



Chairperson
Paula Mitchell

Commissioners
Carol Garcia
Trini Munoz

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

DATE: TUESDAY, NOVEMBER 3, 2009
TIME: 3:00 P.M.
PLACE: COMMISSIONERS' COURTROOM #303
POSTED: FRIDAY, OCTOBER 30, 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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CIVIL SERVICE 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 October 6, 2009 and special meeting of October 26, 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 the newly created job description of **Cashiers for multiple departments.** (Elsie West, Personnel Manager)

ACTION:

ITEM #4 Discuss and take appropriate action on **Rule 4.37** of the Civil Service Rules and Regulations Book. (Paula Mitchell, Chairperson)

ACTION:

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

- ITEM #5 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 #6 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)

OPEN SESSION:

- ITEM #7 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 #8 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: _____
