

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: June 22, 2023

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

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

Chairperson Bailey called the meeting to order at 09:57 a.m.

Minutes: Commissioner Pence moved to approve the March 9, 2023 regular meeting minutes. Commissioner Leland seconded. The motion to approve the minutes carried unanimously.

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

Pre-Trial Services Specialist – Community Justice. This position is within Community Justice department and the program itself is changing slightly to incorporate State Courts. Our part supervision piece, pre-trial and the state courts will be doing the assessments. The position resides within Community Justice, parole and probation, but works closely with and is vital to the DA’s office. Right now we have someone in the position, getting ready to retire. The position is funded by the JRI grant which is maintained out of the DA’s office.

Department Secretary – District Attorney. This is open due to resignation. They made some minor changes to functions and updated the required technology skills as they have evolved over time, however not a lot of changes to the position.

Custodian – General Services. We are looking to add a full time position with the County. We currently have a custodian position with Cardinal Services, but are wanting to bring that back in house to begin in the upcoming fiscal year. It has been added into the budget but there is still discussion about the position. The position will cover the Courthouse and Annex building which is a full time position. Some of the other facilities are managed by facilities services technicians. This is a lot of discussion around the role of the position with different opinions on how it should be applied.

Court Administrator – Justice Court. This is a position that resides in Vernonia for Justice Court. This is just an update since it has not been updated in several years. Adding in the ability to become LED certified, CJIS security that require access in the criminal justice system. We are adding that verbiage into all positions; Sheriff’s Office, Community Justice, DA’s Office where they need to access those databases.

Environmental Services Specialist I – Land Development Services and Environmental Services Specialist II – Land Development Services. Right now we have Environmental Health Specialist which is our on-site program and resides within Public Health. It previously was in the LDS department, and moved to Public Health a few years ago. Now they are splitting the position between Land Development and Public Health. There are requirements on the titles based on which department the position resides with. All the public health functions are removed and the position retitled to Environmental Services Specialist.

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Public Health functions include the food inspection, restaurant inspections/permitting, lodging. The LDS functions include the onsite septic, waste water programs, as when homes are built or repairs are made.

We will be reviewing the Environmental Health Specialist positions to remove the LDS functions at a later date. The splitting of the program will begin July 1, 2023.

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

Reclassification Requests:

Brittney Henderson – GIS Technician to GIS Analyst – Assessor’s Office. Previously we reviewed the new GIS Analyst job description. The person in the GIS Technician position has been doing fantastic and recently received her drone pilot license. The Assessor’s office is requesting to reclassify her and it included in their upcoming budget.

Commissioner Leland made a motion to approve the job descriptions, 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 a number of positions open with some changes within our Department Heads. Our Community Justice Director, Erin Welch left in April. We are in the process of hiring a new Director, he is coming from Yamhill County. Our Emergency Management Director, Chris Carey resigned in January and moved to City of Portland, in the Deputy Director position. We are currently recruiting for a new Emergency Management Director.

Brief discussion about the number of applicants, 363 applicants, a good number however not all may be qualified for the applied positions.

The types of advertising we do for positions is varied and includes 10-15 job boards along with local advertising. We also utilize memberships to post positions, along with WorkSource Oregon. Vernonia positions are difficult to fill, discussion revolved around the Road Worker position. A recommendation was to approach local city offices to post positions, or local vendor information bulletin boards.

Other Business. None

The Commissioners set the next meeting date for September 7th, 2023. With no further business, Commissioner Bailey adjourned the meeting at 10:22 a.m.

Respectfully submitted by,

Carrie Garcia
Chief Examiner