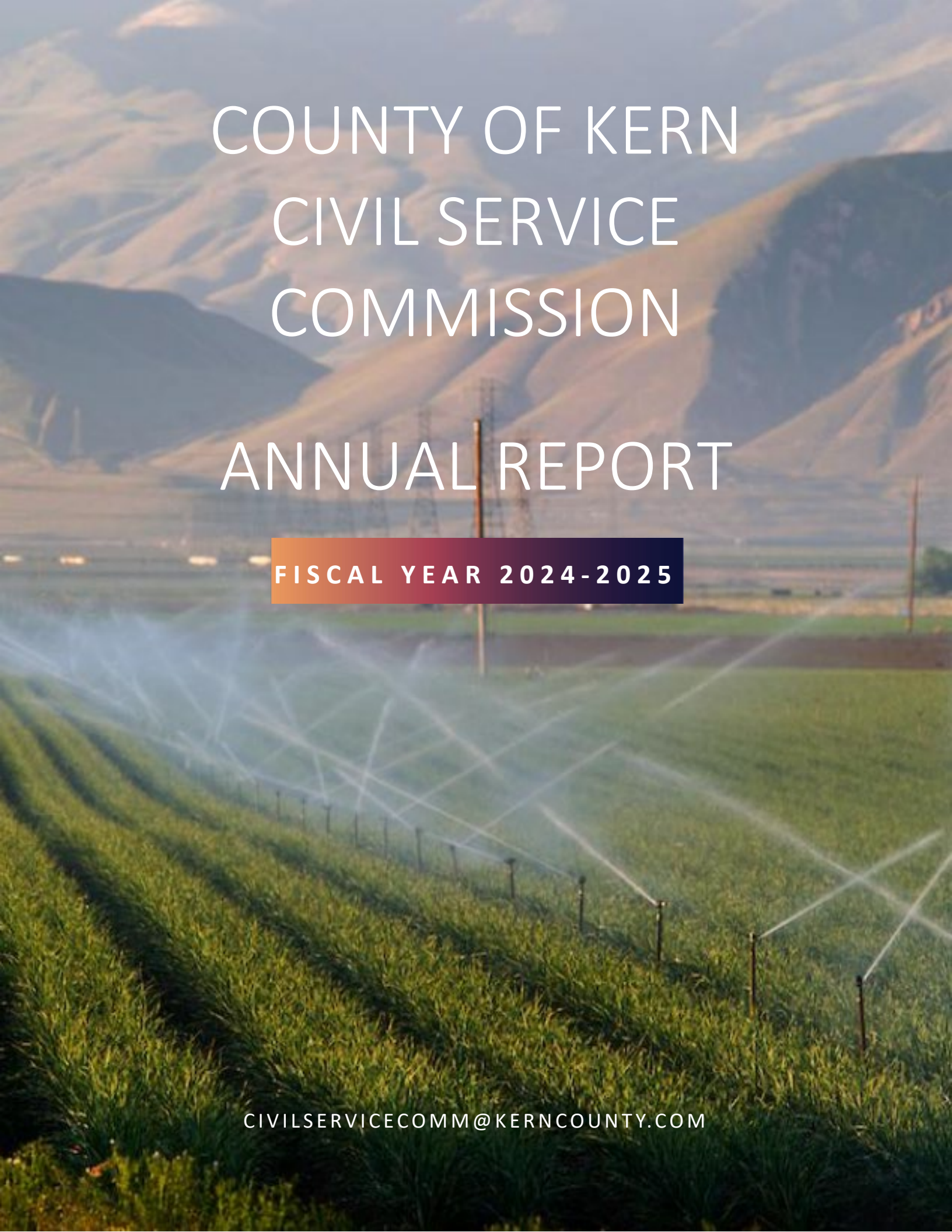




COUNTY OF KERN CIVIL SERVICE COMMISSION ANNUAL REPORT

FISCAL YEAR 2024-2025

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COMMISSION ESTABLISHED BY CIVIL SERVICE ORDINANCE

The voters of Kern County Adopted a Civil Service Ordinance in 1956 under the authority of Civil Service Enabling Law as set forth in the government Code of the State of California. The Civil Service System provides for employment on a merit basis and equitable and uniform procedures for dealing with personnel matters through a Civil Service Commission.

To administer its Civil Service System, the Board of Supervisors appoints citizens to serve as Commissioners. The Civil Service Commission maintains the integrity of Kern County's Civil Service System. It is an independent ruling body, which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments and employees.



The Kern County Civil Service Commission is pleased to present its Fiscal Year 2024-2025 annual report. This report intends to provide an overview of the Commission's activities and accomplishments for the previous year.

CIVIL SERVICE

The Civil Service Commission consists of five members appointed by the Kern County Board of Supervisors. They operate as a governing body in monitoring provisions of the Kern County Civil Service Ordinance, including Civil Service Rules and Regulations. Commissioners have responsibility for considering such personnel matters as classification, development and maintenance of examination procedures, employee appeals and applicant complaints.

The Commission meets regularly on the second Monday of each month with special meetings scheduled as necessary. During the reporting period, the Civil Service Commission conducted a total of 16 meetings, 12 regular meetings, and 4 special meetings were held to complete business directed to the Civil Service Commission and to consider employee appeals.

COMMISSION STAFF

On May 19, 2015, the Board of Supervisors approved the realignment of the Personnel Department, the County Administrative Office Employee Relations, and the Health Benefits Divisions into a consolidated Human Resources Division. The Civil Service Commission Officer is currently the only administrative staff to the Commission and is responsible for daily management of the Commission's activities.





COMMISSION PRIORITIES

- Establish, ensure, and maintain an equitable and credible merit system for public service employment for the citizens of Kern County



ADDED PRIORITIES

- Consistently provide the best-qualified candidates for public service in a timely and cost-effective manner



COMMISSION OUTREACH

- Website provides agendas, reports, and minutes
- Department visits build rapport and maintain Commission accessibility

COMMISSION GOALS

CIVIL SERVICE RULES

The Civil Service Commission evaluates the Civil Service Rules on a continual basis and makes revisions as needed to ensure the rules reflect the latest processes and technologies. There were two Civil Service Rule amendments in Fiscal Year 2024-2025.

BUDGET

The Commission's recommended operating budget is currently included in the Human Resources Division's budget and submitted to the Board of Supervisors as part of the County budget process.

OUTREACH

The Civil Service Commission (CSC) website provides current and useful information accessible to all CSC stakeholders. The web page include Home, Commission Contact, Commission Members, Special Vacancies, Regular Meeting Minutes, Joint/Special Meeting Minutes, and Reports. The CSC website also includes links to the regular monthly meeting agenda, deadline for agenda items, as well as the Civil Service Rules. The site is updated regularly by the Commission Officer to ensure that information is current and accessible.

While the Civil Service Commission and Rules cover most Kern County employees, many are unaware of the role the Civil Service Commission performs or what rights and protections it affords. To foster strong relationships and to promote awareness with County department heads, the Commission visits and meets with various departments, their management teams, and recognized labor organizations throughout the year as time allows.

Department visits are a vital tool in establishing open communication and accessibility to the Commission for all Kern County departments and stakeholders.





COMMISSIONERS



Supervisory District 1 – Romeo Agbalog – Vice President
Vice President Agbalog was appointed to the Commission for a term that expires in 2025



Supervisory District 2 – Jeremy Price – President
President Price was appointed to the Commission for a term that expires in 2027



Supervisory District 3 – Michael Bowers
Commissioner Bowers was appointed to the Commission for a term that expires in 2025



Supervisory District 4 – NaTasha Johnson
Commissioner Johnson was appointed to the Commission for a term that expires in 2026



Supervisory District 5 – Brian Holt
Commissioner Holt was appointed to the Commission for a term that expires in 2025



RESULTS FROM LAST YEAR

EMPLOYEE APPEALS

Civil Service Rule (CSR) 1705.00 sets forth the procedures to be followed any time an appointing authority takes action to dismiss, suspend, or reduce in rank or compensation any regular, non-probationary officer or employee in the classified civil service. The officer or employee may, within ten business days after presentation to him of the order, appeal through the Human Resources Officer to the Commission from the order (CSR 1730.00). Within 20 calendar days from the filing of the appeal, the Commission shall commence a hearing and affirm, modify, or revoke the order. The appellant may appear personally, produce evidence, and have counsel and a public hearing (CSR 1735.10). Appeal Hearings are scheduled for 3-8 weeknights from 5:00 PM – 8:00 PM or 5:30 PM – 8:30 PM as schedules allow.

Civil Service Rule (CSR) 1800.00 sets forth the complaint procedures to be followed any time an employee believes they have experienced unlawful discrimination or harassment treatment in the workplace. The complainant may file a complaint within 180 days of the occurrence of the acts giving rise to the complaint. Upon completion of the complaint investigation, the complainant or the affected County department have 20 calendar days to review and either accept or reject the findings and recommendations. If either party rejects the findings and recommendations, they may file a request for an evidentiary hearing before the Civil Service Commission.

In addition to disciplinary and evidentiary appeal requests, the Commission receives and considers other appeal requests, some of which could include reinstatement to re-employment, lay-off re-employment lists, removal from eligible and certification lists, and reclassifications.

Appeal requests may be withdrawn during the scheduling process and some appeals are settled between the parties before the scheduled hearings take place.

CLASSIFICATION ACTIVITY

Standard classification activity included 101 items that were considered by the Commission during this fiscal year.

CIVIL SERVICE RULE REVISIONS		DATE AMENDED
305	Experience	October 14, 2024
312	Extra Help Credit	October 14, 2024

COMMISSION ACTIVITY

Activity	New Specification	Revised Specification	Abolish Lists	Rule Updates	Hearings	Department Visits
July		4590				
		4595				
August	75	73				
September		4395			2024-0101	
		5250				
		5249				
		5246				
		5243				
October	2273	4395		305		
	2268			312		
	2276					
	2274					
	2275					
	2272					
November	4513				2023-0105	
December	773	490				
	101	494				
	472	2198				
	2192	2196				
	2880	3404				
	3051	2355				
		1712				
January	5392	505			2024-0107	
		645				
		3563				
		3560				
February	2326		9307			
	2325					
	2439					
	2329					
	2327					
March						
April	3279	8421			2021-0106	
		643				
		4498				
		5250				
		5249				
		4547				
		504				
May		3055				
June		4544			2024-0004	
Totals	21	29	1	2	5	0