



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

MEMORANDUM

TO: Department Heads and Elected Officials

FROM: Terri Almonte, Interim Personnel Director *TA*

SUBJECT: **RESCHEDULING OF CIVIL SERVICE COMMISSION MEETING**

DATE: October 5, 1999

Please be informed that the El Paso County Civil Service Commission regularly scheduled meeting of October 5, 1999 has been rescheduled for **Tuesday, October 12, 1999 at 2:00 p.m.**

If you have any questions pertaining to this matter please feel free to call me.

Thank you.

cc: Employees (Agenda Items)
Civil Service Commissioners



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: OCTOBER 5, 1999
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: THURSDAY, SEPTEMBER 30, 1999 (10:00 A.M.)

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of September 7, 1999. (Terri Almonte, Interim Personnel Director)

ACTION:

ITEM #2 Discuss and take appropriate action to change the Leave Policies and MMI Notice on the Civil Service Rules and Regulations Book. (Gene Weigel, Risk Manager)

ACTION:

ITEM #3 Discuss and take appropriate action on clarification of Rule 2.31 - Pool Leave For Emergencies of the Civil Service Rules & Regulations Book. (Terri Almonte, Interim Personnel Director)

ACTION:

ITEM #4 Discuss and take appropriate action on a request from Rachel Ramirez, Court Clerk, District Clerk's Office, to be a recipient for donated Vacation Leave. (Rachel Ramirez)

ACTION:

ITEM #5 Discuss and take appropriate action on the approval of the following job descriptions for the Parks and Recreation Department. (Sally Gavilik, Interim Parks & Recreation Director)

(a) Approve the newly created job description of "Park Manager - G-30";

ACTION:

(b) Approve the newly created job description of "Lifeguard Trainee - Seasonal";

ACTION:

ITEM #6 Discuss and take appropriate action on the approval of the following job descriptions for the Parks and Recreation Department. (Sally Gavilik, Interim Parks & Recreation Director)

(a) Approve the revised job description of "Aquatics Manager - G-13";

ACTION:

(b) Approve the revised job description of "Pool Maintenance Operator - G-11";

ACTION:

(c) Approve the revised job description of "Facility, Equipment and Auto Mechanic - G-13";

ACTION:

(d) Approve the revised job description of "Senior Pool Manager - Seasonal";

ACTION:

(e) Approve the job description of "Golf Course Foreman - G-10";

ACTION:

ITEM #7 Discuss and take appropriate action on the approval of the newly created job description of "Assistant Director/CD Grants Coordinator for the Community Development Department. (Rodrigo Mercado, Grant Project Coordinator)

ACTION:

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GRIEVANCE

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 #8 Discuss and take appropriate action on a grievance dated/filed June 24, 1999 by Yolanda Armendariz, Supervisor, County Clerk's/Records Management. (Regina B. Arditti, Attorney at Law) - Hector Enriquez, County Clerk - Bonnie Prieto, Records Mngmnt. Administrator

ACTION:
