

COUNTY OF EL PASO



FILED FOR RECORD
IN MY OFFICE

2017 APR 27 PM 12:23

**CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
1:00 P.M., TUESDAY, MAY 02, 2017
COMMISSIONERS COURT ROOM #303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

Debra Brown
COUNTY CLERK
EL PASO COUNTY, TEXAS

**Chair
Matthew Keats**

**Commissioners
Raul Campos
Lee Rodriguez**

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.

All matters listed on the Consent or Regular Agenda may be discussed in executive session at the option of the El Paso County Civil Service Commission and following oral announcement, if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

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. Approve the minutes of the Civil Service Commission Meeting of February 7, 2017.
--Melissa M. Carrillo, Human Resources

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2. Notify the Civil Service Commission regarding the new Policies and Procedures from the El Paso County Economic Development Department.
-- Jose Quinonez, Economic Development Department
3. Notify the Civil Service Commission regarding the revised Reclassification Policies and Procedures from the El Paso County Human Resources Department.
--Melissa M. Carrillo, Human Resources
4. Notify the Civil Service Commission regarding the revised Shift Differential Policies and Procedures from the El Paso County Human Resources Department.
--Melissa M. Carrillo, Human Resources
5. Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing discrimination due to her age by reducing her number of working hours per day to six (6) hours, while continuing to demand and require the same level of work, work product, and production in less time and while still requiring extensive travel time is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.
-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department)
(Selina Saenz, Assistant County Attorney)
6. Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to intervene/protect complainant from interference or obstruction of ability to attempt to perform job duties and functions is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.
-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department)
(Selina Saenz, Assistant County Attorney)
7. Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing enforcement of personal dress code and dress requirements for complainant only is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.
-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department)
(Selina Saenz, Assistant County Attorney)

8. Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to provide reasonable accommodations and facilities/work environment necessary to perform job duties and functions is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.
-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department)
(Selina Saenz, Assistant County Attorney)
9. Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to properly reimburse complainant for required driving mileage to perform job duties and functions is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.
-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department)
(Selina Saenz, Assistant County Attorney)
10. Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure reimburse complainant for required use of her personal cell phone is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.
-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department)
(Selina Saenz, Assistant County Attorney)
11. Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to provide complainant with access to or ability to utilize a computer or other electronic device for the purpose of emailing weekly reports to the coordinator as required by her supervisor is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.
-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department)
(Selina Saenz, Assistant County Attorney)
12. Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to compensate complainant for required regular working hours and required overtime pay is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.
-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department)
(Selina Saenz, Assistant County Attorney)

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13. ADJOURN

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