

**Agenda**  
**Civil Service Commission**  
**September 02, 2021, 11:00 a.m.**  
**Columbia County Courthouse**  
**Riverview Conference Room**

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1. Approve minutes
2. Classification / Compensation Study, Job Title Changes Only - implemented 7/1/2021.
  - Accountant 1 to Accounting Specialist 1
  - Accountant 2 to Accounting Specialist 2
  - Administrative Assistant to Administrative Assistant 2
  - Computer Tech 1 to IT Technician
  - Computer Technician 2 to Network Administrator
  - Computer Technician Senior to Systems Administrator
  - District Supervisor 2 St Helens to District Supervisor St Helens
  - Justice Court Clerk to Court Administrator
  - Legal Secretary (Dept x5) to Legal Secretary
  - Office Manager 1 to Office Coordinator
  - Office Manager 2 / Deputy Assessor to Office Manager
  - Office Manager 2 to Chief Legal Secretary
  - Office Specialist to HR Technician
  - Planner 2 (x2) to Associate Planner
  - Planner 3 to Senior Planner
  - Preparedness Coordinator to Public Health Emergency Preparedness Coordinator
3. Job Descriptions:
  - Classification / Compensation Study Review.
  - Plan for Position Description Process and CSC Role.
4. Reclassification Requests:
  - None.
5. Review First Level Appeals/Concerns Decided by Chief Examiner:
  - None.
6. Report on Prior Quarter's Recruitments and Hires:
  - Attached as of 8/24/2021.
7. Other Business: CSC Commission – two members term 12/31/2021.
8. Schedule next meeting: **Next Regular Meeting: \_\_\_\_\_, 2021**
9. Adjourn.

**Civil Service Commission:**

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Ellen Bailey, Commissioner

Patty Rismoen, Commissioner

Dee Wooley, Commissioner

Jeanine Hohn, Chief Examiner

Tina Kammerzelt, Secretary

Jeff Auxier, DA / Legal Counsel