

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, February 8, 2021
5:30 p.m.

THIS MEETING WAS CONDUCTED TELEPHONICALLY

PRESENT: Commissioners Holt, Oliver, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Devin Brown, Gurujodha Khalsa, Maria Murbach, 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 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 January 11, 2021 and Special meeting on January 19, 2021; NO PUBLIC COMMENT; **APPROVED**; *Ol/Ro – 4 ayes/1 ab (Ag)*
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; *Pri/Ro – 4 ayes/1 ab (Ag)*
 - 7958) Code Compliance Officer
 - 7959) Contracts Administration Assistant
 - 7960) Probation Division Director-DP
 - 7961) Programmer I/II
 - 7962) Library Associate – Part-Time-Shift-Frazier Park
 - 7963) Deputy Conservator
 - 7964) Sheriff’s Detentions Deputy Trainee
 - 7965) Sheriff’s Detentions Lieutenant-Department Promotional
 - 7966) Senior Air Quality Specialist-Department Promotional
 - 7967) Automotive Service Worker I
 - 7968) BHRS-Coordinator of Administrative and Legislative Analysis
 - 7969) BHRS-BH Recovery Specialist I/II
 - 7970) CSS-Dept of Child Support Services Program Manager
 - 7971) Firefighter-Shift
 - 7972) Per Diem-COVID-19 Immunization Clinic Aide

- 7973) Deputy Clerk II
- 7974) Human Services Program Director
- 7975) Planner I
- 7976) Behavioral Health Program Supervisor
- 7977) Child Support Specialist
- 7978) Child Support Customer Service Representative
- 7980) Fleet Services Supervisor-General Services
- 7981) Human Services Supervisor-DP-DHS-Ridgecrest
- 7982) GIS Manager-CWP
- 7983) Geographic Information Systems (GIS) Technician II
- 7984) Principal Building Inspector-Department Promotional-Public Works
- 7985) Building Service Worker II
- 7986) Deputy Fire Chief-DP
- 7987) Fire Heavy Equipment Specialist I/II-DP
- 7988) District Attorney's Lieutenant-CWP

4. Proposed Change to Probationary Period for Behavioral Health Recovery Specialist I/II/III and Behavioral Health Therapist I/II to Twelve Months; APPROVED; *OI/Pri – 4 ayes/1 ab (Ag)*

Devin Brown, Chief Human Resources Officer, provided a summary. No public comment

5. Civil Service Rule 1800 Update

Gurujodha Khalsa, Chief Deputy County Counsel, reported that he had been in contact with HR team, and reported all CS Rule 1800 investigations are proceeding on scheduled. Two of them had been concluded and the other two matters were proceeding on schedule. There is a meet and confer scheduled for February 11, 2021.

6. Commission Secretary Monthly Report:
None.

7. Human Resources Division Items/Report:

Devin Brown, Human Resources Officer, announced Michelle Venegas was promoted to the position of Human Resources Analyst. Ms. Venegas has been with the HR Department for several years. She started as a Health Benefits Representative, joined the HR Recruitment Team a couple of years ago, and has steadily gained experience in that role. She has succeeded in promoting to this role and will likely become a member of staff who will present to your Commission in future meetings.

Mr. Brown reported the County is now in week four of the Covid-19 mass vaccination clinic. It has been a very smooth process. Staff has also assisted with a volunteer call center to make appointments for the public. It has been an interesting adventure at the County fairgrounds. Commissioner Rose asked if the County employees would be able to obtain the vaccinations since quite a few of them are first responders.

Mr. Brown stated the County has been following the State's guidelines and first responders have received their vaccinations.

Commissioner Rose asked if Mr. Brown knew about where the clergy were placed on the tier guidelines as she had some people ask her about this and Mr. Brown stated he did not know about clergy placement, but they could check the age guidelines.

Vice President Oliver stated that he thought some law enforcement, first responders, paramedics, County employees who were in contact with Covid-19 patients had the option to obtain the vaccination.

Mr. Brown stated that firefighters who are acting as emergency first responders, at the scene in providing medical aid, all have had the option, whether they are EMTs. Some of the correctional facility employees have gotten the vaccine. He explained that since approximately January 18, the state redirected Public Health to focus on vaccinating 65 years and older populations first and that is what they are currently doing.

Commissioner Rose asked if they were keeping track of how many vaccines have been given.

Mr. Brown stated he did not know if the state or public health were keeping track of how many vaccines have been given so far. Commissioner Rose thanked him for his report.

8. Commission Member Presentations or Announcements:

President Holt announced Mr. Arthur Valdivia, SEIU-Local 521 representative, passed away and he leaves behind a young family. Mr. Valdivia joined Commission staff on a recent County Department tour, and he wanted to honor his memory.

Adjourn to Closed Session: at 5:54 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)

9. PUBLIC EMPLOYMENT – Recruitment Exception Request
Probation Supervisor (Probation Department) – Case No. 2021-0101; **REQUEST DENIED;**
Pri/Ol – 4 ayes/1 ab (Ag)

9a. Place Discussion to Abolish List for Probation Division Director in Six Months on Future CSC Meeting Agenda; **APPROVED;** *OI/Ro – 4 ayes – 1a (Ag)*

10. PUBLIC EMPLOYMENT – Demotion
Juvenile Corrections Officer III (Probation Department) – Case No. 2021-0102; **HEARING DATES SET TO MAY 18, 20, and 25, 2021.**

11. President Holt adjourned the meeting at 7:00 p.m. to the next regular Meeting to be held on Monday, March 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, 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

Special Meeting
Tuesday, January 19, 2021
5:00 p.m.

THIS MEETING WAS CONDUCTED TELEPHONICALLY

PRESENT: Commissioners Holt, Oliver, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Maria Murbach and Brian Van Wyk.

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 Holt called the meeting to order at 5:00 p.m.

President Holt announced about Governor Newsom's Executive Order N-29-20 issued on March 17, 2020. He asked Commission Secretary Maria Murbach if any public emails or comments had been received and she stated none had been received.

PUBLIC SESSION

1. **Public Presentations**
None
2. **Commission Member Presentations or Announcements**
None

Adjourn to Closed Session: at 5:04 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees and/or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

3. **PERFORMANCE EVALUATION** – Consideration of the evaluation of performance of the Civil Service Commission Secretary (Government Code § 54957(b)(1)); **NO REPORTABLE ACTION**
4. Commission Secretary exited the meeting at prior to Item No. 3 at 5:04 p.m. Reconvened from Closed Session; President Holt adjourned the meeting at 5:15 p.m. to Regular Meeting to be held on Monday, February 8, 2021 at 5:30 p.m.

7958	Code Compliance Officer	1/4/2021	1/8/2021
7959	Contracts Administration Assistant	1/4/2021	1/8/2021
7960	Probation Division Director - DP	1/4/2021	1/8/2021
7961	Programmer I/II	Continuous	1/20/2021
7961	Programmer I/II	1/5/2021	Continuous
7962	Library Associate-Part-Time-Shift-Frazier Park	1/5/2021	Continuous
7963	Deputy Conservator	1/11/2021	1/19/2021
7964	Sheriff's Detentions Deputy Trainee	1/7/2021	Continuous
7965	Sheriff's Detentions Lieutenant-Department Promotional	1/11/2021	1/15/2021
7966	Senior Air Quality Specialist-Department Promotional	1/20/2021	1/29/2021
7967	Automotive Service Worker I	1/19/2021	1/25/2021
7968	BHRS - Coordinator of Administrative and Legislative Analysis	1/21/2021	1/27/2021
7969	BHRS - BH Recovery Specialist I/II,	1/13/2021	1/19/2021
7970	CSS- Dept of Child Support Services Program Manager,	1/13/2021	1/26/2021
7971	Firefighter-Shift	1/19/2021	1/29/2021
7972	Per Diem-Covid 19 Immunization Clinic Aide	1/15/2021	Continuous
7973	Deputy Clerk II	1/20/2021	1/28/2021
7974	Human Services Program Director	1/25/2021	1/29/2021
7975	Planner I	1/25/2021	1/29/2021
7976	Behavioral Health Program Supervisor	1/21/2021	1/27/2021
7977	Child Support Specialist	1/21/2021	1/27/2021
7978	Child Support Customer Service Representative	1/22/2021	1/29/2021
7980	Fleet Services Supervisor-General Services	1/22/2021	1/27/2021
7981	Human Services Supervisor - DP - DHS - Ridgecrest	1/25/2021	1/30/2021
7982	GIS Manager - CWP	2/1/2021	2/5/2021
7983	Geographic Information Systems (GIS) Technician II	2/1/2021	2/5/2021
7984	Principal Building Inspector-Department Promotional-Public Works	2/1/2021	2/5/2021
7985	Buidling Service Worker II	1/28/2021	2/6/2021
7986	Deputy Fire Chief - DP	2/1/2021	2/5/2021
7987	Fire Heavy Equipment Specialist I/II - DP	2/1/2021	2/5/2021
7988	District Attorney's Lieutenant - CWP	2/1/2021	2/5/2021

February 8, 2021

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

**PROPOSED CHANGE TO PROBATIONARY PERIOD FOR BEHAVIORAL HEALTH RECOVERY SPECIALIST I/II/III
AND BEHAVIORAL HEALTH THERAPIST TO TWELVE MONTHS**

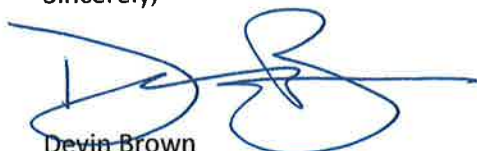
This item proposes a change in probationary period for Behavioral Health Recovery Specialist I/II/III and Behavioral Health Therapist I/II. Both classifications currently have a six-month probationary period. The Behavioral Health and Recovery Services Department wishes to extend the probationary period for new hires to a 12-month period to allow a more comprehensive evaluation period. The extended period would allow more time for training and coaching in order to support staff in being successful in their roles.

Employees in these classifications receive extensive training in the first two to three months of their employment, and this takes them away from actively managing a caseload, collaborating within their new teams, and putting their skills into practice. The rather complex regulatory requirements for this work makes the learning period longer than is typical for a person hired into the private industry. Direct service staff may come with knowledge of clinical practices but they most likely will have never been exposed to the regulatory requirements. The extended probationary period can benefit employees by changing assignments when the initial assignment is not a good fit.

The 12-month probationary period would not apply in cases of internal promotion from the same job family. For purposes of internal promotion, the job family for these classifications includes Substance Use Disorder Specialist I/II/III, Behavioral Health Recovery Specialist I/II/III, and Behavioral Health Therapist I/II. Internal promotions within this job family will retain a 6-month probationary period. SEIU is in agreement with the proposed changes.

Therefore, **IT IS RECOMMENDED** that the change in probationary period for Behavioral Health Recovery Specialist I/II/III and Behavioral Health Therapist to 12 months be **APPROVED**.

Sincerely,



Devin Brown
Chief Human Resources Officer

Cc: Stacy Kuwahara, Director Behavioral Health and Recovery Services
Service Employees International Union, Local 521