



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

RESCHEDULED MEETING

DATE: FEBRUARY 18, 1997
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: FRIDAY, FEBRUARY 14, 1997

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of January 14, 1997 Civil Service Commission meeting and documenting the cancellation of the February 4, 1997 meeting due to the lack of a quorum. (Mary Jo Lee, Personnel Director)

ACTION: _____

ITEM #2 Discuss and approve the addition of the term "maternity leave" under the Sick Leave Policy. (Trini Munoz, SEIU #100)

ACTION: _____

ITEM #3 Discuss and amend Appendix D "Family Medical Leave"; to include "Eligible Events". (Trini Munoz, SEIU #100)

ACTION: _____

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ITEM #4 To discuss Rule 1.06 of the El Paso County Civil Service Rules & Regulations. (Trini Munoz, SEIU #100)

ACTION:

ITEM #5 Discuss and implement the Texas Code annotated Section 151.902 - "Employment Contracts in County with Population of 500,000 or more". (Trini Munoz, SEIU #100)

ACTION:

ITEM #6 Discuss and take appropriate action on the request made by Nellie Villegas, Secretary, County Attorney to become a recipient of donated vacation leave. (Nellie Villegas)

ACTION:

ITEM #7 Discuss and take action appropriate on a request from Regina Torrez, County Attorney's Office, to be a recipient for donated Vacation Leave.

ACTION:

ITEM #8 Discuss and take appropriate action on an appeal that was filed by Leticia Jarvis to reconsider the action taken January 14, 1997 on her request to become a recipient of donated vacation time. (Leticia Jarvis)

ACTION:

ITEM #9 Discuss and take appropriate action on an addition to the El Paso County Civil Service Rules and Regulations pertaining to the reinstatement of benefits under the heading Re-employment. (Mary Jo Lee, Personnel Director)

ACTION:

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ITEM #10 Discuss and take appropriate action on request to reconsider the Commission's decision of January 14, 1997 that the positions of Chief Deputy and Automobile Director be excluded from Civil Service Coverage pursuant to Section II (b) of the Civil Service Rules & Regulations. (Victor A. Flores, Tax Assessor, County Tax Office)

ACTION: _____

ITEM #11 Discuss and take appropriate action on the approval of the newly created job description of Operations/Liaison Officer for the County Tax Office and said position to be a non-covered position under the Civil Service Rules & Regulations. (Victor A. Flores, Tax Assessor, County Tax Office)

ACTION: _____

ITEM #12 Reconsider item approved January 14, Personnel Department procedures for posting job vacancies. (Mary Jo Lee, Personnel Director)

ACTION: _____

ITEM #13 Accept letter from Hector Enriquez to assume responsibility for the selection of all persons who are to be considered for employment within his department. (Hector Enriquez, County Clerk)

ACTION: _____

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ITEM #14 Discuss and take action on manning table changes as proposed by the District Clerk:

- a) delete Data Entry Manager and add Court Coordinator. Approve Job Description for Court Coordinator;

ACTION: _____

- b) combine positions File Supervisor & Evidence Control Officer & approve Job Description for File Supervisor/Evidence Clerk;

ACTION: _____

- c) delete one (1) Counter Clerk position & add the position of Assistant Supervisor (Counter Clerks). Approve Job Description;

ACTION: _____

- d) combine the positions of Bond Forfeiture Clerk & Data Information Clerk. Approve Job Description for Bond Forfeiture/Data Liaison Clerk;

ACTION: _____

- e) delete one File Clerk position and add the position of Assistant File Supervisor. Approve Job Description for Assistant File Supervisor.

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 #15 EVELIA O. GROLOU, CUSTODIAN, FACILITIES DEPARTMENT -
TRINI MUNOZ, SEIU #100 (TED TRAFFANSTED, FACILITIES
MANAGER)

ACTION: _____

ITEM #16 LETICIA JARVIS, INVESTIGATOR, MEDICAL EXAMINER'S OFFICE -
RANDOLPH J. ORTEGA, ATTORNEY AT LAW - (TIMOTHY BYRNE,
ADMINISTRATOR, MEDICAL EXAMINER DEPARTMENT)

ACTION: _____
