



**EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA**

REGULAR MEETING

DATE: OCTOBER 2, 2001
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE
POSTED: THURSDAY, SEPTEMBER 27, 2001

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of September 4, 2001. (Robert M. Almanzán, Human Resources Director)

ACTION:

**PAGE 2
CIVIL SERVICE AGENDA
OCTOBER 2, 2001**

ITEM #2 Discuss and take appropriate action to approve the newly created job description of "Grant & Contract Coordinator" for the Community Development Department to be replaced with the current job description of Grants Spec./Budget Analyst. (Rodrigo Mercado, Director/Grant Administrator)

ACTION: _____

ITEM #3 Discuss and take appropriate action to approve the newly created job description of V.I.T. Enforcement Director for the County Tax Office to be replaced with the current job description of V.I.T. Investigator previously approved by Civil Service. (Victor Flores, Tax/Assessor Collector)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the job description of Assistant Facilities Manager for the Facilities Management Department. (*position was budgeted and approved in 10/98 but a job description was never submitted*) (Ted Traffansted, Facilities Manager)

ACTION: _____

GRIEVANCE

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

ITEM #5 JOSE SALGADO, SENIOR CLERK I, JUSTICE PEACE #7 - DANIEL G. MENA, ATTORNEY AT LAW (BRUCE KING, JUDGE, - RALPH GIRVIN, SENIOR TRIAL ATTORNEY)

ACTION: _____
