

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

Regular Meeting
Monday, October 10, 2022
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) 868-3962. 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 September 12, 2022; **APPROVE**

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

8573) Youth Services Officer I/II - Shift

- 8564) Social Service Worker III – Aging and Adult
- 8664) Administrative Coordinator – DP – General Services
- 8665) Behavioral Health Recover Specialist I/II
- 8666) Senior Child Support Specialist
- 8667) Public Health Laboratory Assistant I/II
- 8668) Physical Therapist – California Children Services
- 8669) Sheriff's Records Unit Supervisor
- 8670) Deputy Chief Probation Officer – DP
- 8671) Deputy Probation Officer I/II
- 8672) Sheriff's Detentions Sergeant – DP
- 8673) Fiscal Support Supervisor – DP – Auditor-Controller
- 8674) Electronic Health Record Specialist
- 8675) Real Property Agent I/II/III
- 8676) Contracts Administration Assistant
- 8677) Deputy Chief Information Technology Office – CWP
- 8678) Maintenance Plumber – DP
- 8679) Geographic Information Systems Specialist – DP – Planning
- 8680) Appraiser I
- 8681) Deputy Coroner
- 8682) Job Developer I/II
- 8683) Groundskeeper
- 8684) Stock Clerk I
- 8685) Graphic Artist
- 8686) Workforce Development Program Manager – DP
- 8687) Sheriff's Program Specialist
- 8688) Sheriff's Senior Support Specialist – Shift
- 8689) Sheriff's Detentions Senior Deputy – Shift – DP
- 8690) Public Works Maintenance Worker I/II/III
- 8691) Social Service Worker I - Bilingual – Aging
- 8692) Human Services Supervisor – Bilingual – Delano – DP
- 8693) Human Services Supervisor – Shafter – DP
- 8694) Departmental Aide – Library – PT – Shift – Delano
- 8695) Departmental Aide – Library – PT – Shift – Bakersfield
- 8696) Group Counselor I/II – Shift
- 8697) Vocational Nurse I/II
- 8698) Sheriff's Records Specialist – Shift – Lamont
- 8699) Sheriff's Records Specialist – Shift – Rosamond
- 8700) Sheriff's Sergeant – DP
- 8701) Fiscal Support Supervisor
- 8702) Contract Administrator
- 8703) Programmer I
- 8704) Senior Human Resources Specialist – Non-confidential – DP
- 8705) Behavioral Health and Recovery Services Deputy Director – DP
- 8707) Senior Office Services Specialist
- 8708) Supervising Child Support Specialist
- 8709) Therapy Aide
- 8710) Automotive Services Worker

- 8564) Social Service Worker III – Aging and Adult
- 8664) Administrative Coordinator – DP – General Services
- 8665) Behavioral Health Recover Specialist I/II
- 8666) Senior Child Support Specialist
- 8667) Public Health Laboratory Assistant I/II
- 8668) Physical Therapist – California Children Services
- 8669) Sheriff's Records Unit Supervisor
- 8670) Deputy Chief Probation Officer – DP
- 8671) Deputy Probation Officer I/II
- 8672) Sheriff's Detentions Sergeant – DP
- 8673) Fiscal Support Supervisor – DP – Auditor-Controller
- 8674) Electronic Health Record Specialist
- 8675) Real Property Agent I/II/III
- 8676) Contracts Administration Assistant
- 8677) Deputy Chief Information Technology Officer – CWP
- 8678) Maintenance Plumber – DP
- 8679) Geographic Information Systems Specialist – DP – Planning
- 8680) Appraiser I
- 8681) Deputy Coroner
- 8682) Job Developer I/II
- 8683) Groundskeeper
- 8684) Stock Clerk I
- 8685) Graphic Artist
- 8686) Workforce Development Program Manager – DP
- 8687) Sheriff's Program Specialist
- 8688) Sheriff's Senior Support Specialist – Shift
- 8689) Sheriff's Detentions Senior Deputy – Shift – DP
- 8690) Public Works Maintenance Worker I/II/III
- 8691) Social Service Worker I - Bilingual – Aging
- 8692) Human Services Supervisor – Bilingual – Delano – DP
- 8693) Human Services Supervisor – Shafter – DP
- 8694) Departmental Aide – Library – PT – Shift – Delano
- 8695) Departmental Aide – Library – PT – Shift – Bakersfield
- 8696) Group Counselor I/II – Shift
- 8697) Vocational Nurse I/II
- 8698) Sheriff's Records Specialist – Shift – Lamont
- 8699) Sheriff's Records Specialist – Shift – Rosamond
- 8700) Sheriff's Sergeant – DP
- 8701) Fiscal Support Supervisor
- 8702) Contract Administrator
- 8703) Programmer I
- 8704) Senior Human Resources Specialist – Non-confidential – DP
- 8705) Behavioral Health and Recovery Services Deputy Director – DP
- 8707) Senior Office Services Specialist
- 8708) Supervising Child Support Specialist
- 8709) Therapy Aide
- 8710) Automotive Services Worker

- 8711) Public Works Maintenance Technician I/II
- 8712) Auditor-Controller's Division Chief – DP
- 8713) Utility Worker
- 8714) Park Ranger Manager – DP
- 8716) Administrative Coordinator – DP – Probation

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. **REVIEW, RECEIVE, AND FILE**
 - a) Assistant Director of Workforce Development, Item No. 0821
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; **REVIEW, RECEIVE, AND FILE**
 - a) KCERA Deputy Chief Member Services Officer, Item No. 0013, KCERA Member Services Manager, Item No. 2544, and KCERA Senior Member Services Analyst, No. 2545
 - b) Youth Services Officer – Food Services Supervisor, Item No. 3582, Youth Services Officer – Warehouse Supervisor, Item No. 2595, Youth Services Officer – Senior Cook, Item No. 3586, Youth Services Officer – Custodian, Item No. 3595, and Youth Services Officer – Support Services Worker, Item No. 3599
6. **Revised Specification(s):** The following job specification(s) have been revised by the Chief Human Resources Officer and are submitted for the Commission's approval in accordance with Civil Service Rule 204.21; **APPROVE**
 - a) Supervising Engineer, Item No. 1054
7. Second Reading of Amendment to Rule 400 of the Civil Service Commission; **WAIVE READING; APPROVE**
8. **Civil Service Commission Annual Report: APPROVE; DIRECT STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS**
9. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.
10. **Civil Service Rules Revisions Update:** Ad Hoc Committee to provide report on status pertaining to Civil Service Rules revisions.
11. **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.

12. **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)

13. Public Employment – Personal Necessity Leave Request
Medical Assistant (Public Health) – Case No. 2022-0104
14. Public Employee – Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105
15. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary.
(Government Code § 54957(b))
16. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday,
November 14, 2022, at 5:30 p.m.