



## 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*  
*Carol Garcia*

*Commissioners*  
*Lee Urias*  
*Kelly Dickson*

### MINUTES OF JANUARY 3, 2012

COMMISSIONERS PRESENT: CAROL GARCIA, CHAIR  
KELLY DICKSON, COMMISSIONER  
LEE URIAS, COMMISSIONER

OTHERS PRESENT: CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE  
KEVIN MCCARY, COUNTY ATTORNEY'S OFFICE  
BETSY C. KELLER, HUMAN RESOURCES  
SUKY GOMEZ, HUMAN RESOURCES  
ELSIE WEST, HUMAN RESOURCES  
VALERIA FERNANDEZ, HUMAN RESOURCES

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The El Paso County Civil Service Commission met in Commissioners' Courtroom #303 and was called to order at 1:04 p.m. by Valeria Fernandez, Human Resources.

#### PUBLIC COMMENT

NONE.

#### CONSENT AGENDA

MOTION #1 APPROVED.  
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:** It was moved by Kelly Dickson, Commissioner, and seconded by Lee Urias, Commissioner, to approve the minutes of the Civil Service Commission regularly scheduled meeting of November 1, 2011.

VOTE: YES – Dickson, Urias, Garcia NO – None

MOTION CARRIED.

**MOTION #2 APPROVED.**  
**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:** It was moved by Kelly Dickson, Commissioner and seconded by Lee Urias, Commissioner, to approve the requests from employee(s) listed in the back up to be recipients of donated vacation leave.

VOTE: YES – Dickson, Urias, Garcia NO - None

MOTION CARRIED.

**REGULAR AGENDA**

**MOTION #3 APPROVED.**  
**ITEM #3**

Discuss and take appropriate action to approve the updated job description of **Administrative Assistant** for multiple departments. (Elsie West, Personnel Manager)

**ACTION:** It was moved by Kelly Dickson, Commissioner, and seconded by Lee Urias, Commissioner, to approve the updated job description of **Administrative Assistant** for multiple departments as submitted by Elsie West, Personnel Manager.

VOTE: YES – Dickson, Urias, Garcia NO – None

MOTION CARRIED.

**MOTION #4 APPROVED.**  
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:** It was moved by Kelly Dickson, Commissioner, and seconded by Lee Urias, Commissioner, to approve the updated job description of **Billing Office Manager** for the Border Children Mental Health Collaborative Department as submitted by Elsie West, Personnel Manager.

**VOTE:** YES – Urias, Dickson, Garcia NO - None

MOTION CARRIED.

**MOTION #5 APPROVED.**  
ITEM #5

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

**ACTION:** It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to approve the updated job description of **Telecommunications Director** to **Senior Telecommunications/Project Manager** for the Information Technology Department as submitted by Elsie West, Personnel Manager.

**VOTE:** YES – Dickson, Urias, Garcia NO – None

MOTION CARRIED.

**MOTION #6 APPROVED.**  
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:** It was moved by Kelly Dickson, Commissioner and seconded by Lee Urias, Commissioner, to approve the newly created job description of Groundskeeper for the Public Works Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Dickson, Urias, Garcia NO – None

MOTION CARRIED.

**MOTION #7 APPROVED.**  
ITEM #7

Discuss and take appropriate action to approve the updated or newly created job descriptions for the Purchasing Department. (Elsie West, Personnel Manager)

1. Update of the **Buyer** job description to **Formal Bid Buyer**.
2. Update of the **Purchasing Utility Clerk** job description.
3. Update of the **Inventory Control Supervisor** job description to **Purchasing Foreman**.
4. Update of the **Mail Room Copy Supervisor** job description to **Inventory Analyst**.
5. Newly created job description of **Inventory Data Liaison**.

**ACTION:** It was moved by Lee Urias Kelly Dickson, Commissioner, and seconded by Kelly Dickson, Commissioner, to approve the updated or newly created job description for Purchasing Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Dickson, Urias, Garcia NO – None

MOTION CARRIED.

**MOTION #8 APPROVED.**  
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)

**FIRST MOTION:**

**ACTION:** It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to amend Rule 2.49 of the El Paso County Civil Service Rules and Regulations by adding the following language.

### **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.

VOTE: YES – Dickson, Urias, Garcia NO – None

MOTION CARRIED.

### **SECOND MOTION:**

**ACTION:** It was moved by Kelly Dickson, Commissioner, and seconded by Lee Urias, Commissioner, to rescind first motion on Rule. 2.49 of the El Paso County Civil Service Rules and Regulations by adding the following language.

VOTE: YES – Dickson, Urias, Garcia NO – None

MOTION CARRIED.

### **THIRD MOTION:**

**ACTION:** It was moved by Lee Urias, Commissioner, to amend Rule. 2.49 of the El Paso County Civil Service Rules and Regulations by adding the following language.

### **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~~ suspension, the resignation may be accepted and the employee would not be subject to eligible for rehire.

VOTE: YES – Urias

NO – None

MOTION DIES FOR LACK OF A SECOND.

**FOURTH MOTION:**

**ACTION:** It was moved by Kelly Dickson, Commissioner, and seconded by Carol Garcia, Chair, to approve as amended on Rule. 2.49 of the El Paso County Civil Service Rules and Regulations by adding the following language.

**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~~ suspension, the resignation may be accepted and the employee would not be subject to rehire.

VOTE: YES – Dickson, Urias, Garcia

NO – None

MOTION CARRIED.

**MOTION #9 DENIED.**  
**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:** It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to deny the grievant's request 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.

VOTE: YES – Dickson, Urias, Garcia NO – None

MOTION CARRIED.

**MOTION #10 DENIED.**  
**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:** It was moved by Carol Garcia, Chair, and seconded by Kelly Dickson, Commissioner, to deny the grievant's request 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).

VOTE: YES – Dickson, Garcia NO - Urias

MOTION CARRIED.

**On this day the Civil Service Commission recessed at 2:18 p.m. and went back to open session at 2:27 p.m.**



**NO ACTION TAKEN.**  
ITEM #11

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

**ACTION:** This was an Informative item. No action was taken on the Family and Medical Leave Act training.

**MEETING ADJOURNED**

On this day, there being no further business to discuss, Kelly Dickson, Commissioner moved to adjourn the meeting at 3:10 p.m., Lee Urias, Commissioner seconded the motion.

VOTE: YES – Urias, Dickson, Garcia NO - None

MOTION CARRIED.

  
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CAROL GARCIA, CHAIR

  
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VALERIA FERNANDEZ, RECORDING SECRETARY