



**Chairperson**  
**Paula Mitchell**

**Commissioners**  
**Susanna Visconti**  
**Trini Munoz**

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

**DATE: TUESDAY, MAY 5, 2009**  
**TIME: 3:00 P.M.**  
**PLACE: COMMISSIONERS' COURTROOM #303**  
**POSTED: THURSDAY, APRIL 30, 2009**

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**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.

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**CIVIL SERVICE AGENDA**  
**MAY 5, 2009**

**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 April 7, 2009. (Betsy C. Keller, Human Resources Director)

**ACTION:**

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ITEM #2      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:**

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**REGULAR AGENDA**

ITEM #3      Discuss and take appropriate action regarding clarification on converting current job descriptions to the new job format. (Elsie West, Personnel Manager)

**ACTION:**

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ITEM #4      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, 171<sup>st</sup> District Judge) **(Postponed from April 7, 2009)**

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

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

ACTION: \_\_\_\_\_  
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GRIEVANCE

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074**

ITEM #5 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) **(Postponed from April 7, 2009)**

ITEM #6 Discuss a grievance filed/dated March 2, 2009, regarding Alfonso Frias, Deputy Constable, Constable Pct. #4 pertaining to **Termination, written warnings of 02/23/09, 02/25/2009 & Rules 6.01, 6.02, 6.08, 6.10, 2.51, 2.53, 7.09 (a) & (d)**. (Luis Aguilar, Constable, Pct. #4 – Javier Saucedo, Senior Trial Attorney – Jim Jopling, Attorney At Law)

**OPEN SESSION:**

ITEM #7 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) **(Postponed from April 7, 2009)**

ACTION: \_\_\_\_\_  
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ITEM #8 Take appropriate action on a grievance filed/dated March 2, 2009, regarding Alfonso Frias, Deputy Constable, Constable Pct. #4 pertaining to **Termination, written warnings of 02/23/09, 02/25/2009 & Rules 6.01, 6.02, 6.08, 6.10, 2.51, 2.53, 7.09 (a) & (d)**. (Luis Aguilar, Constable, Pct. #4 – Javier Saucedo, Senior Trial Attorney – Jim Jopling, Attorney At Law)

ACTION: \_\_\_\_\_  
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