

**EL PASO COUNTY SHERIFF'S OFFICE - CIVIL SERVICE COMMISSION**

**REGULAR MEETING:**

This meeting is subject to the Texas Open Meetings Act. All matters listed on the Agenda may be discussed in executive session at the option of the Civil Service Commission and following verbal announcement, if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

**AGENDA**

**DATE:** Monday, February 2, 2009

**TIME:** 4:30 P.M.

**PLACE:** COUNTY JUDGE'S CONFERENCE ROOM  
COUNTY COURTHOUSE  
500 E. SAN ANTONIO  
3<sup>RD</sup> FLOOR – SUITE # 301

**POSTED:** Wednesday, January 28, 2009

**NOTICE TO THE PUBLIC:**

The EPSO Civil Service Commission will give you the opportunity to address them on a particular item listed on this agenda prior to proceeding with the official business at hand. Please inform the secretary prior to the start of the meeting which item(s) you wish to address. Time limit will be five minutes.

1. **OPEN MEETING:**
2. **ESTABLISH QUORUM:**
3. **PUBLIC COMMENTS:**

Speaker's choice: Five (5) minutes per person during this segment regarding any items or three (3) minute 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. The EPSO Civil Service Commission retains the option to allow more comment as it deems necessary.

4. **APPROVAL OF MINUTES:**  
January 12, 2009

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5. ITEM

Discuss the upcoming term appointment, and congratulate Ms. Irene Ramirez-Ortiz on her term as a Commissioner for the EPSO Civil Service Commission!

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6. ITEM

Discuss and take appropriate action regarding the update of a Job Description for the position of *Communications Specialist*.

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7. ITEM

Discuss and take appropriate action regarding the update of a Job Description for the position of *Crime Scene Technician*.

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8. ITEM

(Postponed 1/12/09) Discuss and take appropriate action regarding Detention Officer Lizeth Ambriz-Perez's request for pooled leave.

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9. ITEM

ADJOURNMENT.

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Cc: EPSO Civil Service Commission Members  
Respective employee(s) or their representative  
Assistant County Attorney  
Human Resources Office  
Attorney for the Sheriff's Association

Posted:

\*County Courthouse, 500 E. San Antonio Ave.

\*Via the EPSO email system

\*[www.elpasocounty.com](http://www.elpasocounty.com)