



**Chairman**  
**Rafael Adame**

**Commissioners**  
**Dr. Paula Mitchell**  
**Susanna Visconti**

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

**DATE: TUESDAY, JULY 1, 2008**  
**TIME: 3:00 P.M.**  
**PLACE: COMMISSIONERS' COURTROOM #303**  
**POSTED: FRIDAY, JUNE 27, 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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**CIVIL SERVICE 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 June 3, 2008. (Betsy C. Keller, 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. (Betsy C. Keller, Human Resources Director)

**ACTION:**

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ITEM #3      Discuss and take appropriate action to amend Rule 2.00 (i) as follows: (Betsy C. Keller, Human Resources Director)

**2.00**

Not Covered Employees: The following employees are excluded from the provisions of the civil service system:

(i)      ~~All Court Coordinators (Texas Government Code 74.101~~ ***All District Court, Statutory County Court at Law, and Statutory Probate Court Coordinators (Texas Government Code §74.101)***

**ACTION:**

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ITEM #4      Discuss and take appropriate action on the Flexible Scheduling policy for the County of El Paso. (Betsy C. Keller, Human Resources Director)

**ACTION:**

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ITEM #5      Discuss and take appropriate action on the Training policy for the County of El Paso. (Betsy C. Keller, Human Resources Director)

**ACTION:**

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**GRIEVANCES**

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

ITEM #6      Discuss a grievance filed/dated 05/09/08 and 04/25/08 regarding Leticia Napoles, Administrative Assistant, Intermediate, Justice Peace #5, pertaining to **Termination, Retaliation, Rules 7.09 (A-E) 7.14, 7.17, 2.31; Appendix F: Discrimination-Sexual Harassment Policy- A.1-6 (B) (C:1-4) D.3 & 5.; Appealing disciplinary report of 04/07/08; three (3) days suspension.** (Monica Teran, Judge, Justice Peace #5 – Kitty Schild, Sr. Trial Attorney – Liza A. Elizondo, Attorney at Law) **(Postponed from June 3, 2008)**

ITEM #7      Discuss a grievance filed/dated April 15, 2008 regarding Victoria Hernandez, Vehicle Title Clerk, Intermediate, County Tax office, pertaining to a **one (1) DAY SUSPENSION & RULE 7.09 (C) & (D).** (Victor Flores, County Tax Assessor Collector – Kitty Schild, Sr. Trial Attorney – Bill Arballo, AFSCME Representative) **(Postponed from June 3, 2008)**

ITEM #8      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 March 4, 2008)**

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**OPEN SESSION:**

ITEM #9 Take appropriate action on a grievance filed/dated 05/09/08 and 04/25/08 regarding Leticia Napoles, Administrative Assistant, Intermediate, Justice Peace #5, pertaining to **Termination, Retaliation, Rules 7.09 (A-E) 7.14, 7.17, 2.31; Appendix F: Discrimination-Sexual Harassment Policy- A.1-6 (B) (C:1-4) D.3 & 5.; Appealing disciplinary report of 04/07/08; three (3) days suspension.** (Monica Teran, Judge, Justice Peace #5 – Kitty Schild, Sr. Trial Attorney – Liza A. Elizondo, Attorney at Law) **(Postponed from June 3, 2008)**

**ACTION:**

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ITEM #10 Take appropriate action on a grievance filed/dated April 15, 2008 regarding Victoria Hernandez, Vehicle Title Clerk, Intermediate, County Tax office, pertaining to a **one (1) DAY SUSPENSION & RULE 7.09 (C) & (D).** (Victor Flores, County Tax Assessor Collector – Kitty Schild, Sr. Trial Attorney – Bill Arballo, AFSCME Representative) **(Postponed from June 3, 2008)**

**ACTION:**

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ITEM #11 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 March 4, 2008)**

**ACTION:**

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