

Agenda
Civil Service Commission
February 6, 2020
11:00 a.m.
County Courthouse, Room 310

1. Approve minutes
2. Job Descriptions:
 - Accountant 1 – Area of Emphasis Payroll (update)
 - Administrative Assistant 1 – Public Works (title change only)
 - Administrative Assistant 2 – Public Works (new position)
 - Engineering Technician 1 (new position)
 - Engineering Technician 2 (new position)
 - Office Administrator – Sheriff’s Office (updated)
3. Reclassification Requests:
 - None
4. Review First Level Appeals/Concerns Decided by Chief Examiner
 - Support Services Clerk
 - Administrative Assistant
5. Report on Prior Quarter’s Recruitments and Hires
6. Other Business:
 - New Application Form
 - Source of Candidates List
 - Compensation/Classification Study/Updated Job Descriptions
 - Schedule next meeting
7. Adjourn.

Next Regular Meeting: _____, 2020

Civil Service Commission:

Ellen Bailey, Commissioner
Patty Rismoen, Commissioner
Dee Wooley, Chairperson
Jean Ripa, Chief Examiner
Tina Kammerzelt, Secretary
Jeff Auxier, District Attorney/Legal Counsel