



EL PASO COUNTY  
CIVIL SERVICE COMMISSION

COMMISSION MEETING AGENDA

REGULAR MEETING

DATE: TUESDAY, JANUARY 5, 1999  
TIME: 2:00 P.M.  
PLACE: COMMISSIONERS' COURT CHAMBERS  
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE  
POSTED: WEDNESDAY, DECEMBER 30, 1998

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OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of December 1, 1998. (Mary Jo Lee, Personnel Director)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #2 Discuss and take appropriate action on a newly created job description of "Facility Manager" for the El Paso County Coliseum. (Brian Kennedy, Interim Director)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

ITEM #3 Discuss and take appropriate action on the newly created job descriptions of "Part-time/Autopsy Technician" and "Chief Investigator/Assistant Administrator" for the Medical Examiner's Office. (Dr. Juan Contin, Medical Examiner)

ACTION: \_\_\_\_\_  
\_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER**

ITEM #4 Discuss and approve the newly created job descriptions for the Planning and Community Development Department submitted by Rodrigo Mercado, Grant Project Coordinator as follows:

- (a) Self-Help Coordinator/Grantswriter
- (b) Grant Administrator/Planning Director
- (c) Grant Specialist/Budget Analyst

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #5 Discuss and take appropriate action on a request from Michelle Rybak, Deputy Clerk, County Clerk/Records Management, to be a recipient for donated Vacation Leave. (Michelle Rybak)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

ITEM #6 Discuss and take appropriate action on the newly created job description of "Accounting Clerk III" for the Data Processing Department. (Emery Peterson, Interim Director)

**ACTION:** \_\_\_\_\_  
\_\_\_\_\_

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GRIEVANCE

ITEM #7 LUCILA A. BORREGO, SENIOR CLERK I, JUSTICE PEACE #2 (JOSEPH R. LUCAS, JUDGE)

**ACTION:** \_\_\_\_\_  
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