



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

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

COMMISSIONERS:
RICHARD YETTER
QUETA G. FIERRO

MINUTES OF JULY 11, 1995

REGULAR MEETING

COMMISSIONERS PRESENT: MARIO J. MARTINEZ, CHAIRPERSON *by m*
RICHARD YETTER
QUETA G. FIERRO

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR
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 2:05 P.M. by Richard Yetter, Civil Service Commissioner.

MOTION #1
ITEM #1 **APPROVED.**

Discuss and take appropriate action on minutes of regular meeting of June 6, 1995. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Richard Yetter and seconded by Mario J. Martinez to approve the minutes of regular meeting of June 6, 1995 as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

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MOTION #2
ITEM #2 **APPROVED.**

Discuss and take appropriate action on Personnel Departmental Activities for the month of June 1995. (Mary Jo Lee, Personnel Director.)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the Personnel Departmental Activities for the month of June 1995, submitted by Mary Jo Lee, Personnel Director)

MOTION CARRIED.

MOTION #4
ITEM #3 **APPROVED.**

Discuss and take appropriate action on Pooled Vacation Leave Request. (Lucille Zavala, Assistant County Attorney, County Attorney Office)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to approve the request on Pooled Vacation Leave submitted by Lucille Zavala, Assistant County Attorney, County Attorney's Office.

MOTION CARRIED.

MOTION #4
ITEM #4 **APPROVED.**

Discuss and take appropriate action on request to re-classify the job title of Beatriz Garcia from Secretary I, to Community Service Aide. (Tony Natera, Executive Director, General Assistance)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to approve the lateral transfer and reclassify the position held by Beatriz Garcia from Secretary I, to Community Service Aide, as submitted by Tony Natera, Executive Director, General Assistance.

MOTION CARRIED.

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MOTION #6
ITEM #5 **APPROVED.**

Discuss and take appropriate action on the following items: (1) approve the proposed job description for Executive Secretary at grade 07N for Facilities Management Department (2) approve the creation of Executive Secretary position for Facilities Management Department. (Ted Traffansted, Building Manager)

ACTION: It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the following items as submitted by Ted Traffansted, Building Manager: (1) job description of Executive Secretary at grade 07N for Facilities Management Department; and (2) the creation of Executive Secretary position for Facilities Management Department.

MOTION CARRIED.

MOTION #7
ITEM #6 **APPROVED.**

Discuss and take appropriate action on the revised job descriptions & title changes as per the attached. (Tom Caradonio, Executive Director, El Paso Convention & Performing Arts Center)

ACTION: It was moved by Queta G. Fierro and seconded by Mario J. Martinez to approve the revised job descriptions & title changes as per the attached for the El Paso Convention & Performing Arts Center, submitted by Tom Caradonio, Executive Director.

MOTION CARRIED.

MOTION #3
ITEM #7 **APPROVED.**

Discuss and take action with respect to the appropriate provisions to be included in the county layoff policy. (Humberto Ornelas, President, El Paso Employees Association, - Alvaro Gallegos, Ex-county employee)

ACTION: Under the provisions of rule 2.55 it was moved by Mario J. Martinez, and seconded by Richard Yetter to approve the reinstatement of Mr. Alvaro Gallegos as Truck Driver I, Road & Bridges Department, and to concur with Robert Rivera, Public Works Director, that as a condition of employment, Mr. Gallegos obtains his commercial drivers license during his probationary period. Salary paid will be 9% above entry level.

MOTION CARRIED.

MOTION #8
ITEM #8 **APPROVED.**

Discuss and take appropriate action on the proposed policy and procedures for employee identification badges.
(Mary Jo Lee, Personnel Director)

ACTION: It was moved by Richard Yetter and seconded by Mario J. Martinez to approve the proposed policy and procedures for employee identification badges as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #9
ITEM #9 **APPROVED.**

Discuss and take appropriate action on setting a work session to continue on the revision of the Civil Service Rules and Regulations. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Mario J. Martinez and seconded by Richard Yetter to set a work session for Tuesday, July 25, 1995 at 2:00 p.m. to continue work on the revisions of the Civil Service Rules and Regulations.

MOTION CARRIED.

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GRIEVANCES

MOTION #10
ITEM #10 **TABLED.**

EUGENE DEAN, CUSTODIAN, MAINTENANCE DEPARTMENT, (CRUZ
ALCANTAR, ASSISTANT MAINTENANCE SUPERVISOR, TED
TRAFFANSTED, BUILDING MANAGER

ACTION: It was moved by Mario J. Martinez and seconded by Queta G. Fierro to table this item at the grievant's until the August 1, 1995 Civil Service Meeting.

MOTION CARRIED.

MOTION #11
ITEM #11 **APPROVED.**

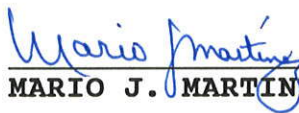
DANIEL QUINONEZ, TRUCK DRIVER II, ROAD & BRIDGES
DEPARTMENT, (ROBERT RIVERA, PUBLIC WORKS DIR./RD. ENG.-
ROBERTO BUSTAMANTE, ROAD SUPERINTENDENT, - PEDRO
GONZALEZ, EQUIPMENT OPERATOR II).

ACTION: It was moved by Richard Yetter and seconded by Queta G. Fierro to sustain the termination of Mr. Daniel Quinonez, Truck Driver II, Road & Bridges Department.

MOTION CARRIED.

MEETING ADJOURNED

By motion of Queta G. Fierro, seconded by Richard Yetter the meeting was adjourned at 4:10 P.M.


MARIO J. MARTINEZ, CHAIRMAN


ESTELA SALGADO, RECORDING SECRETARY