

**MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION**

**Meeting Date: November 7, 2019**

<b>Present:</b>	Commissioners:	Dee Wooley, Chairperson Ellen Bailey, Commissioner Patty Rismoen, Commissioner
	Chief Examiner:	Jean Ripa, Chief Examiner
	Secretary:	Tina Kammerzelt, Secretary
	Others:	Jeff Auxier, District Attorney/Legal Counsel Karen Schminke, Director LDS

**Next Meeting: Thursday, February 06, 2020 at 11:00 a.m.**

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Chairperson Wooley called the meeting to order at 11:00 a.m.

**Minutes:** Commissioner Bailey moved to approve the August 1, 2019 regular meeting minutes as presented. Commissioner Rismoen seconded. The motion to approve the minutes carried unanimously.

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

- **Corrections Corporal:** This is not a new position, we had before but has not been filled in a long time. We will now have both Sergeants and Corporals to help facilitate with additional lead workers being available to cover more shifts.
- **Health Promotion Specialist (new position):** The Public Health department is growing leaps and bounds this year. What began as one County position has become 8 positions that cover the other services related to Public Health. The County is better suited to handle those other services while the direct patient care is currently handled by Columbia Health Services.
- **Office Manager I:** Jean acknowledged that Karen Schminke was present at the meeting and noted that this position received minor changes, due to Jackie Welter’s retirement after 29 years, to reflect the objective of the Office Manager position being more team leader with the supervisory tasks absorbed by Karen Schminke.
- **Permit Technician:** This position was updated to reflect the current tasks being completed by staff.
- **Support Services Clerk:** The Sheriff’s Office Enforcement Division has suffered with the lack of administrative support so this position was activated to lighten the clerical burden of the officers. They are hoping to hire another clerk that can support both the jail and enforcement divisions.

Discussion topics regarding job descriptions: None.

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

**Reclassification Requests:** None

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**Review First Level Appeals/Concerns Decided by Chief Examiner:** Jean explained an applicant sent in a blank application and was declined from the recruiting process. The applicant wished to resubmit a completed application after the deadline which was declined and noted in Jean's correspondence to her. Jean has not received any additional contact from the applicant.

**Report on Prior Quarter Recruitments & Hires:** Last year was our highest recruitment year and this year we may have a higher count, with the Public Health positions adding to the increase.

**Other Business.** Jean reviewed the new application format with the Commissioners. Tina Kammerzelt modified the prior form to make it easier to use and read. It also now includes a section that lets us track where applicants heard about the open position.

The Commissioners set the next meeting date for February 06, 2020 at 11:00am. With no further business, Chairperson Wooley adjourned the meeting at 11:10am.

Respectfully submitted by,

Jean Ripa  
Chief Examiner