



*Chairman  
Rafael Adame*

*Commissioners  
Dr. Paula Mitchell  
Fernando Parra*

**EL PASO COUNTY  
CIVIL SERVICE COMMISSION  
COMMISSION MEETING AGENDA  
REGULAR MEETING**

**DATE: TUESDAY, MARCH 4, 2008**  
**TIME: 3:30 P.M.**  
**PLACE: COMMISSIONERS' COURTROOM #303**  
**POSTED: THURSDAY, FEBRUARY 28, 2008**

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**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.

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**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**

ITEM #1      Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of December 4, 2007. (Liza Reyes, Interim Human Resources Director)

**ACTION:**

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ITEM #2      Discuss and take appropriate the requests from employees listed in the back up to be recipients of donated vacation leave. (Liza Reyes, Interim Human Resources Director)

**ACTION:**

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**REGULAR AGENDA**

ITEM #3      Discuss and take appropriate action on the revised job description of Maintenance Mechanic, Senior for the Facilities Management Department. (Manuel Lucero, Jr., Interim Facilities Manager)

**ACTION:**

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ITEM #4 Accept and file the **Employee Manual** for the Facilities Management department, in accordance with the Civil Service Rules & Regulations book Rule 1.09. The item has been reviewed by the County Attorney's office. (Manuel Lucero, Jr., Interim Facilities Manager)

**ACTION:**

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ITEM #5 Discuss and take appropriate action on the possible need for a special meeting to help clear out the backlog of grievances. (Holly Lytle, County Attorney's office)

**GRIEVANCES**

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074**

ITEM #6 Discuss a grievance filed/dated November 15, 2007 regarding Jose Olivo, Investigator, Medical Examiners office, pertaining to **Appendix F: Discrimination/Sexual Harassment Policy, Section D: 5-6 & Appealing Termination.** (Paul W. Shrode, Medical Examiner, -Kitty Schild, Sr. Trial Attorney)

ITEM #7 Discuss a grievance filed/dated October 10, 2007 regarding Jennifer Candelas, Collections Specialist, County Clerk's office, pertaining to **Rule 7.21, 2.31. 2.20 & Discrimination** (Delia Briones, County Clerk - Kitty Schild, Assistant County Attorney – Yvette Riddick, Representative) **(Postponed from December 4, 2007)**

ITEM #8 Discuss a grievance filed/dated October 24, 2007 regarding Sandra Terrazas, Court Clerk, District Clerk's office, pertaining to **Appendix F: Discrimination/Sexual Harassment Policy, Section A: #5; Section C: 1 – 2; Rules 2.31, 6.02 (C) and appealing Demotion.** (Gilbert Sanchez, District Clerk – Daniel Ordoñez, Sr. Trial Attorney)

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- ITEM #9 Discuss a grievance filed/dated November 21, 2007 regarding Diana L. Calamia, Project Coordinator, District Clerk's office, pertaining to **Section VII: Rule 7.09 (A), (B), (C), & SECTION IV Rules 4.35, 4.37, 4.38, and 4.39.** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney) **(Postponed from January 8, 2008)**
- ITEM #10 Discuss a grievance filed/dated December 14, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to appealing her **Termination, Rule 7.09 (d), Appendix F:, Appendix L: XI (A & B).** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**
- ITEM #11 Discuss a grievance filed/dated November 9, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 7.09 (A), (B), appealing five (5) days Suspension-disciplinary report dated 10/26/07 and Final Warning.** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**
- ITEM #12 Discuss a grievance filed/dated October 24, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 7.09 (A, C, D) appealing disciplinary report dated 9/18/07 - (Substandard Work).** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**
- ITEM #13 Discuss a grievance filed/dated October 24, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 7.09 (A, C, D) appealing disciplinary report dated 9/18/07 - (Improper Conduct).** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**
- ITEM #14 Discuss a grievance filed/dated October 24, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 5.02.** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**
- ITEM #15 Discuss a grievance filed/dated October 3, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **appealing Suspension &**

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**Rule 7.09 (A, D).** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**

**OPEN SESSION:**

- ITEM #16 Take appropriate action on a grievance filed/dated November 15, 2007 regarding Jose Olivo, Investigator, Medical Examiners office, pertaining to **Appendix F: Discrimination/Sexual Harassment Policy, Section D: 5-6 & Appealing Termination.** (Paul W. Shrode, Medical Examiner, -Kitty Schild, Sr. Trial Attorney)
- ITEM #17 Take appropriate action on a grievance filed/dated October 10, 2007 regarding Jennifer Candelas, Collections Specialist, County Clerk's office, pertaining to **Rule 7.21, 2.31. 2.20 & Discrimination** (Delia Briones, County Clerk - Kitty Schild, Assistant County Attorney – Yvette Riddick, Representative) **(Postponed from December 4, 2007)**
- ITEM #18 Take appropriate action on a grievance filed/dated October 24, 2007 regarding Sandra Terrazas, Court Clerk, District Clerk's office, pertaining to **Appendix F: Discrimination/ Sexual Harassment Policy, Section A: #5; Section C: 1 – 2; Rules 2.31, 6.02 (C) and appealing Demotion.** (Gilbert Sanchez, District Clerk – Daniel Ordoñez, Sr. Trial Attorney)
- ITEM #19 Take appropriate action on a grievance filed/dated November 21, 2007 regarding Diana L. Calamia, Project Coordinator, District Clerk's office, pertaining to **Section VII: Rule 7.09 (A), (B), (C), & SECTION IV Rules 4.35, 4.37, 4.38, and 4.39.**(Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney) **(Postponed from January 8, 2008)**
- ITEM #20 Take appropriate action a grievance filed/dated December 14, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to appealing her **Termination, Rule 7.09 (d), Appendix F:, Appendix L: XI (A & B).** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**
- ITEM #21 Take appropriate action a grievance filed/dated November 9, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 7.09 (A), (B), appealing five (5) days Suspension-disciplinary report dated 10/26/07 and Final Warning.** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr.

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Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**

- ITEM #22 Take appropriate action a grievance filed/dated October 24, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 7.09 (A, C, D) appealing disciplinary report dated 9/18/07 - (Substandard Work)**. (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**
- ITEM #23 Take appropriate action a grievance filed/dated October 24, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 7.09 (A, C, D) appealing disciplinary report dated 9/18/07 - (Improper Conduct)**. (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**
- ITEM #24 Take appropriate action a grievance filed/dated October 24, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 5.02**. (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**
- ITEM #25 Take appropriate action a grievance filed/dated October 3, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **appealing Suspension & Rule 7.09 (A, D)**. (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law) **(Postponed from December 4, 2007)**