



COUNTY OF EL PASO

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

Commissioners
Larry Day
L. Carlos Sandoval

MINUTES OF JULY 10, 2001

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

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY
TERRI ALMONTE, EMPLOYMENT MANAGER
KARLA HERNANDEZ, INTERN

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 3:03 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 June 5, 2001. (Robert M. Almanzán, Human Resources Director)

ACTION: Chairman, Doug Hamilton stated that if there were no additions or corrections to the June 5, 2001 Civil Service minutes they would be filed as published.

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MOTION #2 APPROVED.
ITEM #2

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. (Tabled from 06/05/01) (Peter Cooper, Chief Technology Officer)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the job descriptions that more accurately reflect the duties and functions of the positions been performed for the Consolidated Data Processing Department, with the corrections and revisions requested by Robert M. Almanzán, Human Resources Director.

The following job descriptions were approved with corrections/revisions as follows:

For all Job Descriptions where noted on the **KNOWLEDGE, SKILLS AND EXPERIENCE:**
(Delete - high school graduate may substitute 1 year of responsible related experience for every 30 hours of college credits) (Delete - high school graduates may substitute 1 year of responsible related programming work experience for every 30 hours of college credits)
Add - High school diploma or equivalent required.

Administrative Assistant II
Approved as submitted.

Administrative Service Manager
KNOWLEDGE, SKILLS AND EXPERIENCE:
(Delete - high school graduate may substitute 1 year of responsible related experience for every 30 hours of college credits)
Add - High school diploma or equivalent required.

Applications Systems Analyst I
KNOWLEDGE, SKILLS AND EXPERIENCE:
(Delete - high school graduate may substitute 1 year of responsible related experience for every 30 hours of college credits)
Add - High school diploma or equivalent required. Bachelor's degree in Computer Science preferred and 0-2 years experience in information systems.

Applications Systems Analyst II

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - high school graduate may substitute 1 year of responsible related experience for every 30 hours of college credits) or

Add - High school diploma or equivalent required. Associates degree required. Bachelor's degree in Computer Science required and 2-4 years experience in information systems.

Applications Systems Analyst III

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - high school graduate may substitute 1 year of responsible related experience for every 30 hours of college credits)

Add - High school diploma or equivalent required. Bachelor's degree in Computer Science required.

Chief Information Tech Officer

(Removed from Civil Service)

Client/Server Programmer I

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - to include (high school graduates may substitute 1 year of responsible related programming work experience for every 30 hours of college credits)

Add - High school diploma or equivalent required. Bachelor's degree in Computer Science required and 6 hours of structured programming and 3 hours of systems analysis and design required. 0-2 years information knowledge of coding;

Client/Server Programmer II

SUPERVISES: Delete - Lower Lever Programmers

Add - SUPERVISES: Programmer I

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - high school graduate may substitute 1 year of responsible related programming work experience for every 30 hours of college credits)

Add - High school diploma or equivalent required. Bachelor's degree in Computer Science preferred and 6 hours of structured programming and 3 hours of systems analysis and design required. 0-2 years information knowledge of coding;

Client Server Programmer III

SUPERVISES: Delete - Lower Lever Programmers

Add - SUPERVISES: Programmer II & I

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - high school graduate may substitute 1 year of responsible related programming work experience for every 30 hours of college credits)

Add - High school diploma or equivalent required. Bachelor's degree in Computer Science or related field to include 6 hours of structured programming and 3 hours of systems analysis and design **required.**

Computer Operations Supervisor

KNOWLEDGE, SKILLS AND EXPERIENCE:

Add - Bachelor's Degree in Computer Science or related field to include at least 5 years of operator experience in the field required.

Computer Operator I

Approved as submitted.

Computer Operator II

Approved as submitted.

Computer Operator III

Approved as submitted.

Customer Service Manager

KNOWLEDGE, SKILLS AND EXPERIENCE:

Delete - or equivalent experience

Data Control Clerk I

Approved as submitted.

Director Information Technology

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - Must maintain current broad knowledge of the general industry and direction in hardware and software. 30 hours of advance college credit may substituted for each two years of experience required).

Duties and Responsibilities: Add - Must maintain current broad knowledge of the general industry and direction in hardware and software.

Help Desk Support

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - experience with customer service support (high school graduate may substitute 1 year of responsible related experience for every 30 hours of college credits) Delete - and stay calm.

Add - High school diploma or equivalent required.

Help Desk Support Sr.

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete -high school graduate may substitute 1 year of responsible related experience for every 30 hours of college credits)

Help Desk Training Specialist

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - high school graduate may substitute 1 year of responsible related experience for every 30 hours of college credits)

Internet Applications Manager-Web

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - high school graduate may substitute 1 year of responsible related programming work experience for every 30 hours of college credits)

Inventory Control Analyst

KNOWLEDGE, SKILLS AND EXPERIENCE:

(Delete - Bachelor's Degree (high school graduate may substitute 1 year of responsible related work experience for every 30 hours of college credits)

Add - Associates degree

LAN Support I
Approved as submitted.

LAN Support II
Approved as submitted.

LAN Support III
KNOWLEDGE, SKILLS AND EXPERIENCE:
(Delete - high school graduate may substitute 1 year of responsible related work experience for every 30 hours of college credits) Delete or five years experience, Add - and five years experience,

Mainframe Programmer II
KNOWLEDGE, SKILLS AND EXPERIENCE:
(Delete - high school graduate may substitute 1 year of responsible related work experience for every 30 hours of college credits)

Mainframe Programmer III
KNOWLEDGE, SKILLS AND EXPERIENCE:
(Delete - high school graduate may substitute 1 year of responsible related programming work experience for every 30 hours of college credits)

Network Planning Manager
KNOWLEDGE, SKILLS AND EXPERIENCE:
(Delete - or an acceptable combination of experience and education)

Network Administrator
Approved as submitted.

Network Administrator Sr.
Approved as submitted.

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**PC Maint. Tech. I
Approved as submitted.**

**PC Maint. Tech. II
Approved as submitted.**

**PC Maint. Tech. III
Approved as submitted.**

**Project Lead-Business System Mgr.
Approved as submitted.**

**Web Writer I
KNOWLEDGE, SKILLS AND EXPERIENCE:
(Delete - of 2 years)
Add - High school diploma required. Associates Degree in a related field preferred
and 0-2 years of demonstrated experience in web page design, upkeep and
maintenance.**

NOTE: Official Job Descriptions will be filed at the Human Resources Department.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

**MOTION #3 APPROVED/LETTER OF WITHDRAWAL.
ITEM #3**

Discuss and take appropriate action to accept letter of withdrawal on grievance filed/dated 04/26/01 by Aaron Duron, Investigator, Medical Examiner's Office.

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ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to accept letter of withdrawal on grievance filed/dated 04/26/01 pertaining to Rule 2.74 (a) and Termination, as requested by Aaron Duron, ex-employee of the Medical Examiner's Office.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

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

Discuss and take appropriate action on the revisions and additions to the El Paso County Civil Service Rules and Regulations Book. The rules have already 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 revisions and additions to the El Paso County Civil Service Rules and Regulations Book as revised by Robert M. Almanzán, Human Resources Director. These rules have already been reviewed by the County Attorney's Office as follows:

RULE 1.13

The following definitions of employees are for payroll as well as for Civil Services purposes:

e) Exempt Employee: (Added)

Exempt employees are defined by the provisions of the Federal Fair Labor Standards Act and are compensated on a salary basis. Exempt employees have no legal right to receive overtime pay or compensatory time.

f) Non-exempt Employee: (Added)

Non-exempt employees are defined by the provisions of the Federal Fair Labor Standards Act and are compensated on an hourly basis. Non-exempt employees may not work in excess of 40 hours per week without compensation at time and one-half according to county overtime policy.

RULE 1.82 (Typographical Error)

The current Wage and Salary Administration Program, approved October 1, 1998 was established to provide mechanism whereby eligible El Paso County employees may be equitably compensated for the employee's increased value to the County through length of service.

RULE 1.83 (Revised)

The Wage & Salary Structure is composed of the following three categories: General Services, Professional Services, & Executive Services.

RULE 1.84 (Revised)

The General Services category contains 30 grade levels. The Professional Services category contains 32 grade levels. The Executive Services category contains 39 grade levels. Each step is a 2.5% increase for the previous step.

RULE 2.50 (Revised)

- a) Suspension without pay may be used when a non-exempt employee has committed a second violation that is subject to disciplinary action within a 12 month-period. No exempt employee may be suspended without pay.**

RULE 2.51 (Revised)

- a) In most cases, a suspension shall be for a set period of time ranging from one (1) to five (5) days depending on the type of violation.**
- b) During a suspension, a non-exempt employee shall not be eligible to use or accrue any type of County benefit.**

RULE 2.52 (Revised)

Suspended non-exempt employees reinstated to employment may receive back pay and benefits if approved by the El Paso County Commissioners Court.

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 3:49 P.M. TO CONSIDER EMPLOYEE GRIEVANCES PURSUANT TO TEXAS GOVERNMENT CODE 551.001 & 551.074.

MEETING RECONVENED

CHAIRMAN DOUG HAMILTON, ANNOUNCED THAT THE COMMISSION WOULD RECONVENE INTO CLOSED SESSION TO DELIBERATE AT 5:08 P.M.

MEETING RECONVENED

CHAIRMAN DOUG HAMILTON, ANNOUNCED THAT THE COMMISSION WOULD RECONVENE INTO OPEN SESSION AT 5:15 P.M.

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**MOTION #5 GRIEVANCE DENIED.
ITEM #5**

JUAN RUIZ JR. HEAVY EQUIPMENT OPERATOR I, ROAD & BRIDGE DEPT. - MARY BOWLES OR ARTURO HUERTA - REPRESENTATIVES (ROBERT RIVERA, PUBLIC WORKS/R&B ADMIN. - MARIA SALAS-MENDOZA, SENIOR TRIAL ATTORNEY)

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to deny the grievance dated/filed May 22, 2001 submitted by Juan Ruiz Jr., Heavy Equipment Operator I, pertaining to Rule 2.74 (a) & (b).

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

ARTURO MAGALLANEZ, TRUCK DRIVER II, ROAD & BRIDGE DEPT. - MARY BOWLES OR ARTURO HUERTA - REPRESENTATIVES (ROBERT RIVERA, PUBLIC WORKS/R&B ADMIN. - MARIA SALAS-MENDOZA, SENIOR TRIAL ATTORNEY)

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to deny the grievance dated/filed May 22, 2001 submitted by Arturo Magallanez, Truck Driver II, pertaining to Rule 2:74 (a) & (b).

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

JOSE ANGEL ARTEAGA JR., HEAVY EQUIPMENT OPERATOR I, ROAD & BRIDGE DEPT. - MARY BOWLES OR ARTURO HUERTA - REPRESENTATIVES (ROBERT RIVERA, PUBLIC WORKS/R&B ADMIN. - MARIA SALAS-MENDOZA, SENIOR TRIAL ATTORNEY)

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ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to deny the grievance dated/filed May 25, 2001 submitted by Jose Angel Arteaga Jr., Heavy Equipment Operator I, pertaining to Rule 2:74 (a) and (b).

MEETING ADJOURNED

By motion of Doug Hamilton and seconded by L. Carlos Sandoval, the meeting was adjourned at 5::20 p.m.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.



DOUG HAMILTON, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge