



EL PASO COUNTY CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

DATE: MONDAY, APRIL 1, 1991

TIME: 4:00 P.M.

PLACE: JURY ASSEMBLY ROOM, COUNTY PARKING GARAGE

POSTED: THURSDAY, MARCH 28, 1991
4:30 P.M.

OPEN MEETING:

ITEM 1: Approve and take appropriate action on minutes of the El Paso County Civil Service Commission meeting dated March 4, 1991.

ACTION: _____

ITEM 2: Review and make appropriate revisions to the El Paso County Civil Service Rules and Regulations

ACTION: _____

ITEM 3: Review job descriptions and take appropriate action on all Personnel/Civil Service employees that come under Personnel/Civil Service Budget.

ACTION: _____

ITEM 4: Review proposed budget and take appropriate action for Civil Service/Personnel Department.

ACTION: _____

ITEM 5: Discuss and take appropriate action on Liability Insurance for Civil Service Commission members.

ACTION: _____

ITEM 6: Monthly Report - Director of Personnel/Civil Service.

ACTION: _____

ITEM 7: Approved proposed policy and take appropriate action for the transfer of accrued vacation to another employee and authorize the Director to place said policy on Commissioners' Court Agenda for ratification.

ACTION: _____

ITEM 8: Discuss and take action on the job description for the position of senior clerk, assigned to internal affairs section of the Sheriff's Department.

ACTION: _____

Page 3
April 1, 1991

ITEM 9: EXECUTIVE SESSION - EMPLOYEE GRIEVANCE

A) Ida Lewis - County Clerks

ACTION: _____

B) Adalberto Salazar, - Sheriff's Dept. Detention
Officer

ACTION: _____

C) Enedina H. Gomez - County Clerks Office

ACTION: _____

D) Emy M. Briones - Sheriffs Department

ACTION: _____

ITEM 10: Review and evaluate probationary employees and
take appropriate action on same:

a. Executive Secretary,
Civil Service Commission

b. Personnel/Civil Service
Director

ACTION: _____
