



**Chairperson**  
**Paula Mitchell**

**Commissioners**  
**Carol Garcia**  
**Trini Munoz**

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

**DATE: TUESDAY, DECEMBER 1, 2009**

**TIME: 3:00 P.M.**

**PLACE: JUDGES CONFERENCE ROOM #301**

**POSTED: MONDAY, NOVEMBER 23, 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.

**PAGE 2**  
**CIVIL SERVICE AGENDA**  
**December 1, 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 November 3, 2009. (Betsy C. Keller, Human Resources Director)

**ACTION:**

---

---

**REGULAR AGENDA**

ITEM #2      Discuss and take appropriate action on changing the meeting date for the regularly scheduled meeting of January 2010. (Trini Munoz, Civil Service Commissioner)

**ACTION:**

---

---

ITEM #3      Discuss and take appropriate action regarding the use of live streaming video of the Civil Service Commission meetings. (Liza Reyes, Assistant Human Resources Director)

**ACTION:**

---

---

**PAGE 3**  
**CIVIL SERVICE AGENDA**  
**December 1, 2009**

ITEM #4      Discuss and take appropriate action on **Rule 4.37** of the Civil Service Rules and Regulations Book. (Paula Mitchell, Chairperson) (Postponed from 11/03/2009)

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

ITEM #5      Discuss and take appropriate action on the adoption of a Civil Service Rule allowing covered employees to seek public office without having to resign their position. (Trini Munoz, Commissioner)

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

ITEM #6      Discuss and take appropriate to approve the revised job description of **Voter Registration Manager** for the Elections Department. (Elsie West, Personnel Manager)

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

ITEM #7      Discuss and take appropriate to approve the revised job description of **Grant Writer** for the Council of Judges. (Elsie West, Personnel Manager)

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

**GRIEVANCE**

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

- ITEM #8 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) (Postponed from 11/03/09)
- ITEM #9 Discuss a grievance filed/dated October 6, 2009, regarding Rose M. Porras, Office Specialist, Intermediate, District Clerk's Office pertaining to **Termination and Rule 7.09 A & D**. (Gilbert Sanchez, District Clerk – Janet Monteros, Sr. Trial Attorney – Theresa Caballero, Attorney at Law)

**OPEN SESSION:**

- ITEM #10 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) (Postponed from 11/03/09)

**ACTION:**

---

---

**PAGE 5**

**CIVIL SERVICE AGENDA**

**December 1, 2009**

ITEM #11     Take appropriate action on a grievance filed/dated October 6, 2009, regarding Rose M. Porras, Office Specialist, Intermediate, District Clerk's Office pertaining to **Termination and Rule 7.09 A & D.** (Gilbert Sanchez, District Clerk – Janet Monteros, Sr. Trial Attorney – Theresa Caballero, Attorney at Law)

**ACTION:**

---

---