



## 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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COMMISSIONERS:  
RICHARD YETTER  
QUETA G. FIERRO

### MINUTES OF NOVEMBER 07, 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

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The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 2:05 P.M. by Mario J. Martinez, Chairman, Civil Service Commission.

MOTION #1  
ITEM #1 APPROVED.

Discuss and take appropriate action on minutes of regular meetings of October 03, 1995 & October 20, 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 meetings of October 03, 1995 & October 20, 1995 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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MOTION #2  
ITEM #2 APPROVED.

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

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

MOTION CARRIED.

MOTION#3  
ITEM #3 APPROVED.

Discuss and take appropriate action on Pooled Vacation Leave Request. (Arlene Duran, Senior Clerk, Justice of the Peace, Precinct #1)

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the request on Pooled Vacation Leave submitted by Arlene Duran, Senior Clerk, Justice of the Peace, Precinct #1.

MOTION CARRIED.

MOTION #4  
ITEM #4

Discuss and take appropriate action on Pooled Vacation Leave Request. (Elisa Slape, Clerk, Fabens Library)

**ACTION:** It was moved by Mario J. Martinez and seconded by Queta G. Fierro to authorize Mary Jo Lee, Personnel Director to send notices to county employees on Pooled Vacation Leave Request for Ms. Elisa Slape, Clerk, Fabens Library.

MOTION CARRIED.

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**MOTION #5  
ITEM #5 APPROVED.**

Discuss and take appropriate action on request for approval of revised job description of Custodian for the Facilities Management Department. (Ted Traffansted, Building Manager)

**ACTION:** It was moved by Mario J. Martinez and seconded by Queta G. Fierro to approve the revised job description for custodians hired after November 07, 1995 for the Facilities Management Department, as submitted by Ted Traffansted, Building Manager.

MOTION CARRIED.

**MOTION #6  
ITEM #6 APPROVED.**

Discuss and take appropriate action on request for approval of new job description of Electrol-Mechanical Maintenance Technician. (Bill Medrano, Ascarate Park/Aquatics Facility Director)

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the new job description of Electrol-Mechanical Technician submitted by Bill Medrano, Ascarate Park/Aquatics Facility Director.

MOTION CARRIED.

**MOTION #12  
ITEM #7 APPROVED.**

Discuss and take appropriate action on proposal to delete a Heavy Equipment Operator III position for the Road & Bridge manning table and add the position of Maintenance Foreman. (Robert Rivera, Public Works Director/Road & Bridge Administrator)

**ACTION:** It was moved by Mario J. Martinez and seconded by Queta G. Fierro to approve the proposal to delete a Heavy Equipment Operator III position from the Road & Bridge manning table and add the position of Maintenance Foreman, submitted by Robert Rivera, Public Works Director/Road & Bridge Administrator.

MOTION CARRIED.

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**MOTION #7  
ITEM #8 TABLED.**

Discuss and approve procedures for EPCADS reduction-in-force necessary due to funding. (George Salazar, Executive Director, Alcohol and Drug Abuse Services)

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro to table the request made by George Salazar, Executive Director, EPCADS Department, to approve procedures for EPCADS reduction-in-force necessary due to funding, until the week of the 13th of November 1995.

MOTION CARRIED.

**MOTION #8  
ITEM #9 APPROVED.**

Discuss and take appropriate action on request to change the title of a support staff position from Administrative Secretary-Agriculture to Administrative Assistant-Agriculture. (Larry A. Brown, County Extension Director, Agricultural Extension Service)

**ACTION:** It was move by Richard Yetter and seconded by Queta G. Fierro to change the title of a support staff position from Administrative Secretary-Agriculture to Administrative Assistant-Agriculture, submitted by Larry A. Brown, County Extension Director.

MOTION CARRIED.

**MOTION #9  
(ADDENDUM ITEM)  
APPROVED.**

Discuss and take appropriate action with respect to the duties and responsibilities of the newly created budgeted position of "Office Coordinator" for the County Court at Law Administration Department. (Flora Alarcon, County Court at Law Administrator)

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the duties and responsibilities of the newly created budgeted position of "Office Coordinator" for the County Court at Law Administration Department, as submitted by Flora Alarcon, County Court at Law Administrator.

MOTION CARRIED.

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MOTION #14  
ITEM #10 TABLED.

Discuss the revisions to the Civil Service Rules & Regulations as developed by the County Attorney's Office.  
(Mary Jo Lee, Personnel Director)

**ACTION:** It was moved by Mario J. Martinez and seconded by Richard Yetter to table work on the revisions to the Civil Service Rules & Regulations as submitted by the County Attorney's Office.

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).

**CHAIRMAN MARIO J. MARTINEZ ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION AT 3:06 P.M.**

**MEETING RECONVENES**

**The CIVIL SERVICE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 3:10 P.M.**

MOTION #10  
ITEM #11

Update on the Joan C. Lopez lawsuit. (Eduardo R. Castillo, Assistant County Attorney, County Attorney's Office)

**ACTION:** NO ACTION TAKEN ON THIS MATTER.

MOTION CARRIED.

MOTION #11  
ITEM #12 APPROVED.

Discuss and take appropriate action on a demotion, within Consolidated Data Processing. (Jake Nicholson, Executive Director, Consolidated Data Processing)

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**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the reclassification of Carol White, from User/PC Support Mgr. Job Grade 6E, to Programmer/Analyst III, Job Grade 5E, submitted by Jake Nicholson, Executive Director for the Consolidated Data Processing Department.

MOTION CARRIED.

GRIEVANCE

MOTION #13  
ITEM #13 **SUSTAINED.**

MARIA CARMEN SIQUEIROS, PROGRAM TECH. I, EPCADS DEPARTMENT. (GEORGE SALAZAR, EXECUTIVE DIRECTOR, ALCOHOL & DRUG ABUSE SERVICES)

**ACTION:** It was moved by Richard Yetter and seconded by Queta G. Fierro that grievance filed by Maria Carmen Siqueiros, Program Tech. I, EPCADS Department, be sustained and that she be reinstated with no back pay.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Richard Yetter, seconded by Queta G. Fierro the meeting was adjourned at 4:15 p.m.

MOTION CARRIED.

  
MARIO J. MARTINEZ, CHAIRMAN

  
ESTELA SALGADO, RECORDING SECRETARY