

**Agenda**  
**Civil Service Commission**  
**March 14, 2024, 10:00 a.m.**  
**Columbia County Courthouse**  
**Foundation Meeting Room**

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1. Approve Minutes from December 7, 2023
2. Job Description Review:
  - Child Support Agent I – District Attorney (New Title)
  - Child Support Agent II – District Attorney (New Title)
  - Program Administrator Victims Assistance – District Attorney
  - Deputy Director, Emergency Management - Emergency Management
  - Payroll Analyst – Finance & Taxation – New Position
  - Justice Court Clerk – Justice Court
  - Health Promotion Specialist – Public Health
  - Administrative Assistant II – Public Works
  - Assistant Director, Public Works – Public Works
  - Enforcement Deputy – Sheriff’s Office
  - Evidence Technician – Sheriff’s Office
3. Reclassification Requests:
  - Mindy Trenton – Accounting Specialist II to Payroll Analyst
4. Review First Level Appeals/Concerns Decided by Chief Examiner:
  - None
5. Report on Prior Quarter’s Recruitments and Hires: Reports attached
6. Other Business:
7. Schedule next meeting:      **Next Regular Meeting:** \_\_\_\_\_, 2024
8. Adjourn.

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**Civil Service Commission:**

Ellen Bailey, Commissioner  
Carrie Garcia, Chief Examiner

Merle Pence, Commissioner  
Tina Kammerzelt, Secretary

Rene Leland, Commissioner  
Josh Pond, DA / Legal Counsel