

**MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION**

**Meeting Date: March 14, 2024**

<b>Present:</b>	Commissioners:	Ellen Bailey, Chairperson Rene Leland, Commissioner Merle Pence, Commissioner (Absent)
	Chief Examiner:	Carrie Garcia
	Secretary:	Tina Kammerzelt
	Others:	

**Next Meeting: Thursday, June 6th at 10:00 a.m.**

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Chairperson Bailey called the meeting to order at 10:03 a.m.

**Minutes:** Commissioner Leland moved to approve the December 7, 2023 regular meeting minutes. Chairperson Bailey seconded. The motion to approve the minutes carried unanimously.

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

Child Support Agent I – District Attorney (New Title). This position was titled Support Enforcement Agent and this is the position that deals with the child support, but by statute the state is requiring a title change, noting they can't have that Enforcement piece in the title any longer so we revised and updated the Child Support Agent I and II two positions. The functions are fairly the same, these are the two levels of the position that manages child support. The title change was made universally across the state.

Child Support Agent II – District Attorney (New Title). These positions can follow through but cannot enforce any fines or search for individuals to make them pay. They can investigate, file paper with the court, and the judges are implementing the penalties. They are doing paperwork, statistics, documentation, attending training and communicating.

Child Support Agent I & II – District Attorney (New Title). These positions (Agent I and Agent II) were presented at last CSC Commission Meeting and were revised for clarity from “perform activities to enforce” to “perform administrative duties to assist enforcement”.

Program Administrator Victims Assistance – District Attorney. This position was reviewed and updated for recruitment. Erin Hass was selected to fill the vacancy. Erin has been in the Victim’s Assistance program since 2016 and this promotion provides progression in her position.

Deputy Director, Emergency Management - Emergency Management. Minor changes, updated to new format.

Payroll Analyst – Finance & Taxation – Reclassified Position. Revised the description to make it accurate and reclassified the position to be a higher paid position since it now includes benefits administration, payroll processing and additional accounting duties. There are many checks and balances created by Mindy Trenton for the payroll system, by running several reports prior to processing payroll. ADP is our payroll system, but not everyone is using ADP for the time system. Public Works uses paper timecards, the Sheriff’s department has their own time system. Mindy runs her preliminary reports, double checks everything then it is presented to Lindsay Elder, the Accounting Services Manager to review, approve and then payroll is processed. They are also working on dual training with Lindsay to ensure we always have coverage for this important position within the County. She ran the payroll last month. There was a question about the job code changing on the job description

***Meeting Date: March 14, 2024***

and it was updated to create the new position in ADP, it is a simple identifier for the job title in ADP with no other impact on the position.

Justice Court Clerk – Justice Court. Not many changes, just some updates since it hasn't been reviewed in 10 years. The position is in Vernonia and some of the systems they use were updated. Vernonia and Clatskanie are the only locations where the Justice Court holds court. Most in-person are conducted in Vernonia and they also do many virtual court sessions.

Health Promotion Specialist – Public Health. This position was created when the Public Health department was created, evolving over the past 5-6 years. Just finished a recruitment and will be interviewing next week.

Administrative Assistant II – Public Works. Minor changes, some are review and new formatting.

Assistant Director, Public Works – Public Works. Minor changes. There were comments regarding a potential requirement which was deemed not necessary, so removed from final version.

Enforcement Deputy – Sheriff's Office. No changes to the job description, just incorporated into the new formatting.

Evidence Technician – Sheriff's Office. No changes to the job description, just incorporated into the new formatting.

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

**Reclassification Requests:** Mindy Trenton just completed her Masters Program in Accounting and prior to that her Bachelors, all within the past two years. Her being in the position has allowed us to look at and correct things that were overlooked with prior payroll processing.

**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. We had 45 recruitments in 2023 and received 908 applications. For 2024 to date, we had 10 recruitments and received 81 applications. In comparison, for 2021 we had 44 recruitments and received 205 applications. The increase likely due to the new online applicant software.

**Other Business.** None

The Commissioners set the next meeting date for June 6<sup>th</sup>, 2024. With no further business, Chairperson Bailey adjourned the meeting at 10:37am.

Respectfully submitted by,

Carrie Garcia  
Chief Examiner