



***Chairperson
Paula Mitchell***

***Commissioners
Carol Garcia
Trini Muñoz***

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

REGULAR MEETING

DATE: TUESDAY, JULY 6, 2010
TIME: 3:00 P.M.
PLACE: COMMISSIONERS' COURTROOM #303
POSTED: WEDNESDAY, JUNE 30, 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 June 1, 2010. (Betsy C. Keller, Human Resources Director)

ACTION:

ITEM #2 Discuss and take appropriate action to amend **Rule 1.05** of the Civil Service Rules and Regulations Book as per action taken on the Civil Service Meeting of June 1, 2010, Item #13 to read as follows: (Trini Muñoz, Commissioner)

1.05

Regular meetings shall be held on the first Tuesday of each month and shall comply with the Texas Government Code, Chapter 551. ("Texas Open Meetings Act"). ~~Two~~ Three Commission members must be present to constitute a quorum. Should the first Tuesday of the month fall on a County Holiday, the Civil Service Commission meeting for that month will be held on the second Tuesday of the month. The El Paso County Civil Service Commission may change the day designated for its regular meeting. Special meetings and emergency meetings may be held as permitted by the Texas Open Meetings Act.

ACTION:

ITEM #3 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 #4 Discuss and take appropriate action to rescind the non-covered status of the District Clerk's Office employees listed in the back-up and consider them to be covered as stated in Rule 1.09 of the Civil Service Rules and Regulations Book. (Gilbert Sanchez, District Clerk)

ACTION: _____

ITEM #5 Discuss and take appropriate action to approve the revised job description of **Office Administrative Support Manager for multiple departments** as submitted by Elsie West, Personnel Manager. (Elsie West, Personnel Manager)

ACTION: _____

ITEM #6 Discuss and take appropriate action to reconsider the designation of two (2) positions at Justice of the Peace #2 as exempt from coverage by the Civil Service System and that the item be heard as soon as possible. (Trini Muñoz, Commissioner)

ACTION: _____

ITEM #7 Discuss and take appropriate action regarding the request of Commissioners' Court and Judge Brian Haggerty's, (JP#2), request on **Court Coordinator** and **Administrative Assistant, Intermediate** positions to be exempt from the coverage of the Civil Service Rules pursuant to Civil Service Rule 2.00(b). (Paula Mitchell, Chair)

ACTION: _____

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ITEM #8 Discuss and determine whether grievance of Monica Miranda is within the jurisdiction of the Civil Service Commission and, if jurisdiction is found, discuss and take appropriate action on grievance of Monica Miranda pertaining to Rules 7.09 (a) and (d). (Monica Miranda) (Victor Flores, County Tax Assessor, - Gabriela Holguin-Edwards, Trial Team Chief)

ACTION: _____

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

ITEM #9 Discuss a grievance filed/dated June 9, 2010, regarding Maria G. Sanchez, Office Specialist, Senior, Justice of the Peace #5, pertaining to **Termination and Rule 7.09 A & D.** (Monica Teran, Justice of the Peace, JP#5 – Janet Monteros, Sr. Trial Attorney)

OPEN SESSION:

ITEM #10 Take appropriate action on grievance filed/dated June 9, 2010, regarding Maria G. Sanchez, Office Specialist, Senior, Justice of the Peace #5, pertaining to **Termination and Rule 7.09 A & D.** (Monica Teran, Justice of the Peace, JP#5 – Janet Monteros, Sr. Trial Attorney)

ACTION: _____
