



Chairperson
Paula Mitchell

Commissioners
Carol Garcia
Trini Munoz

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

DATE: TUESDAY, OCTOBER 6, 2009
TIME: 3:00 P.M.
PLACE: COMMISSIONERS' COURTROOM #303
POSTED: THURSDAY, OCTOBER 1, 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.

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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 September 1, 2009 and special meeting of September 17, 2009. (Betsy C. Keller, Human Resources Director)

ACTION: _____

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: _____

REGULAR AGENDA

ITEM #3 Discuss and take appropriate action on current grievances scheduled October 6th as listed in back-up and schedule a special meeting if necessary and review the current Docket Management Policy in place. (Betsy C. Keller, Human Resources Director)

ACTION: _____

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ITEM #4 Discuss and take appropriate action to create a list of nominees to be submitted to Commissioners' Court to form the County Ethics Commission as recommended by the El Paso County Civil Service Commission. (Dr. Paula Mitchell, Chairperson)

ACTION:

ITEM #5 Discuss and take appropriate action on change to Civil Service **Rule 7.23** regarding delivery of grievance documents, exhibits and witness lists. (Betsy C. Keller, Human Resources Director)

ACTION:

ITEM #6 Discuss and take appropriate action on the newly created job description of **Parking Garage Manager for the Facilities Management Department.** (Elsie West, Personnel Manager)

ACTION:

ITEM #7 Discuss and take appropriate action on the newly created job description of **Construction Project Manager for the Road & Bridge Department.** (Elsie West, Personnel Manager)

ACTION:

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

- ITEM #8 Discuss a grievance filed/dated July 10, 2009, regarding Laura Aranda, Collections Specialist, County Clerk's Office, pertaining to **Termination, and Rule 7.09 (A-D)**. (Delia Briones, County Clerk, - Manuel Romero, Sr. Trial Attorney) (Postponed from 09/01/09)
- ITEM #9 Discuss a grievance filed/dated August 20, 2009, regarding Jack E. Alayyan, Community Development Manager, Planning & Development's Office, pertaining to **Suspension, and Rule 7.09 (A-D)**. (Robert Rivera, Public Works/R&B – Jo Ann Bernal, 1st Assistant)
- ITEM #10 Discuss a grievance filed/dated July 30, 2009, regarding Diana Calamia, Project Coordinator, District Clerk's Office, pertaining to **Termination, Section II – 2.51, 2.52, Section IV 4.29, 4.30, 4.31, 4.37, 4.32**. (Gilbert Sanchez, District Clerk – Naomi Gonzalez, Sr. Trial Attorney)
- ITEM #11 Discuss a grievance filed/dated July 16, 2009, regarding German Avila, Deputy Constable, Constable Pct. #1, pertaining to **Demotion & Hostile Environment**. (Robert White, Constable Pct. #1 – Janet Monteros, Sr. Trial Attorney – Jim Jopling, Cleat Attorney)
- ITEM#12 Discuss a grievance filed/dated August 27, 2009, regarding Jazmine Zubia, Office Specialist, Intermediate, County Clerk's Office pertaining to **Suspension- 5 Days & Disciplinary Report**. (Delia Briones, County Clerk – Janet Monteros, Sr. Trial Attorney - Clara L. Buckland, Representative)

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OPEN SESSION:

ITEM #13 Take appropriate action on a grievance filed/dated July 10, 2009, regarding Laura Aranda, Collections Specialist, County Clerk's Office, pertaining to **Termination, and Rule 7.09 (A-D)**. (Delia Briones, County Clerk – Manuel Romero, Sr. Trial Attorney) (Postponed from 09/01/09)

ACTION: _____

ITEM #14 Take appropriate action on a grievance filed/dated August 20, 2009, regarding Jack E. Alayyan, Community Development Manager, Planning & Development's Office, pertaining to **Suspension, and Rule 7.09 (A-D)**. Robert Rivera, Public Works/R&B – Jo Ann Bernal, 1st Assistant)

ACTION: _____

ITEM #15 Take appropriate action on a grievance filed/dated July 30, 2009, regarding Diana Calamia, Project Coordinator, District Clerk's Office, pertaining to **Termination, Section II – 2.51, 2.52, Section IV 4.29, 4.30, 4.31, 4.37, 4.32**. (Gilbert Sanchez, District Clerk – Naomi Gonzalez, Sr. Trial Attorney)

ACTION: _____

ITEM #16 Take appropriate action on a grievance filed/dated July 16, 2009, regarding German Avila, Deputy Constable, Constable Pct. #1 pertaining to **Demotion & Hostile Environment**. (Robert White, Constable Pct. #1 – Janet Monteros, Sr. Trial Attorney – Jim Jopling, Cleat Attorney)

ACTION: _____

ITEM #17 Take appropriate action on a grievance filed/dated August 27, 2009, regarding Jazmine Zubia, Office Specialist, Intermediate, County Clerk's Office pertaining to **Suspension- 5 Days & Disciplinary Report**. . (Delia Briones, County Clerk – Janet Monteros, Sr. Trial Attorney - Clara L. Buckland, Representative)

ACTION: _____
