



## 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  
Trini Munoz  
Carol Garcia*

### MINUTES OF NOVEMBER 3, 2009

COMMISSIONERS PRESENT:  PAULA MITCHELL, CHAIRPERSON  
TRINI MUNOZ, COMMISSIONER  
CAROL GARCIA, COMMISSIONER

OTHERS PRESENT: LIZA REYES, HUMAN RESOURCES  
ESTELA SALGADO, HUMAN RESOURCES  
SUKIE GOMEZ, HUMAN RESOURCES  
CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE

ABSENT: BETSY KELLER, HUMAN RESOURCES DIRECTOR

---

The El Paso County Civil Service Commission met in Commissioners' Court Room and was called to order at 3:01 p.m. by Estela Salgado, Employment Civil Service/Specialist.

### PUBLIC COMMENT

On this day, the following person appeared before the Civil Service Commission to offer public comment.

Trini Munoz, Commissioner, spoke regarding changing the Civil Service Commission Meeting date of January 2010.

### CONSENT AGENDA

ITEM #1

**MOTION #1 APPROVED.**

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.

**PAGE 2  
CIVIL SERVICE MINUTUES  
NOVEMBER 3, 2009**

**ACTION:** It was moved by Trini Munoz, Commissioner and seconded by Carol Garcia, Commissioner, to approve the minutes of the Civil Service Commission regularly scheduled meetings of October 6, 2009 and special meeting of October 26, 2009 as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Munoz, Mitchell, Garcia

No – None

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 Trini Munoz, Commissioner and seconded by Carol Garcia, Commissioner, to approve the request from employees listed in the back up to be recipients of donated vacation leave as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Munoz, Mitchell, Garcia

No - None

MOTION CARRIED.

**REGULAR AGENDA**

**ITEM #3**

**MOTION #2 APPROVED.**

Discuss and take appropriate action on the newly created job description of Cashiers for multiple departments. (Elsie West, Personnel Manager)

**ACTION:** It was moved by Trini Munoz, Commissioner and seconded by Carol Garcia, Commissioner, to approve the newly created job description of Cashiers for multiple departments as submitted by Elsie West, Personnel Manager.

VOTE: YES - Munoz, Mitchell, Garcia

No - None

MOTION CARRIED.

**ITEM #4 NO ACTION TAKEN.**

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

**ACTION:** No action was taken on Rule 4.37 of the Civil Service Rules and Regulations Book. Christina Sanchez, County Attorney's Office and Human Resources Department will review and make any recommendations to the changes to be presented at the next regularly scheduled meeting.

**GRIEVANCES**

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

On this day, the Civil Service Commission discussed item #5 and #7, in open session due to dismissal of grievance.

On this day, the Civil Service Commission discussed item #6 and #8, in open session due to the fact the grievance on Mr. German Avila is in the process of a settlement agreement as informed by Ralph Girvin, County Attorney's Office and Attorney Jim Jopling, grievant's representative.

**ITEM #7**

**MOTION #3 GRIEVANCE DISMISSED.**

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).

**ACTION:** It was moved by Trini Munoz, Commissioner and seconded by Carol Garcia, Commissioner, to dismiss 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) due to the fact that Ms. Aranda failed to appear twice at the hearings.

VOTE: YES - Munoz, Mitchell, Garcia

No - None

MOTION CARRIED.

**PAGE 4  
CIVIL SERVICE MINUTUES  
NOVEMBER 3, 2009**

ITEM #8

**MOTION #4 POSTPONED.**

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:** It was moved by Trini Munoz, Commissioner and seconded by Carol Garcia, Commissioner, to postpone a grievance filed/dated July 16, 2009, regarding German Avila, Deputy Constable, Constable Pct. #1, pertaining to **Demotion & Hostile Environment** due to the fact that both parties are in the process of a settlement agreement and will present the detailed information to the Civil Service Commission at the December 1, 2009 meeting. Ralph Girvin, County Attorney's Office was speaking on behalf of Janet Monteros, County Attorney's Office who was not present.

VOTE: YES - Mitchell, Garcia, Munoz

No - None

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Commissioner, Trini Munoz and seconded by Carol Garcia, Commissioner, moved to adjourn the meeting, at 3:51 p.m.

VOTE: YES - Garcia, Munoz, Mitchell

MOTION CARRIED.

A handwritten signature in cursive script, reading "Paula Mitchell", written over a horizontal line.

PAULA MITCHELL, CHAIRPERSON

A handwritten signature in cursive script, reading "Estela Salgado", written over a horizontal line.

ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge