

MINUTES OF OCTOBER 5, 2004

COMMISSIONERS PRESENT: L. CARLOS SANDOVAL, CHAIRMAN
RAFAEL ADAME, COMMISSIONER

ABSENT: JOHNNY KILGORE, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR
ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 2:13 p.m. by Chairman, L. Carlos Sandoval.

ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of September 7, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION: Chairman Sandoval stated that if there were no changes to the Civil Service Commission minutes of regularly scheduled meeting of September 7, 2004 they would be filed as published.

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MOTION #3
ITEM #2 **APPROVED.**

Discuss and take appropriate action to approve a request for Jazmine Zubia, Clerk III, County Clerk's office, to be a recipient for donated vacation leave. (Jazmine Zubia)

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Adame to approve a request for Jazmine Zubia, Clerk III, County Clerk's office, to be a recipient for donated vacation leave.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

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

Discuss and take appropriate action to approve a request for Melodya Salaices, Strong Families Strong Future Coordinator, Family & Community Services Department, to be a recipient for donated vacation leave.

ACTION: It was moved by Commissioner Adame, and seconded by Chairman Sandoval to approve a request for Melodya Salaices, Strong Families Strong Future Coordinator, Family & Community Service Department to be a recipient for donated vacation leave.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

MOTION #5
ITEM #4 **APPROVED WITH AMEMDMENTS.**

Discuss and take appropriate action to approve the newly created job description of “**Receptionist**” for the Medical Examiner’s office. (Dr. Corrine Stern, Medical Examiner)

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Adame to approve the job description of “Receptionist” for the Medical Examiner’s office with the following modification as follows:

JOB DUTIES AND RESPONSIBILITIES

ADDED:

Operates computerized dictation/transcription equipment and programmable display typing systems to transcribe from voice recordings into final form, a wide variety of medical documents pertaining to decedent treatment.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

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

Discuss and take appropriate action to approve the newly created job description of “**Executive Assistant**” for the Medical Examiner’s office. (Dr. Corrine Stern, Medical Examiner)

ACTION: It was moved by Chairman Sandoval and seconded by Commissioner Adame to approve the newly created job description of “Executive Assistant” for the Medical Examiner’s office as submitted by Dr. Corrine Stern, Medical Examiner.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

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MOTION #7

ITEM #6 APPROVED WITH AMENDMENTS.

Discuss and take appropriate action to approve the newly created job description of “**Grant Writing Coordinator**” for the Family & Community Services Department. (Rosemary Neill, Family & Comm Svcs. Director)

ACTION: It was moved by Chairman Sandoval and seconded by Commissioner Adame to approve the newly created job description of “Grant Writing Coordinator” for the Family & Community Services Department with the following modifications as follows:

JOB STANDARDS:

Graduation from any accredited college or university with a Bachelor’s Degree (Master’s desirable preferred) in organizational management or related field.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

GRIEVANCES

MOTION #1

ITEM #9 TABLED FOR 1 MONTH.

Take appropriate action on a grievance/appeal dated September 7, 2004 regarding Virginia Saenz, Supervisor, District Clerk’s office, pertaining to **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney)

ACTION: It was moved by Chairman Sandoval and seconded by Commissioner Adame to table grievance/appeal dated September 7, 2004 regarding Virginia Saenz, Supervisor, District Clerk’s office, pertaining to Rule 2.74 (a), (b), (c), (d), and (f). The grievance will be heard at the next regularly scheduled meeting of November 2, 2004 at 2:00 p.m.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

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MOTION #2

ITEM #10 **TABLED FOR 1 MONTH.**

Take appropriate action on a grievance/appeal dated September 7, 2004 regarding Lucia Mendoza, Supervisor, District Clerk's office, pertaining to **Rule 2.74 (a), (b), (c), (d), and (f)**. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney)

ACTION: It was moved by Chairman Sandoval and seconded by Commissioner Adame to table grievance/appeal dated September 7, 2004 regarding Lucia Mendoza, Supervisor, District Clerk's office, pertaining to Rule 2.74 (a), (b), (c), (d), and (f). The grievance will be heard at the next regularly scheduled meeting of November 2, 2004 at 2:00 p.m.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 2:30p.m.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

CARLOS SANDOVAL, CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge