

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
3RD FLOOR – SUITE # 301

POSTED: Wednesday, January 28, 2009
5:00p.m.

1. OPEN MEETING:

2. ESTABLISH QUORUM:

3. APPROVAL OF MINUTES:
January 12, 2009

4. ITEM

Discuss and take action regarding the proposed new agenda format for the Civil Service Commission.

5. ITEM

Receive report and take appropriate action from the Commission Staff regarding the appointment to the EPSO Civil Service Commission by the Commissioner's Court.

6. ITEM

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

7. ITEM

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

8. ITEM

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

9. ITEM

Discuss and take appropriate action concerning changes to the list of exempt employees in Section 2.5.01 of the El Paso County Sheriff's Department Civil Service Commission Rules and Regulations.

10. ITEM

Discuss and take appropriate action concerning changes to the Human Resource Office in Section 1.3.01 of the El Paso County Sheriff's Department Civil Service Commission Rules and Regulations.

11. ITEM

ADJOURNMENT.
