

Agenda
Civil Service Commission
June 6, 2024, 10:00 a.m.
Columbia County Courthouse
Foundation Meeting Room

1. Approve Minutes from March 14, 2024
2. Job Description Review:
 - Administrative Case Specialist I – Community Justice – New Position
 - Administrative Case Specialist II – Community Justice – New Position
 - Office Manager – Community Justice
 - Work Crew Supervisor – Community Justice
 - Deputy Recording Clerk – County Clerk
 - Accounts Payable Specialist – Finance
 - Assistant Director – Finance & Taxation – Finance
 - Assistant Director – Public Health – Public Health
 - Road Maintenance Worker I – Public Works
 - Road Maintenance Worker II – Public Works
 - Transit Program Manager – Transit
3. Reclassification Requests:
 - Kelly Carpenter – Office Coordinator to Office Manager
 - Jeri Stebbins – Administrative Assistant I to Administrative Case Specialist I
 - Regan Duarte – Administrative Assistant I to Administrative Case Specialist I
 - Annelies Bryant – Accounting Clerk II to Accounts Payable Specialist
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.

Civil Service Commission:

Ellen Bailey, Commissioner
Carrie Garcia, Chief Examiner

Merle Pence, Commissioner
Tina Kammerzelt, Secretary

Rene Leland, Commissioner
Josh Pond, DA / Legal Counsel