

**COUNTY OF EL PASO**



**CIVIL SERVICE COMMISSION**

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

**Kelly Dickson, Acting Chair**

**Lee Urias, Commissioner**

**OPEN MEETING**

The meeting was called to order at 3:03 p.m. Staff present were Kevin McCary from the County Attorney's Office, Melissa Carrillo, Verenice Acosta and Suky Gomez from the Human Resources Department. Others present, Lee Shapleigh and Ian Kaplan from the County Attorney's Office.

**PUBLIC COMMENT**

NO PUBLIC COMMENT

**APPROVED - CONSENT AGENDA**

**APRIL 19, 2012**

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

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

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

VOTE: YES - Urias, Dickson

NO: None

**REGULAR AGENDA**

**APRIL 19, 2012**

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

On this day, on motion of Acting Chair Dickson, seconded by Commissioner Urias, it is the order of the Commission to approve the newly created job description of IT Project Manager Senior for the IT Department.

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

VOTE: YES - Urias, Dickson

NO: None

**APRIL 19, 2012**

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

On this day, on motion of Commissioner Urias, seconded by Acting Chair Dickson, it is the order of the Commission to approve the newly created job description of Software Specialist Senior for the IT Department.

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

VOTE: YES - Urias, Dickson

NO: None

**APRIL 19, 2012**

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

On this day, on motion of Acting Chair Dickson, seconded by Commissioner Urias, it is the order of the Commission to approve the newly created job description of Software Specialist for the IT Department.

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

VOTE: YES - Urias, Dickson

NO: None

**APRIL 19, 2012**

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

On this day, on motion of Commissioner Urias, seconded by Acting Chair Dickson, it is the order of the Commission to approve the newly created job description of IT Trainer for the IT Department.

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

VOTE: YES - Urias, Dickson

NO: None

**APRIL 19, 2012**

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

On this day, on motion of Commissioner Urias, seconded by Acting Chair Dickson, it is the order of the Commission to approve the newly created job description of IT Project Manager Intermediate for the IT Department.

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

VOTE: YES - Urias, Dickson

NO: None

**GRIEVANCES**

**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 3:10 p.m. to discuss the following item, pursuant to *Texas Government Code §551.074* The Court would reconvene to take official action.

**APRIL 19, 2012**

**ITEM #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)

**On this day the Civil Service Commission recessed at 4:20 p.m. and went back to executive session at 4:23 p.m.**

**On this day the Civil Service Commission went into open session at 4:48 p.m.**

**OPEN SESSION:**

**APRIL 19, 2012**

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

On this day, it was moved by Acting Chair Dickson and seconded by Commission Urias, to uphold the five (5) day suspension and deny the Grievance filed/dated December 22, 2011 regarding Charles Daly pertaining the five (5) day suspension, rules 7.09(b) & (d).

**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

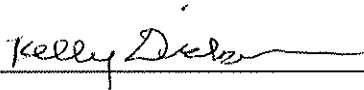
NO: None

**MEETING ADJOURNED**

**APRIL 19, 2012**

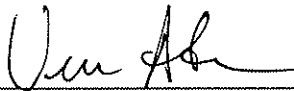
**MOTION #8**

On this day, there being no further business to discuss, Commissioner Urias moved to adjourn the meeting at 4:49 p.m., seconded by Acting Chair Dickson.



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KELLY DICKSON, ACTING CHAIR



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VERENICE ACOSTA, RECORDING SECRETARY