



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

REGULAR MEETING

DATE: NOVEMBER 2, 2004

TIME: 2:00 P.M.

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

POSTED: FRIDAY, OCTOBER 29, 2004

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of October 5, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

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ITEM #2 Discuss and take appropriate action to approve a request for Aracely Gomez, Court Clerk, District Clerk's office, to be a recipient for donated vacation leave. (Aracely Gomez)

ACTION:

ITEM #3 Discuss and take appropriate action to approve a request for Elvia A. Ortiz, Data Entry I, Public Defender's office, to be a recipient for donated vacation leave. (Elvia A. Ortiz)

ACTION:

ITEM #4 Discuss and take appropriate action to approve a request for Cassandra Alvarez, Court Clerk, District Clerk's office, to be a recipient for donated vacation leave. (Cassandra Alvarez)

ACTION:

ITEM #5 Discuss and take appropriate action to approve the newly created job description of "**Water Systems Operator**" for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Administrator)

ACTION:

ITEM #6 Discuss and take appropriate action to approve the newly created job description of "**Civil Engineer III**" for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Administrator)

ACTION:

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ITEM #7 Discuss and take appropriate action to approve the newly created job description of "**Road Construction Inspector**" for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Administrator)

ACTION:

ITEM #8 Discuss and take appropriate action to approve the newly created job description of "**Engineer Tech II**" for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Administrator)

ACTION:

ITEM #9 Discuss and take appropriate action to approve the newly created job description of "**GIS Manager**" for the Road & Bridge Department. (Robert Rivera, Public Works/R&B Administrator)

ACTION:

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071
AND 551.074

ITEM #10

Discuss a grievance/appeal filed/dated September 7, 2004 regarding Virginia Saenz, Supervisor, District Clerk's office, pertaining **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney) (Tabled from October 5, 2004)

ITEM #11

Discuss a grievance/appeal filed/dated September 7, 2004 regarding Lucia Mendoza, Supervisor, District Clerk's office, pertaining **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney) (Tabled from October 5, 2004)

ITEM #12

Discuss a grievance filed/dated October 13, 2004 regarding Severo Estrada, Auto Mechanic II, Road & Bridge Department, pertaining (Suspension) & **Rule 2.74 (a), (b), & (d)**. (Robert Rivera, Public Works/R&B Administrator – Daniel Ordenez, Sr. Trial Attorney)

OPEN SESSION:

ITEM #13

Take appropriate action on a grievance/appeal filed/dated September 7, 2004 regarding Virginia Saenz, Supervisor, District Clerk's office, pertaining **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney) (Tabled from October 5, 2004)

ACTION:

ITEM #14

Take appropriate action on a grievance/appeal filed/dated September 7, 2004 regarding Lucia Mendoza, Supervisor, District Clerk's office, pertaining **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney) (Tabled from October 5, 2004)

ACTION:

ITEM #15

Take appropriate action on a grievance filed/dated October 13, 2004 regarding Severo Estrada, Auto Mechanic II, Road & Bridge Department, pertaining (Suspension) & **Rule 2.74 (a), (b), & (d)**. (Robert Rivera, Public Works/R&B Administrator – Daniel Ordenez, Sr. Trial Attorney)