

# MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

*Meeting Date: May 13, 2021*

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<b>Present:</b>	Commissioners:	Dee Wooley, Chair (Absent) Ellen Bailey, Commissioner Patty Rismoen, Commissioner
	Chief Examiner:	Jeanine Hohn
	Secretary:	Tina Kammerzelt
	Others:	

**Next Meeting: Thursday, August 12, 2021 at 11:00 am. CANCELLED – Rescheduled 09-02-2021.**

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Due to the absence of Chair Wooley, Commissioner Bailey, as acting Chair, called the meeting to order at 11:01 a.m. on May 13, 2021. The February 18, 2021 minutes were reviewed and Commissioner Rismoen moved to approve. Commissioner Bailey seconded. The motion to approve the minutes carried unanimously. No further discussion or questions.

## **Job Descriptions**

Jeanine Hohn reviewed the revised job descriptions for the following positions.

### **Community Health Nurse**

This is a new position within the public health department; it is AFSCME 1442-represented and reports to the Community Health Nurse Supervisor. The position would coordinate and implement the Community Health Nursing programs for Columbia County in partnership with the Community Health Nurse Supervisor and the Communicable Disease Prevention Education Specialist. Position duties include nursing functions, planning and facilitation work, acting as resource to the general public on immunization practices and acting as a presence in meetings and on phone calls with the state and other county health departments. This position has not been hired yet, but it has been approved by the board and union

### **Discussion**

- Patti – has this job gone out for advertisement?
- Jeanine - yes, it has been advertised, but we did not receive any applicants on the first round. One thing that is a challenge for Public Health departments and the medical community is that there are so many health positions open right now and a dearth of applicants. We did advertise before we had your approval, but we assumed we'd gain that.
- Patti – is the nurse an RN or what kind of education?
- Jeanine – yes, as noted in the education/ qualifications, it's required to have a bachelor's degree in nursing and then at least three years of work experience as an RN. The position also requires current licensure in the state of Oregon.
- Patti – what is AFSCME, can this been explained, I've not seen this before.
- Tina – it's the abbreviation for the name of the union.
- Jeanine – American Federation of State.

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- Patti – I've just never heard Jean ever bring anything up about Unions.
- Ellen – how many unions are in the county?
- Jeanine – we have 4 Unions.
- Patti – Oh, I did not know that.
- Jeanine - The Civil Service oversees the recruitment and essentially the oversight of these position descriptions, but we also have to go through the unions for their approval. We have two AFSCME bargaining units. One is here for the Public Works group (697), and AFSME 1442 covers the courthouse and some other peripheral positions. Then, we have the Federal of Parole and Probation Officers and the CCDSA is at the Sheriff's office. AFSCME is the title of the main union which is the American Federation of State, County and Municipal Employees.

Commissioner Rismoen made a motion to approve the job description for Community Health Nurse, as presented; Commissioner Bailey seconded, and the motion carried unanimously.

- Patti – where is this person going to be located?
- Jeanine – good question, with limited space most public health workers are working from home.
- Patti – where is the public health office?
- Jeanine – it's upstairs in the courthouse.
- Patti – what is the one across from the High School?
- Ellen - That is the public health clinic.
- Patti – Ok, thank you.

### **Compensation Study Job Descriptions**

Jeanine Hohn reported that initially the commission was to receive a binder of updated job descriptions, resulting from the Evergreen Classification and Compensation Study, and review them together, but upon further discussion with AFSCME Locals 697 and 1442, she realized the unions needed a first opportunity to review the job descriptions, prior to presenting any changes to the Civil Service Commission.

Jeanine confirmed the unions told her the position descriptions did not have to be adopted by July 1, 2021, and that they would be adopted in a second phase of study-implementation. This allowed Jeanine and Tina to slow down the process and will allow everyone to review the position descriptions over time.

Commissioner Rismoen made a motion to table the review of the Compensation job descriptions until further notice; Commissioner Bailey seconded, and the motion carried unanimously.

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**Reclassification Requests**

None

**Review First Level Appeals/Concerns Decided by Chief Examiner**

None at this time.

**Report on Prior Quarter Recruitments & Hire**

Jeanine reported she was not able to put this report together for the meeting, but will have it for review at our next meeting in August. We will schedule the review meeting before the next regular meeting.

**Other Business**

None. The Commissioners set the next meeting date for August 12, 2021 at 11:00am. With no further business, Commissioner Bailey adjourned the meeting at 11:16 a.m.

**Respectfully submitted by:**

Jeanine Hohn,  
Chief Examiner