



COUNTY OF EL PASO

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

Commissioners
Larry Day
L. Carlos Sandoval

MINUTES OF MAY 1, 2001

COMMISSIONERS PRESENT: DOUG HAMILTON, CHAIRMAN *DA*
LARRY DAY, COMMISSIONER
L. CARLOS SANDOVAL, 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 2:00 p.m. by Doug Hamilton, Chairman.

MOTION #1 APPROVED.
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: Chairman, Doug Hamilton stated that if there were no additions or corrections to the May 1, 2001 Civil Service minutes they would be filed as published.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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**MOTION #3 APPROVED/REVISIONS.
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: It was moved by L. Carlos Sandoval and seconded by Larry Day to accept changes in reference to Rule 1.55 of the Civil Service Rules and Regulations Book as follows:

All employees being reinstated within (6) six months will be entitled to restoration of benefits including sick leave balance, vacation accrual rate, immediate health and dental insurance coverage and the equivalent salary step based on seniority date at the time of separation.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

**MOTION #4 APPROVED/WITH AMENDMENT.
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: It was moved by L. Carlos Sandoval and seconded by Larry day to approve the newly created job description of Collections Specialist (Hospital Legal Unit) for the County Attorney's Office with the amendment on Job Standards section to read, High school diploma or equivalent.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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**MOTION #5 APPROVED.
ITEM #4**

Discuss and take appropriate action to approve the revised job description of Satellite Office Manager (Hospital Legal Unit) for the County Attorney's Office.

ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to approve the revised job description of Satellite Office Manager (Hospital Legal Unit) for the County Attorney's Office with the amendment on Job Standards section to read, High school diploma or equivalent.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

**MOTION #6 APPROVED.
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: It was moved by L. Carlos Sandoval and seconded by Larry Day to approve the request on Pool Vacation Leave submitted by Leonardo Soltero, Custodian to be a recipient for donated Vacation Leave.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

**MOTION #7 APPROVED TO TABLE.
ITEM #6**

Discuss and take appropriate action to approve the following job descriptions for the Nutrition Department as follows:

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

ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to table the modification duties of Assistant Program Director and change job title to Assistant Program Director of Congregate Operations G-30 for the next monthly meeting.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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

ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to table the modification of duties of Program Accountant and change job title to Program Accountant/Community Resources Coordinator G-27 for the next monthly meeting.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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

ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to table the modification duties of Center Director and change job title to Director of Homebound Operations P-3 for the next monthly meeting.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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

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ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to table the modification duties of Homebound Coordinator and change job title to Homebound Assessment Caseworker G-13 for the next monthly meeting.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

**MOTION #8 APPROVED/SUBMIT TO C.S.C. FOR REVIEW.
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: It was moved by L. Carlos Sandoval and seconded by Larry Day to grant authority to Robert M. Almanzán, Human Resources Director, to change typing skills speed of all existing Civil Service Covered Positions as necessary, with the stipulation that the changes be submitted to the Civil Service Commission for review.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

**MOTION #9 APPROVED/SUBMIT TO C.S.C. FOR REVIEW.
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: It was moved by L. Carlos Sandoval and seconded by Larry Day to grant authority to Robert M. Almanzán, Human Resources Director, to correct as necessary the “Job Requirements” section of the existing job descriptions on file for Civil Service/Covered positions with the stipulation that the changes be submitted to the Civil Service Commission for review.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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**MOTION #10 APPROVED A, C, & D - TABLED-B.
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: It was moved by Larry Day and seconded by L. Carlos Sandoval to modify the duties of the Civil Service Support Clerk and change job title to Civil Service Coordinator G-19.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED

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

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to table the creation of two (2) Civil Service positions: Training Manager and a Risk Pool Coordinator for the next monthly meeting.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the corrections and modification duties of the Risk Manager job description as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the typographical corrections to Secretary, Worker's Compensation Coordinator, Employment Manager, and Human Resources Clerk positions.

MOTION CARRIED.

VOTE: YES – Hamilton, Day, Sandoval

GRIEVANCE

EXECUTIVE SESSION: CHAIRMAN, DOUG HAMILTON ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS IN TO EXECUTIVE SESSION AT 2:30 P.M. TO CONSIDER AN EMPLOYEE GRIEVANCE PURSUANT TO TEXAS GOVERNMENT CODE 551.001 & 551.074.

MEETING RECONVENED

CHAIRMAN, DOUG HAMILTON, ANNOUNCED THAT THE COMMISSION WOULD RECESS INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 2:40 P.M.

**MOTION #11 APPROVED TO TABLE (A)
ITEM #10 (B, C & D WITHDRAWN)**

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

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

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ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to table the grievance filed/dated April 24, 2001 pertaining to Termination - Rule 2.74 (a); (b); (d); (e); & (f); as requested by Valli Acosta, Senior Trial Attorney and Edward Miranda, Attorney at Law with no further extension to be granted. The grievance will be heard June 5, 2001 at 2:00 p.m.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

(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, 2001)

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to withdraw the grievance filed/dated February 20, 2001 by Patricia Lorraine Diaz pertaining to Rule 2.74 f, a, b, & d as requested by both, Valli Acosta, Senior Trial Attorney and Edward Miranda, Attorney at Law.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to withdraw the grievance filed/dated March 8, 2001 pertaining to Rule 2.74 a, b, d and Warning Report dated 02/22/2001 as requested by both, Valli Acosta, Senior Trial Attorney and Edward Miranda, Attorney at Law.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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

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ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to withdraw the grievance filed/dated March 8, 2001 pertaining to Rule 2.74 b, d, Suspension & Warning Report dated 02/23/2001 as requested by both, Valli Acosta, Senior Trial Attorney and Edward Miranda, Attorney at Law.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

MOTION #2 TABLED.
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 Rule 2.74 (b) and (d).

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to table the grievance filed/dated April 20, 2001 by Elsa De La Torre-Barber pertaining to Rule 2.74 (b) and (d) as requested by Ralph Girvin, Senior Trial Attorney. The grievance will be heard June 5, 2001 at 2:00 p.m.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.


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MEETING ADJOURNED

By motion of Doug Hamilton and seconded by L. Carlos Sandoval, the meeting was adjourned at 2:45 p.m.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.



DOUG HAMILTON, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge