



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 JANUARY 9 2001

COMMISSIONERS PRESENT: DOUG HAMILTON, ACTING CHAIRMAN
LARRY DAY, COMMISSIONER
BLUFORD B. SANDERS JR., COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

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 2:10 p.m. by Acting Chairman, Doug Hamilton.

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of November 7, 2000. (Robert M. Almanzán, Human Resources Director)

ACTION: Acting Chairman Doug Hamilton stated that if there were no additions or corrections to the November 7, 2000 Civil Service minutes they would be filed as published.

MOTION #1
ITEM #2 **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of "**Administrative Assistant II/Medical Transcriber**" for the Office of the Medical Examiner, to be replaced with the current job description of Medical Transcriber. (Gerald McTernan, Administrator)

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ACTION: It was moved by Bluford Sanders and seconded by Larry Day to approve the newly created job description of "Administrative Assistant II/Medical Transcriber" for the Office of the Medical Examiner, to be replaced with the current job description of Medical Transcriber; to reflect the changes made in the physical requirements section as submitted by Gerald McTernan on January 9, 2001.

VOTE: YES - Hamilton, Day, Sanders

MOTION CARRIED.

MOTION #2 **APPROVED.**
ITEM #3

Discuss and take appropriate action to approve the revised job description of "Buyer II" for the Purchasing Department. (Piti Vasquez, Purchasing Agent)

ACTION: It was moved by Bluford Sanders and seconded by Larry Day to approve the revised job description of "Buyer II" for the Purchasing Department as submitted by Piti Vasquez, Purchasing Agent.

VOTE: YES - Hamilton, Day, Sanders

MOTION CARRIED.

MOTION #3
ITEM #4 **APPROVED.**

Discuss and take appropriate action on selecting the Chairman for the Civil Service Commission. (Civil Service Commission Board)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to select Bluford B. Sanders Jr., to be the Chairman for the Civil Service Commission Board.

VOTE: YES - Hamilton, Day, Sanders

MOTION CARRIED.

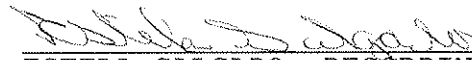
MEETING ADJOURNED

By motion of Larry Day and seconded by Bluford Sanders, the meeting was adjourned at 2:30 p.m.

MOTION CARRIED.



DOUG HAMILTON, ACTING CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge