



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

MINUTES OF JANUARY 4, 1994

COMMISSIONERS PRESENT: LUPE BAIN, ^{LB} CHAIRPERSON
RICHARD YETTER
MARIO MARTINEZ

OTHERS PRESENT: NITA CORRAL-NAVA, DIRECTOR
OF PERSONNEL & CIVIL SERVICE ADM.

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 4:10 P.M. by Lupe Bain, Chairperson.

ITEM #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF DECEMBER 7, 1993.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE MINUTES OF DECEMBER 7, 1993 WITH A CORRECTION MADE ON THE DATE. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #2 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FOR APPROVAL OF NEW JOB DESCRIPTIONS FOR THE POSITIONS OF PUBLIC DEFENDER ASSISTANT CLERK, RISK MANAGEMENT CLERK, INFORMATION COUNTER RECEPTIONIST, AND NUTRITION PROJECT RECEPTIONIST.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE JOB DESCRIPTIONS AS SUBMITTED BY GENE WEIGEL, RISK MANAGER, WITH THE RECOMMENDATION FOR A TRIAL PERIOD OF SIX MONTHS IN ORDER TO IMPLEMENT THIS PROGRAM. MARIO MARTINEZ SECONDED. MOTION CARRIED.

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ITEM #3 DISCUSS PERSONNEL DIRECTOR'S NOVEMBER & DECEMBER DEPARTMENTAL REPORT.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE PERSONNEL DEPARTMENTAL REPORT AS SUBMITTED BY NITA CORRAL-NAVA, PERSONNEL DIRECTOR & CIVIL SERVICE ADM. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #4 DISCUSS AND TAKE APPROPRIATE ACTION ON NEW COUNTY SEXUAL HARASSMENT POLICY.

ACTION: RICHARD YETTER MOTIONED TO FRAME A SEXUAL HARASSMENT POLICY AS INDICATED BY ASSISTANT COUNTY ATTORNEY, JUDY SPEER, WITH A REQUEST THAT THE COUNTY ATTORNEY'S OFFICE SUBMIT MATERIAL TO CIVIL SERVICE COMMISSION FOR CONSIDERATION AT A SPECIAL WORKING MEETING TO FURTHER DISCUSS ITEMS #4 AND #5. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #5 DISCUSS AND TAKE APPROPRIATE ACTION ON OCTOBER 12, 1993 REQUEST TO COUNTY ATTORNEY, JOSE RODRIGUEZ ON AN OFFICIAL COUNTY EMPLOYEE POLICY REGARDING THE ACCRUAL OF BENEFITS WHILE OUT ON WORKER'S COMPENSATION.

ACTION: PLEASE SEE ITEM #4 ABOVE.

ITEM #6 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.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE JOB DESCRIPTIONS AS SUBMITTED BY ROBERT RIVERA, P.E. COUNTY PUBLIC WORKS DIRECTOR. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #7 DISCUSS AND TAKE APPROPRIATE ACTION ON INTERPRETATION OF RULE 4.12.

ACTION: MARIO MARTINEZ MOTIONED THAT NO ACCRUED VACATION WOULD BE PAID BEFORE (1) ONE YEAR OF SERVICE IS COMPLETED SHOULD AN EMPLOYEE TERMINATE EMPLOYMENT WITH THE COUNTY BEFORE A YEAR'S TIME. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUESTING ORGANIZATIONAL CHARTS FROM COUNTY DEPARTMENTS HEADS, AND PERFORMANCE EVALUATIONS UPDATES.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE REQUEST FOR ORGANIZATIONAL CHARTS FROM COUNTY DEPARTMENT HEADS AND PERFORMANCE EVALUATION UPDATES SUBMITTED BY NITA CORRAL-NAVA, DIRECTOR OF PERSONNEL & CIVIL SERVICE ADM. HE MOTIONED TO INCLUDE JOB DESCRIPTIONS AND HIRE LETTERS SPECIFYING EMPLOYEE'S DATE OF HIRE, JOB TITLE, AND PAY GRADE IN NEW EMPLOYEE PACKET INFORMATION. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION ON EMPLOYEE ORIENTATION WITH PURCHASING & CONSOLIDATED DATA PROCESSING DEPARTMENTS.

ACTION: NO ACTION NEEDED NOR MOTION TAKEN ON THIS ITEM.

GRIEVANCE

ITEM #10 MARY LOU GALLEGOS, DIR. OF CONVENTIONS SVCING, TOURIST AND CONVENTION. (TOM CARADONIO, EXECUTIVE DIRECTOR, GREATER EL PASO CIVIC, CONVENTION AND TOURISM CENTER)

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THE GRIEVANCE UNTIL THE FEBRUARY MEETING WITH THE CONDITION THAT ON OR BEFORE JANUARY 19, 1994 EACH PARTY IS TO SUBMIT ANY ADDITIONAL MATERIAL FOR CONSIDERATION TO GIVE THE COMMISSION ADEQUATE TIME TO LOOK INTO THIS MATTER. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #11 LYDIA SAMANIEGO, CLERK, DISTRICT CLERK'S OFFICE. (EDIE RUBALCAVA, DISTRICT CLERK)

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THE GRIEVANCE UNTIL THE FEBRUARY MEETING WITH THE CONDITION THAT ON OF BEFORE JANUARY 19, 1994 EACH PARTY IS TO SUBMIT ANY ADDITIONAL MATERIAL FOR CONSIDERATION TO GIVE THE COMMISSION ADEQUATE TIME TO LOOK INTO THIS MATTER. RICHARD YETTER SECONDED. MOTION CARRIED.

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ITEM #12 DISCUSS AND TAKE APPROPRIATE ACTION ON COUNTY EMPLOYEES' CIVIL SERVICE RULES ORIENTATIONS AND SPECIFIC ISSUES BROUGHT TO THE ATTENTION OF THE CIVIL SERVICE COMMISSIONERS.

ACTION: MARIO MARTINEZ MOTIONED TO DESIGNATE AN INVESTIGATOR FROM THE DISTRICT ATTORNEY'S OFFICE WITH A ONE WEEK TIME FRAME TO CONDUCT AN INVESTIGATION ON MATTERS NOT RESPONDED TO BY DISTRICT CLERK, EDIE RUBALCAVA.

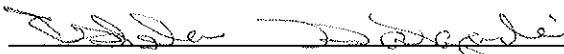
ITEM #13 EXECUTIVE SESSION:

EXECUTIVE SESSION TO DISCUSS OPERATIONS & POWERS OF THE CIVIL SERVICE COMMISSION.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE FOR NOTICE OF AGENDA ITEM TO COMPLY WITH OPEN MEETING REQUIREMENTS. RICHARD YETTER SECONDED. MOTION CARRIED.

Meeting adjourned at 7:20 p.m. by motion of Mario Martinez with a second by Richard Yetter. Motion Carried.

LUPE BAIN, CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY