



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

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

MINUTES OF DECEMBER 5, 1995

REGULAR MEETING

COMMISSIONERS PRESENT: MARIO J. MARTINEZ, CHAIRPERSON *MJM*
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 2:15 P.M. by Richard Yetter, Civil Service Commissioner.

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

Discuss and take appropriate action on minutes of regular meeting of November 07, 1995 and special meeting of November 15, 1995. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the minutes of regular meeting of November 07, 1995 and special meeting of November 15, 1995 as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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MOTION #2
ITEM #2 **TABLED.**

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

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to table the Departmental Report for the month of November 1995 at the request of Mary Jo Lee, Personnel Director until the January 9, 1996 Civil Service Commission Meeting.

MOTION CARRIED.

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

Discuss and take appropriate action on Pooled Vacation Leave Request. (Gabriel Perez, Maintenance Mechanic, Facilities Management)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the Pooled Vacation Leave Request submitted by Gabriel Perez, Maintenance Technician, Facilities Management.

MOTION CARRIED.

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

Discuss and take appropriate action on proposed changes on four separate support staff positions: (1) Collections Supervisor & Paralegal positions be changed to one position of "Criminal Unit Coordinator: (2) Approve revised job descriptions of Criminal Unit Clerk & Criminal Unit Secretary. (Cristina L. Ford, Assistant County Attorney)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the following proposed changes on four separate support staff positions with no salary change: (1) Collections Supervisor & Paralegal positions be changed to one position of "Criminal Unit Coordinator" (2) Revised job descriptions of Criminal Unit Clerk & Criminal Unit Secretary, as submitted by Cristina L. Ford, Assistant County Attorney.

MOTION CARRIED.

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

Discuss and take appropriate action on proposed changes to current job description of Investigator for the County Attorney's Office. (Eddie Castillo, Assistant County Attorney)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the proposed changes to the current job description of Investigator, for the County Attorney's Office as submitted by Eddie Castillo, Assistant County Attorney.

MOTION CARRIED.

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

Discuss and take appropriate action on reduction-in-force procedures. (George Salazar, Executive Director, EPCADS)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to not rule on the item submitted by George Salazar, EPCADS Executive Director.

MOTION CARRIED.

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

Discuss the revisions to the Civil Service Rules & Regulations as recommended by the County Attorney's Office. (Eddie Castillo, Assistant County Attorney)

ACTION: It was moved by the Commission to accept the proposed version on rule 5.06 submitted by Eddie Castillo, Assistant County Attorney, with the following addition to read as follows:

The employee must furnish to the supervisor a detailed description of the outside employment to be updated every ninety (90) days thereafter.

Vote: Mario J. Martinez - Yes
Queta G. Fierro - Yes
Richard Yetter - Abstained

MOTION CARRIED.

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MOTION #8
ITEM #8 APPROVED.

Approve the El Paso County Civil Service Rules and Regulations as revised and take whatever appropriate action as needed prior to submission to Commissioners' Court for final approval. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro to approve the Civil Service Rules and Regulations as written subject to any revisions that are offered no later than December 31, 1995 prior to submitting the final draft to Commissioners' Court for their review and ultimate approval.

MOTION CARRIED.

GRIEVANCES

MOTION #9
ITEM #9 TABLED.

WILLIAM H. SPARKS, CONVENTION SERVICING REPRESENTATIVE, CONVENTION & VISITORS BUREAU. (TOM CARADONIO, EXECUTIVE DIRECTOR, CHARLES MEEKES, CONVENTION SERVICE/FILM MANAGER)

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro to table the grievance submitted by William H. Sparks, Convention Servicing Representative until the next scheduled Civil Service Commission Meeting of January 9, 1995 at 2:00 p.m.

MOTION CARRIED.

MOTION#10
ITEM #10 DENIED.

JOSE MARIA VALLES, COUNSELOR INTERN, EPCADS - (GEORGE SALAZAR, EXECUTIVE DIRECTOR, - JESSE EDWARDS, CLINICAL DIRECTOR, - KATHERINE WILSON-McCOY, LCDC)

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to deny the grievance submitted by Jose Maria Valles, Counselor Intern, because he is excluded from the provisions of the Civil Service System due to his current employment status.

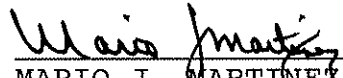
MOTION CARRIED.

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MEETING ADJOURNED

By motion of Richard Yetter, seconded by Queta G. Fierro the meeting was adjourned at 4:00 p.m.

MOTION CARRIED.



MARIO J. MARTINEZ, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY