



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

*Chairperson
Paula Mitchell*

*Commissioners
Trini Munoz
Susanna Visconti*

MINUTES OF MAY 5, 2009

COMMISSIONERS PRESENT: PAULA MITCHELL, CHAIRPERSON
SUSANNA VISCONTI, COMMISSIONER

OTHERS PRESENT: LIZA REYES, HUMAN RESOURCES
ESTELA SALGADO, HUMAN RESOURCES
MARGIE MORALES, HUMAN RESOURCES
CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE
LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE
ART PROVENGHI, COUNTY ATTORNEY'S OFFICE

ABSENT: TRINI MUNOZ, COMMISSIONER

The El Paso County Civil Service Commission met in Commissioners Court Room and was called to order at 3:10 p.m. by Estela Salgado, Employment/CS Specialist.

CONSENT AGENDA

ITEM #1

MOTION #1 POSTPONED.

Discuss and take appropriate action to approve the minutes for the regularly scheduled meeting of April 7, 2009. (Betsy C. Keller, Human Resources Director).

ACTION: It was moved by Commissioner Visconti and seconded by Chairperson, Paula Mitchell, to postpone the approval of the minutes for the regularly scheduled meeting of April 7, 2009.

VOTE: YES - Visconti, Mitchell

ABSENT: Munoz

MOTION CARRIED.

ITEM #2

MOTION #2 APPROVED.

Discuss and take appropriate action on the requests from employees listed in the back-up to be recipients of donated vacation leave. (Betsy C. Keller, Human Resources Director).

ACTION: It was moved by Commissioner Visconti and seconded by Chairperson, Paula Mitchell, to approve the requests from employees listed in the back-up to be recipients for donated vacation leave.

VOTE: YES - Visconti, Mitchell

ABSENT: Munoz

MOTION CARRIED.

REGULAR AGENDA

ITEM #3

MOTION #3 APPROVED.

Discuss and take appropriate action regarding clarification on converting current job descriptions to the new job format. (Elsie West, Personnel Manager)

ACTION: It was moved by Commissioner Visconti and seconded by Chairperson, Paula Mitchell, to approve the conversion of the current job descriptions to the new format as submitted by Elsie West, Personnel Manager.

VOTE: YES - Visconti, Mitchell

ABSENT: Munoz

MOTION CARRIED.

ITEM #4

MOTION #4 APPROVED.

Discuss and take appropriate action to designate the following positions as employees not covered under the Civil Service Rules and in accordance with Rule 2.00 (b). (Bonnie Rangel, 171st District Judge)

- a) Administrative Assistant, Senior; this position was transferred from the 065th District Court to the 171st District Court.
- b) Office Specialist, Intermediate; this position was transferred from the Associate Family Court #1 to the 171st District Court.

ACTION: It was moved by Commissioner Visconti and seconded by Chairperson, Paula Mitchell, to approve the following positions as employees not covered under the Civil Service Rules and in accordance with Rule 2.00 (b) as requested by Judge Bonnie Rangel, 171st District Court.

- a) Administrative Assistant, Senior; this position was transferred from the 065th District Court to the 171st District Court.
- b) Office Specialist, Intermediate; this position was transferred from the Associate Family Court #1 to the 171st District Court.

VOTE: YES - Visconti, Mitchell

ABSENT: Munoz

MOTION CARRIED

GRIEVANCE

On this day, the recording secretary announced that the Civil Service Commission would recess into executive session to discuss the following items pursuant to Texas Government Code § 551.074. The Court would reconvene to take official action.

On this day, the Civil Service Commission discussed Item #8 in open session due to postponement of grievance.

On this day, the Civil Service Commission went into open session at 6:05 p.m.

ITEM #7

MOTION #6 UPHOLD THE GRIEVANCE AND TERMINATION DENIED.

Take appropriate action on a grievance filed/dated February 3, 2009 regarding Rosaura Loera, Court Clerk, District Clerk's Office pertaining to Termination & Rule 2.51, 2.55, 6.02, 6.05, 6.08, 6.09, 7.05, & 7.09 D. (Gilbert Sanchez, District Clerk – Janet I. Monteros, Senior Trial Attorney – Don Minton, Attorney at Law)

ACTION: It was moved by Commissioner Visconti and seconded by Chairperson, Paula Mitchell to uphold the grievance, deny the termination and recommend re-instatement to the same position or a comparable position, regarding Rosaura Loera, Court Clerk, District Clerk's office pertaining to Termination & Rule 2.51, 2.55, 6.02, 6.05, 6.08, 6.09, 7.05, & 7.09 (D) filed/dated February 3, 2009. Christina Sanchez, County Attorney's Office, recused herself as the legal advisor for this item; Lee Shapleigh and Art Provenghi provided legal advice to the Civil Service Commission.

VOTE: YES – Visconti, Mitchell

ABSENT: Munoz

MOTION CARRIED.

ITEM #8

MOTION #5 GRIEVANCE POSTPONED.

Take appropriate action on a grievance filed/dated March 2, 2009 regarding Alfonso Frias, Deputy Constable, Constable Pct. #4, pertaining to Termination – written warnings of 02/23/09 02/25/09 & Rules 6.01, 6.02, 6.08, 6.10, 2.51, 2.53, 7.09 (a), & (d). (Luis Aguilar, Constable, Pct. #4 – Javier Saucedo, Senior Trial Attorney – Jim Jopling, Attorney At Law)

ACTION: It was moved by Commissioner Visconti and seconded by Chairperson, Paula Mitchell to postpone a grievance filed/dated March 2, 2009 regarding Alfonso Frias, Deputy Constable, Constable Pct. #4, pertaining to Termination – written warnings of 02/23/09, 02/25/09 & Rules 6.01, 6.02, 6.08, 6.10, 2.51, 2.53, 7.09 (a), & (d). The grievance will be heard on June 2, 2009 at 3:00 p.m.

VOTE: YES – Visconti, Mitchell

ABSENT: Munoz

MOTION CARRIED.

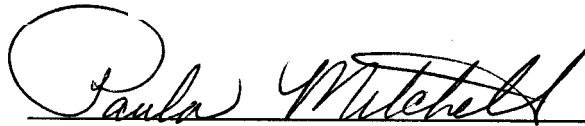
MEETING ADJOURNED

On this day, there being no further business to discuss, Chairperson, Paula Mitchell moved to adjourn the meeting, seconded by Commissioner Visconti at 6:10 p.m.

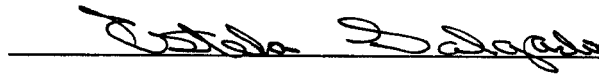
VOTE: YES – Visconti, Mitchell

ABSENT: Munoz

MOTION CARRIED.



PAULA MITCHELL, CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge