

**Agenda**  
**Civil Service Commission**  
**August 1, 2019**  
**11:00 a.m.**  
**County Courthouse, Room 308**

1. Approve minutes
2. Job Descriptions:
  - Administrative Assistant – Road Department (new position to department)
  - Case Aide (revisions)
  - Communicable Disease Intervention Specialist (new position)
  - Department Secretary – DA’s Office (new position to department)
  - Enforcement Deputy (revisions)
  - Facilities Services Technician II (revisions)
  - Facilities Services Technician III (revisions)
  - Land Use Compliance Specialist (title change from Code Enforcement Officer/revisions)
  - Lieutenant – Enforcement (revisions)
3. Reclassification Requests:
  - Julie Wheeler-Administrative Assistant
4. Review First Level Appeals/Concerns Decided by Chief Examiner
  - None
5. Report on Prior Quarter’s Recruitments and Hires
6. Other Business
  - Position & Salary Report
  - Schedule next meeting
7. Adjourn

Next Regular Meeting: \_\_\_\_\_, 2019

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