

Agenda
Civil Service Commission
September 7, 2023, 10:00 a.m.
Columbia County Courthouse
Room 310

1. Approve Minutes from June 15, 2023
2. Job Description Review:
 - Signs and Markings Technician – Public Works – New
 - Electrical Signing Supervisor – General Services – New
 - Administrative Assistant I – Community Justice – New
 - Office Coordinator – Community Justice – New
3. Reclassification Requests:
 - Jeff Peterson – Sign Maintenance Worker to Signs and Markings Technician – Public Works
 - Adam Dingman – Facilities Maintenance Technician III to Electrical Signing Supervisor – General Services
 - Kelly Carpenter – Administrative Assistant II to Office Coordinator – Community Justice
 - Jeri Stebbins – Department Secretary to Administrative Assistant I – Community Justice
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:** _____, 2023
8. Adjourn.

Civil Service Commission:

Ellen Bailey, Commissioner
Carrie Garcia, Chief Examiner

Merle Pence, Commissioner
Tina Kammerzelt, Secretary

Rene Leland, Commissioner
TBD, DA / Legal Counsel