



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: SEPTEMBER 5, 2000

TIME: 2:00 P.M.

PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE

POSTED: WEDNESDAY, AUGUST 30, 2000

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of August 1, 2000. (Terri Almonte, Interim Personnel Director)

ACTION:

ITEM #2 Discuss and take appropriate action to approve the newly created job description of "Administrative Assistant III/Commissioner's Court Recorder" for the County Clerk's Office. (Hector Enriquez, County Clerk)

ACTION:

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ITEM #3 Discuss and take appropriate action to approve the newly created job description of **“Deputy Director for Road & Bridge Projects”** for the Road & Bridge Department. (Robert Rivera, Public Works Dir/R&B Adm.)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the newly created job description of **“Deputy Director for Special Projects”** for the Road and Bridge Department. (Robert Rivera, Public Works Dir/R&B Adm.)

ACTION: _____

ITEM #5 Discuss and take appropriate action to approve the newly created job description of **“Office Manager/Network Engineer”** to be replaced with the job description Office Manager for the County Clerk’s Office. (Hector Enriquez, County Clerk)

ACTION: _____

ITEM #6 Discuss and take appropriate action to approve the **“POLICY ON EMPLOYEES OF THE COUNTY HOLDING SECOND JOBS OR OPERATING BUSINESSES”** to be inserted in the Civil Service Rules and Regulations Book. (Terri Almonte, Interim Personnel Director)

ACTION: _____

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ITEM #7 Discuss and take appropriate action to approve a request from Dolores Bolanos, Deputy Clerk, County Clerk's Office to be a recipient for donated vacation leave. (Dolores Bolanos, Deputy Clerk)

ACTION: _____

ITEM #8 Discuss and take appropriate action to approve the revised job description of "SENIOR CLERK II" for Justice of the Peace Precinct #7. (Bruce King, Justice of the Peace)

ACTION: _____

ITEM #9 Discuss and take appropriate action to approve the newly created job descriptions for Justice of the Peace Precinct #7 as follows: (Bruce King, Justice of the Peace)

- (a) Approve the newly created job description of "Supervisor - Civil/Criminal";

ACTION: _____

- (b) Approve the newly created job description of "Administrative Assistant II";

ACTION: _____

PUBLIC COMMENT: _____