



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION

500 E. SAN ANTONIO, RM. 302

EL PASO, TEXAS 79901

(915) 546-2218

FAX (915) 546-8126

Chairperson
Paula Mitchell

Commissioners
Susanna Visconti
Trini Munoz

MINUTES OF APRIL 07, 2009

COMMISSIONERS PRESENT: TRINI MUNOZ, ACTING CHAIRPERSON 
SUSANNA VISCONTI, COMMISSIONER

OTHERS PRESENT: BETSY C. KELLER, HUMAN RESOURCES
LIZA REYES, HUMAN RESOURCES
ESTELA SALGADO, HUMAN RESOURCES
SUKY GOMEZ, HUMAN RESOURCES
CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE

ABSENT: PAULA MITCHELL, CHAIRPERSON

The El Paso County Civil Service Commission met in Commissioners Court Room and was called to order at 3:02 p.m. by Acting Chairman, Trini Munoz.

CONSENT AGENDA

ITEM #1

MOTION #1 APPROVED.

Discuss and take appropriate action to approve the minutes for the regularly scheduled meeting of March 3, 2009. (Betsy C. Keller, Human Resources Director).

ACTION: It was moved by Commissioner Visconti and seconded by Acting Chairman, Trini Munoz, to approve the minutes for the regularly scheduled meeting of March 3, 2009.

VOTE: YES - Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

ITEM #2

MOTION #1 APPROVED.

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

ACTION: It was moved by Commissioner Visconti and seconded by Acting Chairman, Trini Munoz, to approve the requests from employees listed in the back-up to be recipients of donated vacation leave.

VOTE: YES - Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

REGULAR AGENDA

ITEM #3

MOTION #2 APPROVED.

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

ACTION: It was moved by Commissioner Visconti and seconded by Acting Chairman, Trini Munoz, to approve the changes to the new format for County job descriptions; the physical requirements section that was previously deleted back in 2006, have been added back to the job descriptions, as submitted by Elsie West, Personnel Manager, Human Resources Department.

VOTE: YES - Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

ITEM #4

MOTION #3 APPROVED.

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: It was moved by Commissioner Visconti and seconded by Acting Chairman, Trini Munoz, to approve the policy change on Promotions, Section 2.29 of the Civil Service Rules and Regulations Book as submitted by Betsy C. Keller, Human Resources Director to read as follows:

Proposed policy:

Rule 2.29

Employees promoted to a higher grade will start at the entry level of the grade or the first step of the grade that provides a minimum of a 3.78% increase from the employee's previous hourly base pay rate, whichever rate is higher. The seniority date will change to reflect the promotion date.

VOTE: YES - Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

ITEM #5

MOTION #4 POSTPONED.

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: It was moved by Commissioner Visconti and seconded by Acting Chairman, Trini Munoz, to postpone the following items as requested by Judge Bonnie Rangel, 171st District Court. The item will be heard on May 5, 2009 at 3:00 p.m.

- 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.

VOTE: YES - Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

ITEM #6

MOTION #5 APPROVED.

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

ACTION: It was moved by Commissioner Visconti and seconded by Acting Chairman, Trini Munoz, to approve the newly created job description of Maintenance/Water Operator Foreman for the Road & Bridge Department.

VOTE: YES - Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

GRIEVANCE

EXECUTIVE SESSION:

On this day, the Civil Service Commission discussed Item #7 and #10 in open session due to the withdrawal of the grievance and Item #8 and 11 due to the postponement of the grievance.

ITEM #10

MOTION #6 WITHDRAWN.

Take appropriate action on a grievance filed/dated November 5, 2008 regarding Ruben Anguiano, Deputy Constable, Constable Precinct #4 pertaining to Termination & Rule 7.09 (A-D). (Manuel Romero, Senior Trial Attorney – Luis Aguilar, Attorney at Law)

ACTION: It was moved by Commissioner Visconti and seconded by Acting Chairman, Trini Munoz, to approve the withdrawal of a grievance filed/dated November 5, 2008 regarding Ruben Anguiano, Deputy Constable, Constable Precinct #4 pertaining to Termination & Rule 7.09 (A-D), due to the fact that there was a settlement agreement between the County Attorney's Office and Mr. Anguiano and agreed by both parties.

VOTE: YES – Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

ITEM #11

MOTION #7 POSTPONED.

Take appropriate action on a grievance filed/dated February 3, 2009 regarding Rosaura Loera, Court Clerk, District Clerk's Office pertaining to Termination & Rule 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: It was moved by Commissioner Visconti and seconded by Acting Chairman, Trini Munoz to postpone a grievance filed/dated February 3, 2009 regarding Rosaura Loera, Court Clerk, District Clerk's office pertaining to Termination & Rule 2.51, 2.55, 6.02, 6.05, 6.08, 6.09, 7.05, & 7.09 D. The grievance will be heard May 5, 2009 at 3:00 p.m.

VOTE: YES – Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

On this day, recording secretary announced that the Civil Service Commission would recess into executive session to discuss that following items pursuant to Texas Government Code § 551.074. The Court would reconvene to take official action.

On this day, the Civil Service Commission went into closed session to deliberate at 5:48 p.m. The Court reconvened into open session at 5:56 p.m.

ITEM #12

MOTION #8 GRIEVANCE DENIED AND TERMINATION UPHOLD.

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 2.55. (Terry Pasqualone, Executive Director – Daniel Ordonez, Senior Trial Attorney)

ACTION: It was moved by Commissioner Visconti and seconded by Acting Chairman, Trini Munoz to deny the grievance and uphold the Termination regarding Arturo Orozco, Probation Officer, Domestic Relations Office, pertaining to Termination - Rules 2.51 and 2.55. on a grievance filed/dated March 9, 2009. Janet I. Monteros, Sr. Trial Attorney, was representing the department due to the fact that Mr. Daniel Ordonez, Sr. Trial Attorney, was not able to attend the meeting.

VOTE: YES – Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

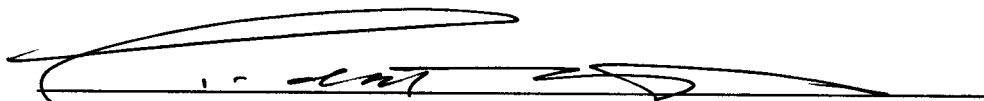
MEETING ADJOURNED

On this day, there being no further business to discuss, Acting Chairman, Trini Munoz moved to adjourn the meeting, seconded by Commissioner Visconti at 6:02 p.m.

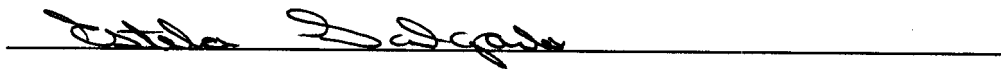
VOTE: YES – Visconti, Munoz

ABSENT: Mitchell

MOTION CARRIED.

A handwritten signature in black ink, appearing to read 'Trini Munoz', is written over a horizontal line.

TRINI MUNOZ, ACTING CHAIRMAN

Two handwritten signatures in black ink are written over a horizontal line. The first signature appears to read 'Estela Salgado' and the second appears to read 'Suky Gomez'.

ESTELA SALGADO & SUKY GOMEZ, RECORDING SECRETARY

cc: Anthony Cobos, County Judge