



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: TUESDAY, MARCH 2, 1999
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: WEDNESDAY, FEBRUARY 24, 1999

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of February 2, 1999. (Terri Almonte, Employment Manager)

ACTION: _____

ITEM #2 Discuss and approve the newly created job descriptions submitted by Ruben Saldana, Agent Administrator, Agriculture Extension Service as follows:

(a) Approve the job description of "**Secretary**";

ACTION: _____

AN EQUAL OPPORTUNITY EMPLOYER

(b) Approve the job description of "**Program Assistant**";

ACTION:

(c) Approve the job description of "**Administrative Assistant I**";

ACTION:

ITEM #3 Discuss and authorize Civil Service Commission members to sign 1998 update of the Affirmative Action Plan. (Terri Almonte, Employment Manager)

ACTION:

GRIEVANCES

ITEM #4 JOSE E. RUVALCABA, UTILITY WORKER I, ASCARATE GOLF COURSE (PAT ALDERTON, PARKS & RECREATION DIRECTOR)

ACTION:
