



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 JUNE 1, 2010

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

OTHERS PRESENT: BETSY C. KELLER, HUMAN RESOURCES
ROBERT GALLEGOS, HUMAN RESOURCES
ESTELA SALGADO, HUMAN RESOURCES
LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE

The El Paso County Civil Service Commission met in Commissioners' Court Room and was called to order at 3:00 p.m. by Paula Mitchell, Chair.

PUBLIC COMMENT

On this day, the following persons appeared before the Civil Service Commission to offer public comment and spoke regarding issues pertaining to 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 be present to facilitate business of the Commission.

Bill Arballo, Citizen
Jim Jopling, Cleat Attorney

On this day, the following persons appeared before the Civil Service Commission to offer public comment and spoke regarding issues on Civil Service Rule 2.00 (b).

PAGE 2
CIVIL SERVICE MINUTES
JUNE 1, 2010

Becky Gonzalez, JP#2
Brian Haggerty, J.P. #2
Bill Arballo, Citizen

CONSENT AGENDA

ITEM #1

MOTION #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: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to approve the minutes of the regularly scheduled meeting of May 4, 2010 as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Garcia, Muñoz

ABSTAIN – Mitchell

MOTION CARRIED.

ITEM #2

MOTION #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 be present to facilitate business of the Commission. (Paula Mitchell, Chair)

ACTION: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, that all future Civil Service meetings will require for all three (3) members of the El Paso County Civil Service Commission be present.

VOTE: YES - Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

REGULAR AGENDA

ITEM #3

MOTION #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: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to adopt the video recording and broadcasting of Civil Service Commission meetings and Policy Guidelines as submitted by Robert Gallegos, Risk Manager.

VOTE: YES - Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #4

MOTION #4 Discuss and take appropriate action in reference to current Civil Service **Rule 2.00(b)** and accept the positions 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).**

FIRST MOTION:

ACTION: It was moved by Trini Muñoz, Commissioner, and seconded by Paula Mitchell, Chair, to deny the request for the position of Administrative Assistant, Intermediate to be non-covered by the Civil Service Provision as submitted by Brian Haggerty, Judge, JP#2.

VOTE: YES - Muñoz, Mitchell

NO – Garcia

MOTION CARRIED.

ITEM #4

MOTION #5 Discuss and take appropriate action in reference to current Civil Service **Rule 2.00 (b)** and accept the positions –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).

SECOND MOTION:

ACTION: It was moved by Trini Muñoz, Commissioner, and seconded by Paula Mitchell, Chair, to deny the request for the position of Court Coordinator to be non-covered by Civil Service provisions as submitted by Brian Haggerty, Judge, JP#2.

VOTE: YES - Muñoz, Mitchell

NO – Garcia

MOTION CARRIED.

ITEM #5

MOTION #6 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: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to approve the newly created job description of **Grant Administrator** for the **Council of Judges Office** as submitted by **Elsie West, Personnel Manager**.

VOTE: YES - Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #6

MOTION #7 Discuss and take appropriate action on the revised job description of **Parks Maintenance Worker** for **multiple departments**. (Elsie West, Personnel Manager)

ACTION: It was moved by, Carol Garcia, Commissioner, and seconded by Trini Muñoz, Commissioner, to approve the revised job description of **Parks Maintenance Worker** for **multiple departments** as submitted by **Elsie West, Personnel Manager**.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #7

MOTION #8 Discuss and take appropriate action on the revised job description of **Housing Coordinator** for **Family & Community Services Department**. (Elsie West, Personnel Manager)

ACTION: It was moved by Carol Garcia, Commissioner, and seconded by Trini Muñoz, Commissioner, to approve the revised job description of Housing Coordinator for Family & Community Services Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #8

MOTION #9 Discuss and take appropriate action on the newly created job description of **Business Applications Project Supervisor** for ITD Department. (Elsie West, Personnel Manager)

ACTION: It was moved by Carol Garcia, Commissioner, and seconded by Trini Muñoz, Commissioner, to approve the newly created job description of **Business Applications Project Supervisor** for ITD Department, as submitted by Elsie West, Personnel Manager.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #9

MOTION #10 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: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to approve newly created job description of the **Network Server and System Supervisor** for ITD Department, as submitted by Elsie West, Personnel Manager.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #10

MOTION #11 Discuss and take appropriate action on the newly created job description of **Visitation Specialist** for Domestic Relations Office. (Elsie West, Personnel Manager)

ACTION: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to delete Item #10 pertaining on the newly created

job description of Visitation Specialist, for Domestic Relations Office, as requested by Elsie West Personnel Manager.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #11

MOTION #12 Discuss and take appropriate action to amend **Rule 2.00 b** of the Civil Service Rules and Regulations book. (Trini Muñoz, Commissioner)

ACTION: It was moved by, Carol Garcia, Commissioner, and seconded by Trini Muñoz, Commissioner, to amend Rule 2.00 (b) of the Civil Service Rules and Regulations book to read as follows:

b) An elected official within ~~thirty (30)~~ ninety (90) days of taking oath of office shall may 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.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #12

MOTION #13 Discuss and take appropriate action 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: It was moved by, Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to delete Item # 12 pertaining to the adoption of a rule that uncovered employees under Rule 2.00 (b) are covered if they have been uncovered for a period of one (1) year, as requested by Trini Muñoz, Commissioner.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

PAGE 7
CIVIL SERVICE MINUTES
JUNE 1, 2010

ITEM #13

MOTION #14 Discuss and take appropriate action 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: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to delete the request to move the July meeting, furthermore, to approve changing the August 3rd meeting to August 2, 2010.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #14

MOTION #15 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: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia Commissioner, to delete Item #14 pertaining 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, as requested by Trini Muñoz, Commissioner.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #15

MOTION #16 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: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to utilize the Employee Committee currently in place that was established by Human Resources and that said Employee Committee will begin to formulate Rules and Regulations to be adopted by the Civil Service Commission and any employee or association of labor group(s) to be included in this process.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

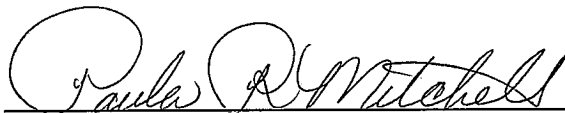
MEETING ADJOURNED

On this day, there being no further business to discuss, Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, moved to adjourn the meeting at 5:55 p.m.

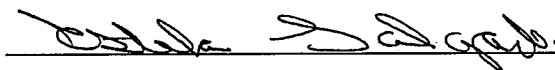
VOTE: YES - Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.



PAULA MITCHELL, CHAIR



ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge