



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

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

COMMISSIONERS:
RICHARD YETTER
QUETA G. FIERRO

MINUTES OF JUNE 6, 1995

REGULAR MEETING

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

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR
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 2:00 P.M. by Richard Yetter, Civil Service Commissioner.

MOTION #2
ITEM #1 **APPROVED.**

Discuss and take appropriate action on minutes of regular meeting of May 2, 1995. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the minutes of regular meeting of May 2, 1995 as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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**MOTION #3
ITEM #2 APPROVED.**

Discuss and take appropriate action on Personnel Departmental Activities for the month of April 1995. (Mary Jo Lee, Personnel Director.)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the Personnel Departmental Activities for the month of April 1995, submitted by Mary Jo Lee, Personnel Director)

MOTION CARRIED.

ITEM #3 NO ACTION TAKEN.

Discuss and take appropriate action on Pooled Vacation Leave Request. (Lucille Zavala, Assistant County Attorney, County Attorney Office)

ACTION: No action was taken on the Pooled Vacation Leave Request submitted by Lucille Zavala, Assistant County Attorney until the July 11, 1995 Civil Service Meeting.

**MOTION #4
ITEM #4 APPROVED.**

Discuss and take appropriate action on approval of the following revised job descriptions: (1) Senior Manager (2) Accountant I (3) Senior Payroll/Personnel Clerk - upgrade title and grade to 7. (Tom Caradonio, Executive Director, El Paso Civic, Convention & Tourism Department)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to approve the following revised job descriptions submitted by Tom Caradonio, Executive Director, El Paso Civic, Convention & Tourism Department. The El Paso County Civil Service Commission takes no position with respect to salary increases as a result of this action.

(1) Senior Manager
(2) Accountant I
(3) Senior Payroll/Personnel Clerk - upgrade title and grade to 7.

MOTION CARRIED.

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ITEM #5 NO ACTION TAKEN.

Discuss and take appropriate action on setting a work session to continue on the revision of the Civil Service Rules and Regulations. (Mary Jo Lee, Personnel Director)

**ACTION: NO ACTION TAKEN ON THIS ITEM.
[NOTE: JUNE 7, 1995 THE COMMISSIONERS SET A WORK SESSION FOR THURSDAY, JUNE 15, 1995 FOR REVIEW OF THE CIVIL SERVICE RULES AND REGULATIONS]**

**MOTION #5
ITEM #6**

Discuss and take appropriate action on the following items: (1) approval of proposed job description for Maintenance Mechanic II for County Facilities Management Department, (2) approve upgrade of the job description for Secretary (Grade 05 N) to Executive Secretary (Grade 07 N). (Ted Traffansted, Building Manager)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to: (1) approve the proposed job description for Maintenance Mechanic II for County Facilities Management Department, (2) deny upgrade of the job description for Secretary (Grade 05 N) to Executive Secretary (Grade 07 N) submitted by Mr. Traffansted, Building Manager.

MOTION CARRIED.

GRIEVANCE

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).

**MOTION #1
ITEM #7 TABLED.**

EUGENE DEAN, CUSTODIAN, MAINTENANCE DEPARTMENT, (CRUZ ALCANTAR, ASSISTANT MAINTENANCE SUPERVISOR, TED TRAFFANSTED, BUILDING MANAGER

ACTION: It was moved by Richard Yetter and seconded by Mario J. Martinez to table the grievance submitted by Eugene Dean, until the July 11, 1995 Civil Service Meeting.

MOTION CARRIED.

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MEETING ADJOURNED

By motion of Richard Yetter, seconded by Queta G. Fierro the meeting was adjourned at 2:45 p.m.

MOTION CARRIED.



MARIO J. MARTINEZ, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY