



RICARDO SAMANIEGO
El Paso County Judge

Dear Applicant,

Thank you for your interest in applying to serve as a member of the El Paso County Civil Service Board. This packet provides the necessary information for you to familiarize yourself with the responsibilities of this board and the necessary documents to begin the application process.

We appreciate your willingness to be involved in guiding the future of this board and its function of ensuring the health and vitality of our community.

As a member of this board, you will be expected to participate in the meetings and other tasks as deemed necessary to fulfill your post. You should participate actively in meetings and seeking as much information needed to help the board come to its decisions. Please be aware of the various duties, responsibilities and the time commitment that will be required of you.

After submitting this application, it will be reviewed and if it meets the qualifications needed to fill the vacancy, your information will be submitted for approval by the El Paso Commissioners Court.

If you have any further questions, please feel free contact the County Judge's office at (915) 546-2098. Again, thank you for your leadership and commitment

Sincerely,

Ricardo A. Samaniego
El Paso County Judge



El Paso County

CIVIL SERVICE BOARD

Board Overview

The El Paso County Civil Service System is a systematic method of hiring employees, managing employees and promoting employees based upon competency and performance. The following rules are designed to delineate and clarify the procedures for administering the El Paso County Civil Service System on a day to day basis for those employees who fall under civil service jurisdiction. The El Paso County Civil Service Commission was established on May 14, 1990 under authority of the preceding section.

Duties

- (a) Except as provided by Section 158.010, the commission shall adopt, publish, and enforce rules regarding:
- (1) The definition of a county employee;
 - (2) Selection and classification of county employees;
 - (3) Competitive examinations;
 - (4) Promotions, seniority, and tenure;
 - (5) Layoffs and dismissals;
 - (6) Disciplinary actions;
 - (7) Grievance procedures; and
 - (8) Other matters relating to the selection of county employees and the procedural and substantive rights, advancement, benefits, and working conditions of county employees.
- (b) The commission may adopt or use as a guide any civil service law or rule of the United States, this state, or a political subdivision in this state to the extent that the law or rule promotes the purposes of this subchapter and serves the needs of the county.
- (c) The commission may not adopt or enforce a rule requiring a county employee to retire because of age. The commission may adopt a rule requiring a county employee, on reaching an age set by the commission, to submit annually to the commission an affidavit from a physician stating that the employee is physically and mentally capable of continuing employment.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 881, § 2, eff. Sept. 1, 1989.

Seats

The three-member Commission shall be appointed by members of the El Paso County Commissioners Court. They serve as the members of the civil service commission that administers the system. The commissioners court shall designate one of the members as chairman of the commission. The commissioners court shall fill a vacancy on the commission by appointing a person to serve the unexpired part of the term of the member whose position is vacant.

Qualifications

To be eligible for appointment to the commission, a person must:

- (a) Be at least 25 years old;
- (b) and have resided in the county for the three years immediately preceding the date on which the person's term will begin.
- (c) A member of the Commissioners Court of a county with a population of 1.8 million or more is not prohibited from being appointed to the civil service commission.

Term

Each member of the commission is appointed for a term of two years.

Meeting Time

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 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.

Submit Application & Background Investigation Form to the
El Paso County Administrative Department at:

500 E. San Antonio, Suite 302A
El Paso, TX 79901
Phone: (915) 546-2215
Fax: (915) 546-2217 or via email
Email: countychiefadmin@epcounty.com

COUNTY CIVIL SERVICE SYSTEM

CHAPTER 158.

SUBCHAPTER A. COUNTY CIVIL SERVICE SYSTEM

§ 158.001. Definitions

In this subchapter:

- (1) "Commission" means a county civil service commission.
- (2) "Employee" means a person who obtains a position by appointment and who is not authorized by statute to perform governmental functions involving an exercise of discretion in the person's own right, unless the person is included by a local civil service rule adopted under the procedures outlined in Section 158.009; or a person included in the coverage of a county civil service system as the result of an election held under Section 158.007. The term does not include a person who holds an office the term of which is limited by the constitution of this state.
- (3) "Department" means a county, district, or precinct office or officer, agency, or board that has jurisdiction and control of the performance of employees' official duties.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 881, § 1, eff. Sept. 1, 1989.

§ 158.002. Eligible Counties

A county with a population of 200,000 or more may, in accordance with this subchapter, create a county civil service system to include all the employees of the county who are not exempted from the system by the express terms or judicial interpretations of this subchapter or by the operation of Subchapter B.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 158.003. Creation by Order

- (a) A county civil service system may be created by an order adopted by a majority of the members of the Commissioners Court of the county.
- (b) A copy of an order adopted under this section shall be placed in the minutes of the court's proceedings. The copy of the order is public information.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 158.004. Creation by Election

- (a) A county civil service system may be created by approval of the system by a majority of the qualified voters of the county voting at an election called for that purpose.
- (b) The commissioners court by order may call an election on the question of the creation of a county civil service system.
- (c) The commissioners court shall hold the election called under this section on the first authorized uniform election date prescribed by Chapter 41, Election Code, that allows sufficient time for publication of the notice required by Subsection (e) and for compliance with any other requirements established by law.
- (d) The order calling the election must specify the date, time, and place of the election, the form of the ballots, and the name of the presiding judge for each voting place.
- (e) In addition to the notice required by Chapter 4, Election Code, the commissioners court must publish in a newspaper of general circulation in the county a substantial copy of the order calling the election. The first publication must be made on or before the 15th day before the date of the election and continue once a week for two consecutive weeks.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 158.005. Ballots and Voting at Election to Create System

- (a) Each qualified voter of the county is entitled to vote at the election.
- (b) The commissioners court shall order the ballot at the election to be printed to provide for voting for or against the proposition: "Creation of a county civil service system."

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 158.006. Result of Election to Create System

- (a) The presiding judge of each voting place shall supervise the counting of votes cast at the election.
- (b) Within 24 hours after the election, each judge shall certify to the commissioners court the results of the election at the voting place.
- (c) A copy of the results of the election shall be filed with the county clerk. The copy on file with the county clerk is a public record.
- (d) If the proposition is approved, the commissioners court shall declare the result and by order create the county civil service system. A copy of the order creating the system shall be placed in the minutes of the court's proceedings.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 158.0065. Petition to Create by Order or Election

- (a) This section applies only in a county with a population of 290,000 or more that would not be eligible to expand or dissolve the system under Section 158.007.
- (b) The commissioners court of a county that receives a petition signed by at least 50 percent of the county's employees requesting the creation of a county civil service system shall vote not later than the 30th day after the date that the court receives the petition whether to create a system by adopting an order under Section 158.003. If the court does not create a system as provided by Section 158.003, the court shall call an election to decide the question as provided by Sections 158.004-158.006.

Added by Acts 1991, 72nd Leg., ch. 548, § 1, eff. June 15, 1991.

§ 158.007. Expanded Coverage or Dissolution of System in Populous Counties

- (a) In a county that has a population of more than 1.3 million and a civil service system created under this subchapter, the qualified voters of the county, voting at an election called for that purpose, may determine whether the system will be dissolved or expanded to cover the employees, except licensed attorneys, of the office of district or criminal district attorney, the adult and juvenile probation officers and their assistants, personnel in the county auditor's office including all assistant county auditors, and all other employees of the county not included in the coverage of the system and not specifically exempted by Section 158.013 or Subchapter B.
- (b) The commissioners court of an eligible county by order may call an election on the question of the expansion or dissolution of a county civil service system as provided by Subsection (a).
- (c) Except as otherwise provided by this section, the election must be held in the manner provided for an election to create a county civil service system.
- (d) The election must be held on the date of the general election for state and county officers.
- (e) Each qualified voter of the county is entitled to vote at the election.
- (f) The commissioners court shall order the ballot at the election to be printed to provide for voting for or against the proposition: "Keeping and expanding the county civil service system."
- (g) The commissioners court shall declare the results and, if the proposition is approved by a majority of the qualified voters voting at the election, by order expand the coverage of the system as provided by Subsection (a).
- (a). If the proposition is not so approved, the commissioners court by order shall dissolve the county civil service system. A copy of the order expanding or dissolving the system shall be placed in the minutes of the court's proceedings.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

Amended by Acts 2001, 77th Leg., ch. 669, § 70, eff. Sept. 1, 2001.

§ 158.008. Appointment of Commission

(a) If a civil service system is created under this subchapter, the commissioners court shall appoint three persons to serve as the members of the civil service commission that administers the system. The commissioners court shall designate one of the members as chairman of the commission.

(b) Each member of the commission is appointed for a term of two years.

(c) The commissioners court shall fill a vacancy on the commission by appointing a person to serve the unexpired part of the term of the member whose position is vacant.

(d) To be eligible for appointment to the commission, a person must:

(1) be at least 25 years old; and

(2) have resided in the county for the three years immediately preceding the date on which the person's term will begin.

(e) A member of the commissioners court of a county with a population of 1.8 million or more is not prohibited from being appointed to the civil service commission.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

Amended by Acts 2001, 77th Leg., ch. 830, § 1, eff. June 14, 2001.

§ 158.009. Powers of the Commission

(a) Except as provided by Section 158.010, the commission shall adopt, publish, and enforce rules regarding:

(1) The definition of a county employee;

(2) Selection and classification of county employees;

(3) Competitive examinations;

(4) Promotions, seniority, and tenure;

(5) Layoffs and dismissals;

(6) Disciplinary actions;

(7) Grievance procedures; and

(8) Other matters relating to the selection of county employees and the procedural and substantive rights, advancement, benefits, and working conditions of county employees.

(b) The commission may adopt or use as a guide any civil service law or rule of the United States, this state, or a political subdivision in this state to the extent that the law or rule promotes the purposes of this subchapter and serves the needs of the county.

(c) The commission may not adopt or enforce a rule requiring a county employee to retire because of age. The commission may adopt a rule requiring a county employee, on reaching an age set by the commission, to submit annually to the commission an affidavit from a physician stating that the employee is physically and mentally capable of continuing employment.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 881, § 2, eff. Sept. 1, 1989.

§ 158.010. Employment By Departments

(a) The head of each department included in the coverage of a county civil service system may assume responsibility for selecting all persons who are to be employees of that department.

(b) A person employed by a department whose head has assumed responsibility as provided by Subsection (a) serves as a probationary employee during the first six months after selection and may not be included in the coverage of the county civil service system during that six-month period. At the end of the six-month period the person's employment may be terminated or the person may be made a permanent employee by the head of the department.

(c) On becoming a permanent employee, a person comes under the coverage of the county civil service system and is fully entitled to all benefits of and subject to all obligations imposed by the system.

(d) This section does not affect the status of any person who is an employee of a department under a county civil service system on the date the head of the department assumes responsibility for selecting persons who are to be employees of that department.

(e) The rules adopted by the commission under Section 158.009 relating to the selection and classification of county employees and to competitive examinations for selection apply to the initial hiring of personnel under this section.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 881, § 3, eff. Sept. 1, 1989.

§ 158.011. Compensation and Staff

The members of the commission serve without compensation, but the commissioners court shall reimburse each member for all necessary expenses incurred in performing the member's duties. The commissioners court shall provide the commission with adequate office space and sufficient funds to employ an adequate staff and to purchase necessary supplies and equipment.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 158.012. Appeals

(a) A county employee who, on a final decision by the commission, is demoted, suspended, or removed from the employee's position may appeal the decision by filing a petition in a district court in the county within 30 days after the date of the decision.

(b) An appeal under this section is under the substantial evidence rule, and the judgment of the district court is appealable as in other civil cases.

(c) If the district court renders judgment for the petitioner, the court may order reinstatement of the employee, payment of back pay, or other appropriate relief.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1997, 75th Leg., ch. 68, § 1, eff. Sept. 1, 1997.

§ 158.0121. Review Under Substantial Evidence Rule

In an appeal under Section 158.012, the district court may not substitute its judgment for the judgment of the commission on the weight of the evidence on questions committed to the commission's discretion but:

(1) May affirm the commission's decision in whole or in part; and

(2) Shall reverse or remand the case for further proceedings if substantial rights of the petitioner have been prejudiced because the commission's findings, inferences, conclusions, or decisions are:

(A) In violation of a constitutional or statutory provision;

(B) In excess of the commission's authority;

(C) Made through unlawful procedure;

(D) Affected by other error of law;

(E) Not reasonably supported by substantial evidence considering the reliable and probative evidence in the record as a whole; or

(F) Arbitrary or capricious, characterized by abuse of discretion, or clearly an unwarranted exercise of discretion.

Added by Acts 1997, 75th Leg., ch. 68, § 2, eff. Sept. 1, 1997.

§ 158.0122. Procedures for Review Under Substantial Evidence Rule

(a) After service of the petition on the commission and within the time permitted for filing an answer or within additional time allowed by the court, the commission shall send to the reviewing court the original or a certified copy of the entire record of the proceeding under review. The record shall be filed with the clerk of the court. The record may be shortened by stipulation of all parties to the review proceedings. The court may assess additional costs against a party who unreasonably refuses to stipulate to limit the record, unless the party pays all costs of record preparation. The court may require or permit later corrections or additions to the record.

(b) A party may apply to the court to present additional evidence. If the court is satisfied that the additional evidence is material and that there were good reasons for the failure to present it in the proceeding before

the commission, the court may order that the additional evidence be taken before the commission on conditions determined by the court. The commission may change its findings and decisions by reason of the additional evidence and shall file the additional evidence and any changes, new findings, or decisions with the reviewing court.

(c) The party seeking judicial review shall offer, and the reviewing court shall admit, the commission record into evidence as an exhibit.

(d) The court shall conduct the review sitting without a jury and is confined to the commission record, except that the court may receive evidence of procedural irregularities alleged to have occurred before the commission that are not reflected in the record.

Added by Acts 1997, 75th Leg., ch. 68, § 2, eff. Sept. 1, 1997.

§ 158.0123. Cost of Preparing Commission Record

(a) The commission may require a party who appeals a final decision under Section 158.012 to pay one-half of the cost of preparation of the original or a certified copy of the record of the commission proceeding that is required to be sent to the reviewing court.

(b) A charge imposed under this section is a court cost and may be assessed by the court in accordance with the Texas Rules of Civil Procedure.

Added by Acts 1997, 75th Leg., ch. 68, § 2, eff. Sept. 1, 1997.

§ 158.013. Exemptions

(a) A person who on August 30, 1971, was an employee of an eligible county under this subchapter may not be required to take a competitive examination or perform any other act to maintain the position held on that date.

(b) This subchapter does not apply to:

- (1) Assistant district attorneys, investigators, or other employees of a district or criminal district attorney, except as provided by Section 158.007;
- (2) The official shorthand reporter of a court; or
- (3) An elected or appointed officer under the constitution.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 158.014. Dissolution of System

(a) If, after a civil service system under this subchapter has been in effect for at least one year, 10 percent of the qualified voters of the county petition the commissioners court to dissolve the system, the commissioners court shall call an election to determine whether the system will be dissolved.

(b) An election under this section must be held in the manner provided for an election to create a county civil service system.

(c) The ballot for the election shall be printed to provide for voting for or against the proposition: "Dissolution of the county civil service system."

(d) If the proposition is approved by a majority of the qualified voters voting at the election, the commissioners court shall declare the result and by order dissolve the civil service system. A copy of the order dissolving the system shall be placed in the minutes of the court's proceedings.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 158.015. Limitation on Elections

The commissioners court may not call an election under Section 158.004 or 158.014 for at least two years after the date of any previous election under either of those sections.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.



El Paso County

Application for Civil Service Board

Name: _____ Voting Precinct: _____

Home Address:

STREET CITY STATE ZIP

Phone number: _____ Cell Phone number: _____

E-mail address: _____

PURSUANT TO TEXAS GOVERNMENT CODE, SEC. 522.021. I ELECT THAT MY HOME ADDRESS & TELEPHONE NUMBER (CHECK ONE): MAY BE RELEASED / SHALL NOT BE RELEASED TO THE PUBLIC UPON REQUEST UNDER THE TEXAS OPEN RECORDS ACT. FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.

Place of Employment: _____

Business Address: _____

STREET CITY STATE ZIP

Telephone: () _____ Fax Number: () _____

Professional Background:

Educational Background:

Three (3) personal or professional references not related to you:

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

Previous volunteer organizations and/or community service:

Length of Residency in El Paso County: _____ (Years/Months)

Are you over the age of 25 ____ (Yes) ____ (No)

Do you have property in El Paso County under your name? ____ (Yes) ____ (No)

Are your property taxes currently paid? ____ (Yes) ____ (No) If not, please give a brief explanation:

Are you an elected officer, county employee, county affiliate, or employed as a lobbyist? ____ (Yes) ____ (No)

If so, please specify. _____

Signature: _____ Date: _____

Application should be submitted to:

500 E. San Antonio, Suite 302A
El Paso, TX 79901
Phone: (915) 546-2215
Fax: (915) 546-2217 or via email
Email: countychiefadmin@epcounty.com



BACKGROUND INVESTIGATION AUTHORIZATION FORM
RELEASE OF CONFIDENTIAL INFORMATION

Dear Applicant:

The County of El Paso conducts background investigations on applicants in various departments. This effort is part of the selection process and requires your authorization. By signing this document you acknowledge that you are voluntarily granting permission to the County of El Paso to conduct a background check and you authorize relevant parties to release confidential information. The information will remain confidential and will not be disclosed.

I, _____, further hereby authorize the County of El Paso Human Resources Department to obtain all confidential records and information pertaining to a complete background investigation. This may include items such as (but not limited to): personal references, work references, Police Records, Sheriff Records, Driving Record, and any open record request.

_____ Full Legal Name	_____ Maiden Name (If Applicable)
_____ Street Address	_____ City/State/Zip Code
_____ Social Security Number	_____ Driver's License Number/State
_____ Date of Birth	_____ Email

List the cities and states in which you have lived in the past 10 years.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Signature of Applicant