



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
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COMMISSIONERS:

LUPE BAIN, CHAIRPERSON
RICHARD YETTER
MARIO J. MARTINEZ

REGULAR MEETING

DATE: TUESDAY, JANUARY 4, 1994
TIME: 4:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE
POSTED: THURSDAY, DECEMBER 30, 1993

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of December 7, 1993. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____

ITEM #2 Discuss and take appropriate action on request for approval of new job descriptions for the positions of Public Defender Assistant Clerk, Risk Management Clerk, Information Counter Receptionist, and Nutrition Project Receptionist. (Gene Weigel, Risk Manager)

ACTION: _____

ITEM #3 Discuss Personnel Director's November & December Departmental Report. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____

ITEM #4 Discuss and take appropriate action on New County Sexual Harassment Policy. (Judy Speer, County Attorney's Office)

ACTION: _____

ITEM #5 Discuss and take appropriate action on October 12, 1993 request to County Attorney, Jose Rodriguez on an official County Employee Policy regarding the accrual of benefits while out on Worker's Compensation. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____

ITEM #6 Discuss and take appropriate action on request for the approval of job descriptions as submitted: Job Classifications of Auto Mechanic IV and Civil Engineer II. (Robert Rivera, P.E. County Public Works Director)

ACTION: _____

ITEM #7 Discuss and take appropriate action on interpretation of Rule 4.12. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____

ITEM #8 Discuss and take appropriate action on requesting organizational charts from County Department Heads, and Performance Evaluations updates. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____

ITEM #9 Discuss and take appropriate action on Employee Orientation with Purchasing & Consolidated Data Processing Departments. (Lupe Bain, Chairperson)

ACTION: _____

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE SESSION IS NOT WAIVED. PURSUANT TO OPEN MEETING LAW NO. 6 SECTION 2 (E) N AND (G)

GRIEVANCE

ITEM #10 MARY LOU GALLEGOS, DIR. OF CONVENTIONS SVCING, TOURIST AND CONVENTION (TOM CARADONIO, EXECUTIVE DIRECTOR, GREATER EL PASO CIVIC, CONVENTION AND TOURISM CENTER)

ACTION: _____

ITEM #11 LYDIA SAMANIEGO, CLERK, DISTRICT CLERK'S OFFICE (EDIE RUBALCAVA, DISTRICT CLERK)

ACTION: _____

ITEM #12 Discuss and take appropriate action on County Employees' Civil Service Rules orientations and specific issues brought to the attention of the Civil Service Commissioners. (Nita Corral-Nava, Director of Personnel)

ACTION: _____

ITEM #13 EXECUTIVE SESSION:

Executive session to discuss operations & powers of the Civil Service Commission. (Lupe Bain, Chairperson)

ACTION: _____
