



EL PASO COUNTY
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: TUESDAY, DECEMBER 05, 1995
TIME: 2:00 P.M.
PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303 3RD FLOOR, COUNTY COURTHOUSE
POSTED: FRIDAY, DECEMBER 1, 1995

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regular meeting of November 07, 1995 and special meeting of November 15, 1995. (Mary Jo Lee, Personnel Director)

ACTION: _____

ITEM #2 Discuss and take appropriate action on Personnel Departmental Report for the month of November 1995. (Mary Jo Lee, Personnel Director)

ACTION: _____

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ITEM #3 Discuss and take appropriate action on Pooled Vacation Leave Request. (Gabriel Perez, Maintenance Mechanic, Facilities Department)

ACTION:

ITEM #4 Discuss and take appropriate action on proposed changes on four separate support staff positions: (1) Collections Supervisor & Paralegal positions be changed to one position of "Criminal Unit Coordinator" (2) Approve revised job descriptions of Criminal Unit Clerk & Criminal Unit Secretary. (Cristina L. Ford, Assistant County Attorney)

ACTION:

ITEM #5 Discuss and take appropriate action on proposed changes to current job description of Investigator for the County Attorney's Office. (Eddie Castillo, Assistant County Attorney)

ACTION:

ITEM #6 Discuss and take appropriate action on reduction-in-force procedures. (George Salazar, Executive Director, EPCADS)

ACTION:

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ITEM #7 Discuss the revisions to the Civil Service Rules & Regulations as recommended by the County Attorney's Office. (Eddie Castillo, Assistant County Attorney)

ACTION:

ITEM#8 Approve the El Paso County Civil Service Rules and Regulations as revised and take whatever appropriate action as needed prior to submissions to Commissioners' Court for final approval. (Mary Jo Lee, Personnel Director)

ACTION:

GRIEVANCE

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE
SESSION IS NOT WAIVED. PURSUANT TO OPEN
MEETING LAW NO. 6 SECTION 2 (E) AND (G).

ITEM #9 WILLIAM H. SPARKS, CONVENTION SERVICING REPRESENTATIVE,
CONVENTION & VISITORS BUREAU. (TOM CARADONIO, EXECUTIVE
DIRECTOR, CHARLES MEEKS, CONVENTION SERVICE/FILM MANAGER)

ACTION: _____

ITEM #10 JOSE MARIA VALLES, COUNSELOR INTERN, EPCADS - (GEORGE
SALAZAR, EXECUTIVE DIRECTOR, - JESSE EDWARDS, CLINICAL
DIRECTOR, - KATHERINE WILSON-McCOY, LCDC)

ACTION: _____
