



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 MARCH 2, 1999

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

MC

OTHERS PRESENT: TERRI ALMONTE, EMPLOYMENT MANAGER
ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:06 p.m. by Michael C. Crowley, Chairperson.

MOTION #1
ITEM#1

APPROVED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the minutes of regularly scheduled Civil Service Commission meeting of February 2, 1999 as submitted by Terri Almonte, Employment Manager.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

MOTION #2
ITEM #2

APPROVED.

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

An Equal Opportunity Employer

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

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the newly created job description of **"Secretary"** for the Agriculture Extension Service.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the newly created job description of **"Program Assistant"** for the Agriculture Extension Service.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the newly created job description of **"Administrative Assistant I"** for the Agriculture Extension Service.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

MOTION #3
ITEM #3

APPROVED.

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

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to grant the approval of the Civil Service Commission members to sign 1998 update of the Affirmative Action Plan.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

GRIEVANCES

MOTION #4
ITEM #4 **TABLED.**

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

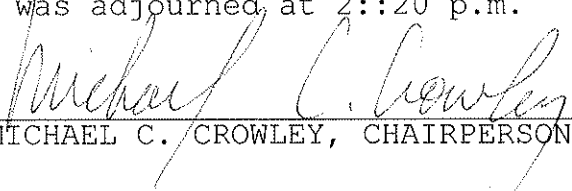
ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to table the grievance filed by Jose E. Ruvalcaba, Utility Worker I, as requested by Pat Alderton, Parks & Recreation Director. The grievance will be heard April 6, 1999 at 2:00 p.m.

VOTE: YES - Crowley, Zuniga, Mena

MOTION CARRIED.

MEETING ADJOURNED

By motion of Chairperson, Michael C. Crowley and seconded by Daniel G. Mena the meeting was adjourned at 2::20 p.m.



MICHAEL C. CROWLEY, CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY