



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 APRIL 11, 1994

COMMISSIONERS PRESENT: RICHARD YETTER *Ry*
MARIO MARTINEZ

COMMISSIONER ABSENT: LUPE BAIN, CHAIRPERSON

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 4:15 P.M. by Richard Yetter, Interim Chairperson.

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

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE MINUTES OF REGULAR MEETING OF MARCH 7, 1994, WITH THE AMENDMENT OF ITEM #5. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #2 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL'S DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY 1994.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE PERSONNEL DEPARTMENTAL REPORT SUBMITTED BY NITA CORRAL-NAVA, PERSONNEL DIRECTOR & CIVIL SERVICE ADM. RICHARD YETTER SECONDED MOTION CARRIED.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON APPROVAL OF THE FOLLOWING JOB DESCRIPTIONS: UTILITY WORKER I; UTILITY WORKER II; UTILITY WORKER III; INVENTORY CONTROL CLERK/SECRETARY; SENIOR POOL MANAGER, POOL MANAGER.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE JOB DESCRIPTIONS OF UTILITY WORKER I; UTILITY WORKER II; UTILITY WORKER III; INVENTORY CONTROL CLERK/SECRETARY; SENIOR POOL MANAGER; & POOL MANAGER AS SUBMITTED BY BILL MEDRANO, DIRECTOR OF ASCARATE PARK/AQUATIC FACILITIES. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #4 DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED COUNTY REPLACEMENT POLICY.

ACTION: RICHARD YETTER MOTIONED TO TABLE THIS MATTER UNTIL THE MAY 2, 1994 MEETING ON THE PROPOSED COUNTY REPLACEMENT POLICY. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #5 DISCUSS AND TAKE APPROPRIATE ACTION ON EXEMPTION OF DEPARTMENT FROM COUNTY CIVIL SERVICE RULES AND REGULATIONS.

ACTION: MARIO MARTINEZ MOTIONED THAT THE CIVIC CENTER COUNTY EMPLOYEES ARE NOT EXEMPT FROM THE CIVIL SERVICE RULES AND REGULATIONS; AND DECLARED THAT THE ACTION TAKEN ON THE MINUTES OF FEBRUARY 4, 1991 BE VOID AND NULL BECAUSE THERE WAS NO POSITIVE AUTHORITY FROM THE COMMISSIONER'S COURT AT THAT TIME. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #6 DISCUSS AND TAKE APPROPRIATE ACTION REGARDING THE TRANSFERRAL OF ALL COUNTY OF EL PASO EMPLOYEES ASSIGNED TO THE CIVIC CENTER/TOURIST & CONVENTION CENTER DEPARTMENTS TO THE CITY OF EL PASO.

ACTION: NO ACTION WAS TAKEN ON THIS MATTER.

ITEM #7 DISCUSS AND TAKE APPROPRIATE ACTION ON MEMORANDUM FROM CLEAT/CWA LOCAL 6100 REGARDING CIVIL SERVICE EXEMPTIONS.

ACTION: MARIO MARTINEZ MOTIONED TO ACCEPT THE MEMORANDUM FROM CLEAT/CWA LOCAL 6100 REGARDING CIVIL SERVICE EXEMPTIONS FOR FUTURE REFERENCE. RICHARD YETTER SECONDED. MOTION CARRIED.

GRIEVANCE

ITEM #8 LIDIA SAMANIEGO, CLERK, DISTRICT CLERK'S OFFICE (EDIE RUBALCABA, DISTRICT CLERK)

ACTION: MARIO MARTINEZ MOTIONED TO ACCEPT THE LETTER OF WITHDRAWAL FROM THE GRIEVANT, LIDIA SAMANIEGO, WITH A PROVISIO THAT IT IS GRANTED ONLY WITH THE COMPLETE UNDERSTANDING OF THE GRIEVANT THAT SHE HAD A RIGHT TO AIR HER GREIVANCE BEFORE THE COMMISSION AT ANY TIME UP TO AND INCLUDING THE TIME OF WITHDRAWAL. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #9 RAUL SAMBRANO, CUSTODIAN SUPERVISOR, FACILITIES MANAGEMENT (CARLOS SAUCEDO, INTERIM DIRECTOR.

ACTION: MARIO MARTINEZ MOTIONED TO ACCEPT THE WITHDRAWAL FROM THE GRIEVANT, RAUL SAMBRANO WITH THE PROVISIO THAT HE SUBMITS A WRITTEN STATEMENT OF HIS WITHDRAWAL AND THAT IT IS GRANTED ONLY WITH THE COMPLETE UNDERSTANDING OF THE GRIEVANT THAT HE HAD A RIGHT TO AIR HIS GREIVANCE BEFORE THE COMMISSION AT ANY TIME UP TO AND INCLUDING THE TIME OF WITHDRAWAL. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON PROCEDURES FOR HANDLING COMPLAINTS AGAINST COUNTY EMPLOYEES BY MEMBERS OF THE PUBLIC.

ACTION: MARIO MARTINEZ MOTIONED TO ADHERE BY THE CIVIL SERVICE COMMISSION POLICY THAT WAS PREVIOUSLY PAST ON MARCH 7, 1994. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #11 DISCUSS AND TAKE APPROPRIATE ACTION ON RULES 8.25 & 8.26 AS AMENDED BY COMMISSIONERS' COURT.

ACTION: RICHARD YETTER MOTIONED TO AMEND RULE 8.25 TO BE CONSISTENT WITH THE COUNTY COMMISSIONERS' COURT, BY READING AS FOLLOWS: THE CIVIL SERVICE COMMISSION MAY REOPEN AN ORIGINAL ACTION OF AN APPEAL WITHIN 90 DAYS FROM THE THREE INSTANCES PREVIOUSLY SUBMITTED. MARIO MARTINEZ SECONDED. MOTION CARRIED.

PAGE 4
CIVIL SERVICE
APRIL 11, 1994

ITEM #12 DISCUSS AND TAKE APPROPRIATE ACTION ON THE DRIVER INFORMATION FORM INCLUDED IN THE COUNTY GENERAL DRIVING PROCEDURES MANUAL, SUBMITTED BY GENE WEIGEL, RISK MANAGER.

ACTION: RICHARD YETTER MOTIONED TO DENY THE REQUEST BY GENE WEIGEL, RISK MANAGER TO INCLUDE THE DRIVER INFORMATION FORM AND REQUIRING ANY EMPLOYEE TO SIGN THE FORM FOR ANY REASON AND RECOMMENDED MR. WEIGEL TO TAKE THIS MATTER TO COMMISSIONER'S COURT. MARIO MARTINEZ SECONDED. MOTION CARRIED.

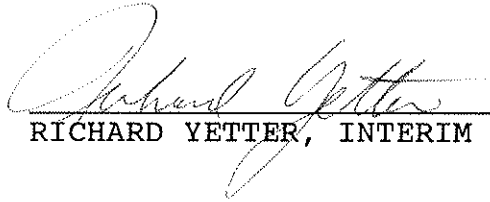
ITEM #13 DISCUSS AND TAKE APPROPRIATE ACTION ON RECOMMENDED AMENDMENTS TO CIVIL SERVICE RULE 4.15 REGARDING THE TYPE OF LEAVE TO BE GRANTED FOR COUNTY EMPLOYEES TO ATTEND, GRIEVANCE HEARINGS.

ACTION: RICHARD YETTER MOTIONED TO TABLE THIS MATTER UNTIL THE MAY 2, 1994 MEETING ON THE PROPOSED COUNTY REPLACEMENT POLICY. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #14 DISCUSS AND TAKE APPROPRIATE ACTION ON EMPLOYEE ORIENTATIONS AND SPECIFIC ISSUES BROUGHT TO THE ATTENTION OF THE CIVIL SERVICE COMMISSIONERS.

ACTION: MARIO MARTINEZ MOTIONED TO SCHEDULE ALL COUNTY ATTORNEY'S EMPLOYEES TO APPEAR FOR AN EMPLOYEE ORIENTATION BY CIVIL SERVICE COMMISSION ON THE NEXT REGULARLY SCHEDULED MEETING OF MAY 2, 1994 IN COMMISSIONER'S COURT ROOM 303.

MARIO MARTINEZ MOTIONED TO ADJOURNED AT 6:30 P.M. RICHARD YETTER SECONDED. MOTION CARRIED.


RICHARD YETTER, INTERIM CHAIRPERSON


ESTELA SALGADO, RECORDING SECRETARY