

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, May 10, 2021
5:30 p.m.

THIS MEETING WAS CONDUCTED TELEPHONICALLY

PRESENT: Commissioners Agbalog, Holt, Price, and Rose

ABSENT: Oliver

OTHERS: Bryan Alba, Stephanie Bouey, Maria Murbach, Eric Nisbett, 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 April 12, 2021; 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)
 - 7885) Fire Equipment Service worker
 - 8024) Social Service Worker I/II-Mojave-Department of Human Services
 - 8054) Office Services Assistant-Bilingual
 - 8062) Supervising Planner-DP-Planning & Community Development
 - 8063) Building Inspector specialist
 - 8064) Social service Supervisor I-Department Promotional-Aging and Adult Services
 - 8065) Contract Administrator-DP-DHS
 - 8066) Administrative Coordinator-DP-Fire
 - 8067) Marketing and Promotions Coordinator-Public Works
 - 8068) Legal Process Technician I/II
 - 8069) Senior Appraiser-DP
 - 8070) Department of Human Services Human Resources Manager
 - 8071) Fiscal Support Specialist-DP-BHRS
 - 8072) Fire Captain-DP
 - 8073) Deputy County Counsel I/II/III/IV/V
 - 8074) Geographic Information Systems Programmer/Analyst

- 8075) Office Services Specialist-DP-Public Defender
- 8076) Auditor-Appraiser I/II/III-Assessor-Recorder
- 8077) Sheriff's Support Specialist
- 8078) Fire Battalion Chief-DP

4. **BUDGET:** Commission Secretary to present Civil Service Commission Recommended Budget;
ADOPTED RECOMMENDED BUDGET AND AUTHORIZED THE SECRETARY TO SUBMIT TO THE HUMAN RESOURCES DIVISION; *Ag/Ro – 3 ayes/1 no (Pri)/1 ab (Ol)*

Maria Murbach, Commission Secretary, provided a brief overview.

Commissioner Rose stated that the Board had asked for a 7.5% reduction, and she asked why the Commission's budget was being reduced by 10%. Mrs. Murbach explained that since the need for hearing officer services had been rare in the past few years it made sense to remove the expense from the budget during this budget reduction request. Commissioner Rose asked if HRD would cover the expense if needed and Mrs. Murbach confirmed that HRD would cover the expense should the need arise.

Commissioner Price stated that it seemed like the reductions were not really being cut from actual expenses. At this point, Mrs. Murbach was disconnected from the meeting and then reconnected. Commissioner Price then asked if there were actual cuts. Mrs. Murbach explained that the Commission's budget included set budgeted amounts which were already reduced as much as could be, based on amounts set by ordinance. There were other amounts included, where the costs fluctuated on a yearly basis, based on amounts which were negotiated on a yearly basis by the County.

Commissioner Agbalog thanked Mrs. Murbach for putting this proposal together. He commented on how the Commission had previously tasked her with bringing different sample tiers and this is what seemed to have happened. He stated that Commissioner Price had brought up an interesting point and wondered if the Commission were to start with a zero-based budget, and work up from there, he would think that less would be spent on some things. Mrs. Murbach explained that, currently, the Commission did not have a system in place to figure out the actual office expense costs and the amount provided in the budget was a projected amount based on the best estimate.

Commissioner Agbalog stated that if the Commission adopted this tonight, this would not preclude Mrs. Murbach coming back and crunching the numbers a little more and figure out if something could be done. Ms. Murbach stated it would not and informed the Commission that HRD had already submitted their budget to the BOS.

Commissioner Rose suggested perhaps keeping track of how much office expenses cost going forward if possible. Mrs. Murbach stated she would speak with Mr. Brown to see if there was a way to track the services and supplies' total cost.

Commissioner Agbalog stated he was prepared to make a motion to accept the budget, but he would like Mrs. Murbach to go back to crunch the numbers, in anticipation and consideration of having to come back at a later date and make additional cuts, well at least be prepared, and he did not think it a bad idea to continue to reach out to the HRD about trying to find ways to be

more cost effective. He stated he would think anybody would welcome the opportunity to save money if you can identify ways where you can do it. Commissioner Agbalog motioned to accept the recommended budget. Commissioner Rose seconded the motion.

5. Civil Service Rule 1800 Update

Stephanie Bouey, Deputy County Counsel, reported that there were currently two active investigations.

6. Commission Secretary Monthly Report:

None

7. Human Resources Division Items/Report:

None

8. Commission Member Presentations or Announcements:

Commissioner Rose stated she would like to commend the Public Health Department, the Public Health Personnel, and the supporting personnel who have been helping with the Covid-19 Pandemic vaccine program. They have done a tremendous job with all the publicity and have really done some clever advertising. We really appreciate everyone's work.

Adjourn to Closed Session: at 5:53 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 – Evidentiary Hearing Request

Animal Control Officer (Animal Services) – Case No. 2021-0105; **HEARING DATES SET TO JULY 19, 20, and 27, 2021.**

10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **MATTER TO BE PLACED ON JUNE 14, 2021 REGULAR MEETING AGENDA; Ag/Ro – 4 ayes/1 ab (OI)**

11. PUBLIC EMPLOYMENT – Reinstatement to the Re-Employment List

Fire Captain (Fire Department) – Case No. 2021-0104; **APPROVED; Ag/Pri – 3 ayes/1 no (Ro)/1 ab (OI)**

12. CONFERENCE WITH LABOR NEGOTIATORS - Agency designated representatives: Chief

Human Resources Officer Devin Brown, and designated staff - Employee organizations: Service Employees' International Union - Criminal Justice Unit; Kern Law Enforcement Association; Kern County Fire Fighters Union; Kern County Detention Officers' Association; Kern County Probation Managers' Association; Kern County Probation Officers' Association; Kern County Sheriff's Command Association; Kern County Sheriff's Command Association II; Kern County Sheriff's Command Association III; Service Employees' International Union Local 521; Kern County Prosecutors' Association; Unrepresented Employees (Government Code Section 54957.6); **NO REPORTABLE ACTION**

13. President Holt adjourned the meeting at 7:02 p.m. to the next regular Meeting to be held on Monday, June 14, 2021, at 5:30 p.m.

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.

Weekly Test Schedule - 4/19/21

Exam #	Recruitment Title	Open Date	Close Date	Action	WTS Report
8075	Office Services Specialist - DP - Public Defender	4/19/2021	4/19/2021	Open DP	4/19/2021
8076	Auditor-Appraiser I/II/III - Assessor-Recorder	4/21/2021	Continuous	Open	4/19/2021
8077	Sheriff's Support Specialist	4/26/2021	5/7/2021	Open	4/19/2021
8078	Fire Battalion Chief - DP	4/26/2021	4/30/21	Open DP	4/19/2021

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 - 4/12/21

Exam #	Recruitment Title	Open Date	Close Date	Action	WTS Report
8024	Social Service Worker I/II-Mojave-Department of Human Services	Continuous	4/16/2021	Suspend	4/12/2021
8054	Office Services Assistant - Bilingual	Continuous	4/16/2021	Suspend	4/12/2021
8067	Marketing and Promotions Coordinator-Public Works	4/13/2021	4/20/2021	Open	4/12/2021
8068	Legal Process Technician I/II	4/15/2021	4/21/2021	Open	4/12/2021
8069	Senior Appraiser - DP	4/15/2021	4/19/2021	Open DP	4/12/2021
8070	Department of Human Services Human Resources Manager	4/17/2021	4/20/2021	Open DP	4/12/2021
8071	Fiscal Support Specialist - DP - BHRS	4/14/2021	4/21/2021	Open DP	4/12/2021
8072	Fire Captain - DP	4/19/2021	4/23/2021	Open DP	4/12/2021
8073	Deputy County Counsel I/II/III/IV/V	4/19/2021	Continuous	Open	4/12/2021
8074	Geographic Information Systems Programmer/Analyst	4/21/2021	Continuous	Open	4/12/2021

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Grey line: History

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Yellow "Hold": on hold

Dates that ALL exams were closed:

7/25/2019

3/16/2020

Weekly Test Schedule - 4/5/21

Exam #	Recruitment Title	Open Date	Close Date	Action	WTS Report
7885	Fire Equipment Service Worker	4/8/2021	Continuous	Open	4/5/2021
8062	Supervising Planner - DP - Planning & Community Development	4/6/2021	4/6/2021	Open-DP	4/5/2021
8063	Building Inspector Specialist	4/12/2021	Continuous	Open	4/5/2021
8064	Social Service Supervisor I - Department Promotional - Aging and Adult Services	4/12/2021	4/16/2021	Open DP	4/5/2021
8065	Contract Administrator-DP-DHS	4/12/2021	4/16/2021	Open-DP	4/5/2021
8066	Administrative Coordinator - DP - Fire	4/12/2021	4/16/2021	Open-DP	4/5/2021

Green Exam #: Change to existing exam #

Grey line: History

White line: Most up to date information for exam #

Blue "Continuous" and Red "2": informational purposes

Yellow "Hold": on hold

Dates that ALL exams were closed:

7/25/2019

3/16/2020

**COUNTY OF KERN
CIVIL SERVICE COMMISSION**

CIVIL SERVICE COMMISSION

Brian Holt, President
Kevin Oliver, Vice President
Romeo Agbalog
Jeremy Price
Joy Rose

Maria Murbach, Secretary



May 10, 2021

Civil Service Commission
1115 Truxtun Avenue, First Floor
Bakersfield, CA 93301

CIVIL SERVICE COMMISSION RECOMMENDED BUDGET

The Board of Supervisors has directed all County departments to reduce their budget by 7.5% due to the recent economic situation as a result of the Covid-19 pandemic. The proposed reduced budget total is \$179,884 with a 10.0% total overall budget reduction. The Civil Service Commission's expenses are accounted for in the Human Resources Division (HRD) budget unit and are included as part of their complete recommended budget.

The Civil Service Commission proposed recommended budget for Fiscal Year 2021-22 includes the following appropriations:

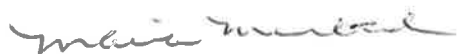
- Salaries and Benefits in the amount of \$146,884.
- Commission Meetings in the amount of \$27,000 – This amount is half of the maximum compensation allowable amount of \$54,000, per Ordinance G-8488.
- Hearing Officer Services Fee in the amount of \$0 – This amount was contingent upon the need for services. Previous data show the need for a Hearing Officer is rare and used only on two previous occasions. Should the need for these services arise, the cost for will be covered by HRD.
- Mileage Expenses in the amount of \$3,000 – This amount is based on previous years' reimbursement data for Commission members.
- Services and Supplies in the amount of \$3,000 – this amount is projected to cover any other services or supplies needed in maintaining the operations of the Commission.

The projected number of meetings and Appeal Hearings are based on appeal requests submitted to the Commission to date. The revisions to the Civil Service Rules will continue as needed to update them to reflect current practice.

This projection is our best possible estimate based on all data available to us at this time. Therefore, **IT IS RECOMMENDED** that your Commission approve the proposed recommended Civil Service

Commission budget for FY 2021-22 and authorize the Secretary to submit to the Human Resources Division as required.

Sincerely,

A handwritten signature in dark ink, appearing to read "Maria Murbach", written in a cursive style.

Maria Murbach, Secretary
Civil Service Commission

CIVIL SERVICE COMMISSION PROPOSED BUDGET FY 2021-22

APPROPRIATIONS	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 PROPOSED	FY 2020-21 TO DATE	FY 2021-22 PROPOSED
Salaries and Benefits	\$142,050	\$148,487	\$149,000	\$149,000	\$146,884
Commission Meetings*	\$5,700	\$4,800	\$27,000	\$6,750	\$27,000
Hearing Officer**	\$0	\$0	\$0	\$0	\$0
Mileage Reimbursements	\$494	\$1,425	\$3,000	\$713	\$3,000
Services and Supplies	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Total expenditures	\$151,244	\$157,712	\$182,000	\$159,463	\$179,884

Notes: * The projected amount of \$27,000 accounts for half of the amount allowed by Ordinance G-8488.

**The need for Hearing Officer services is rare and was only hired on two previous occasions. The total cost for this service for FY 2013-14 was \$19,249. This amount was reduced by \$20,000 for a total of 10.0% budget reduction.

CIVIL SERVICE COMMISSION ACTIVITY

ITEM	2018	2019	2020	2021 TO DATE	2022 PROJECTED
Number of Meetings	15	17	26	5	24
Number of Appeal Hearings	1	2	7	2	2
Number of Pending Appeals	0	1	2	2	2
Civil Service System and Other non-Disciplinary Appeals	11	14	5	2	10
Total Number of Nights	15	17	26	0	24
Changes to Civil Service Rules	2	0	0	0	2
Total Activity	44	51	66	11	64

Notes: The Civil Service Commission maintains the integrity of Kern County's Civil Service System. It is an independent ruling body which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments and employees.