

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: September 02, 2021

Present:	Commissioners:	Dee Wooley, Chair Ellen Bailey, Commissioner (Absent) Patty Rismoen, Commissioner
	Chief Examiner:	Jeanine Hohn
	Secretary:	Tina Kammerzelt
	Others:	None.

Next Meeting: Thursday, November 4th at 11:00 a.m.

Chair Wooley called the meeting to order at 11:08 a.m.

Minutes: Commissioner Rismoen moved to approve the May 13, 2021 regular meeting minutes. Chair Wooley seconded. The motion to approve the minutes carried unanimously.

Classification/Compensation Study:

Position Title Changes: Jeanine indicated we had a few title changes that were the result of the classification/compensation study performed in 2020. Title changes were effective July 1, 2021.

Job Descriptions: Jeanine provided a handout and explained that the original plan was to bring a book of position descriptions to the Civil Service Commission for review and approval, however after re-evaluating the need to involve the unions first, a new process was developed. The process will involve taking updated position descriptions to the unions for their review and sign off. No changes will be made that impact current position classification or pay grades.

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: Committee reviewed report on recruitments and new hires back to the first of the year.

Other Business.

Position Terms Ending: Chair Wooley and Commissioner Rismeon’s position terms will expire 12/31/2021. Commissioner Wooley asked if he had a suggestion could he recommend someone. Jeanine let him know the answer was yes, he could make a recommendation to the Board. The other members of the committee did not wish to make suggestions for replacements.

Next Meeting: The Commissioners set the next meeting date for November 4th, 2021 and held in room 310. With no further business, Chair Wooley adjourned the meeting at 11:20 a.m.

Respectfully submitted by,

Jeanine Hohn
Chief Examiner