

**Agenda**  
**Civil Service Commission**  
**February 12, 2026, 10:00 a.m.**  
**John Gumm Building & Civic Center, Community Room**  
**251 Saint Helens Street, St Helens OR 97051**

1. Approve Minutes from October 2, 2025
2. Job Description Review:
  - Deputy Assessor – Assessment & Taxation – Title Change Only
  - Tax Collector – Assessment & Taxation
  - Chief Legal Secretary – District Attorney’s Office
  - Legal Secretary – District Attorney’s Office
  - Accounts Receivable Specialist - Finance
  - Solid Waste Program Coordinator – Public Works
3. Reclassification Requests:
  - None
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:** \_\_\_\_\_, 2026
8. Adjourn.

**Civil Service Commission:**

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Ellen Bailey, Commissioner  
Carrie Garcia, Chief Examiner

Merle Pence, Commissioner  
Tina Kammerzelt, Secretary

Rene Leland, Commissioner  
Josh Pond, DA / Legal Counsel