



Chairperson
Paula Mitchell

Commissioners
Susanna Visconti
Trini Munoz

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

DATE: TUESDAY, APRIL 7, 2009
TIME: 3:00 P.M.
PLACE: COMMISSIONERS' COURTROOM #303
POSTED: THURSDAY, APRIL 2, 2009

OPEN MEETING

NOTICE TO THE PUBLIC

All matters listed under the Consent Agenda will be considered by the Civil Service Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Court or persons in the audience request that specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Court votes on the motion to adopt the Consent Agenda.

PUBLIC COMMENT:

Speaker's choice: Five (5) minutes per person during this segment regarding any items or three (3) minutes per person on each item as it appears on the agenda. The same will apply to any interest group consisting of three or more representatives.

CONSENT AGENDA

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of March 3, 2009. (Betsy C. Keller, Human Resources Director)

ACTION:

ITEM #2 Discuss and take appropriate on the requests from employees listed in the back up to be recipients of donated vacation leave. (Betsy C. Keller, Human Resources Director)

ACTION:

ITEM #3 Discuss and take appropriate action regarding the new format for County job descriptions. (Elsie West, Personnel Manager)

ACTION:

ITEM #4 Discuss and take appropriate action regarding policy change: **Promotions, Section 2.29** of the Civil Service Rules and Regulations Book. (Betsy C. Keller, Human Resources Director)

ACTION:

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ITEM #5 Discuss and take appropriate action to designate the following positions as employees not covered under the Civil Service Rules and in accordance with Rule 2.00 (b). (Bonnie Rangel, 171st District Judge)

a) Administrative Assistant, Senior; this position was transferred from the 065th District Court to the 171st District Court.

b) Office Specialist, Intermediate; this position was transferred from the Associate Family Court #1 to the 171st District Court.

ACTION:

ITEM #6 Discuss and take appropriate on the newly created job description of Maintenance/Water Operator Foreman for the Road & Bridge Department. (Elsie West, Personnel Manager)

ACTION:

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

ITEM #7 Discuss a grievance filed/dated 11/05/08, regarding Ruben Anguiano, Deputy Constable, Constable Pct. #4, pertaining to **Termination & Rule 7.09 (A-D)**. (Manuel Romero, Senior Trial Attorney – Luis Aguilar, Attorney At Law)

ITEM #8 Discuss a grievance filed/dated February 3, 2009, regarding Rosaura Loera, Court Clerk, District Clerk's office, pertaining to **Termination & Rules 2.51, 2.55, 6.02, 6.05, 6.08, 6.09, 7.05, & 7.09 (D)**. (Gilbert Sanchez, District Clerk - Janet I. Monteros, Senior Trial Attorney – Don Minton, Attorney At Law)

ITEM #9 Discuss a grievance filed/dated March 9, 2009, regarding Arturo Orozco, Probation Officer, Domestic Relations Office, pertaining to **Termination - Rules 2.51 and 2.53**. (Terry Pasqualone, Executive Director – Daniel Ordonez, Senior Trial Attorney).

OPEN SESSION:

ITEM #10 Take appropriate action on a grievance filed/dated 11/05/08, regarding Ruben Anguiano, Deputy Constable, Constable Pct. #4, pertaining to **Termination & Rule 7.09 (A-D)**. (Manuel Romero, Senior Trial Attorney – Luis Aguilar, Attorney At Law)

ACTION: _____

ITEM #11 Take appropriate action on a grievance filed/dated February 3, 2009, regarding Rosaura Loera, Court Clerk, District Clerk's office, pertaining to **Termination & Rules 2.51, 2.55, 6.02, 6.05, 6.08, 6.09, 7.05, & 7.09 (D)**. (Gilbert Sanchez, District Clerk - Janet I. Monteros, Senior Trial Attorney – Don Minton, Attorney At Law)

ACTION: _____

ITEM #12 Take appropriate action on a grievance filed/dated March 9, 2009, regarding Arturo Orozco, Probation Officer, Domestic Relations Office, pertaining to **Termination - Rules 2.51 and 2.53**. (Terry Pasqualone, Executive Director – Daniel Ordonez, Senior Trial Attorney).

ACTION: _____
