



**EL PASO COUNTY
CIVIL SERVICE COMMISSION**

COMMISSION MEETING AGENDA

RE-SCHEDULED MEETING

DATE: MARCH 11, 2004

TIME: 2:00 P.M.

**PLACE: COMMISSIONERS' COURT CHAMBERS
ROOM 303, 3RD FLOOR, COUNTY COURTHOUSE**

POSTED: FRIDAY, MARCH 5, 2004

OPEN MEETING:

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of February 3, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION: _____

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ITEM #2 Discuss and take appropriate action to approve a request for Michelle Rodarte, Supervisor, County Clerk's office, to be a recipient for donated vacation leave. (Michelle Rodarte)

ACTION: _____

ITEM #3 Discuss and take appropriate action to approve the revised job description of "**Clerk III**" for the County Clerk's office. (Waldo Alarcon, County Clerk)

ACTION: _____

ITEM #4 Discuss and take appropriate action to approve the job description of "**Veterans Service Manager**" for the Veterans Assistance office. (Rosemary Neill, Director/Family & Community Services)

ACTION: _____

ITEM #5 Discuss and take appropriate action to approve the revised job description of "**Office Administrative Support Manager**" for the District Clerk's office. (Gilbert Sanchez, District Clerk)

ACTION: _____
