



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, October 3, 2011

TIME: 1:30 P.M.

**PLACE: DETENTION FACILITY
601 E. OVERLAND
CESAR ARREOLA BRIEFING ROOM**

POSTED: Wednesday, 09/28/2011 – 1:30pm

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 and a sign-in sheet will be given to you. Time limit will be three (3) minutes but may be extendable upon a majority vote.

1. OPEN MEETING:

2. ESTABLISH QUORUM:

3. PUBLIC COMMENTS:

4. APPROVAL OF MINUTES:

September 12, 2011.

5. ITEM

Discuss and take appropriate action on the request from employees listed on the back up to be recipients of donated vacation donation.

Submitted by: Melissa Carrillo, Human Resources

6. ITEM

To discuss and take appropriate action to adopt Grievance form for the Sheriff's Office Civil Service.

Submitted by: Melissa Carrillo, Human Resources

7. ITEM

To discuss and take appropriate action on the revised job description for the position of Communication Specialist Trainee.

Submitted by: Melissa Carrillo, Human Resources

8. ITEM

ADJOURNMENT.
