



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

COMMISSIONERS:

LUPE BAIN, CHAIRPERSON
RICHARD YETTER
MARIO J. MARTINEZ

REGULAR MEETING

DATE: TUESDAY, NOVEMBER 2, 1993
TIME: 4:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE
POSTED: FRIDAY, OCTOBER 29, 1993

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of October 12, 1993. (Nita Corral-Nava, Director of Personnel & Civil Service)

ACTION: _____

ITEM #2 Discuss and take appropriate action on request for approval of new job description for the part time position of Administrative Assistant 4-H. (Larry A. Brown, County Extension Director)

ACTION: _____

ITEM #3 Discuss and take appropriate action on request for the approval of job descriptions as submitted: Job Classifications of Auto Mechanic IV and Civil Engineer II. (Robert Rivera, P.E. County Public Works Director)

ACTION: _____

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ITEM #4 Discuss and take appropriate action on request for approval of manning table changes for the County Tax Office of (2) two PFT Auto Title Clerk I (Grade 04) positions with (4) four PPT Auto Title Clerk I positions. (James S. Hicks, Tax Assessor Collector)

ACTION: _____

GRIEVANCE

ITEM #5 LUIS ALVAREZ, TRUCK DRIVER II - COLISEUM
(DON BAILEY, DIRECTOR OF COUNTY COLISEUM)

ACTION: _____

ITEM #6 MARIA DEL CARMEN SIQUEIROS, PROGRAM TECH I - EPCADS
(JORGE L. SALAZAR JR., EXECUTIVE DIRECTOR, EPCADS)

ACTION: _____

ITEM #7 Discuss and take appropriate action on request for approval of new job description for the position of Director of Ascarate Park and Aquatics Facilities. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____

ITEM #8 Discuss and take appropriate action on County Employees' Civil Service Rules orientations and specific issues brought to the attention of the Civil Service Commissioners. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____

ITEM #9 Discuss and take appropriate action on setting a date and time for an orientation meeting with Commissioners' Court on amending of Civil Service Rules and Regulations to incorporate new laws. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____

ITEM #10 Discuss and take appropriate action on request for approval of new job description for the position of Nutrition Project Manager. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____

ITEM #11 Discuss and take appropriate action on status of meeting between Lupe Bain & Auditors office regarding funding of the El Paso County Civil Service Commission. (Richard Yetter, Civil Service Commissioner)

ACTION: _____

ITEM # 12 Discuss and take appropriate action on office procedures submitted by Director. (Martha Banales, Director, Office of Council of Judges Adm.)

ACTION: _____

ITEM #13 Discuss and take appropriate action on Civil Service Commission's review and approval of a formatted letter notifying County Department Heads to provide job descriptions for new jobs added to the 1993-1994 manning table before any position is filled. (Nita Corral-Nava, Director of Personnel & Civil Service Adm.)

ACTION: _____
