



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
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EL PASO, TEXAS 79901
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Chairman
Doug Hamilton

Commissioners
Larry Day
L. Carlos Sandoval

MINUTES OF FEBRUARY 5, 2002

COMMISSIONERS PRESENT: DOUG HAMILTON, CHAIRMAN ^{10/4}
LARRY DAY, COMMISSIONER
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 January 8, 2002. (Robert M. Almanzán, Human Resources Director)

ACTION: Chairman Doug Hamilton stated that if there were no additions or corrections to the January 8, 2002 Civil Service minutes they would be filed as published.

MOTION #1 **APPROVED WITH AMENDMENTS.**

ITEM #2

Review and accept the newly created job description of Assistant Director of Marketing for the Coliseum Department and delete the job description of Sports Marketing Authority. (Tabled from 1/8/02) (Brian Kennedy, Sports Authority & Tourism Director)

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ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to approve the newly created job description of Assistant Director of Marketing for the Coliseum Department and delete the job description of Sports Marketing Authority with amendments to the JOB STANDARDS section as follows:

Bachelor's Degree or ten (10) years of equivalent experience. Five (5) years progressive working experience in management, marketing or sponsorship. Five (5) years concurrent experience in event staging, coordination and management. Knowledge of planning, organizing and directing a wide variety of activities including but not limited to youth athletic programs, tournaments, obtaining sponsorship, corporate relations and ability to direct staff in such activities. Ability to be tactful and diplomatic in handling informational matters and dealing with public and governmental officials. Ability to develop and maintain contractual agreements. Experience in supervising and evaluating personnel. Must be available to work holidays, weekends and evenings plus flexible hours during the week.

VOTE: YES – Day, Hamilton, Sandoval

MOTION CARRIED.

MOTION #2 APPROVED.

ITEM #3

Discuss and approve a request from Jesus R. Morales, Utility Worker I, Ascarate Park to be a recipient for donated vacation leave. (Jesus R. Morales, Utility Worker I)

ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to approve the request on Pool Vacation Leave submitted by Jesus R. Morales, Utility Worker I.

VOTE: YES – Day, Hamilton, Sandoval

MOTION CARRIED.

MOTION #3 APPROVED.

ITEM #4

Authorize and approve the Human Resources Director to modify and correct existing job descriptions as needed. (Robert M. Almanzán, Human Resources Director)

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ACTION: It was moved by L. Carlos Sandoval and seconded by Doug Hamilton to authorize the Human Resources Director, Robert M. Almanzán, to align, clarify, and correct any existing job descriptions as needed, to include setting parameters on testing requirements.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

MEETING ADJOURNED

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

VOTE: YES – Day, Hamilton, Sandoval

MOTION CARRIED.



DOUG HAMILTON, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge