

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

Regular Meeting
Monday, March 13, 2023
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 February 13, 2023; **APPROVE**

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

8491) Airport Chief Operations Officer

8836) Accountant / Sr. Accountant

8837) Senior Behavioral Health Credentialing Specialist - Department Promotional

- 8852) Program Specialist I-Bilingual-Mojave
- 8853) Program Specialist I-Bilingual-Lamont
- 8854) Office Services Assistant-Part-Time-Shift
- 8855) Technical Support Engineer I/II
- 8856) Administrative Coordinator
- 8857) Sheriff's Records Specialist - Tehachapi
- 8858) Fiscal Support Technician-Bilingual
- 8859) Public Health Project Specialist
- 8860) Billing Office Specialist III - Department Promotional
- 8861) Health Educator
- 8862) Substance Use Prevention Specialist I/II
- 8863) Waste Management Specialist
- 8864) Disposal Site Gate Attendant
- 8865) Supervising Deputy Coroner
- 8866) Sheriff's Lieutenant
- 8867) Sheriff's Detentions Lieutenant
- 8868) Sheriff's Detentions Sergeant
- 8869) Chief Deputy Sheriff
- 8870) Highway Painter / Senior Highway Painter
- 8871) Engineering Manager - DP
- 8872) Supervising Disposal Site Gate Attendant - DP
- 8873) Deputy Coroner
- 8874) Sheriff's Commander - Department Promotional
- 8875) Office Services Specialist - Department Promotional - Probation
- 8876) Tree Trimmer
- 8877) Contract Administrator
- 8878) Behavioral Health Unit Supervisor I/II
- 8879) Airport Police Officer
- 8880) Administrative Coordinator- Department Promotional - Public Health
- 8881) Environmental Health Technician II
- 8882) Assistant Lab Director
- 8883) Risk Manager
- 8884) Fiscal Support Supervisor
- 8885) Microbiology Specialist
- 8886) Network Systems Administrator
- 8887) Staff Development Specialist
- 8889) Probation Program Specialist
- 8890) Legal Secretary
- 8891) Senior Child Support Specialist

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. **REVIEW, RECEIVE, AND FILE**

- a) Risk Manager, Item No. 0803

5. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.
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
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106
10. Public Employee – Discipline/Dismissal/Release
Sheriff's Detentions Lieutenant (Sheriff's Office) – Case No. 2023-0100
11. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, April 10, 2023, at 5:30 p.m.

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

Regular Meeting
Monday, February 13, 2023
5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, Oliver, and Price

ABSENT: Commissioner Rose

OTHERS: Devin Brown, Michelle Venegas, Michael Goulart, and Stephanie Bouey.

NOTE: Ag, Ho, Ol, Pri, and Ro are abbreviations for Commissioners Agbalog, Holt, Oliver, Price, and Rose. For Example, Ho/Pri 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**
None

***CONSENT AGENDA**

- *2. **Approval of Minutes**
Regular meeting on January 9, 2023, Special meetings on January 10, 17, and 23, 2023;
APPROVED; Pri/Ag – 4 ayes, 1 ab
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED;** Pri/Ag – 4 ayes, 1 ab

8811) Senior Systems Analyst
8812) Human Services Supervisor – DP
8815) Public Defender’s Investigator – DP
8816) Senior Building Services Worker – Shift – DP – DHS
8823) Child Support Attorney I/II/III/IV
8824) Sheriff’s Sergeant – DP
8825) Deputy District Attorney I/II/III/IV/V
8826) Engineering Technician I/II/III
8827) Technology Services Supervisor
8828) Administrative Services Officer
8829) Sewer Maintenance Worker I/II
8831) Office Services Technician – Bilingual - Lamont
8832) Youth Services Officer I/II – Shift
8835) Patients’ Rights Advocate

8836) Accountant
8837) Senior Accountant
8838) Air Quality Specialist I
8839) Office Services Assistant – Shift
8840) Environmental Health Specialist-In Training
8841) Administrative Coordinator - Bilingual
8842) Medical Assistant - Bilingual
8843) Officer Services Specialist – Shift
8844) Administrative Coordinator – Shift – DP – Sheriff
8845) Program Coordinator – District Attorney
8846) Social Service Worker III – East Kern Region – DHS
8847) Office Services Coordinator
8848) Senior Office Service Specialist – DP – Probation
8849) Wastewater Treatment Plant Operator Trainee I/II/III
8850) Departmental Public Information Officer
8851) Accountant – DP – Public Health

4. **New Specification(s):** The following job specification(s) have been created and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. **REVIEWED, RECEIVED, AND FILED**
 - a) Forensic Interviewer, Item No. 1689; Michael Goulart, Deputy CHRO presented; **Ag/Ho – 4 ayes, 1 ab**
 - b) Supervising Fire Handcrew Specialist, Item Nos. 4582 and 4583; Michael Goulart, Deputy CHRO presented; **Pri/Ho – 4 ayes, 1 ab**
5. **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. **REVIEWED, RECEIVED, AND FILED**
 - a) Accountant/Senior Accountant and Auditor-Controller's Senior Accountant, Item Nos. 2349, 2345, and 2351; Michael Goulart, Deputy CHRO presented; **Ag/Ho – 4 ayes, 1 ab**
6. **Request to Abolish Eligible Lists:** The following eligible lists and associated certifications are submitted for the Commission's abolishment in accordance with Civil Service Rule 502.10. Devin Brown, CHRO presented; **APPROVED; Pri/Ho – 4 ayes, 1 ab**
 - a) Chief Deputy Sheriff – Department Promotional, Exam No. 8610
 - b) Sheriff's Commander – Department Promotional, Exam No. 8450
 - c) Sheriff's Lieutenant – Department Promotional, Exam No. 8609
7. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions. Deputy County Counsel Stephanie Bouey provided update.
8. **Discussion on Formation of Ad Hoc Committee:** Discussion on the Formation of Ad Hoc Committee to review the Civil Service Commission's administrative support needs and provide

recommendations to the Commission. Commission appointed Commissioners Agbalog and Rose to serve on Ad Hoc Committee to provide support to newly appointed Civil Service Commission Officer; Pri/Ho – 4 ayes, 1 ab

9. **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. Devin Brown, CHRO gave report and thanked Commission for patience with the Division's assistance over the last five months and looked forward to welcoming new Commission Officer.
10. **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)). No report.

Adjourn to Closed Session

CLOSED SESSION (Government Code § 54957)

11. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106; **Continued to March regular meeting**
12. Public Employee – Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105; No reportable action
13. Reconvened from Closed Session; Adjourned to Regular Meeting to be held on Monday, March 13, 2023, at 5:30 p.m.

Test Schedule

Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Requestor
8491	Airport Chief Operations Officer	2/6/2023	Continuous	MES	Unsuspend	MES
8836	Accountant / Sr. Accountant	2/13/2023	Continuous	MES	Open	MGV
8837	Senior Behavioral Health Credentialing Specialist - Department Promotional	2/27/2023	3/3/2023	MGV	Open	MGV
8852	Program Specialist I-Bilingual-Mojave	2/6/2023	2/17/2023	DG	Open	DG
8853	Program Specialist I-Bilingual-Lamont	2/6/2023	2/17/2023	DG	Open	DG
8854	Office Services Assistant-Part-Time-Shift	2/2/2023	2/16/2023	DG	Open	DG
8855	Technical Support Engineer I/II	2/3/2023	Continuous	MGV	Open	MGV
8856	Administrative Coordinator	2/6/2023	2/10/2023	MES	Open	MES
8857	Sheriff's Records Specialist - Tehachapi	2/3/2023	2/9/2023	NA	Open	NA
8858	Fiscal Support Technician-Bilingual	2/7/2023	Continuous	DMR	Open	DMR
8859	Public Health Project Specialist	2/7/2023	2/21/2023	JAP	Open	JAP
8860	Billing Office Specialist III - Department Promotional	2/7/2023	2/15/2023	JAP	DP	JAP
8861	Health Educator	2/7/2023	2/21/2023	JAP	Open	JAP
8862	Substance Use Prevention Specialist I/II	2/8/2023	2/20/2023	MGV	Open	MGV
8863	Waste Management Specialist	2/13/2023	2/24/2023	MES	Open	MES
8864	Disposal Site Gate Attendant	2/13/2023	24-Feb	MES	Open	MES
8865	Supervising Deputy Coroner	2/8/2023	Continuous	NA	Open	NA
8866	Sheriff's Lieutenant	2/14/2023	2/21/2023	NA	DP	NA
8867	Sheriff's Detentions Lieutenant	2/14/2023	2/24/2023	NA	DP	NA
8868	Sheriff's Detentions Sergeant	2/14/2023	2/24/2023	NA	DP	NA
8869	Chief Deputy Sheriff	2/14/2023	2/21/2023	NA	DP	NA
8870	Highway Painter / Senior Highway Painter	2/13/2023	2/17/2023	MES	Open	MES
8871	Engineering Manager - DP	2/13/2023	2/17/2023	MES	DP	MES
8872	Supervising Disposal Site Gate Attendant - DP	2/13/2023	2/17/2023	MES	DP	MES
8873	Deputy Coroner	2/13/2023	Continuous	NA	Open	NA
8874	Sheriff's Commander - Department Promotional	2/14/2023	2/21/2023	NA	DP	NA
8875	Office Services Specialist - Department Promotional - Probation	2/13/2023	2/17/2023	NA	DP	NA
8876	Tree Trimmer	2/13/2023	2/24/2023	DG	Open	DG
8877	Contract Administrator	2/13/2023	2/24/2023	DG	Open	DG
8878	Behavioral Health Unit Supervisor I/II	2/13/2023	2/27/2023	MGV	Open	MGV
8879	Airport Police Officer	2/21/2023	Continuous	MES	Open	MES
8880	Administrative Coordinator- Department Promotional - Public Health	2/21/2023	2/27/2023	JAP	DP	JAP
8881	Environmental Health Technician II	2/21/2023	3/7/2023	JAP	Open	JAP
8882	Assistant Lab Director	2/21/2023	3/7/2023	JAP	Open	JAP
8883	Risk Manager	2/17/2023	2/23/2023	DG	DP	DG
8884	Fiscal Support Supervisor	2/17/2023	2/23/2023	NA	Open	NA
8885	Microbiology Specialist	2/23/2023	Continuous	JAP	Open	JAP
8886	Network Systems Administrator	2/22/2023	Continuous	MGV	Open	MGV
8887	Staff Development Specialist	2/27/2023	Continuous	KAS	Open	KAS
8889	Probation Program Specialist	2/27/2023	3/6/2023	NA	Open	NA
8890	Legal Secretary	2/27/2023	Continuous	DG	Open	DG
8891	Senior Child Support Specialist	2/28/2023	3/10/2023	KAS	Open	KAS

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



March 13, 2023

Civil Service Commission
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

PROPOSED REVISED JOB SPECIFICATION FOR RISK MANAGER (ITEM NO. 0803)

Kern County Counsel requests approval of a job specification revision for Risk Manager (Item No. 0803).

The job specification for this classification was last revised in 2007. In the Employment Standards section, both the education and experience components contain narrow requirements that place unnecessary restrictions on the evaluation of applications. In the current labor market, human resources is tasked with finding ways to broaden talent pools in the tight labor market. The requirement of a Bachelor's Degree in a specific field is no longer as important as the qualification to have experience in the field of safety, risk management general liability, Workers' Compensation, or similar insurance program. The experience requirement has been modified to allow for experience at a level that will allow a successful candidate to reasonably perform the knowledge, skills and abilities of the position.

The Risk Manager is a singleton position reporting directly to County Counsel to carry out duties approved by the Board of Supervisors. This position is responsible for the planning, organizing, and administration of the County-wide risk management

This specifications is an unrepresented management position.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed revised specification titled Risk Manager.

Sincerely,

Devin Brown
Chief Human Resources Officer

cc: Margo Raison, County Counsel

Risk Manager
Bargaining Unit: M
Range 70.3 (\$7615-\$9100)

Definition:

Under direction, ~~to~~ **plans, organizes and administers** a program of comprehensive risk management and loss control; ~~to~~ **analyzes, develops and recommends** risk management procedures and programs; ~~to~~ **provides** leadership and coordination to the County self-insured Workers' Compensation program, public liability, occupational and industrial safety, absence and disability management program and related programs and activities; ~~to~~ supervises and evaluates the work of a staff engaged in claims adjustment and safety activities.

DISTINGUISHING CHARACTERISTICS:

This single position classification is responsible to the County Counsel for the overall direction and coordination of the County's Risk Management Program. The incumbent supervises and evaluates the work of employees engaged in workers' compensation claims adjustment, liability claims adjustment, loss prevention, disability management, and **safety programs, and** related program activities **with County departments**, as well as **interfacing with**, private providers and contractors. This position is expected to, at all **times, observe** the procedures and limitations set forth by the Board of Supervisors and the County Counsel for the adjustment and settlement of claims.

Essential Functions:

- Administers the formulation and implementation of policy for the County's Risk Management Program which includes the Safety Program, Self-insured Liability Program and Self-insured Workers' Compensation Program; coordinates implementation and administration of those elements of risk policy for which direct responsibility is assigned to other County officers or units.
- Reviews, evaluates and reports on the effectiveness of the comprehensive risk management program such as safety, loss control, claims management and the like.
- Studies and analyzes the degree of exposure County assets have to various types of casualties; surveys the County's facilities, programs, and operations to identify hazards and potential liabilities and to evaluate insurable risks.
- Reviews with the County Counsel established workplace safety programs and property loss prevention programs to develop effective solutions to problems, increase effectiveness, and ensure compliance with local, state, and federal regulations.
- Determines the various feasible alternatives which will protect County assets and minimize County exposure to general and workers' compensation liability risks.
- Analyzes current insurance developments and their importance to the County; reviews current insurance legislation.
- Reviews, negotiates, and recommends the purchase of excess and specialty insurance coverage for the County.
- Recommends the employment of consultants to obtain special information and advice.
- Plans, assigns, supervises and reviews the work of the Risk Management Division staff.
- Personally reviews the more difficult workers' compensation and general liability claims.
- Performs other related duties as required.

Other Functions:

~~A background check may be conducted for this classification.~~

~~All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.~~

Employment Standards:

~~Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Economics or a closely related field and five (5) years of progressively responsible comprehensive experience in the administration of a safety, or risk management programs, general liability, Workers' Compensation, or other similar insurance programs; OR, an equivalent combination of training, education and/or experience which has provided the required knowledge and abilities.~~

Knowledge of: the principles and practices of risk management and asset protection programs relating to general and financial liability protection, and financial and legal requirements for developing, implementing, and administering self-insurance plans; knowledge of the principles of insurance and risk shifting; knowledge of contract management; knowledge of the principles and techniques of management, including program planning, implementation and administration; budgetary practices and controls and training and supervision of subordinates.

Ability to: collect, interpret and evaluate data; ability to analyze and negotiate insurance coverage; ability to negotiate **including** with third party administrators and providers for professional services; ability to develop management information systems to establish loss history for risk analysis; ability to **write and** prepare clear concise reports and recommendations; ability to interact with individuals at all organizational levels and on occasion function in stressful situations requiring persuading and negotiating; ability to initiate, plan, and complete work assignments with a minimum of direction and control; ability to supervise **and direct** the work of a subordinate staff to achieve efficient and effective performance and superior customer service.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

Revised Job Specification

March 13, 2023

Item No. 0803

March, 2007

#0803

Js0803


DEPARTMENT HEAD

3/3/23
DATE


CHIEF HUMAN RESOURCES OFFICER

3/3/23
DATE

Item #	0803
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	70.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	2
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	S. Hilemichael
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	March 2023