

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: May 7, 2020

Meeting Held Via Teleconference

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

Next Meeting: August 6, 2020 at 11:00 a.m.

Chair Dee Wooley called the meeting to order at 11:03 a.m.

Minutes: Commissioner Bailey moved to approve the February 6th regular meeting minutes. Commissioner Rismoen seconded the motion. The motion to approve the minutes carried unanimously.

Job Descriptions: Jean Ripa reviewed the revised job descriptions for the following positions:

- Community Health Nurse Supervisor (New Position)
- Mechanic – Transit Department (New Position)

Discussion topics regarding job descriptions:

Comments by Jean Ripa: Both positions are new to the County.

Plans for the Nurse Supervisor started some time ago, before COVID-19, because the County was assuming more duties in the Public Health role. The job will rarely provide direct care in certain situations, however, the position is mainly to supervise programs. The person hired came from Clatsop County, doing the same position, which made her immediately effective. We were fortunate to have her join the County.

The Mechanic position was being managed by Transit via contract, along with the Drivers and Dispatch. With contractor costs increasing, the Director decided quite awhile ago it would be more cost efficient to bring the mechanic position in-house. We went through the recruitment process to fill the position. The same person whom we had on contract is now the hired County employee.

Chairman Wooley made a motion to approve the job descriptions, as presented and explained, Commissioner Bailey seconded, the motion carried unanimously.

Reclassification Requests: None.

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

Report on Prior Quarter Recruitments & Hires: Jean Ripa noted that the after some challenge in finding candidates to hire, the Sheriff’s Office has recently been able to fill quite a few of its vacancies. The enforcement side vacancies are filled. A person in the Support staff started this week. They are closer to have hired a couple new corrections deputies, the first corrections vacancies filled in over 15 months. Sheriff

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Pixley has reviewed their hiring processes to make sure they weren't excluding people unnecessarily. There are still several correction deputy vacancies, but they are moving to get those filled, provided the Levy passes.

Jean Ripa reported that recruitment activity has substantially slowed since COVID19 began and that is not unwelcome in Human Resources, which has been processing many recruitments for quite some time.

Other Business.

Jean Ripa updated the Commission on the budget status. The budget committee is meeting the following with a new and more detailed process in place with the Finance Director who started last year. Department Heads were told to submit status quote budget unless something is urgent. The County is expecting, as many Governments are, to have some revenue problems due to the COVID situation. Many fees and taxes are expected to be less in the coming year. The biggest issue may be any monies that come from the federal or State. The State has already told its agencies to start preparing for an 8% cut. The County is being duly cautious as the future is very uncertain.

Next, Jean Ripa updated the Commission on the Classification and Compensation survey. As with many things, the result of that will be delayed but hope to have it within a couple weeks. She reminded the Commission of their decision at an earlier meeting to schedule a special meeting to review and job description updates resulting from the Study.

The Commissioners set the next meeting date for August 6th, 2020. With no further business, Chairman Wooley adjourned the meeting at 11:12am.

Respectfully submitted by,

Jean Ripa
Chief Examiner