

Agenda
Civil Service Commission
March 31, 2022, 10:00 a.m.
Columbia County Courthouse
Court Room 310

1. Welcome New Members
2. Elect Chairperson
3. Approve Minutes from November 4, 2021
4. Job Description Review:
 - Legal Secretary – Community Justice
 - Department Secretary – Community Justice
 - Administrative Assistant 2 – Community Justice
 - Office Coordinator – Public Health
 - Environmental Health Supervisor – Public Health
 - Accounting Specialist 2, Payroll – Finance & Taxation
 - Accounts Payable Clerk 1 – Finance & Taxation
 - Survey Technician I – County Surveyor
 - Survey Technician 2 – County Surveyor
 - Road Maintenance Worker I – Public Works
 - Road Maintenance Worker 2 – Public Works
 - Lube Service Worker – Public Works
 - Facilities Services Technician 2 – General Services
 - Property Appraiser Trainee – Assessor's Office
 - Property Appraiser 1 – Assessor's Office
 - Property Appraiser 2 – Assessor's Office
 - Chief Appraiser – Assessor's Office
 - GIS Technician – Assessor's Office
 - GIS Program Manager – Assessor's Office
 - Senior Planner – Land Development Services
 - Associate Planner – Land Development Services
 - Assistant Planner – Land Development Services
 - Land Use Compliance Specialist – Land Development Services
5. Reclassification Requests:
 - Lindsay Elder – Administrative Assistant to Office Coordinator, Public Health
 - Zachary Holter – Facilities Services Technician 1 to Facilities Technician 2
 - Mindy Trenton – Accounting Specialist 1 to Accounting Specialist 2
6. Review First Level Appeals/Concerns Decided by Chief Examiner:
None

Civil Service Commission:

Ellen Bailey, Commissioner
Carrie Garcia, Chief Examiner

Merle Pence, Commissioner
Tina Kammerzelt, Secretary

Rene Leland, Commissioner
Jeff Auxier, DA / Legal Counsel

Agenda
Civil Service Commission
March 31, 2022, 10:00 a.m.
Columbia County Courthouse
Court Room 310

7. Report on Prior Quarter's Recruitments and Hires:
8. Other Business:
9. Schedule next meeting: **Next Regular Meeting:**
10. Adjourn.

Civil Service Commission:

Ellen Bailey, Commissioner
Carrie Garcia, Chief Examiner

Merle Pence, Commissioner
Tina Kammerzelt, Secretary

Rene Leland, Commissioner
Jeff Auxier, DA / Legal Counsel