

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, January 11, 2021
5:30 p.m.

THIS MEETING WAS CONDUCTED TELEPHONICALLY

PRESENT: Commissioners Holt, Oliver, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Devin Brown, Maria Murbach, Brian Van Wyk, Brenda Villanueva, 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

Vice President Holt called the meeting to order at 5:30 p.m. and made the announcement about Governor Newsom’s Executive Order N-29-20 issued on March 17, 2020. There were no public comments.

PUBLIC SESSION

1. **Public Presentations**
None

*CONSENT AGENDA

- *2. **Approval of Minutes**
Regular Meeting on November 9, 2020; NO PUBLIC COMMENT; **APPROVED**; Ro/Ol – 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/Ol – 4 ayes/1 ab (Ag)

7268) Fiscal Support Technician
7402) Pre-Licensed Clinical Psychologist/Clinical Psychologist I/II
7742) Physical Therapist
7743) Occupational Therapist
7753) Deputy District Attorney I/II/III/IV/V
7863) Sheriff’s Support Technician – Shift
7867) Cook I-Rosemond-Part Time
7896) Human Services Technician I
7897) Human Services Technician-Bilingual-Delano
7909) Cook I-PT-Taft

7910) Deputy Sheriff-Lateral
7917) Child Support Attorney I/II/III/IV/V
7919) Accountant III-CWP
7920) Sheriff's Aide-Shift
7923) Automotive Mechanic I/II-Shift
7928) Local Area Network Systems Administrator
7929) Social Service Worker I/II-DHS-Ridgecrest
7932) Chief Deputy Sheriff-DP
7933) Division Chief, County Clerk elections-DP
7935) Automotive Parts Storekeeper I
7936) Engineering Technician I
7937) Supervising Engineer-Department Promotional
7948) Human Services Aide-DHS
LT071) Fiscal Support Technician-ETR
LT072) Contract Administrator-Public Works
LT074) Automotive Mechanic-Lateral
LT075) Administrative Coordinator-AG Weights and Measures Dept
LT076) Lateral Accountant II

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; No public comment; **REVIEWED, RECEIVED, AND FILED**

a) Public Works Maintenance Supervisor, Item No. 5014; *Ro/Pri – 4 ayes/1 ab (Ag)*

Devin Brown, Chief Human Resources Officer (CHRO), introduced Brenda Villanueva, Principal Human Resources Analyst, who provided a summary.

b) Behavioral Health Program Supervisor, Item No. 3705; *Ro/Ro/Pri – 4 ayes/1 ab (Ag)*

Ms. Villanueva provided a summary. No public comment.
Commissioner Rose asked when the last revision was made. Ms. Villanueva clarified 2017 was the date it was originally developed, and it was now being revised.

c) Wastewater Specialist I, Item No. 1078; *Ro/Pri – 4 ayes/1 ab (Ag)*

Ms. Villanueva provided a summary. No public comment

5. **Election of 2021 Civil Service Commission Officers:**

Motion made by Commissioner Rose, seconded by Commissioner Oliver, nominating Brian Holt as President. **APPROVED**; *Ro/Ol – 4 ayes/1 ab (Ag)*

Motion made by Commissioner Rose, seconded by Commissioner Price, nominating Kevin Oliver as Vice President. **APPROVED**; *Ro/Pri – 4 ayes/1 ab (Ag)*

6. Civil Service Rule 1800 Update

Brian Van Wyk, Deputy County Counsel, reported that he had been in contact with HR team, and reported all CS Rule 1800 investigations are current, except for the one long standing investigation long standing case. He explained that there was an update on that case, which was expected to be completed in the next couple of days. All other investigations are on track and timely.

Mr. Van Wyk reported that the CS Rule 1800 proposed revisions draft was completed. He informed the Commission that County departments had provided feedback but no changes to the draft were suggested. He requested HR to circulate the proposed revisions draft to the employee union representatives. Vice President Holt asked if this required any action from the Commission and Mr. Van Wyk stated it did not, the proposed revisions draft was completed and ready to circulate and he concluded his report. Vice President Holt thanked Mr. Van Wyk.

7. Commission Secretary Monthly Report:

None.

8. Human Resources Division Items/Report:

Devin Brown, Human Resources Officer, reported that the Covid-19 vaccinations had arrived, and the Public Health Department was working with several employers throughout the community to distribute them according to the California Department of Health's guidance. He explained this would be a large-scale effort as the County continued to coordinate with their departments to ensure that workplaces are protected, and workforce is safe. Mr. Brown thanked the HR and Health Benefits Teams for all their work and efforts.

Commissioners Rose and Oliver thanked Mr. Brown and staff for all their dedication and tremendous efforts during this very challenging pandemic, it is much appreciated. Commissioner Rose stated that she wanted to thank Public Health Director, Matt Constantine, and all his staff very much for all their work. Mr. Brown stated he would pass that along to Mr. Constantine.

9. Commission Member Presentations or Announcements:

Commissioner Rose stated she was looking forward to, at some point, visit County departments again.

Adjourn to Closed Session: at 6:01 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of employees or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release

Deputy Sheriff (Sheriff's Office) – Case No. 2020-0111; **THIS ITEM WAS REMOVED FROM THE AGENDA PRIOR TO THE MEETING**

11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Office Services Specialist (Human Services) – Case No. 2020-0112; **HEARING DATES SET TO APRIL 20, 21, 26, AND 27, 2021.**
12. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Group Counselor II (Human Services) – Case No. 2020-0110; **NO REPORTABLE ACTION**
13. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1)); **NO REPORTABLE ACTION**
14. Commission Secretary exited the meeting prior to Item No. 13 at 6:15 p.m. Vice President Holt adjourned the meeting at 6:25 p.m. to the next regular Meeting to be held on Monday, February 8, 2021 at 5:30 p.m.

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

Regular Meeting
Monday, November 9, 2020
5:30 p.m.

THIS MEETING WAS CONDUCTED TELEPHONICALLY

PRESENT: Commissioners Agbalog, Holt, Price, and Rose

ABSENT: Commissioner Oliver

OTHERS: Devin Brown, Maria Murbach, Brian Van Wyk, Brenda Villanueva, 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

President Agbalog called the meeting to order at 5:33 p.m. and announced about Governor Newsom’s Executive Order N-29-20 issued on March 18, 2020. There were no public comments.

PUBLIC SESSION**1. Public Presentations**

None

CONSENT AGENDA**2. Approval of Minutes**

Regular Meeting on October 12, 2020 and Special Meeting on October 27, 2020; NO PUBLIC COMMENT; **APPROVED**; Ro/Pri – 4 ayes/1 ab (Ol)

***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 (Ol)

7402) Pre-Licensed Clinical Psychologist/Clinical Psychologist I/II
7753) Deputy District Attorney I/II/III/IV/V
7910) Deputy Sheriff-Lateral
7917) Child Support Attorney I/II/III/IV/V
7919) Accountant III-CWP
7920) Sheriff’s Aide-Shift
7923) Automotive Mechanic I/II-Shift
7928) Local Area Network Systems Administrator
7929) Social Service Worker I/II-DHS-Ridgecrest
LT071) Fiscal Support Technician-ETR
LT072) Contract Administrator-Public Works

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; No public comment; **REVIEWED, RECEIVED, AND FILED; Ro/Ho – 4 ayes/1 ab (Ol)**

- Contract Specialist, Item No. 2570

Devin Brown, Chief Human Resources Officer (CHRO), introduced Brenda Villanueva, Principal Human Resources Analyst, who provided a summary.

Commissioner Rose asked if the last revision made was back in 2007 which was the date stated on page 3 of the proposed revisions. Ms. Villanueva clarified 2007 was the date it was originally developed, and it was now being revised.

5. **Civil Service Rule 1800 Update:**

Brian Van Wyk, Deputy County Counsel, reported that he had been in contact with HR team member Mr. Nisbett who reported all CS Rule 1800 investigations are current except for the one investigation which your Commission is aware of.

Mr. Van Wyk reported the CS Rule 1800 proposed revisions had been circulated to interested parties and the plan is for the Commission's ad hoc committee to hold an open meeting for discussion once all feedback is received.

President Agbalog thanked Mr. Van Wyk for his report. No public comment.

6. **Commission Secretary Monthly Report:**

Maria Murbach, Commission Secretary, reported that she had been received a couple of responses on the CS Rule 1800 proposed revisions. She stated that once all feedback is received, they would be reporting back to the Commission at the next regular meeting.

Mrs. Murbach informed the Commission that the Commission's annual report had been submitted to the BOS as required.

President Agbalog thanked Mrs. Murbach for her report. No public comment.

7. **Human Resources Division Items/Report:**

None

8. **Commission Member Presentations or Announcements:**

Commissioner Rose publicly gave kudos to the Kern County Elections Department for their selfless work, they have done an outstanding job.

Adjourn to Closed Session: There were no closed session items scheduled for this meeting.

CLOSED SESSION (Government Code § 54957): NO CLOSED SESSION ITEMS

9. President Agbalog adjourned the meeting at 5:46 p.m. to the next Special Meeting to be held on Monday, November 23, 2020 at 4:00 p.m.

Weekly Test Schedule 11-30-20							
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assign	Action	Request Date	Requester
7742	Physical Therapist	12/3/2020	Continuous	Kimberlyn	Unsuspend	12/4/2020	Katie
7743	Occupational Therapist	12/3/2020	Continuous	Kimberlyn	Unsuspend	12/4/2020	Katie
7934	Group Counselor I/II	12/1/2020	12/8/2020	Kimberlyn	Open	12/2/2020	Brittany
7938	Fiscal Support Specialist - CWP	12/2/2020	12/8/2020	Mary	Open	1-Dec	Mary
7939	Program Support Supervisor - Bilingual - DP	12/3/2020	12/4/2020	Brenda	DP Open	12/2/2020	Brenda
7940	Assistant Division Director - DP	12/3/2020	12/3/2020	Brenda	DP Open	12/2/2020	Brenda
LT075	Administrative Coordinator-Ag Weights and Measures Dept	12/2/2020	Continuous	Deonka	Open	12/1/2020	Deonka

Weekly Test Schedule 11-16-20

Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assign	Action	Request Date	Requester
7932	Chief Deputy Sheriff - DP	11/16/2020	11/20/2020	Mary	Open	11/16/2020	Mary
7933	Division Chief, County Clerk Elections- DP	11/18/2020	11/19/2020	Brenda	Open	11/16/2020	Michelle
7935	Automotive Parts Storekeeper I	11/30/2020	12/4/2020	deonka	Open	11/20/2020	Deonka
7936	Engineering Technician I	11/30/2020	12/4/2020	Deonka	Open	11/20/2020	Deonka
7937	Supervising Engineer-Department Promotional	11/30/2020	12/4/2020	Deonka	Open	11/20/2020	Deonka
LT074	Automotive Mechanic-Lateral	11/10/2020	CONT	Mary	Open		Mary

Weekly Test Schedule 11-2-20

Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date	Requestor
7832	Aircraft Mechanic	Continuous	11/4/2020	Mary	Suspend	11/4/2020	Mary
7930	Human Services Aide-DHS-Mojave	11/2/2020	Continuous	Brittany	Open	11/2/2020	Brittany
7931	Systems Analyst I/II	11/9/2020	11/16/2020	Deonka	Open	11/6/2020	Deonka

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

Weekly Test Schedule - 12/7/20

Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
7268	Fiscal Support Technician	12/7/2020	Continuous	Kimberlyn	Unsuspend	12/7/2020
7863	Sheriff's Support Technician - Shift	12/7/2020	Continuous	Mary	Unsuspend	12/7/2020
7867	Cook I-Rosamond-Part Time	Continuous	12/7/2020	Deonka	Suspend	12/7/2020
7896	Human Services Technician I	Continuous	12/9/2020	Kimberlyn	Suspend	12/9/2020
7897	Human Services Technician-Bilingual-Delano	Continuous	12/9/2020	Kimberlyn	Suspend	12/9/2020
7909	Cook I-PT-Taft	Continuous	12/7/2020	Deonka	Suspend	12/7/2020
7941	Accountant I	12/7/2020	12/15/2020	Kimberlyn	Open	12/7/2020
7942	Cook III-DP-Aging and Adult Services	12/9/2020	12/15/2020	Deonka	Open-DP	12/8/2020
7943	Assistant Division Director - DP	12/9/2020	12/9/2020	Kimberlyn	Open	12/8/2020
7944	BHRS-Program Support Supervisor	12/14/2020	12/18/2020	Brenda	Open	12/8/2020
7945	BHRS-Substance Use Disorder Specialist I-Bilingual	12/9/2020	12/14/2020	Brenda	Open	12/8/2020
7946	Assistant Director of Human Services-DP-DHS	12/9/2020	12/18/2020	Kimberlyn	Open-DP	12/9/2020
7947	Supervising Disposal Site Gate Attendant-DP-Public Works	12/14/2020	12/18/2020	Deonka	DP Open	12/9/2020
7948	Human Services Aide-DHS	12/10/2020	Continuous	Kimberlyn	Open	12/10/2020
7949	Accountant I/II	12/11/2020	12/18/2020	Brenda	Open	12/10/2020
7950	Sheriff's Lieutenant - Shift - DP	12/11/2020	12/17/2020	Mary	Open-DP	12/11/2020
7951	Crime Prevention Coordinator	12/11/2020	12/17/2020	Mary	Open	12/11/2020
LT076	Lateral Accountant II	12/9/2020	Continuous	Brenda	Open	12/8/2020

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



December 14, 2020

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

PROPOSED REVISED JOB SPECIFICATION FOR PUBLIC WORKS MAINTENANCE SUPERVISOR

The Director of Public Works and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached revision to the job specification for Public Works Maintenance Supervisor (Item No. 5014).

Discussion

Rule 204.21 of the Civil Service Commission provides that the Chief Human Resources Officer may approve revised job specifications, and upon the concurrence of affected recognized employee organizations and County departments, calendar review of the revision at the Commission's regularly scheduled meeting.

Public Works recently developed new classifications of Public Works Maintenance Worker I/II/III and Public Works Maintenance Supervisor. The classifications combined the classifications of roads, maintenances and waste operations into these classifications at the entry and supervisory level. The proposed revisions will combine the supervisory classification of Waste Management Support Supervisor into the Public Works Maintenance Supervisor classification along with previously combined classifications of roads and maintenance. Both classifications are responsible for supervising, evaluating and training staff to perform semi-skilled field jobs. The revisions will appropriately align classifications in waste, roads and development.

The minimum qualifications are changed to allow experience in waste operations along with roads and maintenance work. The revisions also include minor changes to the distinguishing characteristics, essential functions, knowledge of and ability to sections.

The Service Employees International Union Local 521 is in agreement with the proposed revisions.

Conclusion

We recommend the Civil Service Commission **REVIEW, RECEIVE, AND FILE** the proposed revision to the job specification of Safety Specialist.

Sincerely,

A handwritten signature in blue ink, appearing to read "Devin Brown", with a stylized flourish at the end.

Devin Brown
Chief Human Resources Officer

Attachment

GROUND  BOUNDLESS

PUBLIC WORKS MAINTENANCE SUPERVISOR

DESCRIPTION:

Under direction, to function as a work crew foreman to field crews engaged in road, street, sidewalk, drainage system, and roadway maintenance and repair or special function in an assigned district or waste operations **related to landfill, diversion and/or transfer station operations and maintenance**; and to perform related work as directed.

DISTINGUISHING CHARACTERISTICS:

The Public Works Maintenance Supervisor position is the supervisory level classification in the Public Works Maintenance Worker I/II/III **and Public Works Maintenance Technician I/II** classification series. Incumbents are working supervisors responsible for **the day-to-day operations of a geographic area, landfill or transfer station. Public Works Maintenance Supervisors are expected to** supervising, inspecting, and coordinating the work of field personnel and equipment in the performance of maintenance, restoration, and construction of roadways, waste management operations, and related public infrastructure for the Public Works Department.

Incumbents may work within various locations in a predesignated geographical location and/or during evenings, nights and weekends.

ESSENTIAL FUNCTIONS:

- Supervises support staff to include: assigning, prioritizing, monitoring, and evaluating work; assigns and prioritizes projects; conducts performance evaluations; ensures staff is trained; and makes hiring, termination, and disciplinary recommendations; mediates conflict.
- Plans and directs simultaneous work assignments for various maintenance, construction, operations crews, environmental monitoring, hazardous waste exclusion, special waste collection events, transfer station and diversion area operations.
- **Reviews**, interprets, **and implements all applicable** laws regulations, and guidance documents for compliance with or implementation of regulatory programs.
- **Reports major maintenance for road way and/or solid waste needs to management for consideration.**
- Interprets operating manuals, schematics, and topographic maps.
- Assists in researching and preparing work plans, reports and grants.
- **Develops and maintains standard operating procedures manuals which may include health and safety plans.**
- **Recommends resolutions to issues related to area of assignment and keeps management informed of on-going issues.**
- Provides information to other departments, organizations, agencies, on related projects and procedures.
- Investigates and responds to complaints from staff, businesses, other agencies, organizations, and the general public; and coordinates projects with departmental staff and other related parties.
- Prepares and submits time and equipment reports.

ESSENTIAL FUNCTIONS:

- Operates, maintains, troubleshoots and coordinates repair of a wide variety of electrical and mechanical and wheeled equipment, hand tools and power tools; and maintains inventories of supplies and parts.
- Performs duties in all weather conditions and works with exposure to unpleasant and potentially hazardous conditions.
- Performs extensive physical activity including the movement of heavy objects.
- Responds to emergencies as required **and assigns personnel to handle emergencies in the evening, nights and weekends.**

Dependent upon assignment, may be required to perform the following:

- Performs complex environmental monitoring, testing, and inspections.
- Processes hazardous materials (including hazardous wastes) which includes testing, categorization, bulking, and lab packing; prepares hazardous waste shipping documents.
- Operates and maintains landfill gas extraction systems, leachate recovery systems, and/or water supply systems.
- **Maintains a daily log of the activities in designated area for departmental record.**
- Supervises the preparing, grading, paving, resurfacing, and reshaping of roads and streets.
- Supervises the cleaning, maintaining, construction, and repairing of bridges, storm drains, culverts, head walls, catch basins, and concrete gutters.
- Patrols and inspects roads, road signs, and streets, and recommend needed repairs.
- Inspects encroachment permit construction sites.

OTHER FUNCTIONS:

- Performs other job-related duties as required. Incumbents must have the ability to perform the essential functions of the position as assigned.

EMPLOYMENT STANDARDS:

Sixty (60) semester or ninety (90) quarter units of college course work from an accredited college or university **AND** two (2) years of work experience in road construction and maintenance work or waste operations, which includes one (1) year equivalent to a Public Works Maintenance Worker III in the Kern County classification system **OR two (2) years of work experience in road construction and maintenance work or waste operations, which includes one (1) year equivalent Public Works Maintenance Technician I** in the Kern County classification system; **OR** High School Diploma, G.E.D. or equivalent **AND** four (4) years of work experience in road construction and maintenance work or waste operations, which includes one (1) year equivalent to a Public Works Maintenance Worker III **or Public Works Maintenance Technician I** in the Kern County classification system; **OR** an equivalent combination of education and experience.

Additional Requirements:

Possession of a valid California Motor Vehicle License.

Some Positions May Require:

Incumbents may be required to successfully complete a 40-hour HAZWOPER training program within 6 months of hire or be terminated.

Incumbents may be required to maintain a Class A or Class B California **Motor Vehicle Driver's License**.

Knowledge of: the methods and principles of supervision; basic algebra and geometry; common scales, weights and measurements; and common terms used in the road maintenance and solid waste industry; **safety practices, safe work methods and safety regulations related to road maintenance and/or solid waste**; the methods, materials, and equipment used in the construction and maintenance of roads, culverts, drainage ditches, and signs; the operation, maintenance, capacities, and limitations of road construction and maintenance equipment; and the methods of patching, surfacing, and resurfacing roads with bituminous materials.

EMPLOYMENT STANDARDS (continued):

Ability to: plan, layout, direct, assign, coordinate, instruct, evaluate, and supervise the work of subordinate staff; conduct inspections; **perform basic mathematical calculations**; implement laws, codes, rules and regulations; operate and maintain heavy equipment; obtain and collect data; conduct soil, groundwater and gas sample collection procedures, chain-of-custody protocol; determine personnel, materials, and equipment requirements for specified construction or maintenance projects; read and interpret road and bridge plans; use equipment such as monitors, pumps, commercial trucks; operate a wide variety of electronic instruments and mechanical equipment; **properly handle hazardous waste materials**; communicate both orally and in writing sufficient to exchange or convey information and to receive work direction; maintain files and records; prepare concise and clear reports; establish and maintain effective working relationships; and use a personal computer and related software applications.

SUPPLEMENTAL:

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.

New
May 2019 **December 2020**
#5014
JS5014

DEPARTMENT HEAD

DATE



CHIEF HUMAN RESOURCES OFFICER

12/24/2020
DATE

Item#	5014
Bargaining Unit	6
EEO Code	4
DBM Code	
Medical Group	
Analyst	BLV
Reviewed By	DB
Approved Salary Range	R. 60.4 (\$4422 - \$5398)
CAO Analyst	Joe Arriola
Employee Relations Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revision Date	
Previous Title	NA


DEPARTMENT HEAD

11/30/20
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item#	5014
Bargaining Unit	6
EEO Code	4
DBM Code	
Medical Group	
Analyst	BLV
Reviewed By	DB
Approved Salary Range	R. 60.4 (\$4422 - \$5398)
CAO Analyst	Joe Arriola
Employee Relations Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revision Date	
Previous Title	NA



Devin Brown
CHIEF HUMAN RESOURCES OFFICER

December 14, 2020

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

PROPOSED REVISED JOB SPECIFICATION FOR BEHAVIORAL HEALTH PROGRAM SUPERVISOR

The Director of Behavioral Health and Recovery Services and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached revision to the job specification for Behavioral Health Program Supervisor (Item No. 3705).

Discussion

Rule 204.21 of the Civil Service Commission provides that the Chief Human Resources Officer may approve revised job specifications, and upon the concurrence of affected recognized employee organizations and County departments, calendar review of the revision at the Commission's regularly scheduled meeting.

The Behavioral Health Program Supervisor classification is responsible for the supervision and training of non-clinical program staff. The minimum standards have been revised to allow experience in a lead role performing professional administrative work in behavioral health setting as qualifying which includes experience as a Behavioral Health Recovery Specialist III (BHRS III). BHRS III is the lead level in the BHRS flexible classification series. The years of experience required for candidates qualifying under the current minimum qualifications are above the required years of experience for first level supervisory positions. The proposed revisions will align the employment standards with first level supervisory positions within BHRS. No other changes were made to the specification.

This is a non-represented mid-management classification.

Conclusion

We recommend the Civil Service Commission **REVIEW, RECEIVE, AND FILE** the proposed revision to the job specification of Behavioral Health Program Supervisor.

Sincerely,

A handwritten signature in blue ink, appearing to be "DB", written over a horizontal line.

Devin Brown
Chief Human Resources Officer

Attachment




DEPARTMENT HEAD

11/24/20
DATE


CHIEF HUMAN RESOURCES OFFICER

11/30/2020
DATE

Item#	3705
Bargaining Unit	D
EEO Code	4
DBM Code	
Medical Group	
Analyst	BLV
Reviewed By	DB
Approved Salary Range	R. 66.0 (\$5846 - \$7137)
CAO Analyst	Elsa Martinez
Employee Relations Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revision Date	
Previous Title	NA

December 14, 2020

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

PROPOSED REVISED JOB SPECIFICATION FOR WASTEWATER SPECIALIST I

The Director of Public Works and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached revision to the job specification for Wastewater Specialist I (Item No. 1078).

Discussion

Rule 204.21 of the Civil Service Commission provides that the Chief Human Resources Officer may approve revised job specifications, and upon the concurrence of affected recognized employee organizations and County departments, calendar review of the revision at the Commission's regularly scheduled meeting.

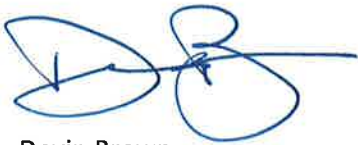
The proposed revisions will broaden the applicant pool by allowing sewer maintenance work experience as qualifying. The proposed revisions include changes under the employment standards, minor additions under the "knowledge of and ability to" sections and the addition of standard language under the distinguishing characteristics.

The Service Employees International Union Local 521 is in agreement with the proposed revisions.

Conclusion

We recommend the Civil Service Commission **REVIEW, RECEIVE, AND FILE** the proposed revision to the job specification of Wastewater Specialist I.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachment

WASTEWATER SPECIALIST I

DESCRIPTION

Under general direction, to provide immediate supervision of the Kern Sanitation Authority Wastewater Treatment Plant and maintenance of sewer systems.

DISTINGUISHING CHARACTERISTICS

This is the entry level of the Wastewater Specialist flexible classification series and is the Chief Operator of a state designated Class III wastewater treatment plant. This is a working supervisor with primarily technical rather than administrative work assignments. Wastewater Specialist I is distinguished from Wastewater Specialist II by its' day-to-day responsibility of one wastewater treatment plant while the Wastewater Specialist II has responsibility for the overall operations of more than one wastewater treatment plant and/or sewer system.

Promotion to Wastewater Specialist II is considered on a merit basis subject to the recommendation of the Department Head.

ESSENTIAL FUNCTIONS

- Works as a team leader and directs the daily operation of wastewater treatment processes.
- Performs in plant treatment process, regulatory sampling and testing; conducts complex technical calculations.
- Assigns jobs and inspects and evaluates the work of plant operators and sewer maintenance crew.
- Maintains laboratory facilities; evaluates laboratory technical data and reports of plant operators.
- Assists in setting goals and standards and evaluates effectiveness of the preventive maintenance program of sewer systems.
- Oversees and performs treatment plant preventive maintenance; determines the need for repairs and performs or arranges for repairs.
- Provides training in Permit Required Confined Space Entry; ensures compliance with safety requirements for the treatment plant.
- Ingress and egress from 20-foot deep sewer manholes; climbs 25-foot metal ladder affixed to the side of the wall; performs hard physical labor; repeatedly lifts 50 pounds, occasionally lifts 100 pounds; and removes and replaces sewer manhole covers weighing 205 pounds with the assistance of a pry bar.
- Issues Entry Permits.
- Compiles treatment plant status reports and maintains accurate technical records.

ESSENTIAL FUNCTIONS

- Assists in compiling data for Kern Sanitation Authority's annual budget and makes recommendations for budgeted improvements and equipment purchases.
- Orders supplies and equipment.

OTHER FUNCTIONS

- Responds to emergency call-outs.
- Performs other job related functions as required

EMPLOYMENT STANDARDS

Possession of a valid State of California certification as a Wastewater Plant Operator at the Grade III level AND three (3) years of experience equivalent to a Wastewater Treatment Plant Operator I/II/III **OR Possession of a Collection System Maintenance Grade II certification or higher issued by the California Water Environment Association and five (5) years of experience in sewer collection systems maintenance work with two (2) years of supervisory experience.**

LICENSE REQUIRED

Possession of a valid California Class C Driver's License.

SOME POSITIONS MAY REQUIRE

Possession of a valid California Class B Driver's License.

ADDITIONAL REQUIREMENTS

Candidates must reside within thirty (30) minutes driving time of the Kern Sanitation Authority Plant located at 4101 Kimber Avenue, Bakersfield, California.

Knowledge of: **principles and practices of supervision**; wastewater discharge requirements, Sanitation District Ordinances and requirements of other regulatory agencies; tools and equipment used in the operations and maintenance of motors, pumps and other equipment in a pumping or sewage plant; laboratory analysis and record keeping; plumbing methods, equipment and materials.

Ability to: **supervise**, plan, direct, **and evaluate** the work of others; write clear and concise reports; **use tools and equipment used a pumping or sewage plant; analyze lab results**; communicate effectively with the public, industry and other governmental agencies; establish and maintain cooperative work relationships; **and operate a computer and departmental software.**

SUPPLEMENTAL

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 a 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
September 2020
#1078
JS1078

DEPARTMENT HEAD

DATE


CHIEF DEPUTY HUMAN RESOURCES OFFICER12/4/2020
DATE

Item #		1078
Bargaining Unit		1
EEO Code		
Medical Group		2
Analyst		D. Rufus
Reviewed By		
Approved Salary Range		60.9 (\$4533-\$5534)
CAO Analyst		J. Arriola
Employee Relations Off.		D. Brown
FLSA		Non-exempt
Civil Service (Yes/No)		Yes
General/Safety		General
Revised Date		November 2019
Previous Title		