



EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: MAY 1, 2001

TIME: 2:00 P.M.

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

POSTED: THURSDAY, APRIL 26, 2001

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission meeting of April 3, 2001. (Robert M. Almanzán, Human Resources Director)

ACTION:

ITEM #2 Discuss, clarify and take appropriate action in reference to Rule 1.55 of the Civil Service Rules and Regulations Book. (Tabled from 04/03/01) (Robert M. Almanzán, Human Resources Director)

ACTION:

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ITEM #3 Discuss and take appropriate action to approve the newly created job description of Collections Specialist G-17 (Hospital Legal Unit) for the County Attorney's Office. (Edward Sosa, Chief Legal Officer)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the revised job description of Satellite Office Manager G-21 (Hospital Legal Unit) for the County Attorney's Office. (Edward Sosa, Chief Legal Officer)

ACTION: _____

ITEM #5 Discuss and approve a request from Leonardo Soltero, Custodian, Facilities Management, to be a recipient for donated Vacation Leave. (Leonardo Soltero, Custodian)

ACTION: _____

ITEM #6 Discuss and take appropriate action to approve the following job descriptions for the Nutrition Department as follows: (Rafael Reyes, Nutrition Director)

- (a) Modify duties of Assistant Program Director and change job title to Assistant Program Director of Congregate Operations G-30;

ACTION: _____

- (b) Modify duties of Program Accountant and change job title to Program Accountant/Community Resources Coordinator G-27 ;

ACTION: _____

- (c) Modify duties of Center Director and change job title to Director of Homebound Operations P-3;

ACTION: _____

- (d) Modify duties of Homebound Coordinator and change job title to Homebound Assessment Caseworker G-13;

ACTION: _____

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ITEM #7 Discuss and take appropriate action to allow the Human Resources Director to change typing skills speed of all existing Civil Service Covered Positions as necessary. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

ITEM #8 Discuss and take appropriate action to allow the Human Resources Director to correct as necessary the "Job Requirements" section of the existing job descriptions on file for Civil Service/Covered Positions. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

ITEM #9 Discuss and take appropriate action on the following Civil Service positions of the Human Resources Department as follows: (Robert M. Almanzán, Human Resources Director)

- (a) Modify the duties of Civil Service Support Clerk and change job title to Civil Service Coordinator G-19;

ACTION: _____

- (b) Create two (2) Civil Service Positions;
1. Training Manager
2. Risk Pool Coordinator

ACTION: _____

- (c) Correct and modify duties of the Risk Manager;

ACTION: _____

- (d) Make typographical corrections to Secretary, Worker's Compensation Coordinator, Employment Manager, and Human Resources Clerk positions;

ACTION: _____

GRIEVANCES

EXECUTIVE SESSION: CONSIDER EMPLOYEE GRIEVANCES PURSUANT TO TEXAS GOVERNMENT CODE 551.001 & 551.074.

ITEM #10 PATRICIA LORRAINE DIAZ, SENIOR CLERK I - EDWARD MIRANDA, ATTORNEY AT LAW (GUADALUPE APONTE, JUDGE - VALLI JO ACOSTA, SENIOR TRIAL ATTORNEY)

- (a) Discuss and take appropriate action on grievance filed/dated April 24, 2001 pertaining to Termination - Rule 2.74 (a); (b); (d); (e); & (f).

ACTION: _____

(TABLED FROM APRIL 3, 2001)

- (b) Discuss and take action on grievance filed/dated February 20, 2001 pertaining to Rules 2.74 (f); (a); (b) & (d); (Tabled from March 6, 20001)

ACTION: _____

- (c) Discuss and take action on grievance filed/dated March 8, 2001 pertaining to Rules 2.74 (a); (b); (d); & Warning Report dated 02/22/2001.

ACTION: _____

- (d) Discuss and take action on grievance filed/dated March 8, 2001 pertaining to Rule 2.74 (b); (d); Suspension & Warning Report dated 02/23/01.

ACTION: _____

ITEM #11 ELSA DE LA TORRE-BARBER, ACCOUNTING SUPERVISOR (HECTOR ENRIQUEZ, COUNTY CLERK - RALPH GIRVIN, SENIOR TRIAL ATTORNEY)

- (a) Discuss and take action on grievances filed/dated April 20, 2001 pertaining to Rules 2.74 (b) and (d);

ACTION: _____