



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
FAX (915) 546-8126

*Chairman  
Doug Hamilton*

*Commissioners  
Larry Day  
L. Carlos Sandoval*

### MINUTES OF JUNE 5, 2001

COMMISSIONERS PRESENT:

*GA*  
DOUG HAMILTON, CHAIRMAN  
LARRY DAY, COMMISSIONER  
L. CARLOS SANDOVAL, COMMISSIONER

OTHERS PRESENT:

ROBERT M. ALMANZÁN,  
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

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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 May 1, 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.

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

Discuss and approve a request from Domingo Aranda Jr., Truck Driver II, Road & Bridge Department to be a recipient for donated vacation leave. (Domingo Aranda)

**ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to approve the request on Pool Vacation Leave submitted by Domingo Aranda to be a recipient for donated Vacation Leave.**

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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

Discuss and approve a request from Cristina Diaz, Caseworker, County Clerk's Office to be a recipient for donated vacation leave. (Cristina Diaz)

**ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the request on Pool Vacation Leave submitted by Cristina Diaz to be a recipient for donated Vacation Leave.**

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

**MOTION #4 ACCEPT/JOB DESCRIPTIONS.  
ITEM #4 TABLE ITEM FOR FURTHER STUDY.**

Discuss and accept the job descriptions that more accurately reflect the duties and functions of the positions been performed for the Consolidated Data Processing Department. (Peter Cooper, Chief Technology Officer)

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**ACTION:** It was moved by Larry Day and seconded by L. Carlos Sandoval to table the job descriptions that more accurately reflect the duties and functions of the positions been performed until the July meeting, to further study the matter.

**VOTE:** YES – Hamilton, Day, Sandoval

**MOTION CARRIED.**

**MOTION #5 APPROVED.  
ITEM #7**

Approve the rescheduling of the July meeting. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the rescheduling of the July 3, 2001 Civil Service Meeting due to the 4<sup>th</sup> of July Holiday. The meeting will be scheduled for July 10, 2001 at 3:00 p.m.

**VOTE:** YES – Hamilton, Day, Sandoval

**MOTION CARRIED.**

**GRIEVANCES**

**EXECUTIVE SESSION:** CHAIRMAN, DOUG HAMILTON ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS IN TO EXECUTIVE SESSION AT 2:15 P.M. TO CONSIDER AN EMPLOYEE GRIEVANCE PURSUANT TO TEXAS GOVERNMENT CODE 551.001 & 551.074.

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**MOTION #6 INFORMATIVE ITEM.  
ITEM #5**

**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).

**ACTION: No action was taken on the grievance filed/dated April 24, 2001 pertaining to termination and Rule 2.74 a, b, d, e, and f, by Patricia Lorraine Diaz, Senior Clerk I, Justice Peace #3, due to the fact, that the grievance was amicably resolved between County Attorney's Office and Edward Miranda, grievant's attorney.**

**MEETING RECONVENED**

**CHAIRMAN, DOUG HAMILTON, ANNOUNCED THAT THE COMMISSION WOULD RECESS INTO CLOSED SESSION TO DELIBERATE AT 2:45 P.M.**

**MEETING RECONVENED**

**CHAIRMAN, DOUG HAMILTON, ANNOUNCED THAT THE COMMISSION WOULD RECESS INTO OPEN SESSION AFTER CLOSED SESSION AT 2:56 P.M.**

**MOTION #7 GRIEVANCE DENIED.  
ITEM #6**

**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).

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**ACTION:** It was moved by L. Carlos Sandoval and seconded by Larry Day to deny the grievance filed/dated April 20, 2001 by Elsa De La Torre-Barber pertaining to Rule 2.74 (b) and (d) . Furthermore, the commission stated that the warning report dated April 6, 2001 stands as written.

**VOTE:** YES – Hamilton, Day, Sandoval

**MOTION CARRIED.**

**MEETING ADJOURNED**

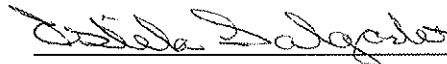
**By motion of Doug Hamilton and seconded by L. Carlos Sandoval, the meeting was adjourned at 2:58 p.m.**

**VOTE:** YES – Hamilton, Day, Sandoval

**MOTION CARRIED.**



DOUG HAMILTON, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge