




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 SEPTEMBER 4, 2001

COMMISSIONERS PRESENT: DOUG HAMILTON, CHAIRMAN 
LARRY DAY, COMMISSIONER

COMMISSIONER ABSENT: L. CARLOS 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, Chairman.

ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of August 7, 2001. (Robert M. Almanzán, Human Resources Director)

ACTION: Chairman, Doug Hamilton stated that if there were no additions or corrections to the August 7, 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 Michelle Rodarte, Deputy Clerk, to be a recipient for donated Vacation Leave. (Michelle, Rodarte, County Clerk's Office)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the request on Pool Vacation Leave submitted by Michelle Rodarte, Deputy Clerk.

VOTE: YES – Day, Hamilton

MOTION CARRIED.

**MOTION #3 APPROVED/AMENDMENT ON RULING OF 07/10/01.
ITEM #3**

Discuss and take appropriate action on ruling of the July 10, 2001 Civil Service Commission meeting on Item #7 pertaining to Jose Angel Arteaga, Heavy Equipment Operator I, Road & Bridge Department. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the amendment on ruling of the July 10, 2001 Civil Service meeting on Item #7 as follows:

It was the decision of the Commission to deny the grievance dated/filed May 25, 2001 submitted by Jose Arteaga Jr., Heavy Equipment Operator I, Road & Bridge Department to include Rule 2.74 c & d.

VOTE: YES – Day, Hamilton

MOTION CARRIED.

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

Discuss and approve the modification of the job descriptions for the Consolidated Data Processing Department. (Tabled from 08/07/01) (Robert M. Almanzán, Human Resources Director)

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ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the job descriptions for the Consolidated Data Processing Department tabled from 08/07/01 as reviewed by Peter Cooper, Chief Technology Officer and Robert M. Almanzán, Human Resources Director to read as follows:

To be included on all CDP Job Descriptions submitted August 7, 2001 where a degree is required.

“The County of El Paso may upon its discretion accept an equivalency of 1-½ years of practical hands on experience in the required field to substitute for 30 college credit hours. (A Bachelor’s degree requirement is measured as 120 credit hours.)”

VOTE: YES – Hamilton, Day

MOTION CARRIED.

MEETING ADJOURNED

By motion of Larry Day and seconded by Doug Hamilton, the meeting was adjourned at 2:17 p.m.

VOTE: YES – Day, Hamilton

MOTION CARRIED.



DOUG HAMILTON, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge