



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
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### MINUTES OF JUNE 4, 2002

COMMISSIONERS PRESENT: *D* 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 2:10 p.m. by Doug Hamilton, Chairman.

#### ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of April 2, 2002. (Robert M. Almanzán, Human Resources Director)

**ACTION:** Chairman Doug Hamilton stated that if there were no additions or corrections to the April 2, 2002 Civil Service minutes they would be filed as published.

MOTION #1 **APPROVED.**

#### ITEM #2

Discuss and take appropriate action to approve the newly created job description of Hot Check Office Coordinator for the County Attorney's Office. (Jo Anne Bernal, First Assistant County Attorney)

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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 Hot Check Office Coordinator for the County Attorney's Office.

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

**MOTION CARRIED.**

**MOTION #2 APPROVED WITH CHANGES.  
ITEM #3**

Discuss and take appropriate action to approve the newly created job description of **Homebound Case Manager** for the Nutrition Department. (Rafael Reyes, Nutrition Department)

**ACTION:** It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the newly created job description of Homebound Case Manager for the Nutrition Department with the following changes as follows:

**JOB SUMMARY:**

**Performs home visits to clients of the Texas Dept. of Human Services, Area Agency on Aging and Community Development Block Grant and ensures compliance with individual contract stipulations for these entities.**

**JOB STANDARDS:**

**Ninety (90) hours of College studies with courses in Psychology, Sociology, Social Sciences and Counseling. Ability to communicate in English/Spanish with the elderly. Writing skills, understanding of report writing and statistics. Time management skills.**

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

**MOTION CARRIED.**

**MOTION #3 TABLED.  
ITEM #4**

Discuss and take appropriate action to approve the newly created job description of **Director of Homebound Operations** for the Nutrition Department. (Rafael Reyes, Nutrition Director)

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**ACTION:** It was moved by Larry Day and seconded by Doug Hamilton to table the newly created job description of Director of Homebound Operations for the Nutrition Department as submitted by Rafael Reyes, Nutrition Director, until the next regularly scheduled meeting.

**MOTION #4 TABLED.**  
**ITEM #5**

Discuss and take appropriate action to amend the Discrimination/Sexual Harassment Policy of the El Paso County Civil Service Rules and Regulations Book. (Robert M. Almanzan, Human Resources Director)

**ACTION:** It was moved by L. Carlos Sandoval and seconded by Larry Day to postpone indefinitely the Discrimination/Sexual Harassment Policy of the El Paso County Civil Service Rules and Regulations Book. The matter will be submitted to the County Attorney's Office for review.

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

**MOTION CARRIED.**

**MOTION #5 ITEM DELETED.**  
**ITEM #6**

Discuss and take appropriate action to amend the El Paso County Substance Abuse Policy for the El Paso County Civil Service Rules and Regulations Book. (Robert M. Almanzan, Human Resources Director)

**ACTION:** It was moved by L. Carlos Sandoval and seconded by Larry Day to delete the item pertaining to the El Paso County Substance Abuse Policy for the El Paso County Civil Service Rules and Regulations Book.

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

**MOTION CARRIED.**

**GRIEVANCE**

**EXECUTIVE SESSION:** Chairman Doug Hamilton announced that the El Paso County Civil Service Commission would go into Executive Session at 2:30 p.m. to consider an employee grievance pursuant to Texas Government Code 551.074.

ITEM #7 Discuss a grievance filed/dated 04/08/02 regarding Nicolas Alba, Clerk III. (Nicolas Alba, County Clerk's Office) (Hector Enriquez, County Clerk - Ralph Girvin, Senior Trial Attorney)

The Commission recessed to deliberate at 3:45 p.m.

**Meeting Reconvened**

Chairman Doug Hamilton announced that the El Paso County Civil Service Commission would reconvene into regular open session following deliberation at 3:55 p.m.

**MOTION #6 GRIEVANCE DENIED & UPHOLD SUSPENSION IN IT'S ENTIRETY.**

It was moved by L. Carlos Sandoval and seconded by Larry Day to deny the grievance filed/dated 04/08/02 regarding Nicolas Alba, Clerk III, County Clerk's Office pertaining to Rule 2.50 and 2.74 (b) & (d) of the Civil Service Rules and Regulations Book and to uphold the suspension in it's entirety.

VOTE: YES – Hamilton, Day, Sandoval


MOTION CARRIED.

**MEETING ADJOURNED**

By motion of L. Carlos Sandoval and seconded by Doug Hamilton, the meeting was adjourned at 4:00 p.m.

VOTE: YES – Day, Hamilton, Sandoval

MOTION CARRIED.



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LARRY DAY, COMMISSIONER



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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge