



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
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*Chairman*  
*L. Carlos Sandoval*

*Commissioners*  
*Johnny Kilgore*  
*Ralph Adame*

### MINUTES OF FEBRUARY 7, 2006

**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  
GABRIELA ESQUIVEL, ADM. ASSISTANT I  
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 2:20 p.m. by L. Carlos Sandoval, Chairman.

**MOTION #1**  
**ITEM #1 APPROVED.**

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of January 10, 2006. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to approve the Civil Service Commission minutes of regularly scheduled meeting of January 10, 2006 as submitted by Robert M. Almanzán, Human Resources Director.

**VOTE:** YES – Adame, Sandoval

**ABSENT:** Kilgore

**MOTION CARRIED.**

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

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

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

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.

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

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

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

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.

**MOTION #2  
ITEM #4 APPROVED.**

Discuss and take appropriate action to approve a request from Jeannette Parada, Senior Clerk I, Justice Peace #6, to be a recipient for donated vacation leave. (Jeannette Parada)

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**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to approve a request from Jeannette Parada, Senior Clerk I, Justice Peace #6, to be a recipient for donated vacation leave.

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.

**MOTION #3**  
**ITEM #5** DENIED.

Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of January 10, 2006 pertaining to Mr. Carlos Soto, District Clerk's office. (Gilbert Sanchez, District Clerk – Daniel Ordoñez, Sr. Trial Attorney)

**ACTION:** It was moved by Chairman Sandoval, and seconded by Commissioner Adame, to deny item on whether to grant motion to re-open Civil Service Commission decision of grievance of January 10, 2006 pertaining to Mr. Carlos Soto, District Clerk's office

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.

**MOTION #4**  
**ITEM #7** APPROVED WITH CORRECTED TYPOGRAPHICAL ERRORS.

Discuss and take appropriate action to approve a newly created job description of "Office Administrative Support Manager" for the Medical Examiner's office. (Paul Shrode, Chief Medical Examiner)

**ACTION:** It was moved by Chairman Sandoval, and seconded by Commissioner Adame, to approve with corrected typographical errors, the newly created job description of "Office Administrative Support Manager" for the Medical Examiner's office.

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.

**MOTION #4**

**ITEM #8 APPROVED WITH CORRECTED TYPOGRAPHICAL ERRORS.**

Discuss and take appropriate action to approve a newly created job description of "Forensic Photographer" for the Medical Examiner's office. (Paul Shrode, Chief Medical Examiner)

**ACTION:** It was moved by Chairman Sandoval, and seconded by Commissioner Adame, to approve with corrected typographical errors, the newly created job description of "Forensic Photographer" for the Medical Examiner's office.

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.

**MOTION #4**

**ITEM #9 APPROVED.**

Discuss and take appropriate action to approve a newly created job description of "Chief Medical/Legal Death Investigator" for the Medical Examiner's office. (Paul Shrode, Chief Medical Examiner)

**ACTION:** It was moved by Chairman Sandoval, and seconded by Commissioner Adame, to approve the newly created job description of "Chief Medical/Legal Death Investigator" for the Medical Examiner's office.

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.



**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to postpone a grievance filed/dated November 10, 2005 regarding Margarita Lozano, Interpreter I, Council of Judges, pertaining to Termination – Rule 2.74 (a) (b) & (d) subject to moving the regularly monthly scheduled meeting of March. The grievance will be heard on March 14, 2006 at 2:00 p.m.

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.

**MOTION #6  
ITEM #14 GRIEVANCE UPHELD.**

Take appropriate action on a grievance filed/dated December 19, 2005 regarding Jack Alayyan, Contract Manager, Family & Community Svcs., pertaining to Rule 2.74 (a) (b), (c), & written reprimand dated November 2, 2005. (Rosemary Neill, Director/Family & Community Svcs. – Maria Salas-Mendoza, Sr. Trial Attorney)

**ACTION:** It was moved by Chairman Sandoval and seconded by Commissioner Adame, to uphold the grievance filed/dated December 19, 2005 regarding Jack Alayyan, Contract Manager, Family & Community Svcs., pertaining to Rule 2.74 (a) (b), (c), & written reprimand dated November 2, 2005.

VOTE: YES – Adame, Sandoval

ABSENT: Kilgore

MOTION CARRIED.

**MEETING ADJOURNED**

On this day, there being no further business to discuss, the meeting was adjourned at 3:45 p.m.

  
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L. CARLOS SANDOVAL, CHAIRMAN

  
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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge