



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

CIVIL SERVICE COMMISSION
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COMMISSIONERS:
RICHARD YETTER
QUETA G. FIERRO

EL PASO CIVIL SERVICE COMMISSION

MINUTES OF SEPTEMBER 12, 1994

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

OTHERS PRESENT: NITA CORRAL- NAVA, DIRECTOR OF PERSONNEL
FRANCES ROMERO, RECORDING SECRETARY

ITEM #1 APPROVED.

Discuss and take appropriate action on minutes of regular meeting of August 8, 1994. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to accept the minutes of regular meeting of August 8, 1994.

MOTION CARRIED.

ITEM #2 APPROVED.

Discuss and take appropriate action on Personnel's Departmental report for the months of July & August, 1994. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the Personnel's Departmental report for the months of July & August, 1994 submitted by Nita Corral-Nava, Director of Personnel.

MOTION CARRIED.

ITEM #3 **APPROVED.**

Discuss and take appropriate action request from approval of manning table changes for the El Paso Alcohol & Drug Abuse Services Department to split a full-time permanent position into two part-time permanent positions. (Jorge L. Salazar, Executive Director, EPCADS)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the manning table changes for the El Paso Alcohol & Drug Abuse Services Department requested by Jorge Salazar, Executive Director, to split a full-time permanent position into two part-time permanent positions for an undetermined time.

MOTION CARRIED.

ITEM #4 **TABLED.**

Discuss and take appropriate action on revising & amending Civil Service exemptions to Rule 2.00. (Richard Yetter, Civil Service Commissioner)

ACTION: It was moved by Mario Martinez and seconded by Richard Yetter to table this item on revising & amending Civil Service exemption to Rule 2.00 in order for the Commission to request an opinion from CLEAT & Attorney General.

MOTION CARRIED.

ITEM #5 **APPROVED.**

Discuss and take appropriate action on request for approval of manning table changes to the Consolidated Data Processing Department of Programmer I position to a Customer Service Representative I position. Both positions are grade 8, Non-Exempt, with the same salary range. This does not change the current 1993/1994 budget. (Jake Nicholson, Director of C.D.P.)

ACTION: It was moved by Richard Yetter and seconded by Oueta G. Fierro to grant request submitted by Jake Nicholson, Director of C.D.P, for approval of manning table changes to the Consolidated Data Processing Department of Programmer I position to a Customer Service Representative I position. Both positions are grade 8, Non-Exempt, with the same salary range.

MOTION CARRIED.

ITEM #6 **TABLED.**

Discuss and take appropriate action on request for approval of changes to the Medical Examiner Investigator job descriptions. (Manny Diaz, Forensic Administrator, Medical Examiner's Office)

ACTION: It was moved by Mario Martinez and seconded by Queta G. Fierro to table this item on changes to the Medical Examiner Investigator job descriptions submitted by Manny Diaz, Forensic Administrator.

MOTION CARRIED.

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

GRIEVANCE

ITEM #7 **TABLED.**

DANIEL FLORES, MEDICAL EXAMINER INVESTIGATOR, MEDICAL EXAMINER'S OFFICE. (JUAN U. CONTIN, MEDICAL EXAMINER, MEDICAL EXAMINER'S OFFICE)

ACTION: It was moved by Richard Yetter and seconded by Mario J. Martinez to table this grievance regarding Daniel Flores, Medical Examiner Investigator, with no further continuances.

MOTION CARRIED.

ITEM #8 **TABLED.**

LETICIA JARVIS, MEDICAL INVESTIGATOR, MEDICAL EXAMINER'S OFFICE. (JUAN U. CONTIN, MEDICAL EXAMINER, MEDICAL EXAMINER'S OFFICE)

ACTION: It was moved by Richard Yetter and seconded by Mario J. Martinez to table this grievance regarding Leticia Jarvis, Medical Examiner Investigator with no further continuances.

MOTION CARRIED.

ITEM #9 **TABLED.**

Discuss and take appropriate action on clarification of Rules 1.03, 1.07, Section I, and Rule 2.02, Section II of the Civil Service Rules and Regulations. (E. Dempsey Gunaca)

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro to table this item on clarification of Rules 1.03, 1.07, Section I, and Rule 2.02, Section II of the Civil Service Rules and Regulations until the next Civil Service Commission meeting.

MOTION CARRIED.

ITEM #10 **TABLED.**

Discuss and take appropriate action on requested changes to the Civil Service Rules & Regulations. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to table this item on requested changes to the Civil Service Rules & Regulations until the October meeting.

MOTION CARRIED.

ITEM #11 Discuss and take appropriate action on clarification of Personal Day off and Holidays granted by Commissioner's Court. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro to change Rule 4.21 to read as follows: Employees of El Paso County will observe the holidays "as designated by Commissioner's Court."

MOTION CARRIED.

ITEM #12 Discuss and take appropriate action on union activities within county premises. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: No action taken on this item.

MOTION CARRIED.

ITEM #13 Discuss and take appropriate action on Civil Service Rule 2.08 on Employment Probationary Period and clarification of extensions. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter that there be no change to Rule 2.08 on the period of time consisting of the first six months of employment with the County, from the employee's Effective Date of Employment on Employment Probationary Period.

MOTION CARRIED.

ITEM #14 Discuss and take appropriate action on Rule 4.19 and 4.20, Funeral Leave clarification. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro to change Rule 4.19 to read as follows: employees be given not more then (3) three days with pay. Additional time, using accrued vacation, may be authorized by the Department Head or Elected Official.

MOTION CARRIED.

ITEM #15 Discuss and take appropriate action on Civil Service Commission's grievance hearing procedures. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro to accept the procedures changes submitted by Nita Corral-Nava, Director of Personnel.

MOTION CARRIED.

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

MEETING RECONVENES

THE CIVIL SERVICE COMMISSION RECONVENED INTO CLOSED SESSION AFTER REGULAR OPEN SESSION AT 6:36 P.M.

ITEM #16 Discuss and take appropriate action on update of Joan Lopez lawsuit. (Chairman, Mario J. Martinez)

ACTION: No action taken on this item.

MOTION CARRIED.