

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: March 9, 2023

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

Next Meeting: Thursday, June 15th at 10:00 a.m.

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

Minutes: Commissioner Pence moved to approve the December 8th, 2022 regular meeting minutes. Commissioner Bailey seconded. The motion to approve the minutes carried unanimously.

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

Assessment Clerk I – Assessor’s Office – Most of the Assessor positions were reviewed in the wage study. This position had not been included and moving the position into the higher wage scale brought it in line with other counties.

GIS Analyst – Assessor’s Office – New Position – The Assessor’s office has a GIS Technician and GIS Manager and nothing in between. There was a need for a higher-level position. Brittney has recently earned her drone pilot’s license and can now work with the surveyor on projects, as well as potentially city projects. Merle asked whether this position would have legal consequences and/or will work with the sheriff’s department. Carrie clarified that the sheriff’s department had their own drone operators and this position would not be involved.

Facilities Services Technician I – General Services – Minor updates to this position, this group had already reviewed the Facilities Services Technician II position.

Permit Technician – Land Development Services – Minor changes. Reviewed due to upcoming retirement of Kay Clay in July.

Public Health Emergency Preparedness Coordinator – Public Health – This position had been reviewed prior and since then the addition of ambulance services was included. The biggest change is the position was classified as Exempt by the compensation study however this position does not supervision responsibilities, so it was changed to Non-Exempt. This position was filled last week and the changes were made prior to hire.

Public Health Program Manager – Public Health – New Position – This position will be overseeing, evaluating, and managing the public health programs including community health disease, nursing staff, clinics, health checks. The Director of Public Health required additional staff to manage the programs, so the position was created.

Engineering Technician I – Public Works and Engineering Technician II – Public Works – These positions received a comprehensive review of functions and duties. Engineering Technician II performs work with without oversight. Reclassification request is explained below.

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Mechanic – Public Works – Minor updates to the types of equipment they are working on.

Administrative Assistant I – Transit – Minor updates – a review to ensure all required verbiage is included and formatted.

Dispatcher – Transit - Transit Driver – Transit - Utility Worker – Transit. These positions had been reviewed prior by the committee and at that time they were non-union. Once clarification was received they were moved onto our wage scale so that is the only change to these positions.

Mechanic – Transit – Had not been reviewed in a while, only minor changes.

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

Reclassification Requests:

Scott Toenjes – Engineering Technician I to Engineering Technician II – Public Works. Scott has been with the county for approximately two years and has learned the position and was performing out of class work. It made sense to re-evaluate his position and move him to the higher-level position. There were positions in the budget that were not filled, making it possible to fund the Engineering Technician II position.

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 for June 15, 2023. With no further business, Commissioner Bailey adjourned the meeting at 10:28 a.m.

Respectfully submitted by,

Carrie Garcia
Chief Examiner