

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Human Resources

AGENDA DATE: January 30, 2024

PUBLIC HEARING DATE: February 13, 2024

CONTACT PERSON NAME AND PHONE NUMBER: Mary Wiggins, Chief Human Resources, 915-212-1267

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: Goal 6: Set the Standard for Sound Governance and Fiscal Management

SUBGOAL: Civil Service Rule Change

SUBJECT:

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 AND CITY PROCESSES AND PROCEDURES, WITH PRIOR NOTICE AND INTRODUCTION TO THE COMMISSION

BACKGROUND / DISCUSSION:

Item 13 from the January 3, 2024 City Council Meeting.

PRIOR COUNCIL ACTION:

AMOUNT AND SOURCE OF FUNDING:

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



Araceli Guerra
Managing Director

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

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** 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 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 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 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 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 the City Employee carrying out the duties of Commission Recorder in the discharge of the duties specified herein; and perform such other duties as naturally inhere in that office. (Amended 7/31/07, 3/7/17)

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

Section 9. Commission Recorder.

The City employee carrying out the duties of the Commission Recorder shall provide administrative support to the Commission under the direction and supervision of the City's Human Resources Director. However, in accordance with the City Charter, the role of Commission Recorder may be removed only by a majority vote of the Commissioners. If the Commission Recorder position becomes vacant, the Human Resources Director shall assign such duties as appropriate under the City's employment practices and procedures. The Human Resources Director shall introduce the person selected to the Commission 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)

ADOPTED this _____ day of _____, 2024.

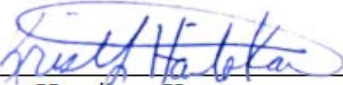
THE CITY OF EL PASO

ATTEST:

Oscar Leeser
Mayor

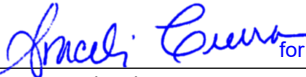
Laura D. Prine, City Clerk

APPROVED AS TO FORM:



Kristen Hamilton-Karam
Deputy Assistant City Attorney

APPROVED AS TO CONTENT:

 for Mary Wiggins

Mary Wiggins
Human Resources

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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The City employee carrying out the duties of the Commission Recorder ~~serves 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:

Kristen Hamilton-Karam
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

Mary Wiggins
Human Resources