



**EL PASO COUNTY  
CIVIL SERVICE COMMISSION  
COMMISSION MEETING AGENDA**

**REGULAR MEETING**

**DATE: JANUARY 11, 2005**

**TIME: 2:00 P.M.**

**PLACE: ROOM #306 3RD FLOOR, COUNTY COURTHOUSE**

**POSTED: FRIDAY JANUARY 7, 2005**

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**OPEN MEETING:**

**ITEM #1** Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of December 7, 2004. (Robert M. Almanzán, Human Resources Director)

**ACTION:** \_\_\_\_\_  
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ITEM #2      Discuss and take appropriate action to approve a request from Valerie B. Tarango, Clerk III, County Clerk's office, to be a recipient for donated vacation leave. (Valerie B. Tarango)

**ACTION:**

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ITEM #3      Discuss and take appropriate action to approve the newly created job description of "**Administrative Assistant**" for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION:**

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ITEM #4      Discuss and take appropriate action to approve the newly created job description of "**Engineering GIS Tech IV**" for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION:**

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ITEM #5      Discuss and take appropriate action to approve the newly created job description of "**Health and Safety Director**" for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION:**

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ITEM #6 Discuss and take appropriate action to approve the newly created job description of "**Health and Safety Manager**" for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION:**

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ITEM #7 Discuss and take appropriate action to approve the newly created job description of "**Inspector**" for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION:**

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ITEM #8 Discuss and take appropriate action to approve the newly created job description of "**Inspector-Supervisor**" for the Rural Development Unit. (Jesse Acosta, Planning Manager)

**ACTION:**

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GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071  
AND 551.074

ITEM #9

Discuss a grievance filed/dated October 13, 2004 regarding Severo Estrada, Auto Mechanic II, Road & Bridge Department, pertaining (Suspension) & **Rule 2.74 (a), (b), & (d)**. (Robert Rivera, Public Works/R&B Administrator – Daniel Ordonez, Sr. Trial Attorney) (**Tabled from 12/0704**)

ITEM #10

Discuss a grievance filed/dated November 9, 2004 regarding Margarita C. Lozano, Interpreter I, Council of Judges, pertaining to Suspension without pay, **Rule 2.50 (a), 2.74 ((b) and Appendix F: A (3))**. (Michael Izquierdo, Executive Director – Kitty Schild, Sr. Trial Attorney) (**Tabled from 12/0704**)

ITEM #11

Discuss a grievance filed/dated November 23, 2004 regarding Michelle L. Herrera, Data Entry Clerk II, Court at Law Administration, pertaining to **Rules 1.39, 1.79, 1.33, 1.75 & 2.74 (a) and (b)**. (Flora Alarcon, Court at Law Administrator - Kitty Schild, Sr. Trial Attorney)

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**OPEN SESSION:**

ITEM #12

Take appropriate action on a grievance filed/dated October 13, 2004 regarding Severo Estrada, Auto Mechanic II, Road & Bridge Department, pertaining (Suspension) & **Rule 2.74 (a), (b), & (d)**. (Robert Rivera, Public Works/R&B Administrator – Daniel Ordonez, Sr. Trial Attorney) **(Tabled from 12/07/04)**

**ACTION:** \_\_\_\_\_  
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ITEM #13

Take appropriate action on a grievance filed/dated November 9, 2004 regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Suspension without pay, **Rule 2.50 (a), 2.74 ((b) and Appendix F: A (3))**. (Michael Izquierdo, Executive Director - Kitty Schild, Sr. Trial Attorney) **(Tabled from 12/07/04)**

**ACTION:** \_\_\_\_\_  
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ITEM #14

Take appropriate action on a grievance filed/dated November 23, 2004 regarding Michelle L. Herrera, Data Entry Clerk II, Court at Law Administration, pertaining to **Rules 1.39, 1.79, 1.33, 1.75 & 2.74 (a) and (b)**. (Flora Alarcon, Court at Law Administrator - Kitty Schild, Sr. Trial Attorney)

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