



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

DATE: DECEMBER 6, 2005
TIME: 2:00 P.M.
**PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE**
POSTED: THURSDAY, DECEMBER 1, 2005

OPEN MEETING:

ITEM #1 Discuss and take appropriate action to approve minutes of the Civil Service Commission regularly scheduled meeting of November 1, 2005 & Special meeting of November 15, 2005. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

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ITEM #2 Discuss and take appropriate action to approve a newly created job description of “**Human Resources Assistant Director**”, to be replaced with the Employment Manager job description, for the Human Resources Department. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

ITEM #3 Discuss and take appropriate action to approve a newly created job description of “**Inventory Control Clerk**”, for the Road & Bridge Department. (Robert Rivera, Road & Bridge/Public Works Adm.)

ACTION: _____

ITEM #4 Discuss, and take appropriate action to approve a request from Arturo Magallanes, Heavy Equipment Operator I, Road & Bridge Department, to be a recipient for donated vacation leave. (Arturo Magallanez)

ACTION: _____

ITEM #5 Discuss and take appropriate action to change the Civil Service Commission regularly scheduled meeting of January 3, 2006 to January 10, 2006. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

ITEM #6 Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of July 26, 2005 pertaining to Ms. Irma Isais, Custodian I, Facilities Management Department. (Ted Traffansted, Facilities Manager, - Maria Salas-Mendoza, Sr. Trial Attorney)

ACTION: _____

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ITEM #7 Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Ms. Elvia Ivonne Marquez, Justice Peace #4 (**Written Warning of 08/02/05 – Rules 2.74 (a), (b), (d), (f), & 2.55 & Office Violation**). (Judge Rosalio Muñoz, Justice Peace #4 - Maria Salas-Mendoza, Sr. Trial Attorney)

ACTION: _____

ITEM #8 Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Ms. Elvia Ivonne Marquez, Justice Peace #4 (**2nd Warning of 07/11/05 – Rules 2.74 (a), (b), (d), (f), & 2.55**). (Judge Rosalio Muñoz, Justice Peace #4 - Maria Salas-Mendoza, Sr. Trial Attorney)

ACTION: _____

ITEM #9 Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Ms. Elvia Ivonne Marquez, Justice Peace #4 – (**Termination**). (Judge Rosalio Muñoz, Justice Peace #4 - Maria Salas-Mendoza, Sr. Trial Attorney)

ACTION: _____

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

ITEM #10 Discuss a grievance filed/dated October 14, 2005 regarding Valerie Forti, Court Clerk, District Clerk's office, pertaining to Warning Report of October 4, 2005. (Gilbert Sanchez, District Clerk - Kitty Schild, Sr. Trial Attorney)

OPEN SESSION:

ITEM #11 Take appropriate action on a grievance filed/dated October 14, 2005 regarding Valerie Forti, Court Clerk, District Clerk's office, pertaining to Warning Report of October 4, 2005. (Gilbert Sanchez, District Clerk - Kitty Schild, Sr. Trial Attorney)

ACTION:

NOTICE TO THE PUBLIC

No cell phones, audible pagers, and/or beepers while Court is in session.