

Holt ✓

Price ✓

Oliver ✓

Rose ✓

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

Regular Meeting
Monday, December 12, 2022
5:30 p.m.

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS

Ayala ✓

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

called to order @ 5:30 p.m.

1. Public Presentations

no public comment

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**

Rose / Oliver – All Ayes

Regular meeting on November 14, 2022; Special meeting on November 28, 2022; **APPROVE**

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

8753) Senior Youth Services Officer – DP
8754) Undersheriff – DP
8755) Airports Finance Manager – DP

8756) Deputy Probation Officer III – DP
8757) Senior Nutrition Site Coordinator – PT – Taft
8758) Cook – PT – Taft
8759) Facilities and Services Specialist
8760) Building Services Worker
8761) Contract Administrator
8762) Assistant Program Director – DP – Human Services
8763) Program Specialist I/II
8764) Equipment Operator
8765) Program Specialist I/II – Bilingual – Child Support
8766) Talent Recruiter
8767) Medical Assistant
8768) Supervising Departmental Analyst
8769) Alternate Work List – Sheriff's Senior Support Specialist
8770) Departmental Aide – PT – Shift – McFarland
8771) Departmental Aide – PT – Shift – Frazier Park
8772) Legal Secretary – East Kern
8773) Marketing and Promotional Associate I/II
8774) Contract Specialist
8775) Systems Analyst I/II
8776) Information Technology Services Manager
8777) Library Associate – Shift – Arvin/Lamont
8778) Library Associate – Shift – Tehachapi
8779) Social Service Supervisor II – DP – Human Services
8780) Group Counselor III
8781) Airport Police Officer I/II – Shift
8782) Deputy Coroner Manager – DP
8783) Public Works Maintenance Worker I/II/III – East Kern
8784) Fiscal Support Technician – DP – Library
8785) Behavioral Health Peer Specialist
8786) Engineering Manager
8787) Investigative Aide
8788) KCERA Senior Accountant – DP
8789) Staff Development Specialist
8790) Supervising Child Support Customer Service Representative

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) CAO Manager, Item No. 0782

*Denn Brown presented
Rose/Oliver - All Ages*

5. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.

*Stephanie Boney provided report
Denn Brown explained 1 case*

6. **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 Reported on this is KC video*
7. **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)). *President Holt and Vice President Oliver voiced appreciation for HR stepping in*

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)

8. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary. (Government Code § 54957(b))
9. Public Employee – Discipline/Dismissal/Release Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106 *continued until 1/9/23*
10. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, January 9, 2023, at 5:30 p.m.

Ag Oliver Rose Price Holt

~~Antee~~

~~Carrillo~~

*DeSchutter

X

X

X

~~Dhalinval H~~

*Dhalinval S

X

~~Gonzales R~~

Hedges

X

*LipScamb

X

X

*Livermore

X

X

*Lopez Medina

Manzo

*Perry

4

*Thomson

*Vega

8 x 20 3 hrs

Special meeting { 2-5 pm. on 1/10/23
9-11 am 1/11/23

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1115 Truxtun Avenue
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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) CAO Manager, Item No. 0782

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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)

8. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary.
(Government Code § 54957(b))
9. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106
10. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, January 9, 2023, at 5:30 p.m.

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

Regular Meeting
Monday, November 14, 2022
5:30 p.m.

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

ABSENT: None

OTHERS: Tracey Eldridge, Michael Goulart, Stephanie Bouey, Keri Pharris, 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 October 10, 2022, No public comment; **APPROVED**; Ro/Pri - *All ayes*
3. ***Examination Schedule**
No public comment; **APPROVED**; Ro/Pri - *All ayes*
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. Sheriff Aircraft Mechanic, Item No. 5186; Pr/Ro - All ayes; Michael Goulart, Deputy Chief Human Resources Officer, provided a summary. No public comment.
 - b. Supervising Fire Aviation Specialist & Supervising Fire Investigator, Item No. 4575 and Item No. 4576; Ag/Ro - 4 ayes, 1 nay (Pri); Michael Goulart, Deputy Chief Human Resources Officer, provided a summary. Commission requested further explanation of position requirements; Fire Department staff and HR representative provided explanation. No public comment.
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. Youth Services Officer Cook, Item No. 3590; Pri/Ag– All ayes; Micahel Goulart, Deputy Chief Human Resources Officer, provided a summary of the position and need for revision. No public comment.
- b. Fire Aircraft Mechanic, Item No. 5188; Ol/Ro – 3 ayes/2 nays; Michael Goulart, Deputy Chief Human Resources Officer, a summary of the position and need for revision. Commission requested further explanations, specifically the difference between a Fire Aircraft Mechanic and a Sheriff Aircraft Mechanic. Commission and HR representatives discussed. A motion to table this item was made by Commissioner Agbalog and seconded by Commissioner Price; the motion failed. No public comment.
- c. Fiscal Support Technician & Fiscal Support Technician – Confidential, Item No. 2865; Pr/Ag - All ayes; Michael Goulart, Deputy Chief Human Resources Officer, provided a summary of the position and need for revision. No public comment.
- d. Talent Recruiter, Senior Talent Recruiter & Deputy Chief Human Resources Officer; Item No. 2322, Item No. 2321 and Item No. 0787; Ag/Pri - All ayes; Tracey Eldridge, Assistant Chief Human Resources Officer, provided a summary of the positions and need for revisions. No public comment.

6. Civil Service Rule 1800 Update:

Stephanie Bouey, Deputy County Counsel, reported there are two open complaints, both within timeline and all complaints from the previous month have been resolved.

7. Human Resourced Division Items/Report:

Michael Goulart, Deputy Chief Human Resources Officer stated no updates at this time.

8. Commission Member Presentations or Announcements:

None

Adjourned to Closed Session

CLOSED SESSION (Government Code § 54957)

9. Public Employment – Personal Necessity Leave Request
Medical Assistant (Public Health) – Case No. 2022-0104; **No reportable action.**
10. Reconvened from Closed Session; Adjourned to Regular Meeting to be held on Monday, December 12, 2022, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Monday, November 28, 2022
3:30 p.m.

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

ABSENT: None

OTHERS: Devin Brown, CHRO and Stephanie Bouey, Deputy County Counsel

PUBLIC SESSION

1. Public Presentations

None

2. Commission Member Presentations or Announcements:

None

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)

3. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary.
(Government Code § 54957(b)); **No reportable action.**

4. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, December 12, 2022, at 5:30 p.m.

Test Schedule

Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Requestor
8753	Senior Youth Services Officer - DP - Probation	11/3/22	11/14/22	MES	DP	MES
8754	Undersheriff - DP	11/1/22	11/1/22	NA	DP	NA
8755	Airports Finance Manager - DP - Airports	11/2/22	11/6/22	KAS	DP	KAS
8756	Deputy Probation Officer III - DP - Probation	11/7/22	11/14/22	MES	DP	MES
8757	Senior Nutrition Site Coordinator - PT - Taft	11/3/22	Continuous	MES	Open	MES
8758	Cook - PT - Taft	11/3/22	Continuous	MES	Open	MES
8759	Facilities and Services Specialist	11/3/22	11/11/22	KPP	Open	MGV
8760	Building Services Worker	11/3/22	11/10/22	KPP	Open	MGV
8761	Contract Administrator	11/3/22	11/3/22	KAS	Canceled	KAS
8762	Assistant Program Director-DP-DHS	11/7/22	11/14/22	DMR	DP	DMR
8763	Program Specialist I/II	11/3/22	11/25/22	MJ	Open	MJ
8764	Equipment Operator	11/4/22	11/23/22	DG	Open	DG
8765	Program Specialist I/II - Bilingual - CSS	11/7/22	11/18/22	MG	Open	MG
8766	Talent Recruiter	11/4/22	11/18/22	DWB	Open	DWB
8767	Medical Assistant	11/9/22	Continuous	MJ	Open	MJ
8768	Supervising Departmental Analyst	11/28/22	12/2/22	MES	Open	MES
8769	Alternate Work List - Sheriff's Senior Support Specialist	11/14/22	11/14/22	KAS	Alternate	KAS
8770	Departmental Aide-Part-Time-Shift-McFarland	11/14/22	11/28/22	DG	Open	DG
8771	Departmental Aide-Part-Time-Shift-Frazier Park	11/15/22	11/29/22	DG	Open	DG
8772	Legal Secretary - East Kern	11/28/22	12/16/22	MG	Open	MG
8773	Marketing & Promotions Associate I/II	11/15/22	11/30/22	MJ	Open	MJ
8774	Contract Specialist	11/17/22	11/30/22	DG	DP	DG
8775	Systems Analyst I/II	11/16/22	Continuous	MJG	Open	MJG
8776	Information Technology Services Manager	11/18/22	11/28/22	MGV	Open	MGV
8777	Library Associate - Shift - Arvin/Lamont	11/17/22	1/6/23	DG	Open	DG
8778	Library Associate - Shift - Tehachapi	11/17/22	1/6/23	DG	Open	DG
8779	Social Service Supervisor II-DP-DHS	11/21/22	11/29/22	DMR	DP	DMR
8780	Group Counselor III	11/21/22	12/2/22	DMR	Open	DMR
8781	Airport Police Officer I/II - Shift	11/21/22	12/16/22	KAS	Open	KAS
8782	Deputy Coroner Manager - DP	11/18/22	11/25/22	NA	DP	NA
8783	Public Works Maintenance Worker I/II/III - East Kern Region	11/21/22	12/16/22	KAS	Open	KAS
8784	Fiscal Support Technician-DP-Library	11/22/22	11/22/22	DG	Open	DG
8785	Behavioral Health Peer Specialist	11/22/22	12/9/22	MJ	Open	MJ
8786	Engineering Manager	11/22/22	12/13/22	KAS	Open	KAS
8787	Investigative Aide	11/28/22	12/9/22	MG	Open	MG
8788	Senior Accountant-Department Promotional-KCERA	11/23/22	11/23/22	DG	Open	DG
8789	Staff Development Specialist	11/28/22	12/9/22	MG	Open	MG
8790	Supervising Child Support Customer Service Representative	11/28/22	12/9/22	MG	Open	MG

AGENDA ITEM NO. 3



December 12, 2022

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

REVISED JOB SPECIFICATION FOR CAO MANAGER

Attached is the revised specification for CAO Manager. A revision was requested by Chief Administrative Officer Ryan Alsop to ensure that the candidate pool is sufficiently inclusive.

During the most recent recruitment, the total qualified applicant pool excluded several existing professional staff members of the CAO because of how the employment standards are worded. This revision modifies the minimum qualifications by not requiring senior-level experience to qualify for the position. The total experience required increases by one year to ensure a proper level of experience is garnered. Finally, the revised employment standard permits a master's degree in business or public administration to substitute for one year of experience.

The classification is an unrepresented management position.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the revised specification titled CAO Manager.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachment

CAO Manager
Salary Range 72.0 (\$8,289 - \$9,905/mo.)

Definition:

The County Administrative Office (CAO) Manager reports directly to the Assistant County Administrative Officer or the Chief Strategic Initiatives Officer. They plan, organize, and coordinate the duties of a major functional area(s) within a Division of the CAO and provides direction and guidance in accomplishing the mission of the CAO.

This classification is responsible for organizational and management oversight of complex administrative and operational functions within the areas of Strategic Initiatives and Workforce Development. Incumbents have responsibility for decisions involving budgetary and fiscal controls, personnel and training matters, Countywide strategic initiatives, and employer-employee relations in their functional areas.

The CAO Manager is distinguished from the Senior CAO Manager by the less complex nature and level of overall management responsibility within his or her functional areas.

Essential Functions:

- Plans, coordinates, and supervises the work of professional and support staff; trains and orients new staff.
- Confers regularly with the Chief Administrative Officer, Chief Operations Officer, Chief Strategic Initiatives Officer, or Assistant County Administrative Officer on assignment of work.
- Manages the policy analysis, policy development, and communication activities of a CAO functional area.
- Develops and administers strategic objectives, policies, procedures, and information systems for budget development, administration, and control.
- In consultation with the Assistant County Administrative Officer or Chief Strategic Initiatives Officer, assists in the development of budget balancing strategies and coordinates countywide budget planning activities.
- Supervises the conduct of analytical studies of organization structures, policies, practices, and work methods and techniques; may conduct such studies.
- Proposes improved administrative policies, processes, organizations, and procedures.
- Monitors and analyzes State and federal budget developments and legislation affecting the County operations.
- Coordinates with other CAO management on financial matters, employee relations issues, economical development activities, and intergovernmental relations as warranted.
- Provides consultation and advice to County departments on matters within their functional expertise.
- Coordinates and performs analysis of a wide variety of projects involving interaction with other local, state, and federal agencies.

- Responds to inquiries from the public, media organizations, and other agencies regarding CAO functional areas.
- Prepares and presents reports; prepares special studies as required.
- Utilizes personal computer and various software to accomplish work.
- Prepares correspondence and other written communications.
- Attends meetings and conferences.
- Speaks before public groups as assigned.
- Performs job-related duties as required.

Core Competencies:

Employees in this position will exhibit a high level of performance and capability in the following core competencies:

1. Leadership
2. Innovative and creative thinking
3. Communication and collaboration
4. Decision making and judgment
5. Strategic business focus

Employment Standards**Minimum Qualifications:**

- Bachelor's degree from an accredited college or university.
- ~~Three (3)~~ **Four (4)** years of ~~senior-level~~ administrative and/or management experience.
- **A Master's degree in Business or Public Administration may substitute for one year of the required experience.**

Preferred Qualifications:

- ~~Master's degree in Business Administration or Public Administration.~~
- A green belt or higher certifications in Lean Six Sigma Methodology.

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.