



## 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 JANUARY 14, 1997

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

---

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:00 P.M. BY Michael C. Crowley, Chairman, Civil Service Commission.

MOTION #1

ITEM #1 APPROVED.

Discuss and take appropriate action on minutes of rescheduled meeting of January 14, 1997. (Mary Jo Lee, Personnel Director)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the minutes of rescheduled meeting of January 14, 1997 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #2

ITEM #2 APPROVED.

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

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the request made by Trini Munoz, allowing the Personnel Department to publish the minimum/maximum entry range when posting a job vacancy.

MOTION CARRIED.

PAGE 2  
CIVIL SERVICE COMMISSION  
MINUTES OF/JANUARY 14, 1997

MOTION #3  
ITEM #3 DENIED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to deny the request made by Trini Munoz, on the addition to Appendix F "Discrimination/Sexual Harassment Policy".

MOTION CARRIED.

MOTION #4  
ITEM #4 TABLED.

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

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to table the addition of the term "maternity leave" under the Sick Leave Policy. Furthermore, the Commission advised Mr. Munoz, that said item be developed with specifics and submitted to the Commission for the next regularly scheduled Civil Service Commission meeting.

MOTION CARRIED.

MOTION #5  
ITEM #5 TABLED.

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

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to table the request made by Trini Munoz, to amend Appendix D "Family Medical Leave"; to include "Eligible Events". Furthermore, the Commission advised Mr. Munoz, that said item be developed with specifics and submitted to the Commission for the next regularly scheduled Civil Service Commission meeting.

VOTE: Yes - Crowley, Zuniga No - Mena

MOTION CARRIED.

**PAGE 3  
CIVIL SERVICE COMMISSION  
MINUTES OF/JANUARY 14, 1997**

**MOTION #6  
ITEM #6 DENIED.**

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 Michael C. Crowley and seconded by Daniel G. Mena not to extend Civil Service Commission Protection to Adult Probation Officers.

**MOTION CARRIED.**

**MOTION #7  
ITEM #7 DENIED.**

Discuss and take appropriate action on the following items as submitted by Victor A. Flores, County Tax Assessor Collector, County Tax Office:

- a) To exclude the positions of Chief Deputy, Automobile Department Director, Office Managers, & Supervisors from Civil Service coverage pursuant to Section 1.09 (b) of the Civil Service Rules & Regulations.
- b) Clarify as to how many additional positions can be made available for designation as non-covered positions for the County Tax Office.

**ACTION:** It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to deny the following items submitted by Victor A. Flores, County Tax Assessor Collector, County Tax Office:

- a) To exclude the positions of Chief Deputy, Automobile Department Director, Office Managers, & Supervisors from Civil Service coverage pursuant to Section 1.09 (b) of the Civil Service Rules & Regulations.

PAGE 4  
CIVIL SERVICE COMMISSION  
MINUTES OF/JANUARY 14, 1997

- b) Clarify as to how many additional positions can be made available for designation as non-covered positions for the County Tax Office.

VOTE: Crowley, Zuniga

No - Mena

MOTION CARRIED.

MOTION #12  
ADDENDUM ITEM DELETED.

~~Discuss and take appropriate action on the request from Leticia Jarvis, Investigator, to become a recipient of donated vacation leave. (Leticia Jarvis, Investigator, Medical Examiner Dept.)~~

**ACTION:** It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to delete the request from Leticia Jarvis, Investigator, to become a recipient of donated vacation leave.

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).

CHAIRMAN MICHAEL C. CROWLEY ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION AT 3:15 P.M. TO DELIBERATE.

MEETING RECONVENED

THE CIVIL SERVICE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 3:20 P.M.

MOTION #8  
ITEM #8 MOTION FAILS FOR LACK OF SECOND.

AMELIA IBANEZ, CUSTODIAN, FACILITIES DEPARTMENT - TRINI MUNOZ (TED TRAFFANSTED, FACILITIES MANAGER)

ACTION: It was moved by Daniel G. Mena to modify the performance evaluation as requested by Amelia Ibanez, Custodian.

MOTION FAILS FOR A LACK OF A SECOND.

MOTION #9  
ITEM #9 TABLED.

RUTH ESTRADA-SURO, SECRETARY I, JUVENILE PROBATION DEPT.  
- JOHN T. GARCIA, ATTORNEY AT LAW (ARTHUR PROVENGHI,  
LEGAL ADVISOR, JUVENILE PROBATION)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to table the grievance filed by Ruth Estrada-Suro, Secretary I, Juvenile Probation Dept. as requested by her attorney, John T. Garcia and Arthur Provenghi, Legal Advisor, Juvenile Probation. The grievance will be heard for a later date.

MOTION CARRIED.

PAGE 6  
CIVIL SERVICE COMMISSION  
MINUTES OF/JANUARY 14, 1997

MOTION #10  
ITEM #10

DELETED.

MANNY DIAZ, INVESTIGATOR, MEDICAL EXAMINER'S OFFICE  
AFSCME, LOCAL #59 (TIMOTHY BYRNE, ADMINISTRATOR, MEDICAL  
EXAMINER OFFICE)

**ACTION:** It was moved Daniel G. Mena and seconded by Louis E. Zuniga to delete the grievance filed by Manny Diaz, Investigator, Medical Examiner's Office due to the fact that the Commission has no jurisdiction to this matter and said item was settled by Commissioners' Court.

MOTION CARRIED.

MOTION #11  
ITEM #11

DELETED.

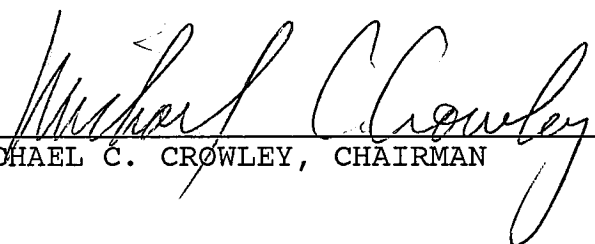
LETICIA JARVIS, INVESTIGATOR, MEDICAL EXAMINER'S OFFICE  
(TIMOTHY BYRNE, ADMINISTRATOR, MEDICAL EXAMINER OFFICE)

**ACTION:** It was moved Daniel G. Mena and seconded by Louis E. Zuniga to delete the grievance filed by Leticia Jarvis, Investigator, Medical Examiner's Office.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Michael C. Crowley seconded by Louis E. Zuniga, the meeting was adjourned at 3:42.

  
MICHAEL C. CROWLEY, CHAIRMAN

  
ESTELA SALGADO, RECORDING SECRETARY