

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CIVIL SERVICE RULES AND REGULATIONS, ORDINANCE 8065, RULE 1, SECTION 2 (C) SECRETARY TO NAME THE HUMAN RESOURCES DIRECTOR OR DESIGNEE AS SECRETARY; AND RULE 1, SECTION 9 COMMISSION RECORDER TO ENABLE THE PERSON CARRYING OUT THE DUTIES OF THE RECORDER TO BE A CITY EMPLOYEE HIRED IN ALIGNMENT WITH THE CITY CHARTER

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. ~~THAT section Rule 1, Section 2~~(c) Secretary of the Civil Service Rules and Regulations, located in Ordinance 8065 shall be amended as follows:

~~Secretary.~~ The Secretary, who shall be ~~a member of the Commission, shall be elected by the Commission annually during the month of February and shall serve at the pleasure of the Commission~~ the Director of Human Resources or designee, shall provide administrative support and act as a liaison between the City and the Commission. The Secretary, with the assistance of the Commission Recorder, shall prepare all minutes of Commission meetings, which ~~minutes~~ shall record the time and place of each meeting of the Commission, the names of those Commissioners present and absent, summaries of discussion on matters before the Commission and the votes given by the Commission, except when acts are unanimous; and will cause the minutes to be written and presented for approval or amendment. The minutes ~~or a copy certified by the Chairman~~ will be open to public inspection and filed with the Municipal Clerk in accordance with City ordinance. The Secretary shall also prepare the agenda for all meetings of the Commission, ~~with the guidance of the City Attorney or designee, and receive all requests from members of the public or groups who seek in writing to address the Commission and must place those matters appropriately submitted~~ on the Commission's agenda as soon as practicable, taking into account the urgency of the request; sign all documents as required by statutory provisions or the Rules of the Commission; ~~oversee assignment of Hearing Officers to discipline appeal cases under the direction of the Commission in accordance with the City Charter~~; prepare reports as required by law, or these Rules and as otherwise directed by the Commission; post meetings of the Commission or its committees as required by law; ~~provide guidance and oversight to require the assistance of the Director of Human Resources and the City Employee carrying out the duties of Commission Recorder in the discharge of the duties specified herein in this paragraph~~; and perform such other duties as naturally inhere in that office. (Amended 7/31/07, 3/7/17)

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2. ~~THAT Rule 1, Section 9, Recorder of the Civil Service Rules and Regulations,~~ located in Ordinance 8065 shall be amended as follows:

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Section 9. Commission Recorder.

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Section 9. Commission Recorder.

The ~~City employee carrying out the duties of the~~ Commission Recorder ~~erves at the pleasure of the Commission~~ shall provide administrative support to the Commission under the direction and supervision or the City's Human Resources Director. ~~Disciplinary action, other than t~~However, in accordance with the City Charter, the role of Commission Recorder may be removed only by a majority vote of the Commissioners. ~~ermination, may be taken against the Commission Recorder by the Secretary of the Commission only with the concurrence of two thirds of the Commission present and voting.~~ If the Commission Recorder position becomes vacant, the Human Resources Director shall ~~advertise the position for two weeks~~ assign such duties as appropriate under the City's employment practices and procedures. The Human Resources Director shall ~~review and pre-qualify all applicants. All applications will be referred to the Civil Service Commission for their review. T~~introduce the person selected to the Commission ~~shall select from the applications the top five for interviews and shall make their selection after the interview process has been completed~~at the beginning of the first meeting after which such person has been selected. (Amended 5/31/05, 07/11/06 and 7/31/07)

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ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

SIGNATURES CONTINUE ON NEXT PAGE

**THE CITY OF EL PASO**

ATTEST:

\_\_\_\_\_  
**Oscar Leeser**  
Mayor

\_\_\_\_\_  
Laura D. Prine, City Clerk

2024-Human Resources-2085 | P&I – Correction Ordinance | KHK

ORDINANCE NO. \_\_\_\_\_

Zoning Case No:

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

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Kristen Hamilton-Karam  
Senior Assistant City Attorney

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Mary Wiggins  
Human Resources

