

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: May 02, 2019

Present:

Commissioners:	Dee Wooley, Chair Ellen Bailey, Commissioner Patty Rismoen, Commissioner
Chief Examiner:	Jean Ripa
Secretary:	Robin Smith
Others:	Erin O'Connell, Local 1442 Deborah Jacob, Local 1442 Karen Schminke, LDS Director

Next Meeting: Tuesday, August 01, 2019 at 11:00 a.m.

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

Minutes: Commissioner Bailey moved to approve the January 22, 2019 regular meeting minutes. Commissioner Rismoen seconded. The motion to approve the minutes carried unanimously.

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

- **Building Inspector 1** – Updated to better clarify the job description
- **Building Inspector 2** – Updated to better clarify the job description
- **Code Enforcement Officer** – Changes that were made would better define what the Code Enforcement Officer will actually be doing.
- **Environmental Services Specialist 1** – Title change to Environmental Health Specialist 1 better reflects what is actually used in the market. A change in the job description to include input to LDS as the positions are no longer under LDS but under Public Health. This position will not be involved with the flood plain regulation or the wetland riparian area compliance.
- **Environmental Services Specialist 2** – Title change to Environmental Health Specialist 2 better reflects what is actually used in the market. A change in the job description to include input to LDS as the positions are no longer under LDS but under Public Health. This position will not be involved with the flood plain regulation or the wetland riparian area compliance.
- **Solid Waste Program Coordinator** – Position has moved under Public Works and just catching up with the changeover to Public Works.

Commissioner Bailey questioned why positions were being moved to Public Health. Jean noted that they will still remain in the same physical location as LDS as there will always be cross over in the on site area and that these really belongs under Public Health as it falls more under the umbrella of Public Health. Erin O'Connell stated that by having the positions under Public Health it would better suit the community and these positions will remain with close ties to LDS as they are one of the key pieces to the building process.

Erin O'Connell questioned the Code Enforcement Officer position with it currently being in flux as it has been a very critical component of the department and wanted to know what the overall plan was for enforcement. Jean Ripa noted that this person serves as a contact person between several county departments for code enforcement issues. Jean noted that with Solid Waste being under Public Works and the Environmental Health Specialist being under Public Health, the proposed changes would only strengthen that coordinating concept and is intended to coordinate and work with the other departments.

Commissioner Bailey made a motion to approve the job descriptions, as presented and explained,

Commissioner Rismoen seconded, the motion carried unanimously.

Reclassification Requests: None at this time.

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. Jean Ripa stated that this year we have been slower than last year but lately we have been seeing an uptick in open positions.

Other Business. None

The Commissioners set the next meeting date for Tuesday, August 01, 2019 at 11:00 a.m. With no further business, Chair Wooley adjourned the meeting at 11:21 a.m.

Respectfully submitted by,

Jean Ripa
Chief Examiner