

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION

REGULAR MEETING AGENDA

**1:00 P.M., TUESDAY, JUNE 5, 2012
JUDGE'S CONFERENCE ROOM 301
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

FILED FOR RECORD
CLERK'S OFFICE

2012 JUN -1 P 12:11

[Signature]
CLERK
EL PASO COUNTY, TEXAS

Selena N. Solis, Chair

Grace D. Munoz, Commissioner

Carlos Gomez, Commissioner

OPEN MEETING

NOTICE TO THE PUBLIC

All matters listed under the Consent Agenda will be considered by the Civil Service Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Court or persons in the audience request that specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Court votes on the motion to adopt the Consent Agenda.

PUBLIC COMMENT

Speaker's choice: Five (5) minutes per person during this segment regarding any items or three (3) minutes per person on each item as it appears on the agenda. The same will apply to any interest group consisting of three or more representatives.

CONSENT AGENDA

- 1. APPROVE MINUTES OF THE CIVIL SERVICE COMMISSION MEETING OF MAY 1, 2012.**
--Betsy C. Keller, Human Resources

- 2. APPROVE THE REQUESTS FROM EMPLOYEE(S) LISTED IN THE BACK UP TO BE RECIPIENTS OF DONATED VACATION LEAVE.**
--Betsy C. Keller, Human Resources

3. **INTRODUCTION OF NEW COMMISSIONERS, SELENA N. SOLIS, APPOINTED BY THE COUNTY JUDGE, VERONICA ESCOBAR ON MAY 7, 2012; CARLOS GOMEZ, APPOINTED BY COUNTY COMMISSIONER PCT #3, TANIA CHOZET ON MAY 7, 2012; AND GRACE D. MUNOZ, APPOINTED BY COUNTY COMMISSIONER PCT #1, ANNA PEREZ ON MAY 21, 2012.**
--Betsy C. Keller, Human Resources

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REGULAR AGENDA

4. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE NEWLY CREATED JOB DESCRIPTIONS OF THE FOLLOWING POSITIONS FOR THE IT DEPARTMENT.**
--Elsie West, Human Resources

- a) Server & Systems Assistant Manager
- b) Applications Manager
- c) Applications Assistant Manager
- d) Server & Systems Manager
- e) Help Desk/Technical Support Manager
- f) Software Developer, Senior
- g) Software Developer, Intermediate
- h) Software Developer
- i) Database Administrator, Senior
- j) Database Administrator, Intermediate
- k) Web Media Designer, Senior
- l) Web Media Designer, Intermediate
- m) Web Media Designer
- n) Support Technician, Senior
- o) Support Technician, Intermediate
- p) Support Technician
- q) Support Services Specialist, Senior
- r) Support Services Specialist, Intermediate
- s) Support Services Specialist
- t) Network Administrator, Intermediate
- u) Systems Administrator, Senior
- v) Systems Administrator

5. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED JOB DESCRIPTIONS OF THE FOLLOWING POSITIONS FOR THE IT DEPARTMENT.**
--Elsie West, Human Resources

- a) Director of Information Technology
- b) Network Administrator
- c) Network Administrator, Senior

6. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED JOB DESCRIPTION OF GIS SPECIALIST FOR PUBLIC WORKS DEPARTMENT.**

--Elsie West, Human Resources

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7. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE NEWLY CREATED JOB DESCRIPTION OF VETERANS PROGRAM DIRECTOR FOR 346TH DISTRICT COURT WHICH WILL BE REPLACING THE CURRENT JOB TITLE OF PROJECT ADMINISTRATOR FOR COUNTY COURT AT LAW #1.**

--Elsie West, Human Resources

8. **DISCUSS AND TAKE APPROPRIATE ACTION TO AMEND SECTION V - RULE 5.00 (EMPLOYEE APPEARANCE AND CONDUCT POLICY) FROM THE CURRENT CIVIL SERVICE RULES AND REGULATIONS AND REPLACE WITH THE NEWLY CREATED CODE OF CONDUCT POLICY (AS PER ATTACHED).**

--Elsie West, Human Resources

9. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE A PROPOSED CLASSIFICATION PLAN FOR THE INFORMATION TECHNOLOGY DEPARTMENT.**

--Elsie West, Human Resources

10. **DISCUSS AND TAKE APPROPRIATE ACTION TO DELETE BOTH THE POOLED LEAVE FOR EMERGENCIES POLICY UNDER SECTION 4.43-4.49 AND THE SICK LEAVE POOL UNDER APPENDIX C OF THE CURRENT CIVIL SERVICE RULES & REGULATIONS, AND REPLACE BOTH POLICIES WITH THE REVISED SICK LEAVE POOL POLICY TO BE PLACED BACK IN SECTION 4.43.**

--Fred Perea, Human Resources

11. **DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED ANTI-HARASSMENT POLICY.**

--Melissa Carrillo, Human Resources

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

12. **DISCUSS A GRIEVANCE FILED/DATED MARCH 16, 2012 REGARDING MAHARAI ESQUIVEL PERTAINING TO TERMINATION, & RULES 2.20, 7.09(A) (B) & (D).**

-- (Maharai Esquivel, Caseworker – Stuart Leeds, Attorney at Law) (James Carter, Associate Judge – Ruben Duarte, Senior Trial Attorney)

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13. **TAKE APPROPRIATE ACTION ON GRIEVANCE FILED/DATED MARCH 16, 2012 REGARDING MAHARAI ESQUIVEL PERTAINING TO TERMINATION, & RULES 2.20, 7.09(A) (B) & (D).**
-- (Maharai Esquivel, Caseworker – Stuart Leeds, Attorney at Law) (James Carter, Associate Judge – Ruben Duarte, Senior Trial Attorney)
14. **ADJOURN**