Manager for the Public Works Department.

VOTE: YES - Urias, Dickson

NO: None

**FEBRUARY 16, 2012**

**MOTION #6 (ITEM #6)**

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE NEWLY CREATED JOB DESCRIPTION OF INFORMATION TECHNOLOGY PROJECT MANAGER AND ELIMINATE THE BUSINESS APPLICATION PROJECT ADMINISTRATOR (P-22) POSITION.**

On this day, on motion of Commissioner Dickson, seconded by Commissioner Urias, it is the order of the Commission to approve the newly created job description of Information Technology Project Manager and to eliminate the Business Application Project Manager position.

VOTE: YES - Urias, Dickson

NO: None

### GRIEVANCES

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

#### OPEN SESSION:

**FEBRUARY 16, 2012**

**MOTION #7 (ITEM #7 & 8)**

**DISCUSS A GRIEVANCE FILED/DATED DECEMBER 13, 2011 REGARDING JUAN ANTONIO FLORES PERTAINING TO *TERMINATION RULE 7.09(D)*.**

**TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED DECEMBER 13, 2011 REGARDING JUAN ANTONIO FLORES PERTAINING TO *TERMINATION RULE 7.09(D)*.**

On this day, on motion of Commissioner Urias, seconded by Commissioner Dickson, it is the order of the Commission to continue the grievance filed/dated December 13, 2011 regarding Juan Antonio Flores pertaining to Termination and Rule 7.09(d). Commissioner Urias requested that the back-up be translated and typed for the next meeting.

VOTE: YES - Urias, Dickson

NO: None

**MEETING ADJOURNED**

**FEBRUARY 16, 2012**

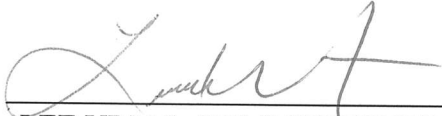
**MOTION #8 (ITEM #9)**

On this day, there being no further business to discuss, Commissioner Dickson moved to adjourn the meeting at 3: 58 p.m., seconded by Commissioner Urias.

  
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KELLY DICKSON, COMMISSIONER

04/03/12

DATE

  
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LEE URIAS, COMMISSIONER

4-3-12

DATE

  
\_\_\_\_\_  
VALERIA FERNANDEZ, RECORDING SECRETARY

4.4.12

DATE