

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: September 07, 2023

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

Next Meeting: Thursday, December 7th at 10:00 a.m.

Chairperson Bailey called the meeting to order at 10:20 a.m.

Minutes: Commissioner Pence moved to approve the June 22, 2023 regular meeting minutes. Commissioner Leland seconded. The motion to approve the minutes carried unanimously.

Job Descriptions: Carrie Garcia reviewed the revised job descriptions and reclassifications for the following positions:

Signs and Markings Technician – Public Works – New

We have always had a Signs Maintenance worker that manages all the county-wide signs. This person has been doing the job for many years and additional tasks. Working with the Public Works Director, this position was created with job progression. The Signs Maintenance will be the entry level position and the Signs and Markings Technician is the second level, and captures all of the things being done within the job. It includes signs and road stripping, traffic control and proposals, works directly with the Public Works Director. Because this person has been doing the work, we wanted to create this higher level position. There will be a succession planning training for these positions.

Electrical Signing Supervisor – General Services – New

This is a very unique position held by Adam Dingman. He was hired two years ago as a Facilities Technician III and is a Master Electrician. Adam has received his Electrical Signing Supervisor certification and by doing that it creates a lot of benefit for the County. Any of the projects that are county building projects, we can get a master permit for the County and all of the electrical work and permits can be done under his Electrical Signing Supervisor. Adam is managing all the electrical work, even when we bring in other electrical contractors. His Master Electrician for the State of Oregon also allows him to inspect and ensure projects are up to code. It saves the County money and effort to structure this way. This position is a non-exempt, non-union position and mirrors the supervisors in Public Works who supervise employees but are still eligible for overtime. We looked at many different companies doing similar work and modeled this position in that fashion.

Administrative Assistant I – Community Justice – New

We just hired a new director for the Community Justice department, and he has been looking into the structure of the department. In the Adult office they had an Administrative Assistant II and a Department Secretary. The Department Secretary was reviewed and upgraded to the Administrative I position.

Office Coordinator – Community Justice – New

The Administrative Assistant II was doing grant management, budget work and a lot of work out of class. We had been paying her out of class for over a year. We had similar positions within Public Health Office. We created

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the Office Coordinator position for Community Justice. This structure will create a succession plan. Coverage has always been a problem within this office, so we will also be hiring an additional Administrative I position.

With each of these job descriptions we have reclassifications.

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

Reclassification Requests:

Jeff Peterson – Sign Maintenance Worker to Signs and Markings Technician – Public Works

Adam Dingman – Facilities Maintenance Technician III to Electrical Signing Supervisor – General Services

Kelly Carpenter – Administrative Assistant II to Office Coordinator – Community Justice

Jeri Stebbins – Department Secretary to Administrative Assistant I – Community Justice

Reclassifications are positions individuals are currently doing, that are not opened up for recruitment. It is a promotion, but it is not a promotion to an open position, and we are not back filling the position. It's a job promotion and reclassification. They are doing the job functions and reclassifying them by changing the job to fit their function.

Commissioner Leland made a motion to approve the reclassification requests, as presented and explained, Commissioner Pence 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, showing the recruitments, hires, resignations, retirements for the year.

We have an interim District Attorney until the Governor appoints the District Attorney. Colin Benson is currently residing in the District Attorney position.

In a six week period from now, we will have 8 new hires. We have a new custodian, Karla Davila and has just started the position yesterday. She has owned her own cleaning business for 20 years. This position is more than a one person position, and the facilities technicians will fill in when needed.

We have a new Directory of Emergency Management starting in October, he is from Oregon but has been in Alaska for several years. Chris Carey left the County at end of June.

Other Business. We will be moving the meeting location to the newly constructed conference room on the 1st floor located near the Public Health department.

The Commissioners set the next meeting date for December 7th, 2023. With no further business, Commissioner Bailey adjourned the meeting at 10:47 a.m.

Respectfully submitted by,

Carrie Garcia
Chief Examiner