

Meeting Date: February 18, 2021

Present:	Commissioners:	Dee Wooley, Chair Ellen Bailey, Commissioner Patty Rismoen, Commissioner
	Chief Examiner:	Jean Ripa
	Secretary:	Tina Kammerzelt
	Legal Counsel:	None
	Others:	Jeanine Hohn

Next Meeting: Thursday, May 13, 2021 11:00 a.m.

Chair Dee Wooley called the meeting to order at 1:00 pm with the meeting held in person at the Columbia County Main meeting room.

Minutes: Commissioner Bailey moved to approve the Nov. 24, 2020 regular meeting minutes. Commissioner Rismoen seconded. The motion to approve the minutes carried unanimously.

Job Descriptions: Jean began by addressing Jeanine to let her know how she proceeds with the job description updates. Jean lets the CSC know the basics of what has changed and any behind the scenes information that may not be evident from the job description. Jean Ripa reviewed the job descriptions for the following positions:

- Animal Control Deputy – This used to be the Animal Control Officer, then Dog Control Officer in an attempt to only deal with dogs. Now, it is returning to Animal Control to reflect reality, and changing to Deputy. The position is not a sworn deputy like an enforcement deputy. The position will have a limited commission, which lets the employee cite people for a very certain level of criminal statutes, related to animal control. It's very limited, the employee doesn't go to the academy or anything else but it just gives him that level of authority, so he won't have to be accompanied by a sworn deputy.
- Corrections Corporal and Corrections Sergeant – We have a jail commander who started last July and he has been going through all the job descriptions as time permits. These are just some general updates that he has regarding duties.
- Deputy County Clerk – This is a bit different and related to the compensation study we conducted and the changes associated with that included some suggested job title changes, but not many. This was one of those positions. The job description was also updated to reflect what the position actually does. This title, Deputy County Clerk was suggested by the consultant to reflect the duties of the position better.

Commissioner Bailey asked who makes the changes? After clarification with Jean, she wanted to know who suggests job description edits. An employee can make the request, then to their supervisor reviews, then the Department Head, and then to HR. We review and modify for verbiage and/or content as needed. If it is a CSC position, the committee will see on their agenda.

Commissioner Rismoen, in reviewing the job descriptions said she came across the word "statues" in the job description. Jean suggested it was probably an error and Tina will search and correct in the document. Jean thanked her for catching that typo.

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Discussion of job descriptions concluded.

Commissioner Bailey made a motion to approve the job descriptions, as presented with the correction of the word “statues” to “statutes.” Commissioner Rismoen seconded, the motion carried unanimously.

Reclassification Requests: None.

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

Report on Prior Quarter Recruitments & Hires: Jean referenced the report from the packet stating the County is still are not doing recruitments anywhere near the level prior to COVID, but indicated recruitments are ramping back up a little bit. Recruitments are a little less than half of what we’ve been doing for a number of years. That will continue for a while.

Other Business. Jean reported Jeanine will have a stack of job descriptions that need to be reviewed by the committee, as a result of the classification study. The committee will see several things that are standardized throughout all job descriptions, with language saying regular attendance is an essential duty. There is also a phrase at the end of job description that basically states it is not a contract. One was a suggestion by the consultant, and two were things Jean wanted to rollout. Any changes to title are either the consultant’s recommendation or through the classification process, the supervisor or the employee. If an employee suggested a title change it had to be reviewed by the supervisor before it made it into the job description. Changes to the job duties came from the questionnaire process, which every employee completed, with supervisor review. There will be a large stack of job descriptions for review and Jean asked how the committee would prefer to review all them, as they will need to go into effect by July 1.

The group decided to review all updated job descriptions – in person – at their next meeting, focusing on highlighted changes to each position description. They will set enough time aside to review the whole stack, during the meeting. This will also give Jeanine the opportunity to review the material with the group.

Other business concluded.

The Commissioners set the next meeting date for May 13, 2021 at 11:00am. With no further business, Chair Wooley adjourned the meeting at 1:15pm.

Respectfully submitted by,

Jean Ripa
Chief Examiner

Approve minutes