



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
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### MINUTES OF FEBRUARY 18, 1997

COMMISSIONERS PRESENT: MICHAEL C. CROWLEY, CHAIRMAN <sup>MC</sup>  
LOUIS E. ZUNIGA, COUNTY COMMISSIONER  
DANIEL G. MENA, COUNTY COMMISSIONER

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR  
ESTELA SALGADO

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:05 p.m. by Michael C. Crowley, Chairman, Civil Service Commission.

MOTION #1  
ITEM #1 APPROVED.

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:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the 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 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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MOTION #2  
ITEM #2 TABLED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to table the request made by Trini Munoz, SEIU #100, on the addition of the term "maternity leave" under the Sick Leave Policy. Furthermore, the Commission moved that said item be referred to a work session.

MOTION CARRIED.

MOTION #3  
ITEM #3 TABLED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to table the request made by Trini Munoz, SEIU #100, to amend Appendix D "Family Medical Leave"; to include "Eligible Events". Furthermore, the Commission moved that said item be referred to a work session.

MOTION CARRIED.

MOTION #4  
ITEM #4 TABLED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to table discussion of Rule 1.06 of the El Paso County Civil Service Rules & Regulations submitted by Trini Munoz, SEIU #100. The Commission moved that said item be referred to a work session.

MOTION CARRIED.

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MOTION #5  
ITEM #5 TABLED.

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:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to table the request made by Trini Munoz, SEIU #100, to implement the Texas Code Annotated, Section 151.902 - "Employment Contracts in County with Population of 500,000 or more". Furthermore, the Commission moved that said item be referred to a work session.

MOTION CARRIED.

MOTION #7  
ITEM #6 APPROVED.

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:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the request made by Nellie Villegas Secretary, County Attorney's Office, to become a recipient of donated vacation leave.

MOTION CARRIED.

MOTION #8  
ITEM #7 APPROVED.

Discuss and take appropriate action on the request made by Regina Torrez, Data Entry/Analyst II, County Attorney's Office, to become a recipient of donated vacation leave. (Regina Torrez)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the request made by Regina Torrez, Data Entry/Analyst II, County Attorney's Office, to become a recipient of donated vacation leave.

MOTION CARRIED.

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MOTION #16  
ITEM #8 **APPROVED.**

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:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request made by Leticia Jarvis on December 23, 1996 to become a recipient of donated vacation time.

MOTION CARRIED.

MOTION #9  
ITEM #9 **APPROVED.**

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:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve a change to the El Paso County Civil Service Rules and Regulations pertaining to the reinstatement of benefits under the heading Re-employment submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #10  
ITEM 10 **DENIED.**

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.)

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**ACTION:** It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to deny the request made by Victor A. Flores, Tax Assessor, County Tax Office to reconsider the Commission's decision of January 14, 1997 requesting that the positions of Chief Deputy and Automobile Director be excluded from Civil Service coverage.

VOTE: Crowley, Zuniga No - Mena

MOTION CARRIED.

MOTION #11  
ITEM #11 APPROVED.

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:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve 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 as submitted by Victor A. Flores, Tax Assessor, County Tax Office.

MOTION CARRIED.

MOTION #12  
ITEM #12 TABLED.

Reconsider item approved January 14, Personnel Department procedures for positing job vacancies. (Mary Jo Lee, Personnel Director)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to table the agenda item and refer the discussion to a work session.

MOTION CARRIED.

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MOTION #13  
ITEM #13 **APPROVED.**

Accept letter from Hector Enriquez to assume responsibility for the selection of all persons who are to be considered for employment within the County Clerk's Office. (Hector Enriquez, County Clerk)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to accept letter from Hector Enriquez to assume responsibility for the selection of all persons who are to be considered for employment within the County Clerk's Office.

MOTION CARRIED.

MOTION #14  
ITEM #14 **APPROVED.**

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:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to approve the changes to the manning table for the District Clerk's Office, to delete Data Entry Manager and add Court Coordinator.

MOTION CARRIED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to approve the changes to the manning table for the District Clerk's Office, to combine positions File Supervisor & Evidence Control Officer and approve Job Description for File Supervisor/Evidence Clerk.

MOTION CARRIED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to approve the changes to the manning table for the District Clerk's Office, to delete one (1) Counter Clerk position & add the position of Assistant Supervisor.

MOTION CARRIED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to approve the changes to the manning table for the District Clerk's Office, to combine the positions of Bond Forfeiture Clerk & Data Information Clerk. Approve Job Description for Bond Forfeiture/Data Liaison Clerk.

MOTION CARRIED.

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

**ACTION:** It was moved by Michael C. Crowley and seconded by Daniel G. Mena to approve the changes to the manning table for the District Clerk's Office, to delete one File Clerk position and add the position of Assistant File Supervisor. Approve Job Description for Assistant File Supervisor.

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).

MOTION #6  
ITEM #15 TABLED.

EVELIA GROLOU, CUSTODIAN, FACILITIES DEPARTMENT - TRINI MUNOZ, SEIU (TED TRAFFANSTED, FACILITIES MANAGER)

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to table the grievance of Evelia Grolou, Custodian, as requested by the grievant. The matter will be heard at the March 4, 1997 Civil Service Commission meeting scheduled at 2:00 p.m.

MOTION CARRIED.

CHAIRMAN MICHAEL C. CROWLEY ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION AT 3:00 P.M. TO DELIBERATE.

MEETING RECONVENED

THE CIVIL SERVICE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 4:00 P.M.

MOTION #15  
ITEM #16 DENIED.

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



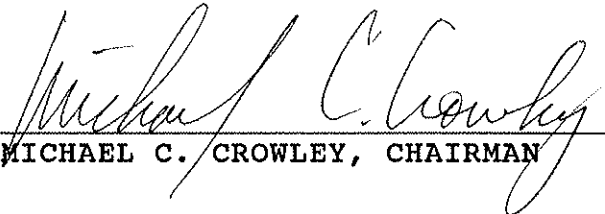
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ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley that the termination filed by Leticia Jarvis, Investigator, Medical Examiner's Office be sustained.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Michael C. Crowley seconded by Louis E. Zuniga, the meeting was adjourned at 4:05.

  
MICHAEL C. CROWLEY, CHAIRMAN

  
ESTELA SALGADO, RECORDING SECRETARY