

Meeting Date: June 09, 2022

Present: Commissioners: Ellen Bailey, Chair
Merle Pence, Commissioner (Absent)
Rene Leland, Commissioner
Chief Examiner: Carrie Garcia
Secretary: Tina Kammerzelt
Others: Ron Larson, CCSDA Rep

Next Meeting: Thursday, September 8th at 10:00 a.m.

Chair Bailey called the June 9, 2022 meeting to order at 10:04 a.m.

Minutes: Chair Bailey moved to approve the March 31st regular meeting minutes with one correction, Renee Leland spelling to Rene Leland. Commissioner Leland seconded. With no further discussion or opposition, the vote to approve the minutes carried unanimously.

Job Description Review:

There were 11 job descriptions reviewed at this time. Carrie reviewed the highlights for each position.

Data Analyst – Assessor’s Office. Changing the title to Analyst where it was previously Programmer to more accurately reflect what this position does.

Assessment Clerk 2 and Assessment Clerk 3– Assessor’s Office. These two positions have not been reviewed in 10 years, with law changes and ordinance changes these positions have evolved over the years. They were structured to be progressive in functions as far as requirements and responsibilities. Each level is a higher responsibility.

Office Manager – Assessor’s Office. Very few changes, just updating language.

That covers the Assessor’s Office, with the exception of one additional position that we are looking at salaries on that and studies and will be presented at a future meeting.

Emergency Management Specialist – Emergency Management. This is a new position, we took the existing coordinator position and used as a base. This is a level lower position with fewer requirements, more of an entry-level position that someone just out of school could step into and learn.

There was a discussion about the location of the emergency management facility and their purpose/function. They operate on a State level and Ron Larson shared general information about their interaction with the facility stating that Chris Carey has done a great job building connections for that department.

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Accounting Services Manager – Finance & Taxation. This is just revising the position. We are currently recruiting for both the Accounting Services Manager and Director of Finance & Taxation. Our current Accounting Services Manager was positioned to take over the Director position and that was the plan all along, but she and her family will be relocating for her husband's employment. So now we are looking for two positions.

Building Official – Land Development Services. This was to update the position, there have been necessary requirements added, especially in the required state certifications. Most of these job descriptions have not been reviewed in over 10 years so there are many changes to bring them current.

Plans Examiner 2 – Land Development Services. Very similar to Building Official, most changes are state requirements and certification requirements. This was reviewed since we recently had a retirement.

Building Inspector 1 and Building Inspector 2 – Land Development Services. On both of these positions we wanted to build in the requirements because we have both electrical and plumbing inspectors so we needed to incorporate requirements for both and what is required from the certification standpoint. Before you could be hired without certifications, but now you must have the certification to be hired. Building Inspector 1 is residential and Building Inspector 2 is either plumbing or electrical. Certifications have drastically changed over the last few years and what is required.

Animal Care Specialist – Sheriff's Office. This position right now is part-time. We reviewed the job description, with not many changes, because they want to move it to a full-time position.

Solid Waste Coordinator – Public Works. Updating the position because we have someone retiring soon and we will be recruiting for the position. One section that was updated was community outreach, including the hazardous waste program and the sharps program. This position salary range was also increased and implemented due to the comp study.

Most updates are to laws and functions on these job descriptions. Most positions we are focusing on is retirements or replacements. Ron asked when the comp study was conducted. Carrie indicated it was 2019 and we are reviewing the job descriptions over time.

Commissioner Bailey made a motion to approve the job descriptions, as presented and explained, Commissioner Leland seconded. With no further discussion or opposition, the vote to approve the job descriptions carried unanimously.

Reclassification Requests: None at this time.

Review First Level Appeals/Concerns Decided by Chief Examiner: None at this time.

Report on Prior Quarter Recruitments & Hires:

The Recruitment and Hiring reports were presented for review. Just a few new hires, the resignations

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and retirements and relocations. Not a lot of activity, but we are starting to see more retirements coming with plenty of notice to get recruitments started early. We are struggling with hiring right now and not seeing the number of candidates.

We have a new process for recruitment and implemented applicant tracking software. The department head notifies us, the applicants apply online and the hiring manager will receive notifications when applicants apply allowing them to act quickly to review candidates. It does not rely on HR to review the applicants since we are not the experts, it falls back on the department head to determine the qualifications of applicants

Ron Larson indicated that all the changes we are incorporating are impressive. Carrie indicated we are trying to make the experience easier for managers and applicants. The sheriff's department has so many steps in the hiring process and this new applicant process can really help them reduce the time spent on the hiring process.

The software that we implemented is with Caselle and we may possibly move into the Caselle HR module in the future.

Other Business. None at this time.

The Commissioners set the next meeting date for Thursday, September 8th at 10:00am.
With no further business, Chair Bailey adjourned the meeting at 10:31am.

Respectfully submitted by,

Carrie Garcia
Chief Examiner