



## 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  
RICHARD YETTER  
QUETA G. FIERRO

CHAIRMAN:  
MARIO J. MARTINEZ

### MINUTES OF JULY 11, 1994

COMMISSIONERS PRESENT: MARIO J. MARTINEZ, CHAIRMAN *mjm*  
RICHARD YETTER  
QUETA G. FIERRO

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 4:11 p.m. by Mario J. Martinez, Chairman.

MOTION #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF REGULAR  
ITEM #1 MEETING OF JUNE 06, 1994. (NITA CORRAL-NAVA, DIRECTOR OF  
PERSONNEL & CIVIL SERVICE ADM.)

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE MINUTES OF THE  
REGULAR MEETING OF JUNE 06, 1994. QUETA G. FIERRO  
SECONDED. MOTION CARRIED.

MOTION #2 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR CHANGE  
ITEM #2 IN JOB GRADE DESIGNATION.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE REQUEST FOR CHANGE  
IN JOB GRADE DESIGNATION FROM VETERANS ASSISTANT  
SPECIALIST-GRADE 5, TO VETERANS AFFAIRS ADVISOR- GRADE 6,  
SUBMITTED BY JAMES E. NIER, DIRECTOR OF VETERANS  
ASSISTANCE. QUETA G. FIERRO SECONDED. MOTION CARRIED.

PAGE 2  
CIVIL SERVICE  
JULY 11, 1994

MOTION #3 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL'S  
ITEM #3 DEPARTMENTAL REPORT FOR THE MONTH OF MAY 1994.

**ACTION:** RICHARD YETTER MOTIONED TO APPROVE THE PERSONNEL'S  
DEPARTMENTAL REPORT FOR THE MONTH OF MAY 1994 AND  
COMMENDED THE PERSONNEL DIRECTOR AND HER STAFF FOR A JOB  
WELL DONE. QUETA G. FIERRO SECONDED. MOTION CARRIED.

MOTION #4 DISCUSS AND TAKE APPROPRIATE ACTION ON SENDING A LETTER  
ITEM #4 TO STATE REPRESENTATIVES ON CIVIL SERVICE COMMISSION  
SUBPOENA POWER LEGISLATION.

**ACTION:** FIRST MOTION:

RICHARD YETTER MOTIONED TO PASS A RESOLUTION TO REQUEST  
FROM THE STATE LEGISLATIVE DELEGATION INCLUDING THE  
SENATOR TO AMEND THE COUNTY CIVIL SERVICE SECTION 158.009  
IN THE LOCAL GOVERNMENT CODE TO INCLUDE SUBPOENA POWER  
FOR WITNESSES. QUETA G. FIERRO SECONDED. MOTION  
CARRIED.

SECOND MOTION:

RICHARD YETTER MOTIONED TO SUBMIT A COVER LETTER SIGNED  
BY THE CHAIRMAN, REQUESTING THAT THEY RESPOND WITHIN SOME  
PERIOD OF TIME STATING IF THEY ARE INTERESTED OR WHAT THE  
PROPER PROCEDURES WOULD BE. QUETA G. FIERRO SECONDED.  
MOTION CARRIED.

MOTION #5 DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED COUNTY  
ITEM #5 CIVIL SERVICE RULES REVISION SCHEDULE.

**ACTION:** MARIO J. MARTINEZ MOTIONED TO DISSEMINATE A PAYROLL  
STUFFER TO ALL DEPARTMENT HEADS/ELECTED OFFICIALS AND  
COUNTY EMPLOYEES IN THE NEXT PAY CYCLE REQUESTING:  
(1) SUBMISSION TO THE PERSONNEL OFFICE BY THE CLOSE OF  
BUSINESS ON FRIDAY, JULY 29, 1994 OF ANY PROPOSED CHANGES  
TO THE EL PASO COUNTY CIVIL SERVICE RULES AND REGULATIONS  
IN WRITTEN FORM REQUIRING NO SIGNATURE. (2) ATTENDANCE  
AT THE AUGUST 08, 1994 CIVIL SERVICE COMMISSION MEETING  
HELD IN COMMISSIONER'S COURTROOM #303 AT 4:00 P.M.  
RICHARD YETTER SECONDED. MOTION CARRIED.

PAGE 3  
CIVIL SERVICE  
JULY 11, 1994

MOTION #6 DISCUSS AND TAKE APPROPRIATE ACTION ON RULE 2.05 AND  
ITEM #6 CLARIFICATION AS IT APPLIES TO EMPLOYEES UNDER TEMPORARY  
STATUS.

ACTION: MARIO J. MARTINEZ MOTIONED THAT ALL COUNTY DEPT.  
HEADS/ELECTED OFFICIALS AND THE DIRECTOR OF PERSONNEL ARE  
INSTRUCTED TO PROVIDE THE CIVIL SERVICE COMMISSION A LIST  
OF NAMES OF ALL COUNTY EMPLOYEES WHO ARE CARRIED ON A  
TEMPORARY STATUS, AND HAVE BEEN CARRIED IN THAT KIND OF  
CLASSIFICATION FOR A PERIOD IN EXCESS OF (6) SIX MONTHS  
FROM THE TIME THEY COMMENCED EMPLOYMENT WITH THE COUNTY  
OF EL PASO, TO INCLUDE A REASON FOR THE LENGTH OF  
EMPLOYMENT EXCEEDING (6) MONTHS, TO BE PROVIDED BY THE  
DEPARTMENT HEAD. QUETA G. FIERRO SECONDED. MOTION  
CARRIED.

MOTION #7 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL'S AND  
ITEM #7 CIVIL SERVICE COMMISSION'S FISCAL BUDGETS.

ACTION: MARIO J. MARTINEZ MOTIONED AN INCORPORATED BUDGET FOR  
PERSONNEL/CIVIL SERVICE DEPARTMENT AND ANOTHER SEPARATE  
PROPOSED BUDGET FOR CIVIL SERVICE TO INCLUDE LEGAL  
SERVICES TO THE COMMISSION IN THE AMOUNT OF \$10,000 AT  
\$125.00 PER HOUR AND A STAFFING OF ONE PERSON. RICHARD  
YETTER SECONDED. MOTION CARRIED.

MOTION #8 INITIAL PRESENTATION OF CIVIL SERVICE FORMS FOR COMMENT  
ITEM #8 AT SUBSEQUENT MEETING AND ORIENTATION FOR NEW CIVIL  
SERVICE COMMISSIONER.

ACTION: NOT AN ACTION ITEM. NO ACTION TAKEN.

MARIO MARTINEZ MOTIONED TO ADJOURNED AT 6:06 P.M. RICHARD YETTER  
SECONDED. MOTIONED CARRIED.

  
MARIO J. MARTINEZ, CHAIRMAN

  
ESTELA SALGADO, RECORDING SECRETARY