



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

CIVIL SERVICE COMMISSION
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COMMISSIONERS:
RICHARD YETTER
QUETA G. FIERRO

EL PASO COUNTY CIVIL SERVICE COMMISSION

MINUTES OF OCTOBER 11, 1994 REGULAR MEETING

COMMISSIONERS PRESENT: Mario J. Martinez, Chairman
Richard Yetter
Queta G. Fierro

OTHERS PRESENT: Mary Jo Lee, Interim Director
Personnel/Civil Service Department

The El Paso County Civil Service Commission was called to order by Richard Yetter, Commission Member, at 2:07 p.m., Tuesday, October 11, in the County Commissioners' Chambers, Room 303 of the El Paso County Courthouse.

ITEM #1: APPROVED.

Accept Activity Report from Personnel/Civil Service Department for the month of September, 1994. (Mary Jo Lee, Interim Personnel Director.

ACTION: Motion was made by Queta G. Fierro and seconded by Richard Yetter to accept the Personnel/Civil Service Department Report for the month of September, 1994 as submitted by the Interim Personnel Director, Mary Jo Lee.

MOTION CARRIED.

ITEM #2: APPROVED.

Discuss and take appropriate action to request, through the County Attorney's Office, a legal opinion from the Attorney General as to which jobs within county government should be covered under the provisions of the Civil Service Rules and Regulations and which should be exempt from coverage.

ACTION: Viviana Patino, First Assistant County Attorney, appeared before the Commission and requested that this request for a legal opinion from the Attorney General be made in writing.

A motion was made by Mario J. Martinez and seconded by Richard Yetter to reduce the request to writing and submit to the County Attorney for action and/or response.

MOTION CARRIED.

ITEM #3: TABLED.

Discuss and take appropriate action on Pooled Vacation Leave Request. (Ana L. Barraza, Legal Secretary, 327th District Court)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to Table the item until later in the Agenda in the event that Ms. Barraza appears to discuss the item.

MOTION #3 CARRIED. NO FURTHER ACTION TAKEN.

ITEM #4: TABLED.

Discuss and take appropriate action on a request that the Risk Manager prepare policies and procedures for the safe handling of hazardous substances or materials and identify any equipment and/or supplies needed by employees for the performance of their duties. (AFSCME Local 59, Trini Munoz)

ACTION: It was moved by Mario J. Martinez, seconded by Richard Yetter to Table the item.

Under discussion, the item was to be addressed in conjunction with Item Nos. 16 and 17, Grievances filed by Amelia Ibanez and Evelia Ortega.

MOTION CARRIED. NO FURTHER ACTION TAKEN.

ITEM #5: TABLED.

Discuss and take action on posting, within the Personnel/Civil Service Department, the Civil Service Commission Agenda containing matters coming before the Commission. (AFSCME Local 59, Trini Munoz)

ACTION: Following a presentation by AFSCME representative, Trini Munoz, and further discussion by members of the Commission concerning the confidentiality of grievance hearings, it was moved by Richard Yetter, seconded by Queta Fierro, to Table the item.

MOTION CARRIED. NO FURTHER ACTION TAKEN.

ITEM #6: TABLED.

Discuss and take appropriate action with respect to Rule 2.75, concerning compensatory time for FLSA Exempt employees, whereby Exempt employees would receive compensatory time at the rate of time and one half for hours worked over 40 in a week. (AFSCME Local 59, Trini Munoz)

ACTION: It was moved by Mario J. Martinez and seconded by Queta Fierro to Table the item until the next regular meeting and that Mr. Yetter research the issue and report to the Commission his findings at that time.

MOTION CARRIED.

ITEM #7: TABLED.

Discuss and repeal Rule 4.48, to read accrued sick leave, 4.49 1,2,3,4,5 and 4.51 to read "accrued sick leave with a limit of 18.48 hours transferred voluntarily by regular employees".

ACTION: It was moved by Mario J. Martinez and seconded by Queta Fierro to Table the item until the November meeting.

The Commission requested that the Personnel Director provide a copy of Minutes from the County Commissioners' Court meeting of October 27, 1993 for clarification as to the County Commissioners' intent with respect to the transfer of sick leave from one employee to an employee who had requested "Pooled Leave".

MOTION CARRIED.

ITEM #8: TABLED.

Discuss and take appropriate action on a proposal for the reorganization of the Road and Bridge Department to include changes as follows: (Robert Rivera, County Road Engineer)

(a) Eliminate a Precinct Foreman position and create the position of Road Superintendent at Grade 5E;

(b) Change the title of two Precinct Foremen to Maintenance Foreman at Grade 4E;

(c) Eliminate an Ass't. Precinct Foreman position and create the position of Construction Foreman at Grade 4E;

(d) Eliminate an Auto Mechanic III position and create the position of Equipment Maintenance Foreman at Grade 4E;

(e) Eliminate two Assistant Precinct Foreman positions.

ACTION: It was moved by Richard Yetter and seconded by Queta Fierro, that no action be taken with respect to the item until the November meeting, allowing sufficient time for the Job Descriptions to be developed and submitted for review.

MOTION CARRIED.

ITEM #9 APPROVED.

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

ACTION: On a motion made by Mario J. Martinez and seconded by Queta Fierro, the changes made to the ME Investigator Job Description were approved as submitted.

MOTION CARRIED.

EXECUTIVE SESSION

CHAIRMAN MARIO J. MARTINEZ ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION TO CONSIDER EMPLOYEE GRIEVANCES PURSUANT TO TEXAS GOVERNMENT CODE SEC. 551.074, PERSONNEL MATTERS. THE COMMISSION RECESSED AT 3:37 P.M.

MEETING RECONVENES

THE CIVIL SERVICE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 5:01 P.M.

GRIEVANCES

ITEM #10

Daniel Flores, Medical Examiner Investigator, Medical Examiner's Office. (Dr. Juan U. Contin, Medical Examiner, Medical Examiner's Office)

ITEM #11

Leticia Jarvis, Medical Investigator, Medical Examiner's Office. (Dr. Juan U. Contin, Medical Examiner, Medical Examiner's Office)

ACTION: A motion was made by Mario J. Martinez, seconded by Richard Yetter to Table Item #10 until the next regular meeting in order that the scheduling issue may be worked out by Mr. Diaz, the representative from the County Attorney's Office, Daniel Flores and his representative, Mr. Bill Ellis.

It was further moved that (ref. Grievance - Leticia Jarvis) the Warning Form(s) with varying dates and specifically that of September 12, 1994 be removed from Leticia Jarvis' personnel file. All remaining grievances filed by Ms. Jarvis were are not upheld by the Civil Service Commission.

AMENDMENT TO THE MOTION:

Upon the suggestion of Mr. Bill Ellis, Grievants representative, the scheduling, also listed as a part of the grievance filed by Leticia Jarvis, will be done on a "departmental" basis.

MOTION CARRIED.

ITEMS #12 & #13 TABLED.

#12 Alvaro Gallegos, Auto Mechanic II, Parks and Recreation Department. (Bill Medrano, Director, Ascarate Park & Aquatic Facilities)

#13 Manuel Enciso, Maintenance Rock Mason, Parks & Recreation Department. (Bill Medrano, Director, Ascarate Park & Aquatic Facilities)

ACTION: It was moved by Mario J. Martinez and seconded by Queta Fierro to Table the item until such time as Layoff protocols may be developed.

MOTION CARRIED.

ITEM #14: MOTION PASSED.

Benjamin Hernandez, Truck Driver, Road and Bridge Department. (Robert Rivera, County Road Engineer)

ACTION: It was moved by Richard Yetter and seconded by Mario J. Martinez, that: a) the position of Heavy Equipment Operator I be re-posted; b) an objective examination for the position be developed; c) the position of Heavy Equipment Operator I be vacated and that the individual now holding the position be

classified as Temporary until such time as a permanent selection is made.

ITEM #15 TABLED.

E. Dempsey Gunaca, Evidence Custodian with District Clerk's Office. Grievance filed as former employee of the District Attorney's Office. (Jaime Esparza, District Attorney)

ACTION: A motion was made by Mario J. Martinez and seconded by Richard Yetter to Table the Item and to re-post the grievance for the Civil Service Commission meeting to be held in November. The item to be worded, "E. Dempsey Gunaca. Grievance in violation of Rule #2.02. (County Personnel Director)."

EXECUTIVE SESSION

CHAIRMAN MARIO J. MARTINEZ ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION TO CONSIDER EMPLOYEE GRIEVANCES PURSUANT TO TEXAS GOVERNMENT CODE SEC. 551.074, PERSONNEL MATTERS. THE COMMISSION RECESSED AT 6:11 P.M.

MEETING RECONVENES

THE CIVIL SERVICE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 6:23 P.M.

ITEMS #16 & #17 TABLED.

Item #16: Amelia Ibanez, Housekeeper, Maintenance Department. (Carlos Saucedo, Interim Director, Maintenance Department)

ITEM #17: Evelia Ortega, Housekeeper, Maintenance Department. (Carlos Saucedo, Interim Director, Maintenance Department)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter that the Items #16 and #17 be Tabled until a later date (Wednesday, October 19, 1994 at 3:00 p.m. in the County Commissioners' Chambers) in order that a Court

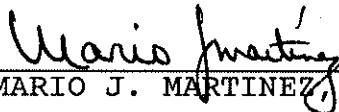
Interpreter can be present to provide the needed translation (English/Spanish).

MOTION CARRIED.

MEETING ADJOURNED

By motion of Mario J. Martinez, seconded by Queta Fierro, the meeting was adjourned at 6:26 p.m.

MOTION CARRIED.



MARIO J. MARTINEZ, CHAIRMAN



MARY JO LEE, RECORDING SECRETARY