

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION

REGULARLY SCHEDULED MINUTES
1:00 P.M., TUESDAY, NOVEMBER 5, 2013
JUDGE'S COURTROOM, ROOM 303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901

Chair
Carlos Gomez

Cindy Karam, Commissioner
Grace Munoz, Commissioner

OPEN MEETING

The meeting was called to order at 1:20 p.m. Staff present were Kevin McCary from the County Attorney's Office, Elsie West, Melissa Carrillo and Estela Salgado, from the Human Resources Department. A quorum was established with Commissioners Munoz absent.

PUBLIC COMMENT

None

CONSENT AGENDA

APPROVED – CIVIL SERVICE MINUTES OF OCTOBER 1, 2013

NOVEMBER 5, 2013

MOTION #1 (ITEM #1)

Approve the minutes of the regularly scheduled Civil Service Commission meeting of October 1, 2013.

--Betsy C. Keller, Human Resources

On this day, on motion of Commissioner Karam and seconded by Chair Gomez, it is the order of the Commission to approve the October 1, 2013 minutes of the Civil Service Commission.

VOTE: YES- Karam, Gomez

NO: None

REGULAR AGENDA

**APPROVED – CIVIL SERVICE RULES & REGULATIONS TO AMEND
SECTION II – EMPLOYMENT/DEFINITION**

NOVEMBER 5, 2013

MOTION #2 (ITEM #2)

Discuss and take appropriate action to amend current Rule 2.00, 2.01, and 2.02 of the Civil Service Rules and Regulations book as per attached. (Postponed from 10/01/2013)

--Melissa Carrillo, Human Resources

On this day, on motion of Commissioner Karam, seconded by Chair Gomez, it is the order of the Commission to approve the amendment of Section II – Employment/Definition of the Civil Service Rules & Regulations book.

VOTE: YES- Karam, Gomez

NO: None

**APPROVED – CIVIL SERVICE RULES & REGULATIONS REVISIONS TO AMEND
SECTION VII – GRIEVANCE RESOLUTION PROCEDURES**

NOVEMBER 5, 2013

MOTION #3 (ITEM #3)

Discuss and take appropriate action to amend Rule 7.22 - 7.24.

--Melissa Carrillo, Human Resources (Postponed from 10/01/2013)

On this day, on motion of Commissioner Karam, seconded by Chair Gomez, it is the order of the Commission to approve the amendment of Section VII– Grievance Resolution Procedures of the Civil Service Rules & Regulations book.

VOTE: YES- Karam, Gomez

NO: None

**NO ACTION – REVISIONS TO THE EL PASO COUNTY ELECTIONS DEPARTMENT
OFFICE POLICIES AND PROCEDURES**

NOVEMBER 5, 2013

(ITEM #4)

Discuss and take appropriate to accept revisions to the El Paso County Elections Department Office Policies and Procedures filed with the El Paso County Civil Service Commission on October 1, 2013.

--Javier Chacon, Elections Department

No action was taken on the revisions to the El Paso County Elections Department Office Policies and Procedures filed with the El Paso County Civil Service Commissioner on October 1, 2013.

VOTE: YES- Karam, Gomez

NO: None

**DELETED – GRIEVANCE FILED BY RAFAEL A. QUINTERO,
ROAD AND BRIDGE DEPARTMENT**

NOVEMBER 5, 2013

MOTION #4 (ITEM #6)

On this day, HR staff announced that the Civil Service Commission would remain in open session.

OPEN SESSION

Take appropriate action on a grievance/filed dated October 4, 2013, by Rafael A. Quintero, Truck Driver, Senior, pertaining to Termination and Rules 7.09 (a) and (d).

-- (Rafael A. Quintero, Road & Bridge) (Ernie Carrizal, Road & Bridge – Kathleen Anderson, County Attorney's Office)

On this day, on motion of Commissioner Karam, seconded by Chair Gomez, it is the order of the Commission to DELETE a grievance/filed dated October 4, 2013, by Rafael A. Quintero, Truck Driver, Senior, pertaining to Termination and Rules 7.09 (a) and (d) as requested by Mr. Quintero.

-- (Rafael A. Quintero, Road & Bridge) (Ernie Carrizal, Road & Bridge – Kathleen Anderson, County Attorney's Office)

VOTE: YES- Karam, Gomez

NO: None

NOVEMBER 5, 2013

MOTION #7 (ITEM #7)

MEETING ADJOURNED

On this day, there being no further business to discuss, Commissioner Karam moved to adjourn the meeting at 1:33 p.m. seconded by Chair Gomez.

VOTE: YES- Karam, Gomez

NO: None

EXAMINED AND APPROVED THIS 3rd DAY IN DECEMBER 2013



CARLOS GOMEZ, CHAIR



ESTELA SALGADO, RECORDING SECRETARY