

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA
3:00 P.M., THURSDAY, APRIL 19, 2012
JUDGE'S CONFERENCE ROOM 301
500 E. SAN ANTONIO
EL PASO, TEXAS 79901

FILED FOR RECORD
IN MY OFFICE

2012 APR 16 A 11:23

Dalea Brimmer
COUNTY CLERK
EL PASO COUNTY, TEXAS

Kelly Dickson, Acting Chair

Lee Urias, Commissioner

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

1. **DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF THE CIVIL SERVICE COMMISSION REGULARLY SCHEDULED MEETING OF APRIL 3, 2012.**
--Betsy C. Keller, Human Resources

REGULAR AGENDA

2. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE NEWLY CREATED JOB DESCRIPTION OF IT PROJECT MANAGER SENIOR FOR THE IT DEPARTMENT.**
-- Elsie West, Human Resources

3. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE NEWLY CREATED JOB DESCRIPTION OF SOFTWARE SPECIALIST SENIOR FOR THE IT DEPARTMENT.**

--Elsie West, Human Resources

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COUNTY CLERK
EL PASO COUNTY, TEXAS

4. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE NEWLY CREATED JOB DESCRIPTION OF SOFTWARE SPECIALIST FOR THE IT DEPARTMENT.**

--Elsie West, Human Resources

5. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE NEWLY CREATED JOB DESCRIPTION OF IT TRAINER FOR THE IT DEPARTMENT.**

--Elsie West, Human Resources

6. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE NEWLY CREATED JOB DESCRIPTION OF IT PROJECT MANAGER, INTERMEDIATE FOR THE IT DEPARTMENT.**

--Elsie West, Human Resources

GRIVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

7. **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)

OPEN SESSION

9. **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)

10. **ADJOURN**