



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

COMMISSIONERS:

LUPE BAIN, CHAIRPERSON
RICHARD YETTER
MARIO J. MARTINEZ

MINUTES OF MARCH 7, 1994

COMMISSIONERS PRESENT: LUPE BAIN, CHAIRPERSON
RICHARD YETTER
MARIO MARTINEZ

OTHERS PRESENT: NITA CORRAL-NAVA, DIRECTOR
OF PERSONNEL & CIVIL SERVICE ADM.

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 4:05 P.M. by Lupe Bain, Chairperson.

ITEM #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF REGULAR MEETING OF FEBRUARY 7, 1994, AND SPECIAL MEETING OF FEBRUARY 16, 1994.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE MINUTES OF REGULAR MEETING OF FEBRUARY 7, 1994, AND SPECIAL MEETING OF FEBRUARY 16, 1994. RICHARD YETTER SECONDED MOTION CARRIED.

ITEM #2 DISCUSS AND TAKE APPROPRIATE ACTION ON STATUS OF COUNTY ATTORNEYS'S EMPLOYEES COVERED BY CIVIL SERVICE RULES AND REGULATIONS AND THE BRIEFING BY ATTORNEY STEWART FORBES ON CASE #94-1707 TO INCLUDE PAYMENT VOUCHER FOR SERVICES RENDERED.

ACTION: RICHARD YETTER MOTIONED TO APPROVE AND CONFIRM THE PROFESSIONAL SERVICES RENDERED BY STEWART FORBES, ATTORNEY AT LAW, FOR THE LEGAL WORK THAT HE HAS DONE ON THIS LAWSUIT & ADVISE THE COUNTY COMMISSIONERS' COURT THAT THE COUNTY ATTORNEY'S OFFICE HAS WITHDRAWN THEIR PLEADING TO A NON LAWSUIT. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON WHETHER OR NOT VARIOUS COUNTY AGENCIES THAT HAVE SOUGHT OR ARE CLAIMING EXCLUSION FROM CIVIL SERVICE SYSTEM ARE DOING SO IN COMPLIANCE WITH STATE LAW AND THE COUNTY CIVIL SERVICE RULES & REGULATIONS TO VARIOUS COUNTY EMPLOYEES.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THIS MATTER UNTIL THE COMMISSION RECEIVES A MEMORANDUM FROM RON DELORD, PRESIDENT OF WORKERS OF AMERICA LOCAL 6100 & EL PASO COUNTY EMPLOYEES ASSOCIATION. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #4 DISCUSS AND TAKE APPROPRIATE ACTION ON AN EMPLOYEE ORIENTATION FOR EL PASO COUNTY EMPLOYEES, FROM THE CIVIC CENTER DEPARTMENT.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THIS MATTER FOR A SPECIAL MEETING INITIATED BY ANY GRIEVANCE FROM THE COUNTY EMPLOYEES WORKING FOR THE CIVIC CENTER. AT THAT TIME, IT HAS BEEN REQUESTED, TO INVITE PAT DIAMANTI, CITY PERSONNEL DIRECTOR, TOM CARADONIO, EXECUTIVE DIRECTOR, GREATER EL PASO CIVIC, CONVENTION & TOURISM CENTER, CITY ATTORNEY'S OFFICE REPRESENTATIVE, COUNTY ATTORNEY'S OFFICE REPRESENTATIVE, AND COUNTY AUDITOR'S OFFICE REPRESENTATIVES. RICHARD YETTER SECONDED. MOTION CARRIED.

GRIEVANCE

ITEM #5 LIDIA SAMANIEGO, CLERK, DISTRICT CLERK'S OFFICE (EDIE RUBALCABA, DISTRICT CLERK.)

ACTION: LUPE BAIN, CHAIRPERSON VOLUNTARILY RECUSED HERSELF FROM THIS HEARING DUE TO THE POTENTIAL CONFLICT THAT EXISTS BY HER ACQUAINTANCE WITH A KEY WITNESS IN THIS GRIEVANCE.

MARIO MARTINEZ MOTIONED TO DELAY ANY FURTHER CONSIDERATION OF THIS MATTER UNTIL THE APRIL 4, 1994 MEETING, WHEN ANY NEGOTIATION SETTLEMENT WILL BE SUBMITTED TO THE COMMISSION FOR APPROVAL. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #6 RAUL SAMBRANO, CUSTODIAN SUPERVISOR, FACILITIES MANAGEMENT (CARLOS SAUCEDO, INTERIM DIRECTOR)

ACTION: MARIO MARTINEZ MOTIONED TO TABLE UNTIL THE APRIL MEETING AT THE REQUEST OF BOTH PARTIES. RICHARD YETTER SECONDED. MOTION CARRIED.

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ITEM #7 DISCUSS AND TAKE APPROPRIATE ACTION ON APPROVAL OF A DRUG FREE WORK PLACE COUNTY POLICY.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THIS MATTER UNTIL THE APRIL MEETING. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL'S DEPARTMENTAL REPORT FOR THE MONTH OF JANUARY 1994.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE PERSONNEL'S DEPARTMENTAL REPORT FOR THE MONTH OF JANUARY SUBMITTED BY MS. NITA CORRAL-NAVA, DIRECTOR OF PERSONNEL & CIVIL SERVICE ADM. WITH A COMMENDATION FOR A JOB WELL DONE, BECAUSE THE PERSONNEL DEPARTMENT IS DOING AN OUTSTANDING JOB IN SPITE OF THEIR LACK OF PERSONNEL. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION ON TYPE OF LEAVE TO BE GRANTED FOR COUNTY EMPLOYEES TO ATTEND, GRIEVANCE HEARINGS.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THIS MATTER UNTIL THE APRIL MEETING, WITH THE REQUEST THAT NITA CORRAL-NAVA, SECRETARY OF THE CIVIL SERVICE COMMISSION, SUBMIT TO THE COMMISSION, THE RECOMMENDATIONS TO THE AMENDMENTS TO RULE 4.15. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON COUNTY EMPLOYEES' CIVIL SERVICE RULES ORIENTATIONS AND SPECIFIC ISSUES BROUGHT TO THE ATTENTION OF THE CIVIL SERVICE COMMISSION.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THAT THE EMPLOYEE ORIENTATIONS NOT YET ADMINISTERED TO CERTAIN DEPARTMENTS BE FINISHED BY THE COMMISSION WITH EACH COMMISSIONER SUBMITTING THEIR SCHEDULE TO THE PERSONNEL OFFICE FOR COORDINATION. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #11 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE RULE 5.16, SUBSTANCE ABUSE POLICY.

ACTION: MARIO MARTINEZ MOTIONED THAT UNDER RULE 5.16 THERE BE A ONE TIME LIMIT DURING A (12) TWELVE MONTH PERIOD FOR AN INDIVIDUAL TO TAKE ADVANTAGE OF THE DISCLOSURE THAT HE/SHE NEEDS TREATMENT FOR SUBSTANCE ABUSE. RICHARD YETTER SECONDED. MOTION CARRIED.

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ITEM #12 DISCUSS AND TAKE APPROPRIATE ACTION ON RULE 9.01-9.05,
POLITICAL INVOLVEMENT.

ACTION: RICHARD YETTER MOTIONED THAT RULE 9.02 INCLUDES THE
FOLLOWING: HAVING CAMPAIGN MATERIAL AT THEIR WORK
STATION, THE WEARING OF CAMPAIGN BUTTONS, AND THE WEARING
OF PARAPHERNALIA DURING NORMAL WORKING HOURS AS DEFINED
BY RULE 2.67. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #13 DISCUSS AND TAKE APPROPRIATE ACTION ON "RULE 8.25 & 8.26"
REGARDING GROUNDS TO REOPEN A CASE AFTER A DETERMINATION
HAS BEEN RENDERED.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE ADOPTED RULE 8.25
& 8.26 SUBMITTED BY RICHARD YETTER, CIVIL SERVICE
COMMISSIONER, AND PRESENT TO COMMISSIONERS' COURT FOR
APPROVAL. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #14 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUESTING A DUAL
TAPE RECORDER WITH BUILT IN MICROPHONE FOR CIVIL SERVICE
COMMISSION.

ACTION: RICHARD YETTER MOTIONED TO DELETE THIS ITEM. MARIO
MARTINEZ SECONDED. MOTION CARRIED.

ITEM #15 DISCUSS AND TAKE APPROPRIATE ACTION ON COMPLAINTS AGAINST
COUNTY EMPLOYEES.

ACTION: MARIO MARTINEZ MOTIONED THAT THE COMPLAINTS COMING FROM
CITIZENS AGAINST COUNTY EMPLOYEES WILL BE HANDLED AS
SUCH: THE EMPLOYEE WILL BE NOTIFIED BY THE PERSONNEL
DEPARTMENT AND A COPY OF THE COMPLAINT WILL BE FILED IN
THEIR COUNTY PERSONNEL FILE. IF THE COMPLAINT IS
ADDRESSED TO A DEPARTMENT AS A WHOLE, IT WILL BE REFERRED
TO THE DEPARTMENT HEAD. LUPE BAIN SECONDED. MOTION
CARRIED.

ITEM #16 DISCUSS AND TAKE APPROPRIATE ACTION ON ANALYSIS BY
DEPARTMENT OF EXTENT OF LACK OF COUNTY REPLACEMENT
POLICY.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THIS MATTER UNTIL
COMMISSIONERS' COURT HAS AN OPPORTUNITY TO REVIEW.
RICHARD YETTER SECONDED. MOTION CARRIED.

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ITEM #17 DISCUSS AND TAKE APPROPRIATE ACTION ON APPROVAL OF THE
JOB DESCRIPTION OF A COMMUNICATION TECHNICIAN ASSISTANT.
(BILL REED, COMMUNICATION TECHNICIAN.)

ACTION: MARIO MARTINEZ MOTIONED TO THE APPROVE JOB DESCRIPTION OF
A COMMUNICATION TECHNICIAN ASSISTANT SUBMITTED BY BILL
REED, COMMUNICATION TECHNICIAN. RICHARD YETTER SECONDED.
MOTION CARRIED.

MARIO MARTINEZ MOTIONED TO ADJOURNED AT 6:55 P.M. RICHARD YETTER
SECONDED. MOTION CARRIED.



LUPE BAIN, CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY