



Chair
Carol Garcia

Commissioners
Kelly Dickson
Lee Urias

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

REGULAR MEETING

DATE: TUESDAY, JANUARY 3, 2012
TIME: 1:00 P.M.
PLACE: COMMISSIONERS' COURT ROOM #303
POSTED: WEDNESDAY, DECEMBER 28, 2011

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.

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 November 1, 2011. (Betsy C. Keller, Human Resources Director)

ACTION:

ITEM #2 Discuss and take appropriate action on the requests from employee(s) 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 to approve the updated job description of **Administrative Assistant** for multiple departments. (Elsie West, Personnel Manager)

ACTION:

ITEM #4 Discuss and take appropriate action to approve the newly created job description of **Billing Office Manager**, for the Border Children Mental Health Collaborative Department. (Elsie West, Personnel Manager)

ACTION:

ITEM #5 Discuss and take appropriate action to approve the updated job description of **Telecommunications Director** to **Senior Telecommunications Manager** for the Information Technology Department. (Elsie West, Personnel Manager)

ACTION:

ITEM #6 Discuss and take appropriate action to approve the newly created job description of **Groundskeeper** for the Public Works Department. (Elsie West, Personnel Manager)

ACTION:

ITEM #7 Discuss and take appropriate action to approve the updated job descriptions for the Purchasing Department. (Elsie West, Personnel Manager)

1. Update of the **Formal Bid Buyer** job description.
2. Update of the **Purchasing Utility Clerk** job description.
3. Update of the **Purchasing Foreman** job description.
4. Update of the **Inventory Analyst** job description.
5. Update of the **Inventory Data Liaison** job description.

ACTION:

ITEM #8 Discuss and take appropriate action to amend **Rule 2.49** of the El Paso County Civil Service Rules and Regulations by adding the following language. The language will be submitted to Commissioners' Court for final approval. (Betsy C. Keller, Human Resources Director)

VOLUNTARY SEPARATIONS

When an employee decides to leave employment, he/she must submit written notice to the immediate supervisor, Elected Official/Department Head, and Human Resources Department at least two weeks prior to departure except for good cause shown as determined by the department head. Due to the sensitive nature and strategic importance of department operations, Department Heads must submit written notice to Commissioners Court at least four weeks prior to departure except for good cause shown as determined by Commissioners Court.

Once notice is given, the employee may not take leave without prior approval from the department director or their designee. Failure to comply with this policy may be cause for denying re-employment with the County. Where an employee resigns to avoid dismissal or other corrective action, the resignation may be accepted and the employee would not be subject to rehire.

ITEM #9 Discuss and take appropriate action to determine whether good cause exists for the Civil Service Commission to re-open grievance filed/dated September 22, 2011, regarding Alfredo Nava Jr., Appeal Letter of Reprimand dated August 23, 2011 and Rules 6.00, 6.01, 6.02 and 6.09 (B&D) & 7.09. (Alfredo Nava Jr., Deputy Constable – Jim Jopling, Cleat Attorney at Law) (Oscar Robles, Constable – John Valdez, Senior Trial Attorney)

ACTION:

ITEM #10 Discuss and take appropriate action to determine whether good cause exists for the Civil Service Commission to re-open grievance filed/dated September 2, 2011, regarding Alfredo Nava Jr., Two (2) Day Suspension and Rules 6.00 6.01, 6.02, 6.09 (B) 6.09 (D) 7.09 (A&D). (Alfredo Nava Jr., Deputy Constable – Jim Jopling, Cleat Attorney at Law) (Oscar Robles, Constable – John Valdez, Senior Trial Attorney)

ACTION:

ITEM #11 Receive a Training Presentation on the Family and Medical Leave Act. (Gabriel Herrera, Human Resources)

ACTION:
