

Meeting Date: December 7, 2023

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

Next Meeting: Thursday, March 14, 2024 at 10:00 a.m.

Chairperson Bailey called the meeting to order at 10:08 a.m.

Minutes: Commissioner Pence moved to approve the September 7, 2023 regular meeting minutes. Commissioner Leland seconded. The motion to approve the minutes carried unanimously.

Job Descriptions: Chief Examiner Garcia reviewed the revised job descriptions. We started working on a new format for all our job descriptions which helps with legibility and consistency, using the same categories, while providing the same look and language throughout. Unless instructed otherwise, will not bring back the others already approved because the changes are just formatting. The last time one of the job descriptions had been reviewed was 2000, so we are working through each one to bring them up to date.

Legal Secretary – County Counsel. Not a lot of change, just a couple of functions that have changed and adding in public records.

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.

Commissioner Pence made this statement about the verbiage within the job duty description: There is no "enforce" in that job description and I question the "perform activities to enforce" statement which should alternately read "perform administrative duties to assist enforcement". Chief Examiner Garcia will revisit these two job descriptions and present them again at the next meeting for approval.

Corrections Technician – Jail. This is job description that had not been reviewed since 2000. A lot of the changes with these job descriptions is the technology that has changed. From fingerprint cards to electronic monitoring and control of access / egress. The term "inmate" is no longer in use and is now referred to "adult in custody". We are starting to finalize the Corrections and Enforcement positions, making those terminology changes there as well. Chief Examiner Garcia prepares the draft copy, the supervisors review them and their staff review them, then the Sheriff finalizes. The people doing the jobs are looking at them.

Meeting Date: December 7, 2023

Office Manager – Sheriff’s Office. Just a few minor changes, Christina and the Sheriff reviewed the job description.

Commissioner Pence made a motion to approve the Legal Secretary, Corrections Technician and Office Manager job descriptions, as presented and explained, Commissioner Leland seconded, the motion carried unanimously.

Reclassification Requests: None

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. One additional recruitment happened after the reports were prepared, the mechanic and public health emergency preparedness coordinator.

Commissioner Pence asked how far afield are we having to advertise or recruit. Depends on the position, we usually try a month, sometimes two weeks. We are advertising in a lot of different places depending on the type of position. If technical or engineering they have groups or list serves.

Commissioner Pence asked if advertising for a DA position is different than for a road worker or transit driver position. Secretary Kammerzelt replied: only slightly because the recruitment is blanketed out to 10 or 12 job boards, but for say the District Attorney, we would also post on the Oregon Bar Association job board. There is some unique placements but most are through the job boards. Chief Examiner Garcia indicated there are also groups or alumna groups that staff may send to regarding the recruitment.

We have a new District Attorney appointed by the Governor. We had an interim, then another interim and then the Governor appointment Josh Pond who had been working in the DA’s office as Deputy District Attorney. He will be in office until next November election, and if elected would take office in January.

Commissioner Bailey noted from the recruitment report that we have received a lot of applicants per recruitment. Commissioner Leland noted that for a while we were having a hard time getting applicants and it looks like that improved. Secretary Kammerzelt replied: All in part to the job board distribution because we didn’t use to advertise this way, we were very selective in where we were placing our ads – the local newspapers, the Oregonian and then any of the select sites for the specific positions. We were a little bit more refined when we were doing the advertisements, and with the job boards, that has really opened up a lot of opportunities for candidates because it’s now blasting the recruitment outside of Columbia County, the State of Oregon and on some jobs boards across the United States. Chief Examiner Garcia mentioned that with new applicant tracking system, it has a built in recruiting component and advertising component that has really driven the applicant numbers up. The last property appraiser recruitment, we collected 4-5 candidates, this time around we received 60 applicants. The number of applicants was due in part to the job board advertising, but also because of economic reasons for this particular position with many people in the industry looking for a position.

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: December 7, 2023

Other Business. Position & Salary Report. Note: that the position and salary report is approved by the Commission once a year. Commissioner Leland moved to approve the report, Commissioner Pence seconded, the motion carried unanimously.

The Commissioners set the next meeting date for March 14, 2024. With no further business, Chairperson Bailey adjourned the meeting at 10:33am.

Respectfully submitted by,

Carrie Garcia
Chief Examiner