

## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
FAX (915) 546-8126

### MINUTES OF DECEMBER 17, 1996

**COMMISSIONERS PRESENT:** MICHAEL C. CROWLEY, CHAIRMAN *MC*  
LOUIS E. ZUNIGA, COUNTY COMMISSIONER  
DANIEL G. MENA, COUNTY COMMISSIONER

**OTHERS PRESENT:** MARY JO LEE, PERSONNEL DIRECTOR  
ESTELA SALGADO, RECORDING SECRETARY

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**MOTION #1**

**ITEM #1 APPROVED.**

Discuss and take appropriate action on minutes of rescheduled meeting of December 17, 1996. (Mary Jo Lee, Personnel Director)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the minutes of rescheduled meeting of December 17, 1996 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

**MOTION #2**

**ITEM #2 APPROVED.**

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:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the Dress Code and Excessive Absence and/or Tardiness Policies of the District Clerk's office with amendment to Excessive Absence and/or Tardiness Policy on 4th Tardy - Suspension to be changed to (4th Tardy - Suspension (1) one day).

MOTION CARRIED.

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MOTION #3  
ITEM #3 APPROVED.

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:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the newly created job description of "Clerk Supervisor," as submitted by Bruce King, Judge, for the department of Justice Court #7.

MOTION CARRIED.

MOTION #4  
ITEM #4 APPROVED.

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:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request from Alicia Martinez, Secretary, to become a recipient of donated vacation leave.

MOTION CARRIED.

MOTION #5  
ITEM #5 TABLED.

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

**ACTION:** It was moved by Daniel Mena and seconded by Louis Zuniga to table until the January 1997 meeting, the question of Civil Service Commission protection for Adult Probation Officers.

MOTION CARRIED.

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**MOTION #8  
ITEM #6 APPROVED.**

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

**ACTION:** It was moved by and seconded by to approve the proposed change as submitted by County Attorney's office pertaining to Rule 1.92 to read as follows:

For the purpose of section 1.89 "Immediate Family" is defined as husband, wife, father, mother, son, daughter, brother, and sister or any blood relative residing in the same residence with the employee.

MOTION CARRIED.

**MOTION #9  
ITEM #7 NO ACTION TAKEN.**

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

**ACTION:** No action was taken on the matter submitted by Trini Munoz pertaining to Rule 1.25, to make changes allowing the Personnel Department to publish the minimum/maximum salary range when posting.

MOTION CARRIED.

**MOTION #10  
ITEM #8 TABLED.**

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Louis E. Zuniga that addition to Section Appendix F "Discrimination/Sexual Harassment Policy", submitted by Trini Munoz, be tabled for the January 1997 Civil Service Commission meeting.

MOTION CARRIED.

MOTION #11  
ITEM #9 TABLED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to table the matter on the addition of the term "maternity leave" under the Sick Leave Policy submitted by Trini Munoz.

MOTION CARRIED.

MOTION #12  
ITEM #10 TABLED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to table the amendment of Appendix D "Family Medical Leave"; to include "Eligible Events", submitted by Trini Munoz.

MOTION CARRIED.

MOTION #13  
ITEM #11 APPROVED.

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 the revised job description of "Criminal Secretary" and "Criminal Clerk".

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the following items submitted by Cristina Ford, Supervisor Attorney as stated:

- (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 the revised job description of "Criminal Secretary" and "Criminal Clerk".

MOTION CARRIED.

#### 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).

#### EXECUTIVE SESSION

Chairman Michael C. Crowley announced that the meeting would recess into Executive Session at 4:00 p.m. to consider employee grievances.

#### MEETING RECONVENED

The Commission reconvened into regular open session after executive session at 4:15 p.m.

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MOTION #7  
ITEM #12 SUSTAINED.

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

**ACTION:** It was moved by Michael Crowley and seconded by Louis E. Zuniga that the grievance filed by Oscar Velasquez, Security Guard Supervisor, El Paso Civic/Convention Center, be sustained.

MOTION CARRIED.

MOTION #14  
ITEM #13 SUSTAINED.

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

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga that the grievance filed by Leona Dixon, Auto Title Clerk I be sustained. Furthermore, the Commission moved that any documentation pertaining to the grievance be expunged from her personnel file.

MOTION CARRIED.

MOTION #6  
ITEM #14 DISMISSED.

BERNADETTE MORENO, PARALEGAL, COUNTY ATTORNEY'S OFFICE- (JOSE RODRIGUEZ, COUNTY ATTORNEY)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga that the grievance filed by Bernadette Moreno be dismissed.

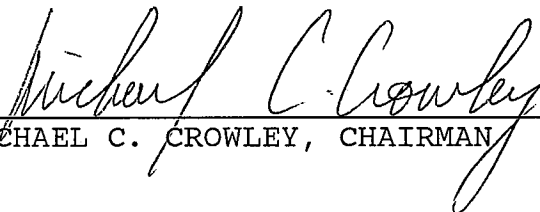
MOTION CARRIED.

PUBLIC COMMENT

Chairman, Michael Crowley, announced that the regularly scheduled meeting of January 7, 1996 would be rescheduled for Tuesday, January 14, 1996.

MEETING ADJOURNED

By motion of Michael C. Crowley seconded by Louis E. Zuniga, the meeting was adjourned at 4:20 p.m.

  
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MICHAEL C. CROWLEY, CHAIRMAN

  
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ESTELA SALGADO, RECORDING SECRETARY