

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: June 6, 2024

Present: Commissioners: Ellen Bailey, Chairperson
Rene Leland, Commissioner
Merle Pence, Commissioner
Chief Examiner: Carrie Garcia
Secretary: Tina Kammerzelt
Others:

Next Meeting: Thursday, September 12th at 10:00 a.m.

Chairperson Bailey called the meeting to order at 9:56 a.m.

Minutes: The meeting minutes distributed prior to the meeting were incomplete. A complete document was provided to the Commissioners and they took a moment to read the updated document. Commissioner Leland moved to approve the March 14 2024 regular meeting minutes. Commissioner Pence seconded. The motion to approve the minutes carried unanimously.

Job Descriptions: Chief Examiner Garcia reviewed the revised job descriptions.

Administrative Case Specialist I & II – Community Justice – New Positions. We needed more flexibility with the office staff and replace the Administrative Assistant position. We used to have a Case Aide position that supported the Parole & Probation Officers. These new positions are a hybrid of the two positions. We had a Pre-Trial Services position that was taken over by the State which allowed the ability to hire additional office staff.

Question Chairperson Bailey: Does Specialist II give them more responsibility? Examiner: Yes. They are similar, however the Specialist II position provides for more training responsibility and autonomy.

Question Commissioner Pence: Are they required to be notaries? The Specialist II, front page half-way down says they serve as notary to the public as necessary. Examiner: I believe they are all notaries but not sure if they are required to be notaries. It is not a difficult process to become a notary.

Office Manager – Community Justice. Because we were adding new positions and more staff to the front office it made sense to change the coordinator to a manager position to supervise the office staff. Kelly Carpenter has been the office coordinator, who Larry Evenson relies heavily on, managing budgets and now supervising the office staff. We changed the coordinator position and added some additional tasks including budgeting. Her salary was changed from non-exempt to exempt level manager and funded through their grants, not through the general fund.

Question Chairperson Bailey: Are the grants annual? Examiner: Yes. The State funding is annual.

Work Crew Supervisor – Community Justice. No structural changes, just formatting. The fulltime position moved over to the Victim’s Advocate position. The part-time position moved into the full-time position. We will be recruiting for the part-time position soon.

Deputy Recording Clerk – County Clerk. Made just a couple of revisions and formatting since it had not been reviewed in some time. We moved it from the salary range 20 to 21. The level of functions and attention to detail justified the higher grade. Karen Golson is currently in the position.

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Question Commissioner Leland: The only thing I noticed is the date? Examiner: Yes, the reason the date was changed is because the position is funded in the new budget year beginning in July. This position along with the Accounts Payable Specialist are dated for July for the reclassifications.

Accounts Payable Specialist – Finance. We didn't have a current job description, we had accounting clerk and accounting specialist, and wanted to capture what the job is currently. We created an accounts payable specialist and are working on creating an accounts cash receipting position.

Question Commissioner Pence: There are certifications that can be obtained in accounting for basic skills for accounts person. Is there any consideration in these positions for increasing salary for these types of certifications? Examiner: Not that we have talked about. There is a certification program for the Accounting Services Manager, however for the individual positions I'm not aware of any certification incentives and we would need to address in collective bargaining.

Question Commissioner Pence: I've heard that it is very helpful for small government that we have standard accounting principles especially when they pertain to government functions and hope that somehow we could encourage that process and put some sort of enticement. Examiner: That would be addressed with collecting bargaining agreements. It would be a struggle because if we did that for accounting positions, we would need to do for every position that had some kind of certification available.

Question Commissioner Pence: We have a different situation with law enforcement. Examiner: Yes, it is built into their collective bargaining agreement. Once they are supervisor, intermediate or advanced then incentives are available to them.

Examiner: Every certification needs to be defined in the collective bargaining. Licenses are required of the position(s) and the County pays for that but there are no incentives for certifications. We have five unions at this time.

Assistant Director – Finance & Taxation – Finance. We currently have an Accounting Services Manager and based on all the duties currently assigned it was determined there needed to be a new position to assume some of those functions. Grant oversight for all County grants and managing all staff in the finance department. We combined the basics of the Accounting Services Manager and added additional functions to create the Assistant Director of Finance position.

Assistant Director – Public Health – Public Health. Along the same lines as the Assistant Direct for Finance, we created an Assistant Director of Public Health. There was a Program Manager that was brand new within the last year and upon reviewing the position determined we needed to revamp and create the Assistant Director. Same salary yet added responsibility.

Road Maintenance Worker I – Public Works. No structural changes, just new format and currently recruiting for this position.

Road Maintenance Worker II – Public Works. No structural changes, just new format.

Transit Program Manager – Transit. We had this position years ago and updated it. This position will be a transition progression for the Director position. The Director will be retiring, and this position will take over around January 2025. We will post recruitment in July to ensure some overlap. This position will go away once

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this position moves into the Director position.

Commissioner Pence made a motion to approve the job descriptions, as presented and explained, Commissioner Leland seconded, the motion carried unanimously.

Reclassification Requests: As described in the job descriptions the following requests are presented.

Administrative Assistants to Administrative Case Specialist I (Jeri Stebbins and Regan Duarte), Pre-Trial Services Specialist to Administrative Case Specialist (recruitment two positions) and Promotion of Office Coordinator to Office Manager (Kelly Carpenter).

Accounting Clerk II (Annelies Bryant) to Accounts Payable Specialist.

Commissioner Pence made a motion to approve the job descriptions, as presented and explained, Commissioner Leland seconded, the motion carried unanimously.

Review First Level Appeals/Concerns Decided by Chief Examiner: None at this time.

Report on Prior Quarter Recruitments & Hires: The reports were presented to the CSC and are on file.

Other Business. None

The Commissioners set the next meeting date September 12, 2024. With no further business, Chairperson Bailey adjourned the meeting at 10:30 am.

Respectfully submitted by,

Carrie Garcia
Chief Examiner