



**EL PASO COUNTY
CIVIL SERVICE COMMISSION
COMMISSION MEETING AGENDA

REGULAR MEETING**

DATE: DECEMBER 7, 2004
TIME: 2:00 P.M.
**PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE**
POSTED: FRIDAY, DECEMBER 3, 2004

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of November 2, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

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ITEM #2 Discuss and take appropriate action to approve the newly created job description of "**Evidence Clerk**" for the District Clerk's office. (Gilbert Sanchez, District Clerk)

ACTION:

ITEM #3 Discuss and take appropriate action to approve the newly created job description of "**Project Coordinator (Digital Records)**" for the District Clerk's office. (Gilbert Sanchez, District Clerk)

ACTION:

ITEM #4 Discuss and take appropriate action to approve the newly created job description of "**Project Coordinator (Records Management)**" for the District Clerk's office. (Gilbert Sanchez, District Clerk)

ACTION:

ITEM #5 Discuss and take appropriate action to approve the newly created job description of "**Clerk II**" for the District Clerk's office. (Gilbert Sanchez, District Clerk)

ACTION:

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ITEM #6 Discuss and take appropriate action to approve the newly created job description of “**Rural Transit Manager**” for the Family & Community Services. (Rosemary Neill, Family & Community Svcs. Director)

ACTION:

ITEM #7 Discuss and take appropriate action for the **January 2005** Civil Service Commission meeting. (Robert M. Almanzán, Human Resources Director)

ACTION:

GRIEVANCES

EXECUTIVE SESION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

ITEM #8

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 Ordonez, Sr. Trial Attorney) (**Tabled from 11/02/04**)

ITEM #9

Discuss a grievance filed/dated November 9, 2004 regarding Margarita C. Lozano, Interpreter I, Council of Judges, pertaining to Suspension without pay, **Rule 2.50 (a), 2.74 ((b) and Appendix F: A (3)**. (Michael Izquierdo - Kitty Schild, Sr. Trial Attorney)

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OPEN SESSION:

ITEM #10

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 Ordonez, Sr. Trial Attorney) **(Tabled from 11/02/04)**

ACTION:

ITEM #11

Take appropriate action on a grievance filed/dated November 9, 2004 regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Suspension without pay, **Rule 2.50 (a), 2.74 ((b) and Appendix F: A (3)**. (Michael Izquierdo - Kitty Schild, Sr. Trial Attorney)

ACTION:
