



**EL PASO COUNTY  
CIVIL SERVICE COMMISSION**

**COMMISSION MEETING AGENDA**

**REGULAR MEETING**

**DATE: FEBRUARY 3, 2004**

**TIME: 2:00 P.M.**

**PLACE: COMMISSIONERS COURT CHAMBERS  
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE**

**POSTED: THURSDAY, JANUARY 29, 2004**

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**OPEN MEETING:**

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission re-scheduled meeting of January 6, 2004. (Robert M. Almanzán, Human Resources Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

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ITEM #2      Discuss and take appropriate action to approve a request for Rose M. Porras, Clerk I, District Clerk's office to be a recipient for donated vacation leave. (Rose M. Porras)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #3      Discuss and take appropriate action to approve a request for Erika Badillo, Legal Secretary, County Attorney's office to be a recipient for donated vacation leave. (Erika Badillo)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #4      Discuss and take appropriate action to approve the revised job description of "**Sportspark Assistant Director**" for the Parks & Recreation Department. (Sally Gavlik, Parks & Recreation Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #5      Discuss and take appropriate action to approve the job description of **Clerk III** - Criminal Fee Collections section, for the County Clerk's office. (Waldo Alarcon, County Clerk)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #6      Discuss and take appropriate action to approve the job description of **Senior Clerk II** – Criminal Fee Collections section for the County Clerk's office. (Waldo Alarcon, County Clerk)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

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ITEM #7 Discuss and take appropriate action to approve the newly created job description of **“Records Management Technician”** for the District Clerk’s office. (Gilbert Sanchez, District Clerk)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

**GRIEVANCES**

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071  
AND 551.074**

ITEM #8

(a) Discuss a grievance filed/dated December 15, 2003 regarding Daniel Moreno, Investigator, termination of employment from the Medical Examiner’s office. (Corrine Stern, Medical Examiner) **(Tabled from 01/06/04)**

**OPEN SESSION:**

ITEM #9

(a) Take appropriate action on a grievance filed/dated December 15, 2003 regarding Daniel Moreno, Investigator, Medical Examiner’s office pertaining to his termination of employment with the Medical Examiner’s office. (Corrine Stern, Medical Examiner)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_