

**MINUTES OF APRIL 6, 2004**

**COMMISSIONERS PRESENT:** L. CARLOS SANDOVAL, CHAIRMAN  
CEZY COLLINS, COMMISSIONER  
ARIEL DUARTE, COMMISSIONER

**ABSENT** ROBERT M. ALMANZÁN,  
HUMAN RESOURCES DIRECTOR

**OTHERS PRESENT:** LIZA CALDERON, TRAINING MANAGER  
ESTELA SALGADO, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 2:17 p.m. by Chairman, L. Carlos Sandoval.

**MOTION #1**

**ITEM #1 APPROVED.**

Discuss and take appropriate action on minutes of the Civil Service Commission re-scheduled meeting of March 11, 2004. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Commissioner Cezy Collins, and seconded by Commissioner Ariel Duarte, to approve the Civil Service Commission minutes of re-scheduled meeting of March 11, 2004 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**MOTION #2**  
ITEM #2     **APPROVED WITH MODIFICATIONS.**

Discuss and take appropriate action to approve the grant funded job description of “**Social Worker**” for the Public Defender’s office. (Clara Hernandez, Public Defender)

**ACTION:**     **It was moved by Commissioner Cezy Collins, and seconded by Commissioner Ariel Duarte, to approve the grant funded job description of “Social Worker” for the Public Defender’s office, with the following modifications as follows:**

**DUTIES AND RESPONSIBILITIES:**

10.     **Assist in trial preparation including interviewing witnesses, clients, and other individuals, helping prepare witnesses to testify, and assisting in jury selection.**

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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

Discuss and take appropriate action to approve the proposed revisions to the job description of “**Youth Grant Manger**” for the County Attorney’s office. (Jo anne Bernal, 1<sup>st</sup> Assistant County Attorney)

**ACTION:**     **It was moved by Commissioner Cezy Collins, and seconded by Commissioner Ariel Duarte, to approve the proposed revisions to the job description of “Youth Grant Manager” for the County Attorney’s office as submitted by Jo anne Bernal, 1<sup>st</sup> Assistant County Attorney.**

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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

Discuss and take appropriate action to approve the proposed revisions to the job description of "**Collections Analyst**" for the County Attorney's office.  
(Jo anne Bernal, 1<sup>st</sup> Assistant County Attorney)

**ACTION:**    It was moved by Commissioner Ariel Duarte and seconded by Commissioner Cezy Collins to approve the proposed revisions to the job description of "**Collections Analyst**" for the County Attorney's office as submitted by Jo anne Bernal, 1<sup>st</sup> Assistant County Attorney.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

**GRIEVANCE**

**On this day Chairman L. Carlos Sandoval announced that the Civil Service Commission would remain in open session as requested by Bill Arballo, AFSCME representative, to discuss the following item pursuant to Texas Government Code 551.001 & 551.074 at 2:25 p.m.**

**The Civil Service Commission began to deliberate at 3:57 p.m.**

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**MEETING RECONVENED**

**On this day, the Civil Service Commission reconvened after deliberation at 4:15 p.m.**

**ITEM #6      GRIEVANCE DENIED - RULE 1.40  
WITHDRAWAL OF GRIEVANCE – RULES 1.39, 1.33, & APPENDIX F:  
(A) 1,2, & 3.**

**(a)      Take appropriate action on a grievance filed/dated February 27, 2004, regarding Rosaura Cobos, Clerk II, County Clerk's office, pertaining to Rule 1.39, 1.40, 1.33, & Appendix F: (A) 1, 2 & 3.**

**ACTION:      It was moved by Commissioner Ariel Duarte and seconded by Commissioner Cezy Collins to deny the grievance filed/dated February 27, 2004, regarding Rosaura Cobos, Clerk II, County Clerk's office, pertaining to Rule 1.40.**

**Furthermore, the Commission accepted withdrawal of grievance as requested by Bill Arballo, AFSCME Representative pertaining to Rules: 1.39, 1.33, & Appendix F: (A) 1, 2 & 3.**

**VOTE: YES – Collins, Duarte, Sandoval**

**MOTION CARRIED.**

**MEETING ADJOURNED**

By motion of Commissioner Ariel Duarte, and seconded by Cezy Collins, the meeting was adjourned at 4:17 p.m.

VOTE: YES – Collins, Duarte, Sandoval

MOTION CARRIED.

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L. CARLOS SANDOVAL, CHAIRMAN

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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge