

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

**Meeting Date: 06-05-2025**

<b>Present:</b>	Commissioners:	Ellen Bailey, Chairperson Rene Leland, Commissioner Merle Pence, Commissioner
	Chief Examiner:	Carrie Garcia
	Secretary:	Tina Kammerzelt
	Others:	

**Next Meeting: Thursday, October 2, 2025, at 10:00 a.m.**

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Chairperson Pence called the meeting to order at 10:00 a.m.

**Minutes:** Commissioner Bailey moved to approve the March 6, 2025, regular meeting minutes. Commissioner Leland seconded. The motion to approve the minutes carried unanimously.

**Job Descriptions:** Carrie Garcia reviewed the revised job descriptions for the following positions:

Recording Specialist I. and Senior Recording Specialist. Many changes to the job descriptions in the clerk’s office, moving away from the terminology of “clerk” and updating the jobs to reflect current duties. Commissioner Pence asked if there was a cap on number of positions and what those positions are in the Clerk’s Office. Carrie explained that is it based on budget, we have the Clerk and two other positions. There is a part-time person once a week, due to budget. New positions added only if there are in the budget. A discussion regarding passports was made to validate that the Clerk’s office is now providing passport application assistance and photos.

Regarding budgetary constraints, we are currently in a financial crisis right now and everyone in the general fund is being furloughed.

Engineering Technician I. We had some challenges and questions recently with who is responsible for the permitting process within the office and also to clarify the job description. Currently the Engineering Technician II is doing the permitting.

Support Services Specialist. Title change only to move away from Clerk title.

Commissioner Bailey made a motion to approve the job descriptions, as presented and explained, Commissioner Leland 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 reports were presented to the CSC and are on file. The new hire reports are shorter due to budgetary constraints. Most of our recruitments are in departments that are not general funded. General Funded positions funded by taxes and county funds, non-general funded positions are state/federal or grant funded.

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COVID money is gone and grant funding is drying up, will be a challenge going forward. The tax rates won't be changing so we need to come up with new income sources.

**Other Business.**

The Commissioners set the next meeting date for October 2, 2025. With no further business, Pence adjourned the meeting at 10:15am.

Respectfully submitted by,

Carrie Garcia  
Chief Examiner