



Chairperson
Paula Mitchell

Commissioners
Carol Garcia
Trini Muñoz

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

DATE: TUESDAY, MARCH 2, 2010
TIME: 3:00 P.M.
PLACE: COMMISSIONERS' COURTROOM #303
POSTED: THURSDAY, FEBRUARY 25, 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.

PAGE 2
CIVIL SERVICE AGENDA
MARCH 2, 2010

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 February 2, 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 the revised job description of **Cashier** for **multiple departments**. (Elsie West, Personnel Manager)

ACTION: _____

ITEM #4 Discuss and take appropriate action on the revised job description of **Administrative Coordinator** for **Family & Community Development Services**. (Elsie West, Personnel Manager)

ACTION: _____

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

- ITEM #5 Discuss jurisdiction issue on grievance filed/dated January 27, 2010 regarding, Renato Rosales, Deputy Constable, Constable Pct. #1, and if the Commission does find jurisdiction, discuss grievance filed dated January 27, 2010 regarding Renato Rosales, Deputy Constable, Constable Pct. #1, pertaining to Rescind Letter of Resignation and Rules 2.50, 6.02, 6.05. (Robert White, Constable, Pct. #1 – Janet Monteros, Sr. Trial Attorney, - Jim Jopling, Cleat Attorney)
- ITEM #6 Discuss jurisdiction issue on grievance filed/dated February 3, 2010 regarding Marisela Casillas, Office Specialist, Intermediate, and if the Commission does find jurisdiction discuss grievance filed dated February 3, 2010 regarding Marisela Casillas, Office Specialist, Intermediate, County Clerk's Office pertaining to Termination and Rule 7.09 (A & D). (Delia Briones, County Clerk - Michael Wyatt, Sr. Trial Attorney)

OPEN SESSION:

- ITEM #7 Take appropriate action on grievance filed/dated January 27, 2010 regarding, Renato Rosales, Deputy Constable, Constable Pct. #1, and if the Commission does find jurisdiction, discuss grievance filed dated January 27, 2010 regarding Renato Rosales, Deputy Constable, Constable Pct. #1, pertaining to Rescind Letter of Resignation and Rules 2.50, 6.02, 6.05. (Robert White, Constable, Pct. #1 – Janet Monteros, Sr. Trial Attorney, - Jim Jopling, Cleat Attorney)

ACTION: _____

- ITEM #8 Take appropriate action on grievance filed/dated February 3, 2010 regarding Marisela Casillas, Office Specialist, Intermediate, and if the Commission does find jurisdiction discuss grievance filed dated February 3, 2010 regarding Marisela Casillas, Office Specialist, Intermediate, County Clerk's Office pertaining to Termination and Rule 7.09 (A & D). (Delia Briones, County Clerk - Michael Wyatt, Sr. Trial Attorney)

ACTION: _____

