

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: August 01, 2019

Present:	Commissioners:	Dee Wooley, Chair Ellen Bailey, Commissioner Patty Rismoen, Commissioner
	Chief Examiner:	Jean Ripa
	Secretary:	Tina Kammerzelt
	Others:	Dean McMann, Local 697 Karen Schminke, LDS Director

Next Meeting: Thursday, November 07, 2019 at 11:00 a.m.

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

Minutes: Commissioner Rismoen moved to approve the May 02, 2019 regular meeting minutes. Chair Wooley seconded. The motion to approve the minutes carried unanimously.

Job Descriptions: Jean requested to pull two positions from today’s review; Facilities Services Technician I and II. Request was approved by Chair Wooley. Jean Ripa reviewed the revised job descriptions for the following positions:

- Administrative Assistant – Not a new position, but new to the Roads department. They currently have an Office Manager and Office Specialist. This Administrative Assistant position will be replacing the Office Specialist position.
- Case Aide – Simple revisions involving who does urinalysis tests.
- Communicable Disease Intervention Specialist – Our expanding new Public Health Department is taking over from the public health foundation. This new position was created to monitor and access communicable diseases in the community.
- Department Secretary – The DA has received funding for a new position. The DA has several support positions in the office that are legal secretaries. This new position is more for generic support within the office.
- Enforcement Deputy – Basic revisions. There is to be a medical examiner present when a death is involved, and nearly all our patrol deputies are medical examiners. The basic revisions provide clarification for that expectation.
- Facilities Services Technician II – pulled from review at this meeting.
- Facilities Services Technician III – pulled from review at this meeting.
- Land Use Compliance Specialist – The changes are basically in the title and qualifications. The same words are there, we’ve just reordered the words to emphasis this position involves land use, code violations, compliance and that’s the emphasis for the job versus a law enforcement type position.
- Lieutenant – Simple revisions, current enforcement Lieutenant is leaving us and we are now recruiting to fill this position.

Discussion topics regarding job descriptions:

Dean McMann asked for more clarification regarding why the title was changed for the Land Use Compliance Specialist and whether a law enforcement background would be detrimental to the position. Karen Schminke responded: Having coming into the position with “new glasses” provided an opportunity to see that

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we needed to change the perspective of the position from authoritative to collaborative. Someone with a land use background will have a broader and subsequently different perspective from someone with a law enforcement background. The shift in community perspective is expected to be a long-term objective.

Jean noted that the title of the position had a direct effect on the responses received. Our prior recruitment for Code Enforcement Officer captured mostly law enforcement. By changing the title to Land Use Compliance Specialist we captured more candidates with a land use background. Dean McMann thanked Karen for her explanation and said it made sense to him.

Commissioner Bailey made a motion to approve the job descriptions, less the two Facilities Service Technician positions, as presented and explained, Commissioner Rismoen seconded, the motion carried unanimously.

Reclassification Requests: The Administrative Assistant position will be replacing the Office Specialist position in the Roads Department. The Administrative Assistant position will be filled by Julie Wheeler at a salary range two grades higher. She has been receiving the higher rate Out of Class since she began the Administrative position, so this reclassification is for title only. Commissioner Rismoen moved, Commissioner Bailey seconded, motion carried unanimously.

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

Report on Prior Quarter Recruitments & Hires: The report was presented to the CSC and is on file. Tina Kammerzelt was introduced as Robin Smith's replacement as Office Specialist in the HR department.

Other Business. Position & Salary Report. Jean noted that the position and salary report is approved by the Commission once a year. Commissioner Bailey moved to approve the report, Commission Rismoen seconded, the motion carried unanimously.

The Commissioners set the next meeting date for Thursday, November 7, 2019 at 11:00am. With no further business, Chair Wooley adjourned the meeting at 11:22 a.m.

Respectfully submitted by,

Jean Ripa
Chief Examiner