

CIVIL SERVICE COMMISSION – COUNTY OF KERN

**1115 Truxtun Avenue
Bakersfield, California 93301**

Regular Meeting

*Monday, April 10, 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 March 13, 2023; **APPROVE**

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

8740 Social Service Worker I- Bilingual - Aging and Adult

8892 Supervising Fire Aviation Specialist - DP - Fire

8893 Supervising Fire Investigator - DP - Fire

8894 Supervising Fire Handcrew Specialist - DP - Fire
8895 Fiscal Support Specialist-Bilingual
8896 Auditor-Controller's Senior Accountant - Department Promotional
8897 Contracts Administration Assistant
8898 Building Plans Technician
8899 Senior Appraiser - Department Promotional
8900 Library Associate-Shift
8901 Forensic Investigator - Department Promotional - District Attorney
8902 Human Services Program Director - DP - Aging and Adult Services
8903 Senior Human Resources Specialist - Non-Confidential
8904 Local Area Network Systems Administrator
8905 Office Services Technician-Shift-Arvin/Lamont
8906 Office Services Specialist
8907 Senior Building Services Worker-DP-County Administrative Office
8908 Supervising Park Ranger-Shift-DP-County Administrative Office
8909 Health Education Assistant I/II
8910 Supervising Public Health Nurse
8911 Office Services Assistant-East Kern Region
8912 Supervising Fire Dispatcher
8913 Heavy Equipment Mechanic
8914 PW Maintenance Worker
8915 Supervising Disposal Site Gate Attendant
8916 Animal Care Worker
8917 Risk Manager-DP-County Counsel
8918 Health Plan Services Specialist
8919 Automotive Mechanic I/II
8920 Social Service Worker III - Aging
8921 Social Service Worker I - Aging
8922 Air Quality Support Specialist
8923 Billing Office Specialist I/II
8924 Environmental Health Technician I/II - Bilingual
8925 Health Education Assistant I/II - Bilingual
8926 Senior Child Support Customer Service Representative
8927 Supervising Engineer
8928 Job Developer I/II-Bilingual-Mojave

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. Sheriff Aircraft Pilot, Item No. 4473

5. **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. **APPROVE**

a. Fire Division Chief – Department Promotional, Exam No, 8640

6. **BUDGET:** Commission Officer to present Civil Service Commission Recommended Budget for Fiscal Year 2023-24; **ADOPT RECOMMENDED BUDGET AND AUTHORIZE THE OFFICER TO SUBMIT TO THE HUMAN RESOURCES DIVISION**
7. **Civil Service Rule 615 Limited Appointments:** Rule 615 indicates extra help positions may not exceed 9-months. The Kern County and SEIU MOU dated December 2021, Section 9 indicates extra help positions may be for two years.
8. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.
9. **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.
10. **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.
11. **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)

12. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106
13. Public Employee -- Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105
14. Public Employee – Discipline/Dismissal/Release
Sheriff's Detentions Lieutenant (Sheriff's Office) – Case No. 2023-0100
15. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on
Monday, May 8, 2023, at 5:30 p.m.

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

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

PRESENT: Commissioners Agbalog, Holt, Oliver, Price, and Rose

ABSENT: None

OTHERS: Devin Brown, Margo Raison, Michael Goulart, Brian Van Wyk, Robyn Lipscomb, Kimberlyn Stillwell, and others.

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 February 13, 2023; **APPROVED**; Ro/Pri – 4 ayes, 1 ab-Ag
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ro/Pri – 4 ayes, 1 ab-Ag
 - 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. **REVIEWED, RECEIVED, AND FILED**
 - a) Risk Manager, Item No. 0803; Devin Brown, CHRO presented; **APPROVED**; Ag/Ho – 5 ayes
5. **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 Brian Van Wyk requested CHRO Devin Brown, to provide update, Mr. Brown advised that there are two open complaints, both within timeline.
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.* Commission Officer reported that status of Brown Act and Ethics training completed and thanked HR for resources, technology, and accesses to be successful in this capacity.

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.* Devin Brown, CHRO, welcomed Robyn Lipscomb, new CSCO and congratulated Commission on their selection. CHRO thanked Principal Human Resources Analyst Kimberlyn Stillwell for an exemplary job in assisting the Commission in meetings, recruitment offer and acceptance of CSCO. President Oliver also thanked PHRA Stillwell for assistance and support and looks forward to working with CSCO Lipscomb. Commissioner Rose extended her thanks for the cooperation and help in support of the Commission through the process of filling this vacancy.
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)).* Commissioner Rose has been following the current flooding situations and thanked Kern County personnel for going above and beyond in supporting and serving our communities. The Commissioner appreciates the organization and timely information in this stressful time.

Adjourn to Closed Session

CLOSED SESSION (Government Code § 54957)

9. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106; **Continued to April Regular Meeting**
10. Public Employee – Discipline/Dismissal/Release
Sheriff's Detention Lieutenant (Sheriff's Office) – Case No. 2023-0100; **No reportable action**
11. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, April 10, 2023, at 5:30 p.m.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Requestor
8740	Social Service Worker I- Bilingual - Aging and Adult	3/27/2023	Continuous	MES	Open	MES
8892	Supervising Fire Aviation Specialist - DP - Fire	3/1/2023	3/3/2023	MES	DP	MES
8893	Supervising Fire Investigator - DP - Fire	3/1/2023	3/3/2023	MES	DP	MES
8894	Supervising Fire Handcrew Specialist - DP - Fire	3/1/2023	3/3/2023	MES	DP	MES
8895	Fiscal Support Specialist-Bilingual	3/1/2023	Continuous	DMR	Open	DMR
8896	Auditor-Controller's Senior Accountant - Department Promotional	3/2/2023	3/6/2023	MGV	DP	MGV
8897	Contracts Administration Assistant	3/6/2023	3/17/2023	MES	Open	MES
8898	Building Plans Technician	3/6/2023	3/17/2023	MES	Open	MES
8899	Senior Appraiser - Department Promotional	3/6/2023	3/10/2023	MGV	DP	MGV
8900	Library Associate-Shift	3/6/2023	3/10/2023	DG	Open	DG
8901	Forensic Investigator - Department Promotional - District Attorney	3/6/2023	3/10/2023	NA	DP	NA
8902	Human Services Program Director - DP - Aging and Adult Services	3/14/2023	3/20/2023	MES	DP	MES
8903	Senior Human Resources Specialist - Non Confidential	3/21/2023	3/28/2023	NA	Open	NA
8904	Local Area Network Systems Administrator	3/21/2023	3/28/2023	NA	Open	NA
8905	Office Services Technician-Shift-Arvin/Lamont	3/9/2023	3/23/2023	DG	Open	DG
8906	Office Services Specialist	3/13/2023	3/24/2023	DMR	Open	DMR
8907	Senior Building Services Worker-DP-County Administrative Office	3/13/2023	3/17/2023	DG	DP	DG
8908	Supervising Park Ranger-Shift-DP-County Administrative Office	3/13/2023	3/17/2023	DG	DP	DG
8909	Health Education Assistant I/II	3/14/2023	3/28/2023	JAP	Open	JAP
8910	Supervising Public Health Nurse	3/14/2023	3/28/2023	JAP	Open	JAP
8911	Office Services Assistant-East Kern Region	3/15/2023	3/25/2023	DMR	Open	DMR
8912	Supervising Fire Dispatcher	3/16/2023	3/22/2023	MES	Open	MES
8913	Heavy Equipment Mechanic	3/20/2023	Continuous	MES	Open	MES
8914	PW Maintenance Worker	3/20/2023	4/24/2023	MES	Open	MES
8915	Supervising Disposal Site Gate Attendant	3/20/2023	3/24/2023	MES	Open	MES
8916	Animal Care Worker	3/20/2023	Continuous	MES	Open	MES
8917	Risk Manager-DP-County Counsel	3/20/2023	3/24/2023	DG	DP	DG
8918	Health Plan Services Specialist	3/20/2023	3/24/2023	DG	Open	DG
8919	Automotive Mechanic I/II	3/22/2023	Continuous	NA	Open	NA
8920	Social Service Worker III - Aging	3/27/2023	Continuous	MES	Open	MES
8921	Social Service Worker I - Aging	3/27/2023	Continuous	MES	Open	MES
8922	Air Quality Support Specialist	3/27/2023	4/7/2023	MES	Open	MES
8923	Billing Office Specialist I/II	3/28/2023	4/11/2023	JAP	Open	JAP
8924	Environmental Health Technician I/II - Bilingual	3/28/2023	4/11/2023	JAP	Open	JAP
8925	Health Education Assistant I/II - Bilingual	3/28/2023	4/11/2023	JAP	Open	JAP
8926	Senior Child Support Customer Service Representative	3/29/2023	4/14/2023	KAS	Open	
8927	Supervising Engineer	4/3/2023	4/14/2023	MES	Open	MES
8928	Job Developer I/II-Bilingual-Mojave	3/30/2023	4/21/2023	DG	Open	

Green Exam #: Change to existing exam #
Grey line: History
White line: Most up to date information for exam #
Blue "Continuous" and Red "?": informational purposes
Yellow "Hold": on hold

Dates that ALL exams were closed:
7/25/2019
3/16/2020

April 10, 2023

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

PROPOSED REVISED JOB SPECIFICATION FOR SHERIFF AIRCRAFT PILOT

Attached for your review is the proposed revised job specification for Sheriff Aircraft Pilot. The Human Resources Division has prepared the specification at the request of Sheriff Youngblood.

The Sheriff's Office is experiencing challenges recruiting pilots. The proposed revisions will broaden the applicant pool by allowing candidates to qualify with airplane or helicopter experience. The proposed revisions also reduce the number of required flight hours while maintaining appropriate industry standards for the classification.

The Service Employees' International Union, Local 521 is in support of the proposed revised job specification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed new job specification of Sheriff Aircraft Pilot.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachment

Sheriff Aircraft Pilot
Budget Unit: J
Salary Range 68.0 (\$6,790-\$8,114/mo.)

Definition:

Under direction, operates a rotary-wing and/or fixed-wing aircraft in support of law enforcement operations, **search-and-rescue** operations, marijuana eradication, surveillance operations and **surveillance operations**~~flight training~~.

Aircraft pilots may fly in urban, desert, and mountainous environments in support of law enforcement operations; may be required to work shifts of varying durations and days as needed; may be required to instruct non-aviation personnel on the safety principles to be observed while working on or around aircraft.

Essential Functions:

- Operates a medium-sized turbine-powered helicopter in urban, desert and mountainous environments in the performance of law-enforcement and rescue operations; including, but not limited to: land-based and swift-water hoist rescue operations, body recoveries, short-haul operations, fast-rope operations, unimproved landing-zone operations, **and** transport of personnel ~~and equipment, and flight training~~. Operations may be conducted in low-light environments utilizing Night Vision Goggles (NVG).
- Operates a light-observation turbine-powered helicopter in urban, desert and mountainous environments in the performance of law-enforcement and rescue operations; including, but not limited to: low-level law-enforcement patrol, search-and-rescue operations, vertical-reference operations, unimproved landing-zone operations, **and** transport of personnel ~~and equipment, and flight training~~. Operations may be conducted in low-light environments utilizing NVG.
- Operates a fixed-wing aircraft in urban, desert and mountainous environments in support of departmental needs, including, but not limited to: surveillance, prisoner transport, observer training, and transport of personnel and equipment. Operations may be conducted both locally and cross country in Visual Meteorological Conditions (VMC) or Instrument Meteorological Conditions (IMC).
- ~~Provides ground, initial and advanced flight instruction to personnel seeking various aircraft ratings, endorses flight personnel logbooks in accordance with Federal Aviation Regulations, provides recurrent flight proficiency training and provides NVG initial and proficiency training.~~
- ~~Provides transition flight training of personnel into the various aircraft utilized by the Sheriff's Air Support Unit.~~
- Operates aviation accessory equipment; including, but not limited to: rescue hoist; rescue equipment and devices; Night Vision Goggles; fast-rope assembly; short lines, long lines, cargo nets and remote hook for external loads; rappel and cargo let-down lines; Nightsun searchlight; aerial computer; video recorder; Forward Looking Infra-Red (FLIR); aviation radios; emergency services radios; lo-jack receiver.

2. Minimum **2000** ~~2500~~ hours PIC Helicopter flight time.
3. Minimum **500** ~~1000~~ hours in medium (Type 2) turbine **powered** helicopters.
4. Minimum 500 hours PIC in mountainous terrain, routinely making takeoffs and landings to unimproved landing areas at density altitudes exceeding **4500'** ~~5000'~~ MSL.
5. ~~Minimum 200 hours Night Vision Goggle operations.~~ **Night Vision Goggle endorsement with a minimum of 200 hours PIC flight time utilizing Night Vision Goggle devices.**
6. Minimum 500 hours PIC performing low-level missions in law-enforcement patrol, search and rescue, vertical reference operations over mountainous or forested areas, or comparable fire service or military operations.
7. ~~Minimum 100 hours PIC mountainous in make and model (UH-1 series, 204, 205, 212 or 412).~~
8. ~~Minimum 200 hours as PIC of helicopter vertical reference operations.~~
9. ~~_____~~

Desired Helicopter Flight Experience

- **Certified Flight Instructor with Rotorcraft-Helicopter endorsement**
- **Night Vision Goggle Instructor endorsement**
- **Vertical reference and external load operations experience**
- **UH-1H or other similar Bell Helicopter**

~~AND OR~~

Option II:

Required Fixed-Wing experience ~~The following Fixed Wing as Pilot in Command (PIC) experience:~~

1. **FAA Commercial or Airline Transport Pilot with Airplane-Multi Engine Land (AMEL) rating.**
2. **Airplane Instrument Rating.**
3. Minimum **1500** ~~1200~~ hours ~~Total Time~~ **PIC** Airplane.
4. Minimum 200 hours in **PIC** Category and Class (ASEL or AMEL).
5. Minimum 100 hours of **PIC** night flight time.

navigational and communications equipment; prepare clear, accurate and concise reports related to air operations; adopt effective and timely courses of action when confronted with hazards or emergency situations; properly perform all emergency procedures associated with the aircraft and anticipate operational needs; work effectively with other agencies, co-workers and the public.

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.


DEPARTMENT HEAD

3/29/23
DATE


CHIEF HUMAN RESOURCES OFFICER

3.29.23
DATE

Item #	4473
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	68.0
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	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	J
HR Analyst	B Guerra
Reviewed By	T Eldridge
CAO Analyst	J Arriola
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

April 10, 2023

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

REQUEST TO ABOLISH ELIGIBLE LIST – Fire Division Chief

Aaron Duncan, Fire Chief & Director of Emergency Services, requests that the Civil Service Commission abolish the eligible list for Fire Division Chief – Department Promotional – Exam 8640, effective August 8, 2022. The Fire Department utilized this list with certification 2022-05363 resulting in five (5) candidates being referred to the department for an interview and two (2) candidates being hired.

The department has submitted this request due to multiple retirements within the management staff, resulting in significant changes in department leadership.

Civil Service Rule 502.10 provides that “Eligible lists shall continue in force for a period of one (1) year from date of promulgation unless abolished or extended by the order of the Commission. In no event shall list remain in force for less than six (6) months nor more than two (2) years...” The eligible list for Fire Division Chief – Department Promotional – Exam 8640 was originally established on August 8, 2022. There are currently three (3) active names on the eligible list.

Notice of intention to abolish the lists has been sent to all candidates, by the Civil Service Commission Secretary.

The Kern County Human Resources Division brings this request on behalf of the Kern County Fire Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Devin Brown".

Devin Brown
Chief Human Resources Officer

cc: Aaron Duncan, Fire Chief and Director of Emergency Services

Aaron Duncan
Fire Chief & Director of Emergency Services

Fire Department Headquarters
5642 Victor Street • Bakersfield, CA 93308 • www.kerncountyfire.org
Telephone 661-391-7000 • FAX 661-399-2915 • TTY Relay 800-735-2929



February 27, 2023

Devin Brown
Chief Human Resources Officer
1115 Truxtun Avenue
Bakersfield, CA 93301

Re: Request to Abolish Eligible List- Fire Division Chief -Department Promotional

The Kern County Fire Department respectfully requests abolishment of the eligible list for Fire Division Chief-Department Promotional. This promotional exam was established on August 22, 2022. In accordance with the provisions of Civil Service Rule 502.10 which states: "Eligible lists shall continue in force for a period of one (1) year from date of promulgation unless abolished or extend by the order of the Commission. In no event shall a list remain in force for less than six (6) months nor more than two (2) years."

Since the establishment of this promotional list, two candidates from this list have been promoted. Additionally, management staff has had multiple retirements and Department leadership has had a significant change. The Department believes the changes are significant enough to warrant a new test.

Your assistance with this request is greatly appreciated. Thank you for your time in this matter.

Aaron Duncan
Fire Chief & Director of Emergency Services

Kern County Civil Service Commission



COMMISSIONERS
Kevin Oliver, President
 Jeremy Price, Vice President
 Romeo Agbalog
 Joy Rose
 Brian Holt

1115 Truxtun Avenue, 1st Floor, Bakersfield, CA 93301
 Telephone (661) 868-3910 • CivilServiceComm@kerncounty.com

Robyn Lipscomb, Officer

April 10, 2023

Civil Service Commission
 1115 Truxtun Avenue, First Floor
 Bakersfield, CA 93301

CIVIL SERVICE COMMISSION RECOMMENDED BUDGET

The Civil Service Commission's expenses are accounted for in the Human Resources Division budget unit and are included as part of their complete recommended budget.

The Civil Service Commission proposed recommended budget for Fiscal Year 2023-24 includes the following appropriations:

- Salaries and Benefits in the amount of \$147,365.
- Commission Meetings in the amount of \$27,000 – This amount is half of the maximum compensation allowable amount of \$54,000, per Ordinance G-8488.
- Hearing Officer Services Fee in the amount of \$20,000 – This amount is contingent upon the need for services. Previous data show the need for a Hearing Officer is rare and used only on two previous occasions.
- Mileage Expenses in the amount of \$3,000 – This amount is based on previous years' reimbursement data for Commission members.
- Services and Supplies in the amount of \$8,000 – this amount is projected to cover any services or supplies needed in maintaining the operations of the Commission including \$600 for outreach materials and \$2,000 for upgraded recording equipment for the Civil Service Hearing Room.

The projected number of meetings and Appeal Hearings are based on appeal requests submitted to the Commission to date. The revisions to the Civil Service Rules will continue to reflect current practices.

This projection is our best possible estimate based on all data available to us at this time. Therefore, IT IS RECOMMENDED that your Commission approve the proposed recommended Civil Service Commission budget for FY 2023-23 and authorize the Civil Service Commission Officer to submit to the Human Resources Division as required.

Sincerely,

Robyn Lipscomb, Officer
 Civil Service Commission

CIVIL SERVICE COMMISSION PROPOSED BUDGET FY 2023-24

APPROPRIATIONS	FY 2020-21 ACTUAL	FY 2021-22 ACTUAL	FY 2022-23 PROPOSED	FY 2022-23 TO DATE	FY 2023-24 PROPOSED
Salaries and Benefits	\$149,000	\$146,884	\$147,203	\$147,203	\$147,365
Commission Meetings*	\$10,200	\$5,475	\$27,000	\$4,238	\$27,000
Hearing Officer**	\$0	\$0	\$20,000	\$0	\$20,000
Mileage Reimbursements	\$713	\$845	\$3,000	\$589	\$3,000
Services and Supplies***	\$3,000	\$3,000	\$3,000	\$4,412	\$8,000
Total expenditures	\$162,913	\$156,204	\$200,203	\$156,442	\$205,365

Notes: * The projected amount of \$27,000 accounts for half of the amount allowed by Ordinance G-8488.

**The need for Hearing Officer services is rare and was only hired on two previous occasions. The total cost for this service for FY 2013-14 was \$19,249.

***The Services and Supplies amount is projected for all year as it is absorbed by Human Resources Division. This amount includes electronics, software and technology required to perform Commission duties including \$600 for outreach material and \$2,000 for updating the recording equipment for the Civil Service Hearing Room.

CIVIL SERVICE COMMISSION ACTIVITY

ITEM	2019-20	2020-21	2021-22	2022-23 TO DATE	2023-24 PROJECTED
Number of Meetings	17	26	27	11	23
Number of Appeal Hearings	2	1	3	0	2
Number of Pending Appeals	1	1	1	2	2
Civil Service System and Other Non-Disciplinary Appeals	14	11	5	45	60
Total Number of Nights	17	26	27	11	24
Changes to Civil Service Rules	0	0	0	0	2
Total Activity	51	65	63	58	88

Notes: 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.

CIVIL SERVICE COMMISSION SUPPLIES & SERVICES BREAKDOWN FY 2023-24

PROPOSED		\$8,000.00
	Estimate	Balance
Recording System -	\$2,000	\$6,000
Supplies-ink, paper, postage, and etc.	\$3,000	\$3,000
Outreach	\$600	\$2,400
Technology - Internet, phone, printer, etc.	\$1,000	\$1,400
Laserfiche Account	\$101	\$1,299
Adobe Acrobat License \$16.99 per month	\$204	\$1,095
Microsoft Office \$600/year	\$600	\$495
Training	\$495	\$0

Kern County Civil Service Commission

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AGENDA ITEM NO. 7

COMMISSIONERS
Kevin Oliver, President
Jeremy Price, Vice President
Romeo Agbalog
Joy Rose
Brian Holt

Robyn Lipscomb, Officer

TO: Civil Service Commission Members

FROM: Robyn Lipscomb, Officer

DATE: April 10, 2023

SUBJECT: Civil Service Rule 615.00 Limited Appointments

CSC Rule 615.00 indicates extra help positions may not exceed 9-months.

The Kern County and SEIU MOU dated December 2021, Section 9 indicates extra help positions may be for two-years.

Section 9. Extra Help Employment

- A. Extra help means employment in a temporary or limited term capacity not to exceed 2 years in duration. This does not limit the County from offering a 9-month extra help employment term. Reappointment to extra help employment within any department can occur following a 90-day separation of employment.**
- B. Extra help employment can be for no more than 2 full terms within any 5-year look back period. The 5-year look back period starts from the proposed date of employment.
Example: A prospective extra help employee sought to start on July 1, 2026. The 5-year look back period would be from July 1, 2021 through June 30, 2026. The prospective extra help employee could not have worked 2 full extra help terms during that 5-year look back period.**
- C. Existing extra help employees as of the date of this Agreement shall continue to serve their existing terms now extended to 2 years in duration. These terms will not count toward the 2 full terms in a 5-year look back period.**
- D. Extra help employees who have successfully performed with a rating that meets or exceeds expectations on a formal annual evaluation shall be eligible to receive additional credit of 5% per term with a maximum of 10% on a final examination score in a recruitment for permanent employee for the same classification.**
- E. The Union acknowledges that the County has full discretion on how many extra help employees it will hire at any given time. Nothing in this Agreement shall be construed to expand the rights of extra help employees, except as stated in this Agreement. Nothing in this Agreement shall preclude the County from hiring retired employees at its discretion.**