

Meeting Date: February 6, 2020

<b>Present:</b>	Commissioners:	Dee Wooley, Chair Ellen Bailey, Commissioner (arrived 11:07) Patty Rismoen, Commissioner
	Chief Examiner:	Jean Ripa
	Secretary:	Tina Kammerzelt
	Others:	Dean McMann, AFSCME 697, President

**Next Meeting: Thursday, May 7<sup>th</sup>, 2020 at 11:00 a.m.**

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Chair Dee Wooley called the meeting to order at 11:02 a.m.

**Minutes:** Commissioner Rismoen moved to approve the November 7, 2019 regular meeting minutes. Chair Wooley seconded. The motion to approve the minutes carried unanimously.

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

- Accountant 1 – Area of Emphasis Payroll (update). **Jean:** We have a new Finance Director and she is working to simplify the department structure. We did not have this position title and with the recent hiring of Accountant 1, the position description is being updated to reflect this emphasis in payroll.
- Administrative Assistant 1 – Public Works (title change only). **Jean:** These two Administrative positions are new to the public works department replacing the Office Manager and Office Specialist. The sole change to this job description is the addition of the “1” as the AA2 is being added..
- Administrative Assistant 2 – Public Works (new position). **Jean:** This position replaces the Office Manager position as some of the duties of that position have been assumed by the Assistant Public Works Director. Jean noted that she knew Dean McMann had some comments on this position.
- Engineering Technician 1 and 2 (new position). **Jean:** With the retirement of a long-time transportation planner, that position was not refilled but these two levels of Engineering Technician positions were created (only one of which will be filled), to replace the transportation planner position. This position was difficult to recruit for due to the STEM requirements, but we had a good return and hired a recent engineering graduate.
- Office Administrator – Sheriff’s Office (updated). **Jean:** The Sheriff made staff adjustment for this position to supervise the front office staff instead of a Lieutenant position acting as supervisor. It was put into place a few months ago and is working out well.

Jean invited Dean McMann, President AFSCME Local 697 to give his comments on the Administrative Assistant 2 position. Dean reported that Local 697 had demanded to bargain...

- **NOTATION:** Let the record state that the recorder was accidentally not activated until this moment, 11:05.

over the salary assigned to the Administrative Assistant 2 position. The Local felt that more duties were being done than were appropriately covered by the assigned salary. Dean asked the Commission to hold off

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on approval until the bargaining is completed. **Jean:** The Civil Service Committee is not involved in the salary aspect of the job descriptions and regardless of the outcome of the bargaining, the position description would not otherwise change. The County Commissioners set salary. If a new salary is bargained, or if other results come through the Compensation Study, the salary would change without the Commission's approval. She also noted that this was a new position and, after some time, it can be reviewed to see if changes need to be made. If changes are identified by the Department, that would come back to Civil Service for formal approval of the job description. **Dean:** Dean asked if there was some reclassification process available. Jean described the process provided for in the Personnel Rules and how the Civil Service Commission considered requests for reclassification of positions.

Chair Wooley stated that from his many years serving on the Commission, he knew that they had no part in setting salary for positions. He asked if Dean was comfortable knowing that the position could be reviewed and knowing that there was an opportunity for an employee to request a reclassification and have that request reviewed. Dean said he was comfortable with this, as described.

Jean then returned to the presented job descriptions.

- Preparedness Coordinator (updated). **Jean:** We have a Public Health Department and this position is part of the public health department but housed at the emergency management center. The department manager is making minor adjustments to this position.

Commissioner Bailey moved and Commissioner Rismoen seconded to approve all the job descriptions as presented. The motion passed unanimously.

**Review First Level Appeals/Concerns Decided by Chief Examiner.** **Jean:** No further activity with these two appeals after the explanation given to candidates. One was submitted after the deadline, the other submitted a hand written application.

- Support Services Clerk
- Administrative Assistant

**Reclassification Requests:** None.

**Report on Prior Quarter Recruitments & Hires:** **Jean:** In 2019 we had 49 Recruitments, which included 613 applications, representing a 14% increase from prior year. Quite a few of those recruitments were with the Sheriff's Office and Public Health department.

**Other Business.**

- New Application Form. **Jean:** Tina has put together an updated, fillable PDF application form which now incorporates a section to help us locate the source of our candidates.
- Source of Candidates List. **Jean:** The highest return is from the County's website. The second is word-of-mouth. Direct advertising is not an strong indicator of source. Being able to track this data can help the County spend its money more wisely on advertising.
- Compensation/Classification Study/Updated Job Descriptions. **Jean:** This had a 2020 kick-off and the

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employees have completed a questionnaire relating to their position. The consultant has those questionnaires and will be preparing/presenting a report by May/June. It will be interesting to see the results and how they impact our current job descriptions / salary ranges. Jean posed a question to the Commission on how they would like to review the resulting updated job descriptions from the study. The Commission indicated their preference to have a special meeting with printed packets of all the job descriptions red-lined for review.

- Schedule next meeting. The Commissioners set the next meeting date for May 7<sup>th</sup>, 2020 at 11:00am.

With no further business, **Chair Wooley** adjourned the meeting at 11:25am.

Respectfully submitted by,

Jean Ripa  
Chief Examiner