



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

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DATE: TUESDAY, DECEMBER 17, 1996

TIME: 2:00 P.M.

PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE

POSTED: THURSDAY, DECEMBER 12, 1996

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regular meeting of November 19, 1996. (Mary Jo Lee, Personnel Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action on approval of Dress Code and Excessive Absence and/or Tardiness Policies of the District Clerk's office. (Edie Rubalcaba, District Clerk)

ACTION: _____

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ITEM #3 Discuss and take appropriate action on approval of newly created job description of "Clerk Supervisor" for department of Justice Court #7. (Bruce King, Judge, Justice Court #7)

ACTION: _____

ITEM #4 Discuss and take appropriate action on the request from Alicia Martinez, Secretary, to become a recipient of donated vacation leave. (Alicia Martinez, Juvenile Probation Department)

ACTION: _____

ITEM #5 Discuss and take appropriate action with respect to Civil Service Commission Protection for Adult Probation Officers. (Luis Baeza, AFSCME, Local #59)

ACTION: _____

ITEM #6 Discuss and approve the proposed changes to Rule 1.92 of the Civil Service Rules & Regulations book regarding the definition of "immediate family". (Trini Munoz)

ACTION: _____

ITEM #7 Discuss Rule 1.25 and make changes allowing the Personnel Department to publish the minimum/maximum salary range when posting. (Trini Munoz)

ACTION: _____

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Item #8 Discuss and approve addition to Section Appendix F
"Discrimination/Sexual Harassment Policy". (Trini Munoz)

ACTION: _____

ITEM #9 Discuss and approve the addition of the term "maternity
leave" under the Sick Leave Policy. (Trini Munoz)

ACTION: _____

ITEM #10 Discuss and amend Appendix D "Family Medical Leave"; to
include "Eligible Events". (Trini Munoz)

ACTION: _____

ITEM #11 Discuss and take appropriate action on proposed job
reclassification and/or changes on (3) separate support
staff positions. (Cristina Ford, Supervisor Attorney)

(a) Criminal Unit Coordinator position be reclassified
to (1) one Investigator position and (1) one Data
Analyst position.

(b)) Two (2) Clerk positions be reclassified as (1) one
Secretary position and (1) one Legal Assistant
position.

(c) Approve revised job description of "Criminal
Secretary" and "Criminal Clerk".

ACTION: _____

GRIEVANCES

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).

ITEM #12 OSCAR VELASQUEZ, SECURITY GUARD SUPERVISOR, EL PASO
CIVIC/ CONVENTION CENTER (TOM CARADONIO, EXECUTIVE
DIRECTOR)

ACTION: _____

ITEM #13 LEONA DIXON, AUTO TITLE CLERK I, COUNTY TAX OFFICE, LEE
URIAS, REPRESENTATIVE (JAMES HICKS, TAX ASSESSOR
COLLECTOR)

ACTION: _____

ITEM #14 BERNADETTE MORENO, PARALEGAL, COUNTY ATTORNEY'S OFFICE -
JOSE RODRIGUEZ, COUNTY ATTORNEY)

ACTION: _____

PUBLIC COMMENT: _____
