



**EL PASO COUNTY SHERIFF'S OFFICE - CIVIL SERVICE COMMISSION**

**SPECIAL MEETING:**

This meeting is subject to the Texas Open Meetings Act. All matters listed on the Agenda may be discussed in executive session at the option of the Civil Service Commission and following verbal announcement, if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

**DATE:** Monday, March 12, 2012

**TIME:** 1:30 P.M.

**PLACE:** SHERIFF'S HEADQUARTERS  
3850 JUSTICE ROAD  
SHERIFF'S CONFERENCE ROOM

**POSTED:** **WEDNESDAY, MARCH 7, 2012 – 1:30 P.M.**

**NOTICE TO THE PUBLIC:**

The EPSO Civil Service Commission will give you the opportunity to address them on a particular item listed on this agenda prior to proceeding with the official business at hand. Please inform the secretary prior to the start of the meeting which item(s) you wish to address and a sign-in sheet will be given to you. Time limit will be three (3) minutes but may be extendable upon a majority vote.

1. OPEN MEETING:
2. ESTABLISH QUORUM:

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3. ITEM

Provide a training overview of the EPCSO Grievance System Procedures and discuss the appropriate process as outlined in Section 10 of the EPCSO Civil Service Commission Rules.

Submitted by Fred Perea, Human Resources

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4. ITEM

Discuss location and time structure and take appropriate action for the April 2<sup>nd</sup> regular scheduled meeting due to pending grievance.

**Submitted by Fred Perea, Human Resources**

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**5. ITEM**

**Discuss EPCSO reclassification project for all civilian positions. Take appropriate action on newly created job descriptions as a result of the project.**

**Submitted by: Fred Perea, Human Resources**

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**6. ITEM**

**ADJOURNMENT.**