



Chairperson
Paula Mitchell

Commissioners
Carol Garcia
Trini Muñoz

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

DATE: TUESDAY, JUNE 1, 2010
TIME: 3:00 P.M.
PLACE: COMMISSIONERS' COURTROOM #303
POSTED: THURSDAY, MAY 27, 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 May 4, 2010. (Betsy C. Keller, Human Resources Director)

ACTION:

REGULAR AGENDA

ITEM #2 Discuss and consider requesting modification from the state legislature of Chapter 158 County Civil Service, Subchapter A County Civil Service System, specifically paragraph 158.008 Appointment of Commission (regarding size of commission) and/or to consider adoption of Civil Service Rules which require meetings to be scheduled to allow all three members to present to facilitate business of the Commission. (Paula Mitchell, Chair)

ACTION:

ITEM #3 Discuss and take appropriate action concerning video recording and broadcasting of Civil Service Commission meetings and Policy Guidelines submitted by Robert Gallegos, Risk Manager. (Robert Gallegos, Risk Manager) **(Postponed from May 4, 2010)**

ACTION:

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ITEM #4 Discuss and take appropriate action in reference to current Civil Service **Rule 2.00 (b)** and accept the names of the employees who shall be considered by the Civil Service Commission to be non-covered as requested by Brian J. Haggerty, Judge, Justice Peace #2. (Brian J. Haggerty, Judge) (Reposted from May 4, 2010)

ACTION: _____

ITEM #5 Discuss and take appropriate action on the newly created job description of **Grant Administrator** for the **Council of Judges Office**. (Elsie West, Personnel Manager)

ACTION: _____

ITEM #6 Discuss and take appropriate action on the revised job description of **Parks Maintenance Worker** for **multiple departments**. (Elsie West, Personnel Manager)

ACTION: _____

ITEM #7 Discuss and take appropriate action on the revised job description of **Housing Coordinator** for **Family & Community Services Department**. (Elsie West, Personnel Manager)

ACTION: _____

ITEM #8 Discuss and take appropriate action on the newly created job description of **Business Applications Project Supervisor** for **ITD Department**. (Elsie West, Personnel Manager)

ACTION: _____

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ITEM #9 Discuss and take appropriate action on the newly created job description of **Network Server and Systems Supervisor** for **ITD Department**. (Elsie West, Personnel Manager)

ACTION: _____

ITEM #10 Discuss and take appropriate action on the newly created job description of **Visitation Specialist** for **Domestic Relations Office**. (Elsie West, Personnel Manager)

ACTION: _____

ITEM #11 Discuss and take appropriate action to amend **Rule 2.00 b** of the Civil Service Rules and Regulations book to read as follows: (Trini Muñoz, Commissioner)

b) An elected official within thirty (30) days of taking oath of office shall submit to the El Paso County Civil Service Commission any position(s) that shall not be covered by these Rules, provided that said position(s) involve confidentiality or policy making in the elected official's office. In the event a new position is added to the elected official's manning table more than 30 days after taking office, the elected official shall have 30 days after the approval of the new position by El Paso County Commissioners Court to submit the position to the El Paso County Civil Service Commission as not covered, provided the position meets the requirements listed above.

ACTION: _____

ITEM #12 Discuss and take appropriate to adopt a rule that uncovered employees under **Rule 2.00 b** are covered if they have been uncovered for a period of one (1) year. (Trini Muñoz, Commissioner)

ACTION: _____

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ITEM #13 Discuss and take appropriate to move the July and August meetings to the first Monday of the month as per Civil Service Rule 1.05. (Trini Muñoz, Commissioner)

ACTION: _____

ITEM #14 Discuss and take appropriate action to adopt a rule that an Elected Official or Department Head will notify a covered employee, in writing, at least ten (10) working days before the imposition of a suspension or termination. The notice will state any and all reasons with specificity and detail for the action. An employee will be given ample time to correct the reasons for the notice. (Trini Muñoz, Commissioner)

ACTION: _____

ITEM #15 Discuss and take appropriate action to pass a resolution in support of meet and confer rights for covered county employees and set up a committee to begin the drafting of the rules and regulations to be adopted by this commission. (Trini Muñoz, Commissioner)

ACTION: _____
