

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: January 22, 2019

Present:

Commissioners:	Dee Wooley, Chair Ellen Bailey, Commissioner Patty Rismoen, Commissioner Jeff Auxier, Legal Counsel
Chief Examiner:	Jean Ripa
Secretary:	Robin Smith
Others:	Dean McMann, Local 697

Next Meeting: Tuesday, April 23, 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 October 16, 2018 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:

- Administrative Assistant – General Services (new position) – Due to the consolidation of both Parks and General Services last year, a new position of Administrative Assistant was created to replace the previous full time parks secretary position. This position will be funded with half general services and half parks funds.
- Assistant Public Works Director (title change from Road to Public Works) – Title change due to the department changing from Roads Department to now Public Works.
- Lube Service Worker (supervisor title change from Road to Public Works)- Title change due to the department changing from Roads Department to now Public Works.
- Mechanic (supervisor title change from Road to Public Works)- Title change due to the department changing from Roads Department to now Public Works.
- Office Manager I – Road Department (supervisor title change from Road to Public Works)- Title change due to the department changing from Roads Department to now Public Works.
- Office Specialist - Road Department (supervisor title change from Road to Public Works) - Title change due to the department changing from Roads Department to now Public Works,
- Transit Coordinator (general update) – Position had been vacant or filled with a temporary employee. The position has just been updated to today’s needs for the department.

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: Jean Ripa reported on a first level appeal received:

- Permit Technician – Application did not list any of the required work experience. The county explained this to the applicant and has yet to hear back from them at this time.

Report on Prior Quarter Recruitments & Hires: The report was presented to the CSC and is on file. Jean Ripa stated that we had 49 recruitment in 2018. This is the most that the County has done. A lot of these recruitments were due to new positions created along with quite a few retirements.

Other Business. None

The Commissioners set the next meeting date for Tuesday, April 23, 2019 at 11:00 a.m. With no further business, Chair Wooley adjourned the meeting at 11:08 a.m.

Respectfully submitted by,

Jean Ripa
Chief Examiner