

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, April 12, 2021
5:30 p.m.

THIS MEETING WAS CONDUCTED TELEPHONICALLY

PRESENT: Commissioners Holt, Oliver, Price, and Rose

ABSENT: Agbalog

OTHERS: Devin Brown, Stephanie Bouey, 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 5:31 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 March 8, 2021; 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)
 - 7936) Administrative Coordinator-County Clerk-Departmental Promotion
 - 8019) Building Inspector
 - 8023) Agricultural Biologist Weight and Measures Inspector I
 - 8024) Social Service Worker I/II-Mojave-Department of Human Services
 - 8026) Technology Services Manager-CWP
 - 8027) BHRS Aide
 - 8028) Deputy Director of Agricultural Biologist/Weights and measures Inspector-Department Promotional
 - 8029) Supervising Agricultural Biologist/Weights and Measures Inspector-Department Promotional
 - 8030) Environmental Health Specialist in Training
 - 8031) Environmental Health Specialist I/II/III
 - 8032) Department Aide Part Time-Tehachapi
 - 8033) Human Services Technician I-Shift-Bilingual
 - 8034) Departmental Aide Part Time-Bakersfield

8035) Departmental Aide Part Time-Wasco
8036) Supervising Appraiser-DP-Assessor
8037) Groundskeeper I
8038) Traffic Signal Technician I-Public Works
8039) Supervising Planner-Public Works-DP
8040) Retirement Investment Analyst I/II/Senior
8041) Supervising Planner-DP-Planning & Community Development
8042) Probation Program Specialist
8043) Probation Supervisor-Department Promotional-Probation
8044) Program Specialist I/II Bilingual
8045) Fiscal Support Supervisor-DP-BHRS
8046) Sheriff's Sergeant
8047) Sheriff's Detention Sergeant
8048) Program Specialist-Bilingual-DP-Child-Support Services
8049) Supervising Fire Heavy Equipment Mechanic-DP-Fire
8050) Maintenance Worker III
8051) Supervising Heavy Equipment Mechanic-DP-Fire
8052) Contract Specialist-Department Promotional-Public Works
8053) Supervising Building Inspector-Department Promotional-Public Works
8054) Office Services Assistant-Bilingual
PD8023) Per Diem COVID-19 Clinic Vaccinator

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) Public Works Maintenance Superintendent, Item No. 5013; *Pri/Ro – 4 ayes/1 ab (Ag)*

Devin Brown, Chief Human Resources Officer (CHRO), introduced Brenda Villanueva, Principal Human Resources Analyst, who provided a summary. No public comment.

- b) Department of Human Services Human Resources Manager, Item No. 3627; *Ol/Pri – 4 ayes/1 ab (Ag)*

Mr. Brown introduced Keri Pharris, Deputy Chief Human Resources Officer, who provided a summary. No public comment.

Commissioner Rose asked if this was the first revision. Ms. Pharris stated this was the latest revision for this classification. The department did use a different classification that was developed in 2017.

Commissioner Rose asked if the salary range also changed with the revision. Ms. Pharris stated that the salary range changed to create alignment to the Human Resources classification.

Commissioner Oliver asked if there would be outside recruitment for this position or if there would be promotion from within the department.

Debbie Davis, Department of Human Services, informed the Commission that at this time, the recruitment plan is to recruit from within the department.

Commissioner Rose asked why the recruitment would not be opened to everyone. Ms. Davis stated that they have found that it is very beneficial, in their department, if they do happen to have qualified candidates internally, for their applicants to understand their programs, because they have so many diverse programs. They would hope to find qualified applicants from within, if they could not find any qualified applicants, then they would open it up.

Commissioner Rose asked if they would open it up to other County employees. Ms. Davis stated that at this time, they were hoping for internal promotion, but if that did not work, they would have to consider what their next option would be.

5. Civil Service Rule 1800 Update

Stephanie Bouey, Deputy County Counsel, reported that she had been in contact with Mr. Eric Nesbitt from the HR team and all CS Rule 1800 open investigations are current.

The CS Rule 1800 proposed revisions are currently under review by the County Counsel office and are expected to be finalized next month.

6. Commission Secretary Monthly Report:

Commission Secretary, Mrs. Murbach, reported she visited the Covid-19 vaccination clinic at the Kern County fairgrounds. Mrs. Murbach stated that it ran smoothly, it was staffed by helpful and friendly Kern County employees and thanked them for their dedication with this project.

7. Human Resources Division Items/Report:

Devin Brown, Human Resources Officer, reported that the County is expected to move into the orange tier soon. He explained that the County is making a push to bring staff back into County facilities as needed as they continue to evaluate and open more regularly. He reported that starting this week, they will be opening the vaccination site to the public with the drive-thru option.

8. Commission Member Presentations or Announcements:

None

CLOSED SESSION (Government Code § 54957): NO CLOSED SESSION ITEMS SCHEDULED FOR THIS MEETING.

9. President Holt adjourned the meeting at 5:52 p.m. to the next regular Meeting to be held on Monday, May 10, 2021 at 5:30 p.m.

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

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

THIS MEETING WAS CONDUCTED TELEPHONICALLY

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

ABSENT: None

OTHERS: Devin Brown, Stephanie Bouey, 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 February 8, 2021; NO PUBLIC COMMENT; **APPROVED**; Ro/Pri – All ayes
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ro/Pri – All ayes

- 7986) Deputy Fire Chief-DP
- 7987) Fire Heavy Equipment Specialist I/II-DP
- 7988) District Attorney's Lieutenant-CWP
- 7989) Senior Human Resources Manager-DP
- 7990) Group Counselor III-Shift DP-DHS
- 7991) Human Services Technician Shift-Delano
- 7992) Marketing and Promotions Associate II
- 7993) Office Service Technician-Bilingual
- 7994) Supervising Disposal Site Gate Attendant
- 7995) Wastewater Specialist I-DP
- 7996) Public Works Maintenance Supervisor-DP
- 7997) Extra Help-Human Resources Specialist I-DP
- 7998) Child Support Attorney I/II/III/IV
- 7999) Contract System Supervisor-County-Wide Promotional
- 8000) Human Resources Specialist I/II

8001) Sheriff's Commander-DP
8002) Maintenance Worker II-DP-Sheriff
8003) Supervising Departmental Analyst-DP-Probation
8004) Medical Assistant I
8005) Behavioral Health Program Supervisor
8006) Crime Prevention Specialist
8007) Fire Battalion Chief-DP-Fire
8008) Program Technician
8009) Fiscal Support Specialist-DP
8010) Registered Veterinarian Technician
8011) Sheriff's Aide
8012) Local Area Network Systems Administrator
8013) Fire Heavy Equipment Specialist I/II
8014) Office Services Specialist-DP-Public Defender
8015) Deputy Probation Officer III-DP
8016) Office Services Technician
8017) Buyer I
8018) Human Services Program Specialist-Department Promotional
8019) Fiscal Support Technician-Public Works-DP
8020) Office Services Coordinator
8021) Public Health Program Specialist
8022) District Attorney's Investigator
LT080) Programmer I

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) Director of Diversity, Equity, and Inclusion, Item No. 0783; *Ro/OI – All ayes*
Devin Brown, Chief Human Resources Officer (CHRO), provided a brief overview. No public comment.

Commissioner Price stated that the Civil Service ordinance clearly stated merit-based and wanted to make sure and voice a word of caution that staff did not lose sight of that.

President Holt stated he would entertain a motion to receive and file.

Commissioner Agbalog stated he would like to discuss how this position would articulate with the Civil Service Commission as it speaks to overseeing rules and regulations, as it applies to County employees, and would like to hear a little bit more about that.

Mr. Brown stated that the merit system is very important to all the hiring practices. He explained that this position is going to work in the HR office to help make sure that all the employment practices are nondiscriminatory, to ensure that every employee who applies for a position within the department goes through a process that is fair, equitable, and that at the end of the day, is solely just based on merit. That no other factors weigh into those decisions that are hired other than the merit of the candidates themselves. He stated that they feel like it is an important position, and that the Board has directed them to pursue this effort. One of the first steps that they decided was to centralize the position for Countywide leadership on this issue in the department, and make sure that these important matters are taken into consideration by the County as they review and modify policies that impact our workforce. He explained that of course merit is still going to be a principle

that is paramount in the employment decisions that are made here in Kern County and this position is not being created to avoid those principles, it is to ensure that those principles are being followed.

Commissioner Agbalog stated that he was pleased to hear Mr. Brown talk about the merit-based system, and that this position would abide by those principles. He asked what would happen in the event that an employee had an issue or a complaint, was elevated to this new director position, and there was a dispute in terms of the outcome or the resolution to the issue, would the individual employee have the opportunity at that point to bring this matter before the Civil Service Commission.

Mr. Brown stated that at this point, the incumbent of this role, would not be investigating complaints of that nature, they will be handling complaints dealing with the EEOC and DFEH that go through those bodies, but at this point they do not intend for the director to be conducting employee investigations into CS Rule 1800 practices or things like that. He explained that they are going to be working to evaluate to how they can improve their employment practices to offer more opportunities to different communities within Kern County, and make sure that each of those communities has fair opportunities to be represented in the government workforce.

Commissioner Oliver asked about the Director of Diversity Title, the actual definition of the title, if this was just going to be on the hiring side. He asked, what is it they are trying to do, what is the end goal.

Mr. Brown explained that the vision is to make sure that all the strategic focus that the County engages on, regardless of employment, whatever the business strategies are, also taking into consideration how they affect other communities within the County. It could be park development, everything the County does is service related, making sure that those communities are represented or at least have a fair chance to be represented. To have some outreach to those communities for recruitment of employees is the right process to go through and is being presented. Beyond recruitment, its compensation practices, making sure that the wage and salary policies in the County are not favoring a certain group over another, are equitable, and are based on merit of the person. This person will be making sure to study those areas to ensure those policies are equitable.

Commissioner Oliver asked if Mr. Brown was not defining his own job as a HCRO. He stated this was the purpose of every person in HR now, that we want diversity, and HR should be handling this now.

Mr. Brown explained that, quite frankly, they did not have the personnel to devote to that, and that is why they were seeking to add this position. He stated they do a lot of different things and this is important enough that the Board feels to add at this time.

Commissioner Rose stated she felt this is very necessary and was delighted to see it. She thought these were great questions and discussion. She made a motion to receive and file. Vice President Oliver seconded the motion.

- b) Retirement Investment Analyst I/II/Senior, Items No. 4747, 3671, and 1641; *Pri/OI – All ayes*
Mr. Brown provided a brief overview. No public comment.

Commissioner Rose asked if this was standard amount of staffing for an investment portfolio. Mr. Brown stated yes, this would be back to where it should be. No other questions.

- c) Senior Retirement Investment Officer, Item No. 0708; *Ro/OI – All ayes*

Mr. Brown provided a brief overview. No public comment.

Commissioner Oliver asked if there was any special licensing required. Mr. Brown stated a master's degree in Business with a concentration in Finance and a Chartered Financial Analyst was desired, as well as a significant amount of experience.

Commissioner Rose asked if with this amount of money in this fund, would this position report to him. Mr. Brown explained how the KCERA is structured, executive director, Dominic Brown, then the Chief Investment Officer, reports to Dominic Brown, their primary investment manager who is basically tasked with managing the investment portfolio save one other additional person. They also use investment consultants. He explained that they are really trying to build an in-house investment division. Commissioner Rose thanked Mr. Brown.

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) Public Works Maintenance Superintendent, Item No. 5013; *Ag/Ol – All ayes*
Mr. Brown asked for this item to be continued to the April 12, 2021 meeting. No public comment. Matter to be placed on the next regular meeting agenda.
- b) Retirement Investment Officer, Item No. 0717; *Ro/Pri – All ayes*
Mr. Brown provided a brief overview. No public comment.

6. **Abolish List for Probation Division Director on August 3, 2021; DISCUSSED**

Gurujodha Khalsa, Chief Deputy County Counsel, took a moment to introduce Ms. Stephanie Buoe as the Commission's legal counsel going forward.

Mr. Khalsa reported that last week, he was present during the closed session matter, where the Commission made a determination in discussion based upon an item that was presented by the HR Division, that they wanted to discuss this particular issue. It was an outgrowth of your discussion of the merits of the closed session item. That is why it is on the public agenda; it does affect individuals beyond the closed session presenter who is on the call tonight. It was not a part of the actual agenda closed session item. It was an outgrowth. He explained that he made the determination that it would be appropriate for public session. Mr. Khalsa stated that the guidance his office wanted to provide was that the if the Commission was able to have a discussion without going into specifics of the closed session item, that would be best. That was the purpose of putting it on the public session for discussion, it grew out of your closed session, and it goes beyond the closed session matter.

Commissioner Price asked if the Department was asking the Commission to abolish the list. Mr. Khalsa stated that the option was presented by HR and the Commission had decided to discuss the matter.

Commissioner Price asked Mr. Brown if the position had been filled by the Department. Mr. Brown stated that the vacancy that existed had been filled by the Department from the list. He stated that one of the concepts was to abolish the list at six months and stated that the Department's representative Mr. Dickinson could speak about whether the Department would want to do that.

Commissioner Price stated that since the Department had already filled the position, unless the Department requested the list to be abolished, it would seem to leave the list as is.

Mr. Bill Dickinson, Deputy Chief - Probation Department, stated that it was not a request from the Department to abolish the list. He explained that it was his understanding that should his Chief make the decision to abolish the list, he would need to request the Commission to do so.

Commissioner Rose asked Mr. Dickinson to clarify if the Probation Department was not asking to abolish the list. Mr. Dickinson confirmed that the Probation Department was not requesting to abolish the list. Commissioner Rose stated that if the Department was not requesting for the list to be abolished, then they should let it run its course.

Mr. Jason McPhetridge stated he was an interested party and he thought it was not quite right. This came out of the discussion. He would want everyone to remember there was a lot of discussion about opportunity and other things as well about his situation. He understands the Department's ability to come forth and request to abolish the list. He stated he was not exactly sure where the Department stands, but Mr. Brown had brought it up as a possibility, and it was the Commission who put it on as an agenda item, there was more that came from it at the post agenda meeting.

Mr. Bryan Alba, Deputy County Counsel, stated that he had heard Mr. McPhetridge say that this was not on the agenda at his request, this was not on the agenda at the Department's request, and Commissioners Rose and Price asked why and what decision would be made if the Department was not requesting this to be on the agenda to be abolished. It is fairly simple that we just decide to move forward unless the Department asks for this to be put on the agenda for consideration at the point of six months or sometime thereafter to request the list be abolished if the Department wants to make that request.

Commissioner Rose asked if there needed to be a motion. President Holt stated this matter was on the agenda for discussion unless any of the Commissioners wanted to place the matter on the next agenda to abolish the list. Commissioner Rose stated that if the Department was not requesting it, she did not see why they would. No other comments.

7. Civil Service Rule 1800 Update

Gurujodha Khalsa, Chief Deputy County Counsel, reported that there had been a meeting held with SEIU representatives, Commission staff, and HR team members, to discuss proposed CS Rule 1800 changes. SEIU did submit some suggested language changes and those are under review by his office. A good faith effort was made to explain the nature of the proposed changes.

Mr. Khalsa reported that he had not received any new information regarding CS Rule 1800 investigations, the last information he had was that all investigations are proceeding as scheduled.

President Holt thanked Mr. Khalsa for his report.

8. Commission Secretary Monthly Report:

Commission Secretary, Mrs. Murbach, reported since the last meeting, she was joined by Vice President Oliver and Commissioner Price for a visit and tour of the District Attorney's Department. District Attorney, Cynthia Zimmer, graciously took time off her busy schedule and she personally conducted the department tour. Mrs. Murbach thanked the department for their hard work with all the services they provide to Kern County citizens.

9. Human Resources Division Items/Report:

Devin Brown, Human Resources Officer, reported Mr. Khalsa was correct in his report on the CS rule 1800 investigations and reported that all investigations are on schedule.

10. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session: at 6:21 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)

11. PUBLIC EMPLOYMENT – Demotion

Office Services Specialist (Human Services) – Case No. 2020-0112; **HEARING DATES SET TO JUNE 7, 8, 9, and 10, 2021.**

12. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0103; **HEARING DATES SET TO JUNE 21, 22, 24, 29, and JULY 1, 2021.**

13. President Holt adjourned the meeting at 6:47 p.m. to the next regular Meeting to be held on Monday, April 12, 2021 at 5:30 p.m.

Weekly Test Schedule 3-22-21

Exam #	Recruitment Title	Open Date	Close Date	Action	Request Date
8044	Program Specialist I/II Bilingual	3/22/2021	3/29/2021	Open	3/22/2021
8045	Fiscal Support Supervisor - DP - BHRS	3/22/2021	3/26/2021	Open DP	3/22/2021
8046	Sheriff's Sergeant	3/22/2021	4/2/2021	Open	3/22/2021
8047	Sheriff's Detention Sergeant	3/22/2021	4/2/2021	Open	3/22/2021
8048	Program Specialist - Bilingual - DP - Child Support Services	3/29/2021	4/14/2021	Open DP	3/23/2021
8049	Supervising Fire Heavy Equipment Specialist - DP	3/29/2021	4/2/2021	Open DP	3/26/2021
8050	Maintenance Worker III	3/29/2021	Continuous	Open	3/26/2021
8051	Supervising Heavy Equipment Mechanic - DP - Fire	3/29/2021	4/2/2021	Open DP	3/26/2021
8052	Contract Specialist-Department Promotional-Public Works	3/29/2021	4/2/2021	Open-DP	3/26/2021
8053	Supervising Building Inspector-Department Promotional-Public Works	3/29/2021	4/2/2021	Open-DP	3/26/2021
8054	Office Services Assistant - Bilingual	3/29/2021	Continuous	Open	3/26/2021

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 3-15-21

Exam #	Recruitment Title	Open Date	Close Date	Action	Request Date
8040	Retirement Investment Analyst I/II/Senior	3/15/2021	3/26/2021	Open	3/15/2021
8041	Supervising Planner - DP - Planning & Community Development	3/17/2021	3/19/2021	Open DP	3/16/2021
8042	Probation Program Specialist	3/22/2021	3/26/2021	Open	3/18/2021
8043	Probation Supervisor - Department Promotional - Probation	3/22/2021	3/26/2021	Open DP	3/18/2021

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Grey line: History

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Dates that ALL exams were closed:

7/25/2019

3/16/2020

Weekly Test Schedule - 3/8/21

Exam #	Recruitment Title	Open Date	Close Date	Action	Request Date
7936	Administrative Coordinator-County Clerk-Departmental Promotion	3/15/2021	3/17/2021	Open-DP	3/12/2021
7972	Per Diem Covid-19 Immunization Clinic Aide		Suspend	Suspend	3/11/2021
8027	BHRS Aide	3/8/2021	3/15/2021	Open	3/8/2021
8028	Deputy Director of Agriculture and Measurement Standards-Department Promotional	3/9/2021	3/9/2021	Open DP	3/8/2021
8029	Supervising Agricultural Biologist/Weights and Measures Inspector-Department Promotional	3/9/2021	3/9/2021	Open DP	3/8/2021
8030	Environmental Health Specialist In Training	3/9/2021	Continuous	Open	3/9/2021
8031	Environmental Health Specialist I/II/III	3/9/2021	Continuous	Open	3/9/2021
8032	Department Aide Part Time - Tehachapi	3/10/2021	3/17/2021	Open	3/10/2021
8033	Human Services Technician I-Shift-Bilingual	3/15/2021	Continuous	Open	3/10/2021
8034	Departmental Aide Part Time - Bakersfield	3/10/2021	3/17/2021	Open	3/10/2021
8035	Departmental Aide Part Time - Wasco	3/10/2021	3/17/2021	Open	3/10/2021
8036	Supervising Appraiser - DP - Assessor	3/10/2021	3/15/2021	Open DP	3/11/2021
8037	Groundskeeper I	3/22/2021	3/26/2021	Open	3/12/2021
8038	Traffic Signal Technician I-Public Works	3/15/2021	3/19/2021	Open	3/12/2021
8039	Supervising Planner - Public Works - DP	3/15/2021	3/19/2021	Open DP	3/12/2021

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Dates that ALL exams were closed:

7/25/2019

3/16/2020

Weekly Test Schedule 3-1-21

Exam #	Recruitment Title	Open Date	Close Date	Action	Request Date
8019	Building Inspector	3/8/2021	3/12/2021	Open	3/3/2021
8023	Agricultural Biologist Weight and Measures Inspector I	3/8/2021	Continuous	Open	3/3/2021
8024	Social Service Worker I/II-Mojave-Department of Human Services	3/8/2021	Continuous	Open	3/4/2021
8026	Technology Services Manager-CWP	3/8/2021	3/12/2021	Open	3/5/2021
PD8023	Per Diem COVID-19 Clinic Vaccinator	3/5/2021	Continuous	Open	3/2/2021

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Dates that ALL exams were closed:

7/25/2019

3/16/2020

March 8, 2021

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

PROPOSED REVISED JOB SPECIFICATION FOR PUBLIC WORKS MAINTENANCE SUPERINTENDENT

The Director of Public Works and 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 Superintendent (Item No. 5013).

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 Commission's regularly scheduled meeting.

Public Works recently developed the new classification of Public Works Maintenance Superintendent. The proposed revisions will combine the Highway Paint Equipment Superintendent and the Equipment Maintenance Superintendent into the Public Works Maintenance Superintendent. These classifications are responsible for planning, directing, and coordinating the work of staff involved in waste operations, highway painting, and maintenance. The proposed revisions will appropriately align the classifications in highway painting, and equipment maintenance.

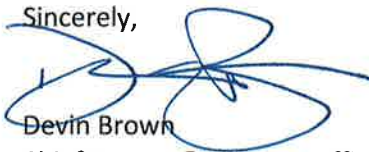
The proposed revisions include minor changes to the description, distinguishing characteristics, knowledge of and ability to sections. The revisions to the employment standards, includes language allowing experience directing and overseeing equipment maintenance, highway painting, and maintenance as qualifying. The revisions to the essential functions includes additions of subheadings, which describe the four functioning areas: Equipment Maintenance, Road Maintenance, and Traffic Painting and Maintenance.

The Service Employees International Union Local 521 was notified a response was not received.

Conclusion

We recommend the Civil Service Commission **REVIEW, RECEIVE, AND FILE** the proposed revision to the job specification of Public Works Maintenance Superintendent.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachment

PUBLIC WORKS MAINTENANCE SUPERINTENDENT

DESCRIPTION:

Under direction, to plan, coordinate, and provide technical and administrative oversight to regional teams engaged in the road maintenance and construction; **highway signing, painting, and striping; the repair and maintenance of road maintenance and construction equipment; program or in a waste operations facility in support of a landfill, recycling and/or transfer station**; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

The Public Works Maintenance Superintendent classification is responsible to for planning, directing, and coordinating **the work of staff involved in** waste operations, **highway painting, maintenance and repair of construction equipment**, or the maintenance and construction program of a large geographic area, which is composed of smaller maintenance areas. Incumbents work independently and are distinguished from the Public Works Supervisor by their overall responsibility for full supervision and oversight of a large geographical area. Incumbents may also work evening, nights and weekends.

ESSENTIAL FUNCTIONS:

- Supervises professional, mid-level supervisorial, and support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, disciplinary, and termination recommendations.
- Inspects and reviews work in progress and upon completion prepares and submits reports.
- Provides guidance and subject matter expertise to staff and management.
- **Provides input into division budget; m**Monitors expenditures to remain within budgeted expenditure limits.
- Estimates needs, and requisitions supplies, materials, tools, and equipment.
- Transfers field staff and equipment from one team to another, as required.
- Instructs staff in proper procurement procedures.
- Responsible for the care and maintenance of tools and equipment.
- Participates in and leads cross-divisional teams.
- Interprets, communicates, and verifies projects/programs are in compliance with work plans and applicable regulations; and ensures projects/programs meet safety requirements.
- **Serves as a liaison with other departments, agencies and the public in responding to questions, explaining projects and resolving complaints.**
- **Develops and submits recommendations concerning and replacement equipment and recommends replacement priorities.**

~~Dependent upon assignment, incumbents may be required to do the following:~~

ESSENTIAL FUNCTIONS (continued):

- Oversees and coordinates all equipment used in each division.
- Reviews and maintains safety reports and makes recommendations to maintain safety standards.

Positions in all divisions of the Public Works Department may be expected to perform all of the functions listed above. Additional functions may be performed dependent upon assignment. Incumbents may be required to do the following:

Equipment Maintenance:

- Estimates costs of repairs and analyzes the cost of various alternate methods to resolve repair and maintenance problems.
- Develops specifications desired in the purchase of new equipment.
- Receives requests and reports of desired modifications on automotive and heavy equipment.
- Consults with manufacturers and suppliers on equipment, parts, and warranties.
- Consults with management in setting repair and maintenance standards.
- Maintains all equipment repair and maintenance records.
- Compiles and maintains equipment performance statistics and reports.

Road Maintenance:

- Investigates complaints of hazardous or poor road conditions; and responds to emergencies as required.
- Maintains and inspects roads and bridges to ascertain need for repairs; and estimates the cost of road and bridge maintenance.
- Instructs supervisors and maintenance workers in the proper methods of constructing, maintaining, and repairing roads and bridges.
- May inspect roads encroachment permit work and activities for compliance with department standards.
- Keeps detailed records of varied maintenance activities and of road conditions.

Traffic Painting & Maintenance:

- Collaborates work with other County superintendents, contractors, and construction supervisor.
- Inspects road painting and signs for needed repairs and replacements county-wide.
- Inspects work in progress and makes necessary changes and/or corrections, when necessary
- Investigates complaints and remediates issues; prepares and submits reports.
- Maintains complete records of all painting projects, sign inventories, service records and materials used.

Waste Operations:

- Supervises waste management functions such as environmental monitoring, hazardous waste exclusion, special waste collection events, and transfer station and diversion area operations.
- Oversees the processing of hazardous materials which include testing, categorization, bulking and lab packing to ensure safe handling and compliance with all applicable laws, rules and regulations.
- Oversees complex environmental monitoring, testing, and inspections.
- Interprets environmental regulations and makes recommendations.

OTHER FUNCTIONS:

- Performs other job-related duties as required. Incumbents must be able to perform the essential functions of the job as assigned.

EMPLOYMENT STANDARDS:

Sixty (60) semester or ninety (90) quarter units of college course work from an accredited college or university **AND** ~~three (3)~~ **four (4)** years of work experience **directing and overseeing a program area such as equipment maintenance or highway painting and maintenance or road construction and maintenance or waste operations, one (1) year if which must have been in a supervisory capacity;** in road construction and maintenance work or waste operations, which includes one (1) year equivalent to Public Works Maintenance Supervisor in the Kern County classification system; **OR** High School Diploma, G.E.D., or equivalent **AND** ~~and five (5)~~ **six (6)** years of work experience **directing and overseeing a program area, such as equipment maintenance or highway painting and maintenance or road construction and maintenance or waste operations, one (1) year of which must have been in a supervisory capacity;** in road construction and maintenance work or waste operations, which includes one (1) year equivalent to Public Works Maintenance Supervisor 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 Driver's License.

Knowledge of: personnel management techniques; budgetary principles; basic algebra and geometry; common scales, weights and measurements; **codes, rules, laws and regulations pertaining to program area;** and common terms used in the construction, and solid waste, **automotive and heavy equipment, and the residential and commercial painting** industry; ~~methods,~~ **operation, maintenance, materials, capacity and limitations** and **of equipment used in assigned program area.** ~~the construction and maintenance of roads, bridges, culverts, drainage ditches, and signs; operation, maintenance, capacity and limitations of road construction and maintenance equipment; and methods of patching, surfacing and resurfacing roads with bituminous materials.~~

Ability to: plan, direct, coordinate, and supervise the work of others; implement the laws, codes, rules and regulations; conducting inspections; obtain and collect data; oversee the operation and maintenance of heavy equipment; determine personnel, time, materials, and equipment requirements for specified construction or maintenance projects; read and interpret road and bridge plans; conduct chain-of-custody protocol; operate a wide variety of electronic instruments and mechanical equipment; communicate effectively both orally and in writing sufficient to exchange or convey information and to receive work direction; use computers and related software applications; **prepare reports**; and maintain files and records.

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.

Revised
December 2020
#5013
JS5013



DEPARTMENT HEAD



CHIEF DEPUTY HUMAN RESOURCES OFFICER

2/19/21
DATE2/22/21
DATE

Item #	5013
Bargaining Unit	1
EEO Code	4
DBM Code	
Medical Group	1
Analyst	DMR
Reviewed By	D. Brown
Approved Salary Range	65.7 (\$5759-7031)
CAO Analyst	J. Arriola
Employee Relations Off.	D. Brown
FLSA	Non-exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revised Date	
Previous Title	



April 12, 2021

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

**PROPOSED REVISED JOB SPECIFICATION FOR DEPARTMENT OF HUMAN SERVICES
HUMAN RESOURCES MANAGER**

The Director of Human 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 Department of Human Services Human Resources Manager (Item No. 3627).

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 revision includes a title change from Human Services Personnel Manager to Department of Human Services Human Resources Manager to appropriately reflect the essential functions of the classification. The Department of Human Services and County Human Resources worked jointly to create the Senior Human Resources Manager in 2017 to perform human resources management functions in large county departments. The employment standard for that classification required human resources management experience in a narrower scope than the classification previously utilized by the department, Human Services Personnel Manager. In an effort to meet current department need to seek qualified candidates to perform the full scope of responsibilities in a human services environment, Human Resources agreed to review both classifications and develop this classification. 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 approved salary range for the classification is 69.8. It is an unrepresented management classification.

Conclusion

We recommend the Civil Service Commission **REVIEW, RECEIVE, AND FILE** the proposed revision to the job specification of Department of Human Services Human Resources Manager.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

GROUND  BOUNDLESS

**DEPARTMENT OF HUMAN SERVICES PERSONNEL
HUMAN RESOURCES MANAGER**

Definition

Definiton

~~Under direction, to plan, develop, and administer a comprehensive personnel program at the Department of Human Services; to develop and administer a comprehensive department-wide training program; to supervise staff involved in providing training to department employees; to supervise the work of staff engaged in the processing of personnel transactions and the delivery of employment services; and to do related work as required.~~

Under general direction, manages, administers and coordinates the human resources division at the Department of Human Services. Develops and administers a comprehensive department-wide training program; supervises staff involved in providing training to department employees; supervises the work of staff engaged in the processing of personnel transactions and the delivery of employment services; implements and administers human resources strategies and best practices to achieve departmental objectives and goals; and does related work as required.

Distinguishing Characteristics

Distinguishing Characteristics

This is a single position classification with responsibility for Human Resource Management program development, implementation and oversight; it is distinguished from **other** Human Resources Manager classifications based on the complexity and volume of the human resources activity within the department, including but not limited to, the number of employees, number of personnel investigations, volume of disciplinary or performance related issues, and worker's compensation caseload. This classification reports to the Director or the Chief Deputy Director of Human Services.

~~Personnel Analyst series by its responsibility for program planning and coordination of the personnel services provided by the Department of Human Services and by its responsibility for supervising technical and clerical staff.~~

HUMAN SERVICES PERSONNEL MANAGER
DHS HUMAN RESOURCES MANAGER
Typical Tasks

PAGE 2

Essential Functions

~~Supervises and coordinates activities necessary for employee personnel transactions, including but not limited to hiring, salary increments, transfers, employee disciplinary actions and terminations; develops and maintains record keeping system of employee activity; supervises payroll functions; oversees administration of the department's classification and salary plan, and position control; may serve as liaison with applicable agencies; provides information and advice to employees and managers about benefits such as retirement, and State Disability Insurance; ensures cost effective use of benefits including unemployment and industrial insurance; supervises provision of Employee Health Services and Safety Program; oversees preparation and distribution of materials for employee orientation such as newsletters and handbooks; develops and administers personnel policies and procedures in accordance with~~

~~applicable County ordinances and regulations and other statutes; advises managers and supervisors on interpretation and application of County and department's personnel policies; assists in effecting department's Affirmative Action goals; compiles, collates, and analyzes data about personnel services provided and makes recommendations based upon results of analysis; advises management and administration regarding impact of changes in applicable industry and labor market conditions; keeps apprised on and advises management and administration of legislation effecting employer and employee relations; oversees development and implementation of plans to meet organizational training needs for all classifications; uses a variety of strategies to identify learning needs, including but not limited to, formal needs assessments; reviews and analyzes performance evaluations, for consistency; works closely with local and regional institutions to develop shared training programs; interfaces with the County's Training and Staff Development Specialist to determine applicability of various County programs to Department of Human Services educational objectives; ensures that objectives and practices of training programs are compatible with mission, philosophy and standards of the Department of Human Services; advises administration as to appropriate use of outside training funds; serves as advisor to administrative and management staff based upon thorough research and analysis; supervises departmental employees; prepares correspondence and reports.~~

- **Supervises, directs, and manages staff engaged in human resource functions within the department including but not limited to hiring, transfers, salary increments, leave management, performance evaluations, staffing requirements and appropriate classifications, employee disciplinary actions and terminations.**

Essential Functions (continued)

- Provides leadership to the human resource division within the department; coaches, trains and motivates assigned staff; delegates work and projects as needed and works to ensure that all assignments are completed with a high degree of work integrity.
- Manages administration of the department's classification and salary plan, position control, performance management, employee relations, staff development; ensures cost effective use of benefits including unemployment and industrial insurance; and assists in effecting the department's Equal Employment Opportunity goals.
- Develops and administers human resource plans, policies and procedures in accordance with the department's mission, philosophy and standards and in compliance with all applicable County, State, and Federal laws.
- Advises management and senior leadership team on all aspects of employment and human resources issues; handles the most complex human resources issues and makes recommendations to management on the most appropriate course of action.
- Acts as chief negotiator in meet and confers related to departmental policy changes, with assistance and coordination with Chief Human Resources Officer and designated staff.
- Supervises payroll functions and develops and maintains a record keeping system of employee activities.
- Provides information and advice to employees and managers regarding employee benefits.
- Identifies department training needs, develops training plans and training modules on work-related topics as needed; oversees the preparation and distribution of materials including employee orientation, newsletters and handbooks.
- Coordinates with the Chief Human Resources Officer and staff regarding county-wide human resources policies, programs, and processes.

Essential Functions (continued)

- **Manages and provides oversight for the department safety and security matters, including the development and maintenance of the department's safety policies. Confers with Department Head, County Counsel, and law enforcement on matters related to staff safety.**
- **Researches, complies and analyzes data about employment services provided and makes recommendations based upon the results of analysis for continuous process improvements to the Human Resources program.**
- **Reviews and analyzes performance evaluations to ensure consistency; coaches and trains supervisor/managers on establishing performance goals and measurements.**
- **Establishes strong business partnerships with educational institutions, and other local entities and businesses to develop shared training programs and to promote the County's recruitment and retention efforts.**
- **Attends and participates in professional group meetings, stays abreast of new trends and innovations in the human resources field.**
- **Prepares and writes correspondence and a variety of reports and documentation.**

Other Functions

Other Functions

- Performs other job-related duties as required.

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.

Employment Standards

**DHS Human Resources Manager
Employment Standards**

~~Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or related field and three (3) years of progressively responsible personnel work experience, preferably in a human services setting. At least one (1) year of the experience shall have been in a management or administrative capacity. A Master's degree in public or business administration or related field may~~

~~substitute for one (1) year of the required experience, excluding the management/administrative or experience.~~

Graduation from an accredited college or university with a Bachelor's Degree AND five years of progressively responsible personnel and/or human resources experience, including two years of management experience, preferably in a human services setting. A Master's degree with focus in human resources may substitute for two years of experience and one year of management experience.

~~Certification from a nationally or statewide recognized human resources or labor relations program is desirable.~~

~~A background check may be conducted for this classification.~~

~~Knowledge of: the principles and practices of public personnel management; knowledge of budgetary planning and administrative knowledge of the human resources needs and problems of human services organizations; knowledge of the human services industry, and related education and training issues and trends; principles and techniques of curriculum development; ability to plan, direct, and coordinate the personnel function with other department services; ability to supervise the work of others; ability to analyze data and prepare clear concise reports and recommendations; ability to plan, develop, conduct and evaluate a variety of complex and difficult management and employee training and development programs and courses; translate specific department organizational needs into curriculum requirements; formulate specific objectives which can be measured and evaluated; use and maintain state-of-the-art training theories and practices; communicate effectively both orally and in writing, and to develop and maintain cooperative working relationships with employees, management, and representatives of other groups and organizations; prepare and maintain clear and concise records and reports.~~

Knowledge of: the principles and practices of public human resources management; basic knowledge of budgetary management and tracking principles; planning and administrative knowledge of the human resources needs and problems of human services organizations; knowledge of the human services industry, and related education and training Issues and trends; applicable County Ordinances, rules and regulations, State and Federal laws; and supervisory principles.

~~HUMAN SERVICES PERSONNEL MANAGER~~
DHS HUMAN RESOURCES MANAGER

PAGE 6

Ability to: plan, direct, and coordinate the human resources function of the department with other department services; supervise, coordinate, train and evaluate the work of others; ability to analyze data and prepare clear concise reports and recommendations; provide input into department's budget and monitor expenditures for division; handle complex human resource issues; conduct investigations; maintain confidentiality and use sound judgment in making decisions and recommendations to management; plan, develop, conduct and evaluate a variety of complex and difficult management and employee training and development programs and courses; translate specific department organizational needs into curriculum requirements; communicate effectively both orally and in writing; develop and maintain cooperative working relationships with employees, management, and representatives of other groups and organizations; prepare and maintain clear and concise records and reports; and use a personal computer with associated software.

Revised
~~February 1996~~
April 2021
#3627
JS3627



DEPARTMENT HEAD

4-1-21

DATE



CHIEF HUMAN RESOURCES OFFICER

4/5/21

DATE

Item#	3627
Bargaining Unit	M
EEO Code	A
Medical Group	3
Analyst	K. Pharris
Approved Salary Range	69.8
CAO Analyst	A. Alva
FLSA	Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Date Developed	February, 1996
Revision Date	April, 2021
Previous Title	Human Services Personnel Manager