

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting
Monday, March 11, 2024
5:30 p.m.

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS

AMERICANS WITH DISABILITIES ACT
(Government Code Section 54953.2)

The Board of Supervisors Chambers is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Civil Service Commission may request assistance at the Human Resources Division – County of Kern or by calling (661) 868-3910. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance, whenever possible.

All Civil Service Commission agenda item supporting documentation is available for public review at the County of Kern Human Resources Division, 1115 Truxtun Avenue First Floor, Bakersfield, CA, 93301 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the 72-hour posting period and prior to the meeting will also be available for review. This disclosure does not pertain to closed session items and/or those that are not otherwise public.

PUBLIC SESSION

1. Public Presentations

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on this agenda or wishing to place the item on the next agenda and over which the Commission has jurisdiction. Please note that no response is required from the Commission or staff and no action can be taken on non-agenda items; however, the Commission may instruct staff to place the item on the agenda for a future meeting. Speakers are limited to three minutes. Please state and spell your name for the record before making your presentation.

***CONSENT AGENDA:** All items listed with asterisk (*) are considered routine and non-controversial by Commission staff. Consent items will be considered first and may be approved by one motion if no member of the Commission or public comments were submitted for discussion. If discussion is desired, the item will be removed from the consent agenda and will be considered in listed sequence.

***2. Approval of Minutes:** Regular Meeting on *Monday, February 12, 2024, and Special Meeting Wednesday, February 14, 2024; APPROVE*

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVE**

- 9273 KCERA Network Engineer / KCERA Senior Network Engineer
- 9274 Behavioral Health Unit Supervisor-Department Promotional
- 9275 Human Services Technician I/II-East Kern Region (Lake Isabella, Mojave, Ridgecrest)-DHS
- 9276 Behavioral Health Recovery Specialist I/II
- 9277 Technology Services Supervisor - Probation
- 9278 Sheriff's Sergeant - DP
- 9280 Sr. Youth Services Officer - DP
- 9281 Child Support Attorney I/II/III/IV
- 9282 Office Services Specialist - Bilingual - DP
- 9283 Fire Engineer - Department Promotional - Fire
- 9284 Environmental Health Specialist I/II/II
- 9285 Environmental Health Specialist - In-Training
- 9286 Environmental Health Technician II
- 9287 Airports Police Officer I/II
- 9288 Heavy Equipment Mechanic
- 9289 Assistant Division Director of Health Services
- 9290 Health Plan Services Specialist/Senior Health Plan Services Specialist
- 9291 Human Services Supervisor-DP-DHS
- 9292 Area Park Supervisor-DP-General Services
- 9293 Assistant Director of Libraries - DP
- 9294 Departmental Aide-Part-Time-Shift-Frazier Park
- 9296 KCERA Investment Analyst I
- 9297 Fiscal Support Specialist-DP-Assessor
- 9298 Senior Groundskeeper - Lake Isabella
- 9299 Child Support Specialist I
- 9300 Child Support Specialist I - Bilingual
- 9301 Child Support Customer Service Representative
- 9302 Child Support Customer Service Representative - Bilingual
- 9303 Office Services Coordinator
- 9304 Program Specialist I - Bilingual
- 9305 Business Manager-DP-County Counsel
- 9306 Maintenance Electrician
- 9307 Sheriff's Commander - DP
- 9308 Sheriff's Lieutenant - DP
- 9309 Engineer / Sr Engineer
- 9310 Network Systems Administrator
- 9311 Systems Analyst I/II

4. Civil Service Rule 1800 – Updates from Chief Human Resources Officer.

5. CSR 1800 Investigations and Timelines: Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations.

6. **Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities.
7. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business.
8. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)).

Adjourn to Closed Session: The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957):

9. Public Employee – Discipline/Dismissal/Release
Detentions Deputy (Sheriff's Office) – Case No 2024-0103
10. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2023-0105
11. Public Employee – Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105
12. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106
13. **Reconvene from Closed Session; Adjourn to the Regular Meeting to be held on Monday, April 8, 2024, at 5:30 p.m.**

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting
Monday, February 12, 2024
5:30 p.m.

PRESENT: Commissioners Agbalog, Bowers, Johnson, and Price

ABSENT: Commissioner Holt

OTHERS: Tracey Eldridge, Stephanie Bouey, Michael Goulart, Keri Pharris, Robyn Lipscomb, Brenda Guerra, Brynn Carrigan, Terrie Martinez, Michael Johnston, and others.

NOTE: Ag, Bo, Ho, Jo, and Pr are abbreviations for Commissioners Agbalog, Bowers, Holt, Johnson, and Price. For Example, Ho/Pr denotes Commissioner Holt made the motion and Commissioner Price seconded the motion. The abbreviations “ab” means absent and “abd” abstained.

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

PUBLIC SESSION

1. **Public Presentations:** NO PUBLIC COMMENT

***CONSENT AGENDA:** NO PUBLIC COMMENT

*2. **Approval of Minutes**

Regular meeting on January 8, 2024; **APPROVED; Ag/Bo – 4 ayes; 1 ab, Ho**

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED; Ag/Bo – 4 ayes; 1 ab, Ho**

9182 Youth Services Officer I/II - Shift
9237 Supervising Park Ranger
9238 KCERA Administrative Specialist/KCERA Senior Administrative Specialist
9239 Elections Division Manager
9240 Public Works Maintenance Worker I/II/III
9241 Engineering Technician I/II/III
9242 Child Support Specialist I
9243 Child Support Specialist I - Bilingual
9244 Senior Cook-Shift
9245 First Responder Paramedic - Shift - Fire
9246 Identification Technician
9247 Morgue Supervisor
9248 Coroner Family Advocate
9249 Contracts Administration Assistant

9250 Sheriff's Dispatch Assistant
9251 Human Resources Manager - DP - Fire
9252 Fire Prevention Inspector I/II
9253 Senior Building Services Worker - DP - Airports
9254 Behavioral Health and Recovery Services Resource Operations Manager-DP-BHRS
9255 Senior Deputy Sheriff - DP
9256 Real Property Agent I/II/III
9257 Librarian I - Shift
9258 KCERA Legal Secretary / KCERA Senior Legal Secretary
9259 KCERA Senior Member Services Analyst
9260 Social Service Worker III
9261 Social Service Worker III - Bilingual
9262 Veterinary Assistant
9263 Fire Engineer - Department Promotional - Fire
9264 Public Health Program Manager - DP
9265 Human Services Aide-Shift-DHS
9267 Vocational Nurse I/II - Bilingual
9268 Therapy Aide
9269 Vital Statistics Technician - Bilingual

4. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.

a. Public Health positions:

- i. Public Health Project Specialist, Item No. 1492
- ii. Public Health Program Specialist, Item No. 1490

Human Resources Analyst Michael Johnston presented; No public comment;

APPROVED; Bo/Jo – 4 ayes; 1 ab, Ho

b. Fire Engineer, Item No. 4595

No public comment; Deputy Chief Human Resources Officer (DCHRO) Brenda Guerra presented; Commissioner Agbalog inquired if the specification required the experience to be with Kern County; DCHRO Guerra stated that it did not;

APPROVED; Bo/Ag – 4 ayes; 1 ab, Ho

c. Human Resources positions:

- i. Health Plan Services Representative Item No. 3057
- ii. Senior Health Plan Services Representative, Item No. 3056

Deputy Chief Human Resources Officer (DCHRO) Keri Pharris presented; No public comment; **APPROVED; Bo/Jo – 4 ayes; 1 ab, Ho**

5. **Request to Abolish Eligible List(s):** The following eligible list(s) and associated certifications are submitted for the Commission's abolishment in accordance with Civil Service Rule 502.10.

- a. Health Plan Services Representative/Senior Health Plan Services Representative, Exam No, 8918; DCHRO Pharris presented; No public comment; **APPROVED; Bo/Jo – 4 ayes; 1 ab, Ho**

6. **Civil Service Rule 1800 – Updates:** Deputy County Counsel (DCC) Stephanie Bouey introduced Interim Chief Human Resources Officer (ICHRO) Tracey Eldridge who conveyed that HR has met and conferred with the recognized unions on three occasions; Safety and SEIU have offered recommendations; HR is still waiting on clarifications as to the intent of the SEIU recommendations but has yet to hear back.
7. **CSR 1800 Investigations and Timelines:** DCC Bouey indicated that there are currently three active investigations and all of them are within timelines.
8. **Commission Officer Items/Report:** CSCO Robyn Lipscomb reported that since the last regular meeting she visited Veteran's Services with President Price and Commissioner Bowers; and Public Works and Employers' Training Resource with Commissioner Johnson, Director Aaron Ellis shared the Workforce Development Board's Annual Report
9. **Human Resources Division Items/Report:** ICHRO Eldridge reported that she is meeting with Measure K Commissioners one on one, and that HR is making great strides in recruiting for our safety departments. Next week she will meet with her state peers and looks forward to reporting out to the Commission next month.
10. **Commission Member Presentations or Announcements:** Commissioner Bowers congratulated HR for reaching out and meeting the Commissioners individually to better understand the recruitment needs. Great job.

Adjourn to Closed Session: The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957):

11. Public Employee – Employment Eligibility List;
Fire position (Fire Department) – Case No. 2024-0102; **PULLED FOR SPECIAL MEETING February 14, 2024, OPEN SESSION**

12. Public Employee – Discipline/Dismissal/Release;
County Clerk / Elections – Case No. 2024-0101; **DATES SCHEDULED TO July 22, 23, 24, 2024, OPEN SESSIONS**
13. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2023-0105; **POSTPONED TO March 11, 2024; CLOSED SESSION**
14. Adjourned to the Special Meeting to be held on Wednesday, February 14, 2024, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1115 Truxtun Avenue
Bakersfield, California 93301

Special Meeting
Wednesday, February 14, 2024
5:00 p.m.

PRESENT: Commissioners Agbalog, Bowers, Johnson, and Price

ABSENT: Commissioner Holt

OTHERS: Tracey Eldridge, Stephanie Bouey, Michael Goulart, Robyn Lipscomb, Kate Zimmermann, Chris Wells, and others.

NOTE: Ag, Bo, Ho, Jo, and Pr are abbreviations for Commissioners Agbalog, Bowers, Holt, Johnson, and Price. For Example, Ho/Pr denotes Commissioner Holt made the motion and Commissioner Price seconded the motion. The abbreviations “ab” means absent and “abd” abstained.

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

PUBLIC SESSION

1. **Public Presentations:** NO PUBLIC COMMENT
2. **Request for Reinstatement on Re-employment List:** Request for waiver in accordance with Civil Service Rule 505.21; former Fire Captain; Mr. Chris Wells presented his request for waiver; No public comment; President Price read rule 505.21 and inquired as to the extenuating circumstances; Mr. Wells explained the confusion between the last day worked, January 9, 2023, and the final day paid, January 20, 2023. He believed he had several more weeks; Commissioner Agbalog thanked him for coming and inquired how many days he missed it by; Mr. Wells stated two days; Commissioner Agbalog inquired how many years he had with the department; Mr. Wells reported 18.5 years; **APPROVED; Bo/Ag; 1 ab, Ho**

CLOSED SESSION (Government Code § 54957) -- NO CLOSED SESSION ITEMS SCHEDULED FOR THIS MEETING

3. Adjourned to Regular Meeting to be held on Monday, March 11, 2024, at 5:30 p.m.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9270	Registered Veterinary Technician	1/30/2024	Continuous	MES	Open	2/29/2024
9271	KCERA Member Services Specialist - Department Promotional - KCERA	2/5/2024	2/9/2024	KAS	DP	1/31/2024
9272	KCERA Network Manager/KCERA Senior network Manager - Department Promotional - KCERA	2/5/2024	2/9/2024	KAS	DP	1/31/2024
9273	KCERA Network Engineer / KCERA Senior Network Engineer	2/5/2024	Continuous	KAS	Open	1/31/2024
9274	Behavioral Health Unit Supervisor-Department Promotional	2/2/2024	2/6/2024	MGV	DP	2/1/2024
9275	Human Services Technician I/II-East Kern Region (Lake Isabella, Mojave, Ridgecrest)-DHS	2/5/2024	Continuous	DMR	Open	2/2/2024
9276	Behavioral Health Recovery Specialist I/II	2/7/2024	Continuous	MGV	Open	2/5/2024
9277	Technology Services Supervisor - Probation	2/7/2024	2/23/2024	TN	Open	2/5/2024
9278	Sheriff's Sergeant - DP	2/7/2024	2/21/2024	NAA	DP	2/7/2024
9280	Sr. Youth Services Officer - DP	2/9/2024	2/23/2024	TN	Open	2/9/2024
9281	Child Support Attorney I/II/III/IV	2/9/2024	Continuous	KB	Open	2/9/2024
9282	Office Services Specialist - Bilingual - DP	2/13/2024	2/19/2024	JAP	DP	2/12/2024
9283	Fire Engineer - Department Promotional - Fire	2/13/2024	2/13/2024	CMR	DP	2/12/2024
9284	Environmental Health Specialist I/II/III	2/13/2024	Continuous	JAP	Open	2/12/2024
9285	Environmental Health Specialist - In-Training	2/13/2024	Continuous	JAP	Open	2/12/2024
9286	Environmental Health Technician II	2/13/2024	Continuous	JAP	Open	2/12/2024
9287	Airports Police Officer I/II	2/13/2024	Continuous	MES	Open	2/12/2024
9288	Heavy Equipment Mechanic	2/20/2024	Continuous	MES	Open	2/13/2024
9289	Assistant Division Director of Health Services	2/15/2024	2/29/2024	JAP	Open	2/13/2024
9290	Health Plan Services Specialist/Senior Health Plan Services Specialist	2/20/2024	2/23/2024	MGV	Open	2/15/2024
9291	Human Services Supervisor-DP-DHS	2/16/2024	2/23/2024	DMR	DP	2/15/2024
9292	Area Park Supervisor-DP-General Services	2/16/2024	2/23/2024	DG	DP	2/14/2024
9293	Assistant Director of Libraries - DP	2/16/2024	2/21/2024	KB	DP	2/15/2024
9294	Departmental Aide-Part-Time-Shift-Frazier Park	2/16/2024	3/8/2024	KB	Open	2/15/2024
9296	KCERA Investment Analyst I	2/20/2024	Continuous	DG	Open	2/15/2024
9297	Fiscal Support Specialist-DP-Assessor	2/20/2024	2/23/2024	MGV	Open	2/16/2024
9298	Senior Groundskeeper - Lake Isabella	2/20/2024	3/5/2024	DG	Open	2/15/2024
9299	Child Support Specialist I	2/19/2024	3/10/2024	KB	Open	2/16/2024
9300	Child Support Specialist I - Bilingual	2/19/2024	3/10/2024	KB	Open	2/16/2024
9301	Child Support Customer Service Representative	2/19/2024	3/10/2024	KB	Open	2/16/2024
9302	Child Support Customer Service Representative - Bilingual	2/19/2024	3/10/2024	KB	Open	2/16/2024
9303	Office Services Coordinator	2/19/2024	3/10/2024	KB	Open	2/16/2024
9304	Program Specialist I - Bilingual	2/19/2024	3/10/2024	KB	Open	2/16/2024
9305	Business Manager-DP-County Counsel	2/20/2024	2/21/2024	DG	DP	2/16/2024
9306	Maintenance Electrician	2/20/2024	3/5/2024	DG	Open	2/15/2024
9307	Sheriff's Commander - DP	2/26/2024	3/11/2024	NAA	DP	2/22/2024
9308	Sheriff's Lieutenant - DP	2/26/2024	3/11/2024	NAA	DP	2/22/2024
9309	Engineer / Sr Engineer	2/26/2024	3/8/2024	MES	Open	2/23/2024
9310	Network Systems Administrator	2/26/2024	Continuous	NAA	Open	2/26/2024
9311	Systems Analyst I/II	2/26/2024	Continuous	NAA	Open	2/26/2024

Green Exam #: Change to existing exam #

Grey line: History

White line: Most up to date information for exam #

Blue "Continuous" and Red "P": informational purposes

Yellow "Hold": on hold

Dates that ALL exams were closed:

7/25/2019

3/16/2020