

**COUNTY OF EL PASO**



**CIVIL SERVICE COMMISSION**

**REGULAR MEETING MINUTES  
1:00 P.M., TUESDAY, APRIL 3, 2012  
COMMISSIONER'S COURTROOM, ROOM 303  
500 E. SAN ANTONIO  
EL PASO, TEXAS 79901**

**Kelly Dickson, Acting Chair**

**Lee Urias, Commissioner**

**OPEN MEETING**

The meeting was called to order at 1:11 p.m. Staff present were Kevin McCary from the County Attorney's Office, Melissa Carrillo and Verenice Acosta from the Human Resources Department.

**PUBLIC COMMENT**

NO PUBLIC COMMENT

**APPROVED - CONSENT AGENDA**

**APRIL 3, 2012**

**MOTION #1 (ITEMS #1 & 2)**

On this day, on motion of Acting Chair Dickson, seconded by Commissioner Urias, it is the order of the Commission to approve Consent Agenda Items 1 & 2.

- 1. RESCIND MINUTES OF THE CIVIL SERVICE COMMISSION SPECIAL MEETING OF FEBRUARY 16, 2012 AND APPROVE THE REVISED MINUTES OF THE CIVIL SERVICE SPECIAL MEETING OF FEBRUARY 16, 2012.**
- 2. DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF THE CIVIL SERVICE COMMISSION SPECIAL MEETING OF MARCH 13, 2012.**

VOTE: YES - Urias, Dickson

NO: None

**REGULAR AGENDA**

**APRIL 3, 2012**

**NO ACTION (ITEM #3)**

**NOTIFY THE COMMISSIONERS ON OPEN MEETING ACT AND RELATED ISSUES.  
(THIS ITEM IS NOTIFICATION ONLY, NO ACTION)**

**APRIL 3, 2012**

**MOTION #2 (ITEM #6)**

On this day, on motion of Acting Chair Dickson, seconded by Commissioner Urias, it is the order of the Commission to approve the revised job description of Youth Coordinator to Youth Services Manager for the Mental Health Support Services Department.

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED JOB DESCRIPTION OF YOUTH COORDINATOR TO YOUTH SERVICES MANAGER FOR MENTAL HEALTH SUPPORT SERVICES DEPARTMENT.**

VOTE: YES - Urias, Dickson

NO: None

**APRIL 3, 2012**

**MOTION #3 (ITEM #7)**

On this day, on motion of Commissioner Urias seconded by Acting Chair Dickson, it is the order of the Commission to approve the revised job description of Parent Liaison to Adult Services Manager for the Mental Health Support Services Department.

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED JOB DESCRIPTION OF PARENT LIAISON TO ADULT SERVICES MANAGER FOR MENTAL HEALTH SUPPORT SERVICES DEPARTMENT.**

VOTE: YES - Urias, Dickson

NO: None

**APRIL 3, 2012**

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

On this day, on motion of Commissioner Urias seconded by Acting Chair Dickson, it is the order of the Commission to table Item #4 until the following month, which would be on May 1, 2012, since more information is needed for the Commission to review.

**DISCUSS AND TAKE APPROPRIATE ACTION TO ACCEPT THE DEPARTMENTAL POLICIES FOR THE OFFICE OF CONSTABLE PCT. #1 FOR THE FILING PURPOSES.**

VOTE: YES - Urias, Dickson

NO: None

**APRIL 3, 2012**

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

On this day, on motion of Acting Chair Dickson seconded by Commissioner Urias, it is the order of the Commission to approve the amended language to the policies on the pay upon demotion and pay upon voluntary demotion.

## **DISCIPLINARY DEMOTIONS**

### **2.34**

A disciplinary demotion is a reduction of an employee from a higher salary grade to a lower salary grade as a result of: 1) the inability of the employee to fulfill the functions of the job; ~~2) the employee's request for such change;~~ 2) disciplinary action; or ~~3) any action pursuant to paragraph 2.32.~~

### **2.35**

All disciplinary demotions shall be made known to the employee in writing and shall state the reason for demotion within ~~ten (10)~~ three (3) business days from the date of demotion.

### **2.36**

An Elected Official/Department Head has the authority to demote employees for just cause as defined in Section 2.51.

### 2.361 PAY UPON DISCIPLINARY DEMOTION

When an employee is demoted to a lower graded position, the employee will be placed into the grade at the step equivalent to the step they are currently in. The demoted employee may be placed at a lower step within the grade at the discretion of the department head issuing the demotion and as cleared with the Human Resources Department.

~~The demoted employees' new salary grade will be determined by the Elected Official/Department Head in accordance with the County's Wage and Salary Administration Program and cleared with the Human Resources Department. The Elected Official/Department Head shall notify the El Paso County Civil Service Commission of all demotions within ten (10) days. The seniority date will not change to reflect the demotion date.~~

## **VOLUNTARY DEMOTIONS**

### 2.365 PAY UPON VOLUNTARY DEMOTION (NON-DISCIPLINARY)

When an employee voluntarily applies for and is selected for a lower graded position, the employee will be placed into the grade at the pay rate of the step number equal to the step they are currently at in their current grade and their pay will be lowered to this step, but may be placed at a lower step within the grade at the discretion of the department head and as cleared with the Human Resources Department. For example, a G20, Step 4, (\$38,625.15) employee applies for and is selected for a G14 position. If selected, the employee would be moved to Grade G14, Step 4, and would be paid at that rate (\$30,914.12).

**DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE POLICIES ON  
PAY UPON DEMOTION AND PAY UPON VOLUNTARY DEMOTION.**

VOTE: YES - Urias, Dickson

NO: None

**GRIEVANCES**

On this day, Acting Chair Dickson requested that 1 hour be allocated to each grievance and requested that the most severe grievance be heard first. HR staff announced that Civil Service Commission would remain in open session to discuss Item #9 & Item #11 at 1:34 p.m. pursuant to Texas Government Code § 551.074.

**OPEN SESSION:**

**APRIL 3, 2012**

**MOTION #6 (ITEM #9 & 11)**

On this day, on motion of Commissioner Urias seconded by Acting Chair Dickson, it is the order of the Commission to uphold termination. Grievant failed to be present.

**DISCUSS AND TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED  
JANUARY 18, 2012 REGARDING CLAUDIA CHAVEZ PERTAINING TO  
TERMINATION, RULE 7.09(A).**

--(Claudia Chavez, Collections Specialist) (Delia Briones, County Clerk - Gabriella Edwards,  
Senior Trial Attorney)

VOTE: YES - Urias, Dickson

NO: None

**EXECUTIVE SESSION:**

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

On this day, HR staff announced that the Civil Service Commission would recess into executive session at 1:36 p.m. to discuss the following item, pursuant to *Texas Government Code §551.074* The Court would reconvene to take official action.

**APRIL 3, 2012**

**ITEM #8**

**DISCUSS A GRIEVANCE FILED/DATED DECEMBER 22, 2011 REGARDING CHARLES DALY PERTAINING TO FIVE (5) DAY SUSPENSION, RULES 7.09(B) & (D). (POSTPONED FROM MARCH 13, 2012) -- (Charles Daly, Client Server/Programmer - Rhonda Cates, Attorney at Law) (Peter Cooper, Chief Technology Officer - Gabriella Edwards, Senior Trial Attorney)**

**On this day the Civil Service Commission went into open session at 3:27 p.m.**

**OPEN SESSION:**

**APRIL 3, 2012**

**MOTION # 7 (ITEM #10)**

On this day, it was moved by Acting Chair Dickson and seconded by Commission Urias, to continue the grievance file/dated December 22, 2011 regarding Charles Daly pertaining to five (5) day suspension, Rules 7.09(b) & (d), to be heard in a special meeting on April 19, 2012 at 3:00p.m.

**TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED DECEMBER 22, 2011 REGARDING CHARLES DALY PERTAINING TO FIVE (5) DAY SUSPENSION, RULES 7.09(B) & (D). (POSTPONED FROM MARCH 13, 2012) -- (Charles Daly, Client Server/Programmer-Rhonda Cates, Attorney at Law) (Peter Cooper, Chief Technology Officer - Gabriella Edwards, Senior Trial Attorney)**

VOTE: YES - Urias, Dickson

NO: None

**MEETING ADJOURNED**

**APRIL 3, 2012**

**MOTION #8**

On this day, there being no further business to discuss, Acting Chair, Dickson moved to adjourn the meeting at 3:30 p.m., seconded by Commissioner Urias.



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KELLY DICKSON, ACTING CHAIR



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VERENICE ACOSTA, RECORDING SECRETARY