



Chairperson
Paula Mitchell

Commissioners
Carol Garcia
Trini Munoz

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

DATE: TUESDAY, FEBRUARY 2, 2010
TIME: 3:00 P.M.
PLACE: COMMISSIONERS' COURTROOM #303
POSTED: THURSDAY, JANUARY 28, 2010

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 January 5, 2010. (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 a newly created job description of **Human Resources Supervisor** for the HR Department. (Elsie West, Personnel Manager)

ACTION: _____

ITEM #4 Discuss and take appropriate action on the newly created job description of **Infrastructure Project Coordinator** for the Road & Bridge Department. (Elsie West, Personnel Manager)

ACTION: _____

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ITEM #5 Discuss and take appropriate action on the newly created job description of **Office Specialist, Intermediate** for multiple departments. (Elsie West, Personnel Manager)

ACTION: _____

ITEM #6 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 #7 Discuss and take appropriate action to adopt a Rule that hearings on ethics violations by covered employees must first be heard by the Civil Service Commission. (Trini Munoz, Commissioner)

ACTION: _____

ITEM #8 Discuss and take appropriate action to adopt a Rule that any rule approved by the Ethic Commission that affects covered employees must first be approved by the Civil Service Commission. (Trini Munoz, Commissioner)

ACTION: _____

ITEM #9 Discuss and take appropriate action to adopt a Civil Service Rule granting subpoena power to the Civil Service Commissioners. (Trini Munoz, Commissioner)

ACTION: _____

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ITEM #10 Discuss and take appropriate action on providing Child Care Services to County employees as part of the county employee benefits. (Trini Munoz, Commissioner)

ACTION: _____

ITEM #11 Discuss and take appropriate action on supporting a call from County employees for the County to pay ½ of unused sick leave at the time of separation from duty. (Trini Munoz, Commissioner)

ACTION: _____

EXECUTIVE SESSION:

Pursuant to Texas Government Code, Chapter 551:

ITEM #12 Discuss a jurisdiction issue on grievance filed/dated January 6, 2010 regarding Rodney Treat, Deputy Constable, Constable Pct. #5. (Rodney Treat)

ITEM #13 Discuss a jurisdiction issue on grievance filed/dated January 6, 2010 regarding Alfredo Nava Jr., Deputy Constable, Constable Pct. #6. (Alfredo Nava Jr.)

REGULAR SESSION:

ITEM #14 Take appropriate action on a jurisdiction issue on grievance filed/dated January 6, 2010 regarding Rodney Treat, Deputy Constable, Constable Pct. #5. (Rodney Treat)

ACTION: _____

ITEM #15 Take appropriate action on a jurisdiction issue on grievance filed/dated January 6, 2010 regarding Alfredo Nava Jr., Deputy Constable, Constable Pct. #6. (Alfredo Nava Jr.)

ACTION: _____

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

- ITEM #16 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) (Postponed from 12/01/2009) (Postponed from 01/05/2010)
- ITEM #17 Discuss a grievance filed/dated October 14, 2009, regarding Rodney D. Treat, Deputy Constable, Constable Pct. #5 pertaining to **Termination-Age Discrimination & Rules 2.21, 2.39, & 2.43.** (Manny Lopez, Constable, Pct. #5 – Janet Monteros, Sr. Trial Attorney – Jim Jopling, Cleat Attorney) (Postponed from 01/05/2010)
- ITEM #18 Discuss a grievance filed/dated October 22, 2009, regarding Alfredo Nava Jr., Deputy Constable, Constable Pct. #6 pertaining to **Termination & Rules 2.37 – 2.44.** (Jesus Gustavo Ramirez, Constable, Pct. #6 – Andrew L. Steed/Bruce Ponder, Sr. Trial Attorney – Miles J. McNeal, Cleat Attorney) (Postponed from 01/05/2010)
- ITEM #19 Discuss a grievance filed/dated December 4, 2009, regarding Paul Sanchez, Office Specialist, Senior, JP#6, pertaining to **Termination & Rules 2.20, 2.51, 2.53 2.56, & 4.06.** (Jesus Gustavo Ramirez, Constable, Constable Pct. #6 – Rosendo Torres - Sr. Trial Attorney)

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OPEN SESSION:

ITEM #20 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) (Postponed from 12/01/2009)

ACTION: _____

ITEM #21 Take appropriate action on a grievance filed/dated October 14, 2009, regarding Rodney D. Treat, Deputy Constable, Constable Pct. #5 pertaining to **Termination-Age Discrimination & Rules 2.21, 2.39, & 2.43.** (Manny Lopez, Constable, Pct. #5 – Janet Monteros, Sr. Trial Attorney – Jim Jopling, Cleat Attorney) (Postponed from 01/05/2010)

ACTION: _____

ITEM #22 Take appropriate action on a grievance filed/dated October 22, 2009, regarding Alfredo Nava Jr., Deputy Constable, Constable Pct. #6 pertaining to **Termination & Rules 2.37 – 2.44.** (Jesus Gustavo Ramirez, Constable, Pct. #6 – Andrew L. Steed/Bruce Ponder Sr. Trial Attorney – Miles J. McNeal, Cleat Attorney) (Postponed from 01/05/2010)

ACTION: _____

ITEM #23 Take appropriate action on a grievance filed/dated December 4, 2009, regarding Paul Sanchez, Office Specialist, Senior, JP#6, pertaining to **Termination & Rules 2.20, 2.51, 2.53 2.56, & 4.06.** (Jesus Gustavo Ramirez, Constable, Constable Pct. #6 – Rosendo Torres - Sr. Trial Attorney)

ACTION: _____
