



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, July 11, 2011
TIME: 1:30 P.M.
PLACE: DETENTION FACILITY
601 E. OVERLAND
CESAR ARREOLA BRIEFING ROOM
POSTED: Wednesday, 07/06/2011 – 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:

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4. APPROVAL OF MINUTES:

June 6th, 2011.

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5. ITEM

Notify the Commission regarding the appeal letter of suspension on Detention Officer Oscar Almazan.
Submitted by: Jim Jopling, Cleat

6. ITEM

Discuss and take appropriate action on the requests from employees listed in the back up to be recipients of donated vacation leave.

Submitted by: Melissa Carrillo, El Paso County Human Resources

7. ITEM

Discuss and take appropriate action on the revised job description for the position of Grant Writer.

Submitted by: Melissa M. Carrillo, El Paso County Human Resources

8. ITEM

Discuss and take appropriate action on the revised job description for the position of Communications Manager.

Submitted by: Melissa M. Carrillo, El Paso County Human Resources

9. ITEM

ADJOURNMENT.