



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
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MINUTES OF MARCH 6, 2001

COMMISSIONERS PRESENT: DOUG HAMILTON, ACTING CHAIRMAN *DH*
LARRY DAY, COMMISSIONER
CARLOS L. SANDOVAL, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:00 p.m. by Doug Hamilton, Acting Chairman.

MOTION #1 **APPROVED/WITH REVISION TO MOTION #2**
ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission meeting of February 6, 2001.
(Robert M. Almanzán, Human Resources Director)

ACTION: Acting Chairman, Doug Hamilton stated that the minutes of the Civil Service Commission meeting of February 6, 2001 be filed with the correction to Item #1 Motion #2 as follows: **MOTION #2 Tabled/Indefinitely.** This item was in reference on whether a county employee can serve on the Civil Service Commission Board.

VOTE: YES - Hamilton, Day
NOT PRESENT: - Sandoval

MOTION CARRIED.

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MOTION #2 **APPROVED/WITH REVISION ON (TRAINING AND EXPERIENCE.)**
ITEM #2

Discuss and take appropriate action on the newly created job description of "**Accounting Clerk I**" for the County Clerk's Office. (Renslar Keagle, Network Engineer/Office Manager)

ACTION: It was moved by Doug Hamilton and seconded by Larry Day to approve the newly created job description of "Accounting Clerk I" for the County Clerk's Office submitted by Renslar Keagle, Network Engineer/Office Manager with the following revisions:

TRAINING AND EXPERIENCE.

1. High School Diploma or equivalent.

VOTE: YES - Hamilton, Day, Sandoval

MOTION CARRIED.

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

Discuss and take appropriate action to approve the amendments of Rule 1.20 and 2.23 of the Civil Service Rules and Regulations Book. These rules have been reviewed by the County Attorney's Office. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the amendments of Rule 1.20 and 2.23 of the Civil Service Rules and Regulations Book submitted by Robert M. Almanzán, Human Resources Director, as revised/reviewed by the County Attorney's Office.

VOTE: YES - Hamilton, Day, Sandoval

MOTION CARRIED.

GRIEVANCE

EXECUTIVE SESSION: ACTING CHAIRMAN, DOUG HAMILTON ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION AT 2:10 P.M. TO CONSIDER EMPLOYEE GRIEVANCE PURSUANT TO TEXAS GOVERNMENT CODE 551.001 & 551.074.

MEETING RECONVENED

ACTING CHARIMAN, DOUG HAMILTON, ANNOUNCED THAT THE COMMISSION WOULD RECESS INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 2:13 P.M.

MOTION #4 TABLED.
ITEM #4

PATRICIA LORRAINE DIAZ, SENIOR CLERK I - (GUADALUPE APONTE, JUDGE, JUSTICE PEACE #3)

ACTION: It was moved by Doug Hamilton and seconded by Carlos L. Sandoval to table the grievance dated/filed February 20, 2001 by Patricia Lorraine Diaz, Senior Clerk I as requested by Valli J. Acosta, Senior Trial Attorney, County Attorney's Office. The grievance will be heard April 3, 2001 at 2:00 p.m.

VOTE: YES - Hamilton, Day, Sandoval

MOTION CARRIED.

PUBLIC COMMENT: Pursuant to Local Government Code 158.008 (a) It was recommended by the Civil Service Commission Board that Commissioners' Court appoint Doug Hamilton as Chairman for the Board.

MEETING ADJOURNED

By motion of Doug Hamilton and seconded by Larry Day, the meeting was adjourned at 2:18 p.m.

VOTE: YES - Hamilton, Day, Sandoval

MOTION CARRIED.



DOUG HAMILTON, ACTING CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY