

SUMMARY OF PROCEEDINGS

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

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

PRESENT: Commissioners Agbalog, Holt, Price, and Rose

ABSENT: Commissioner Oliver

OTHERS: Stephanie Bouey, Devin Brown, Maria Murbach, Mary Stewart, 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.

PUBLIC SESSION

1. Public Presentations

None

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on July 12, 2021, Special meeting on July 19, 2021; NO PUBLIC COMMENT;
APPROVED; Ro/Ag – 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/Ag – 4 ayes/1 ab (Ol)

- 7841) Cook I-Ridgecrest
- 8232) Library Associate-Shift-Bakersfield
- 8238) Program Technician-Department Promotional-Animal Services
- 8239) Senior Animal Control Officer
- 8240) Deputy Chief Legal Officer/Senior Deputy Chief Legal Officer
- 8241) Health Educator
- 8242) Office Services Coordinator-Department Promotional-Planning & Natural Resources
- 8243) Air Quality Specialist I-Tehachapi
- 8244) Social Service Supervisor II-DP-Department of Human Services
- 8245) Social Service Supervisor II-East Kern Region-DP-Department of Human Services
- 8246) Fiscal Support Specialist-Sheriff
- 8247) Social Service Supervisor-I-Mojave-DP-Department of Human Services
- 8248) Program Support Supervisor-DP-ETR
- 8249) Agricultural Biologist/Weights and Measures Inspector I

- 8250) Sheriff's Report Technician
- 8251) Senior Child Support Specialist
- 8253) Contracts Administrator
- 8254) Deputy County Counsel
- 8255) Group Counselor I-DHS
- 8256) Supervising Legal Process Technician
- 8257) Senior Emergency Medical Services Coordinator
- 8258) Office Services Specialist-Bilingual
- 8259) Supervising Child Support Specialist
- 8260) Probation Program Specialist
- 8261) Administrative Coordinator-DP-Auditor Controller
- 8262) Supervising Microbiologist
- 8263) Supervising Public Health Nurse
- 8264) Program Technician-ETR-Ridgecrest/Lake Isabella
- 8265) Child Support Specialist I
- 8266) Office Services Specialist-Mojave
- 8267) Office Services Technician-Ridgecrest
- 8268) Fiscal Support Technician
- 8269) Administrative Coordinator

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) Assistant Chief Human Resources Officer, Item No. 2292; *Ro/Pri – 4 ayes/1 ab (OI)*
Devin Brown, Chief Human Resources Officer, provided a provided a brief overview. No public comment.
 - b) Human Services Finance Director, Item No. 3667; *Ro/Pri – 4 ayes/1 ab (OI)*
Mr. Brown provided a brief overview. No public comment
5. **Civil Service Commission Annual Report: APPROVED; DIRECTED SECRETARY TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS; *Pri/Ro – 4 ayes/1 ab (OI)***
Commission Secretary, Maria Murbach, provided a brief summary. No public comment.
6. **Civil Service Rule 1800 Update:**
Stephanie Bouey, Deputy County Counsel, reported that there was one active complaint which the complainant had appealed the findings, and everything was within the timelines.
7. **Commission Secretary Monthly Report:**
None
8. **Human Resources Division Items/Report:**
Mr. Brown introduced Victoria Trujillo, Extra-Help Human Resources Analyst, was happy to have her join the team and have her help over the next several months. The Commission welcomed Ms. Trujillo.

9. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session: at 5:42 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
Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **MATTER TO BE PLACED ON NOVEMBER 8, 2021, REGULAR MEETING AGENDA.**
11. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. (Government Code section 54956.9(d)(2); **NO REPORTABLE ACTION**
12. Reconvened from Closed Session; President Holt adjourned the meeting at 5:57 p.m. to the next Special Meeting to be held on Tuesday, October 19, 2021, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, September 13, 2021
5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, and Price

ABSENT: Commissioners Oliver and Rose

OTHERS: Stephanie Bouey, Devin Brown, Maria Murbach, Keri Pharris, 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

At 5:30 p.m. President Holt announced Commissioner Agbalog was on his way and that the meeting would begin momentarily as soon as he arrived.

Commissioner Agbalog joined the meeting at 5:38 p.m.

President Holt called the meeting to order at 5:38 p.m.

PUBLIC SESSION

1. Public Presentations

Rey Ramirez, Fire Department employee, explained to the Commission that he had previously taken the exam for Deputy Chief and went on to explain about how the previous two Fire Chiefs had left their positions with the Fire Department. He stated that he had worked hard at taking courses to take exams for the higher positions in the department. Mr. Ramirez then informed the Commission that he was concerned about the current Fire Chief's, Aaron Duncan, recent promotion of Michael Slayton to the position of Fire Chief Deputy without an exam. He also expressed his concern for nepotism since Mr. Slayton would be over the department and his relative Jedidiah Slayton would be under him. Mr. Ramirez referenced Commission meeting minutes from November 13, 2018, where Commissioner Price had stated that the purpose of the Civil Service rules is to establish a qualified list of people without nepotism, without favoritism, and given to the department head to hire from.

President Holt asked Mr. Brown to address Mr. Ramirez's concerns regarding Mr. Slayton's promotion.

Devin Brown, Chief Human Resources Officer, explained that this was a Board of Supervisors' Ordinance, and the Fire Chief had the discretion to select and promote Mr. Slayton to his current position, which was not a Civil Service position, and was not under Civil Service jurisdiction.

Mr. Ramirez asked if that promotion took place without an exam or recruitment.

Mr. Brown explained that an exam was not necessary as it was at the discretion of the Fire Chief.

Commissioner Price explained that not all positions in the County are under the Civil Service System or under purview of the Commission.

President Holt stated that this was not under the jurisdiction of the Civil Service Commission and thanked Mr. Ramirez for his comments.

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on July 12, 2021, Special meeting on July 19, 2021; NO PUBLIC COMMENT;
APPROVED; *Ag/Pri – 3 ayes/2 ab (Ro/OI)*

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; *Ag/Pri – 3 ayes/2 ab (Ro/OI)*

- 8176) Tree Trimmer
- 8203) Groundskeeper III-Ridgecrest
- 8215) Sheriff's Detentions Senior Deputy-Department Promotional
- 8216) Assistant Director of Child Support Services
- 8217) Contract Specialist-Department Promotional
- 8218) Engineer I/II/III
- 8219) Groundskeeper III-Lake Isabella
- 8220) Senior Systems Analyst-DP-DHS
- 8221) Fiscal Support Specialist-DP-TTC
- 8222) Medical Assistant I/II
- 8223) Fiscal Support Technician-Bilingual
- 8224) Telecommunications Network Administrator
- 8225) Accountant III
- 8226) Disposal Site Gate Attendant I/II-EAST Kern
- 8227) Veteran Services Assistant
- 8228) Dispatcher 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. **REVIEW, RECEIVE, AND FILE**

a) Probation Technician/Senior, Items No. 0879, 0878; *Ag/Pri – 3 ayes/2 ab (Ro/OI)*
Mr. Brown provided a provided a brief overview. No public comment.

b) Communications Coordinator, Item No. 0074; *Pri/Ag – 3 ayes/2 ab (Ro/OI)*
Mr. Brown provided a brief overview. No public comment

5. Revised Specification(s): The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in

accordance with Civil Service Rule 204.21; **REVIEWED, RECEIVED, AND FILED**; *Ag/Pri – 3 ayes/2 ab (Ro/OI)*

- Sheriff's Report Technician, Item No. 3164
Mr. Brown provided a brief overview. No public comment.

6. Proposed Establishment of 12-Month Probationary Period for All Existing Management and Future Mid-Management Classifications; APPROVED; *Ag/Pri – 3 ayes/2 ab (Ro/OI)*

Mr. Brown provided a brief overview. No public comment

7. Civil Service Rule 1800 Update:

Stephanie Bouey, Deputy County Counsel, reported that there were currently no new complaints, and everything was within the timelines.

8. Commission Secretary Monthly Report:

None

9. Human Resources Division Items/Report:

None

10. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session: at 6:04 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 – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **MATTER TO BE PLACED ON OCTOBER 11, 2021, REGULAR MEETING AGENDA.**

12. PUBLIC EMPLOYMENT – Qualification Appraisal Board Appeal Request

Fire Captain-C (Fire Department) – Case No. 2021-0108; **DENIED**; *Ag/Ho – 2 ayes/1 noe (Pri)/2 ab (Ro/OI)*

13. President Holt adjourned the meeting at 6:39 p.m. to the next Special Meeting to be held on Tuesday, September 14, 2021, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Tuesday, September 14, 2021
5:00 p.m.

PRESENT: Commissioners Agbalog, Holt, Oliver, and Price

ABSENT: Commissioner Rose

OTHERS: Bryan Alba, 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 5:00 p.m.

PUBLIC SESSION

1. Public Presentations

None

2. Commission Member Presentations or Announcements

None

Adjourn to Closed Session: at 5:00 p.m., the Commission recessed from public session 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. PUBLIC EMPLOYMENT – CS Rule 1800 Hearing

Social Worker II (Human Services) – Case No. 2021-0107; **NO REPORTABLE ACTION**

4. Reconvened from Closed Session; President Holt adjourned the meeting at 8:01 p.m. to the next Special Meeting to be held on Tuesday, September 21, 2021, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Wednesday, September 22, 2021
5:00 p.m.

PRESENT: Commissioners Agbalog, Oliver, Price, and Rose

ABSENT: Commissioner Holt

OTHERS: Bryan Alba, 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

Vice President Oliver called the meeting to order at 5:00 p.m.

PUBLIC SESSION

1. Public Presentations

None

2. Commission Member Presentations or Announcements

None

Adjourn to Closed Session: at 5:00 p.m., the Commission recessed from public session 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. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0103; **NO REPORTABLE ACTION**

4. Reconvened from Closed Session; President Holt adjourned the meeting at 8:01 p.m. to the next Special Meeting to be held on Tuesday, October 5, 2021, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Tuesday, September 28, 2021
5:00 p.m.

PRESENT: Commissioners Agbalog, Oliver, Price, and Rose

ABSENT: Commissioner Holt

OTHERS: Bryan Alba, 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

Vice President Oliver announced at 5:00 p.m. that Commissioner Agbalog was on his way and the meeting would begin momentarily.

Vice President Oliver called the meeting to order at 5:18 p.m.

Commissioner Agbalog arrived and joined the meeting at 5:18 p.m.

PUBLIC SESSION

1. Public Presentations

None

2. Commission Member Presentations or Announcements

None

Adjourn to Closed Session: at 5:18 p.m., the Commission recessed from public session 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. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0103; **NO REPORTABLE ACTION**

4. Reconvened from Closed Session; Vice President Oliver adjourned the meeting at 8:03 p.m. to the next Special Meeting to be held on Tuesday, October 5, 2021, at 5:00 p.m.

Weekly Test Schedule - 09/27/2021					
Exam #	Recruitment Title	Open Date	Close Date	Action	WTS Report
8261	Administrative Coordinator - DP - Auditor Controller	9/28/2021	9/30/2021	DP	9/27/2021
8262	Supervising Microbiologist	9/30/2021	10/7/2021	Open	9/27/2021
8263	Supervising Public Health Nurse	9/30/2021	10/15/2021	Open	9/27/2021
8264	Program Technician - ETR - Ridgecrest/Lake Isabella	10/4/2021	10/18/2021	Open	9/27/2021
8265	Child Support Specialist I	10/4/2021	10/18/2021	Open	9/27/2021
8266	Office Services Specialist-Mojave	10/4/2021	10/15/2021	Open	9/27/2021
8267	Office Services Technician-Ridgecrest	10/4/2021	10/15/2021	Open	9/27/2021
8268	Fiscal Support Technician	10/4/2021	Continuous	Open	9/27/2021
8269	Administrative Coordinator	10/4/2021	10/8/2021	Open	9/27/2021

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 8/16/21 & 8/23/21					
Exam #	Recruitment Title	Open Date	Close Date	Action	WTS Report
8176	Tree Trimmer	7/20/2021	9/3/2021	Changed Close Date	8/16/2021
8203	Groundskeeper III - Ridgecrest	8/6/2021	9/3/2021	Change close date	8/16/2021
8215	Sheriff's Detentions Senior Deputy - Department Promotional	8/16/2021	8/20/2021	Open	8/16/2021
8216	Assistant Director of Child Support Services	8/23/2021	9/10/2021	Open	8/16/2021
8217	Contract Specialist-Department Promotional	8/23/2021	8/27/2021	Open-DP	8/16/2021
8218	Engineer I/II/III	9/7/2021	10/1/2021	Open	8/16/2021
8219	Groundskeeper III - Lake Isabella	8/19/2021	9/3/2021	Open	8/16/2021
8220	Senior Systems Analyst-DP-DHS	8/23/2021	8/27/2021	DP	8/16/2021
8221	Fiscal Support Specialist - DP - TTC	8/24/2021	8/30/2021	DP	8/23/2021
8222	Medical Assistant I/II	8/23/2021	Continuous	Open	8/23/2021
8223	Fiscal Support Technician-Bilingual	8/24/2021	9/13/2021	Open	8/23/2021
8224	Telecommunications Network Administrator	8/26/2021	9/1/2021	Open	8/23/2021
8225	Accountant III	8/31/2021	9/27/2021	Open	8/23/2021
8226	Disposal Site Gate Attendant I/II-EAST KERN	8/31/2021	Continuous	Open	8/23/2021
8227	Veteran Services Assistant	8/30/2021	9/6/2021	Open	8/23/2021
8228	Dispatcher I	8/30/2021	9/6/2021	Open	8/23/2021

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



October 11, 2021

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

**PROPOSED NEW JOB SPECIFICATION TITLED
ASSISTANT CHIEF HUMAN RESOURCES OFFICER**

Kern County's 2021-2026 Strategic Plan includes the key objective "*Be a Model of Excellence in Managing our Business and Workforce.*" Included under that objective is the goal of being among the very best fiscally managed counties in the State of California. Achieving this goal requires Kern County to:

- Make business decisions based on long-term fiscal sustainability, and that lead to impactful, tangible outcomes for our residents and employees.
- Utilize technology to improve and align business capabilities with resources, and customer demands and expectations.
- Build on the continuous improvement principals of Lean Six Sigma to improve and streamline operations for maximum efficiency and effectiveness.

Attached is a proposed specification titled Assistant Chief Human Resources Officer that drives toward accomplishing these important goals and objectives. The position is developed to assist the Chief Human Resources Officer through leading and managing a countywide people operations team within the Human Resources (HR) Division. Their responsibilities will include:

- Day-to-day administration and operation of the HR function and how the function supports our business
- Working with the Chief Human Resources Officer to promote functional efficiency
- Optimizing technology and talent data
- Automating HR activities
- Maintaining business relationships to promote effective collaboration

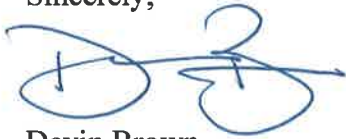
The HR function has changed dramatically in the six years since the HR Division was established. Managing our people is more integral than ever to the successful delivery of services to our community. Technology is available to streamline and automate shared HR services across our workforce providing low touch, but high-quality customer service to our employees. Data can be analyzed to provide insight to our business about their specific people needs so that proactive solutions can be built to address them in real time. Building a robust HR Operations Team around these new realities and led by the Assistant Chief Human Resources Officer will transform the operational efficiency of our human resources.

Civil Service Commission
Assistant CHRO Specification
October 11, 2021
Page 2

The proposed Assistant Chief Human Resources Officer falls within the unrepresented management bargaining unit.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed new specification titled Assistant Chief Human Resources Officer.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Devin Brown', with a stylized flourish extending to the right.

Devin Brown
Chief Human Resources Officer

Attachment

Assistant Chief Human Resources Officer
Bargaining Unit: M
Salary Range: 73.3 (\$8,414 - \$10,276)

Definition:

The Assistant Chief Human Resources Officer (CHRO) works at the direction of the CHRO. The Assistant CHRO manages the day-to-day people operations of the Division of Human Resources, including the delivery of shared services to the other operating business units of the County. In coordination with the CHRO, the Assistant CHRO supervises and directs the work of other senior-level functional managers within the Division. The Assistant CHRO acts as the head of the Division in the absence of the CHRO.

The Assistant CHRO is an overtime exempt classification.

Essential Functions:

- Manages the day-to-day delivery of human resource services to all County operating departments.
- Oversees the effective operation of countywide shared services, including recruitment, training, leave management, benefits administration, and classification development.
- Enhances the human resource function through the delivery of optimized technology and talent data.
- Ensures the efficient and effective automation of all human resource functional responsibilities.
- Coordinates the work of all human resource business partners delivering functional assistance with workforce development, personnel management, employee relations, and workplace investigations.
- Assists CHRO with the following:
 - Serving as chief negotiator in negotiations with recognized employee organizations.
 - Serving as administrator of health plans, including acting as trustee.
 - Developing and recommending county policy positions with respect to changes in wages, hours, and other terms and conditions of employment.
 - Gathering and interpreting data on employee benefits, hours, working conditions and wages.
 - Serving as liaison with management and employee groups in assisting with the resolution of employee disputes.
- Acts as head of the Division in the absence of the CHRO.
- Keeps up to date on new trends and developments in labor and employment law and in the human resources field.
- Makes presentations and prepares reports and correspondence.
- Supervises the work of subordinate managers.
- Performs other related duties as required.

Core Competencies:

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

- Leadership
- Critical thinking
- Communication
- Collaboration
- Decision-making
- Judgment
- Technical/functional expertise

Employment Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with a focus in human resources, business, public administration, or another closely related field.
- Six years of senior-level or professional experience in the field of human resources management or labor relations.
- Four years of management and supervisory experience

Preferred Qualifications:

- Master's Degree from an accredited college or university in Public Administration or Business Administration or a Juris Doctor degree may substitute for two years of experience.
- Nationally recognized human resource certification (i.e., SHRM, PHR, etc.)
- A green belt or higher designation in the Lean Six Sigma discipline.
- Human resource or labor relations experience in the public sector.

Possession of a valid California Driver's License upon appointment.

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.


 DEPARTMENT HEAD

 9/21/21
 DATE


 CHIEF HUMAN RESOURCES OFFICER

 9/21/21
 DATE

Item #	2292
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	73.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	4
Bargaining Unit	M
HR Analyst	Devin Brown
Reviewed By	Devin Brown
CAO Analyst	Kaler Ayala
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 11, 2021



October 11, 2021

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

**PROPOSED NEW JOB SPECIFICATION TITLED
HUMAN SERVICES FINANCE DIRECTOR**

The Department of Human Services requests approval of a new specification titled Human Services Finance Director.

Attached for your review is the proposed specification for the Human Services Finance Director. The Human Resources Division has prepared the specification at the request of the Director of Human Services Dena Murphy.

The newly created Human Services Finance Director is an advanced management-level classification that requires a background in fiscal management. This position will be responsible for providing fiscal support and guidance to the Director as well as for planning, organizing, directing, and managing the day-to-day operations of the Fiscal Support Bureau. The department currently utilizes an Assistant Director position to perform these tasks. The Assistant Director classification limits the department's ability to recruit for the specialized skill set required for this position.

The proposed new specification allows the department to provide an additional level of service to direct and manage complex financial portfolios for state and federal accounting, reporting, and auditing. It is critical to County and department operations that a skilled and well-qualified financial manager be appointed to this position. The creation of this classification will permit the department to fill its critical role of ensuring financial excellence.

This is an unrepresented management level position.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed new specification titled Human Services Finance Director.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachment

cc: Dena Murphy, Director of Human Services

Human Services Finance Director
Bargaining Unit: M
Salary Range 73.3 (\$8,414 - \$10,276)

Definition:

The Human Services Finance Director works at the direction of the Director of Human Services. The Human Services Finance Director is responsible for planning, organizing, directing, and managing the day-to-day operations of the Fiscal Support Bureau within the Department of Human Services. They present statistical analysis and provide guidance to the Director, Chief Deputy Director and Executive Management Team on departmental budgetary, fiscal, accounting, and administrative business as well as technical accounting issues. The incumbent works with the County Administrative Office and County Auditor-Controller regarding departmental budgets, reporting and reconciliation requirements.

The Human Services Finance Director is an overtime exempt classification.

Essential Functions:

- Plans, organizes, directs, coordinates, and manages staff engaged in finance, accounting, budget, and statistical work within the Department of Human Services.
- Makes decisions, provides consultation, advice, and guidance on more difficult technical accounting problems and/or other difficult fiscal problems related to work performed or fiscal matters impacting the department.
- Directs, coordinates, and prepares all aspects of submission and management of the department's budget to ensure compliance of financial data.
- Reviews and presents to the Director and other senior Managers ongoing and regular financial and statistical analysis on the status of funds, showing expenditures, balances, and relationship to allocations.
- Studies and evaluates account-keeping procedures of the department and develops and installs new and improved systems in accordance with modern accounting principles and practices.
- Evaluates the adequacy of fiscal controls in accurately reflecting actual fiscal conditions of operations.
- Provides leadership in modifying controls to meet record keeping needs; reviews laws, legislations, and policies for guidance in performing accounting and fiscal operations.
- Coordinates the methods, procedures, and work of the accounting section with other divisions within the department.
- Coordinates accounting practices and reporting with the County Auditor-Controller as requested for such items, and reconciling records.
- Works closely with the County Administrative Office staff in budget preparation, reporting, reconciling, and updating on current and future fiscal items with impact to operations.

- Interprets state, federal, county, and departmental policies, and directives in providing guidance to departmental management personnel.
- Advises the Director, Chief Deputy Director, and Executive Management Team concerning Fiscal policies, procedures, and personnel matters.
- Evaluates the functions, operations and divisional needs and assigns personnel to accomplish effective departmental fiscal objectives.
- Participates in the establishment of plans and long-range departmental goals and objectives.
- Reviews Fiscal correspondence, reports, and other material with appropriate personnel.
- Conducts and/or participates in meetings with staff, representatives from other aligned agencies or community representatives.
- Writes or directs the preparation of manuals, bulletins or general instructions on Fiscal policies and procedures.
- Assists in interviewing and selecting personnel; oversees personnel decisions affecting assigned division.
- Acts of behalf of the Director as assigned.
- Perform other duties as required.

Employment Standards:

Minimum Qualifications:

- Bachelor's degree or Master's degree from an accredited college or university with a focus in finance, accounting, business administration or another closely related field.
- Five years of management experience in government, private industry or non-profit accounting or finance, including the responsibility for planning, organizing, and directing a mid to large, complex fiscal section of an agency or organization.

Preferred Qualifications:

- A Certified Public Accountant license.
- Prior management experience in a social service agency.

Knowledge of: Principles of Administration, organization and management necessary to develop, analyze, evaluate and implement administrative policies; principles and practices of continued improvement; organizational development; factors involved in effectively implementing change; federal, state and local welfare programs, typical community problems, needs and resources; effective personnel practices and procedures; general accounting principles and practices; government accounting and budgeting; long range financial projecting and forecasting techniques; advanced principles, methods and procedures of budget preparation and control; general account principles; financial statement preparation; various social services programs and their related sources of funding; federal, state and county laws pertaining to

accountability of welfare fund; state claiming processes and reconciliation; principles of business management; office methods and procedures; and personnel management and supervision.

Ability to: Manage and coordinate the activities of professional, administrative and clerical personnel through subordinate supervisors; direct the implementation of significant changes affecting goals of the department and methods by which work is performed; represent the department appropriately to the media and to the public directly; maintain strict confidentiality; plan, organize, direct and coordinate work of staff; keep informed of changes in laws, rules, and regulations governing the fiscal operations, requirements, and needs of a social services agency; establish and maintain effective collaborative working relationships; communicate effectively verbally and in writing; effectively utilize computer applications related to work, including spreadsheets and basic methods of graphic presentation, word processing and electronic mail; coordinate group activities and facilitate meetings; analyze accounting data and draw sound conclusions; establish and maintain cooperative relations with those contacted during the course of work; prepare and maintain control of the department's budgets; and work collaboratively with managers, employees and other agency partners; promote and take actions in alignment with the core purpose, vision and mission of the Department.

Possession of a valid California Driver's License upon appointment.

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.


 DEPARTMENT HEAD

9/15/2021

DATE


 CHIEF HUMAN RESOURCES OFFICER

9/15/2021

DATE

Item #	3667
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	73.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	4
Bargaining Unit	M
HR Analyst	Deonka Rufus
Reviewed By	Devin Brown
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 11, 2021

DR
 DB
 AA

**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



October 11, 2021

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

**CIVIL SERVICE COMMISSION ANNUAL REPORT
Fiscal Year 2020-21**

As required under County Ordinance, the Civil Service Commission shall make an annual report to the Board of Supervisors. Attached for your review and approval is the Annual Report of the Civil Service Commission for fiscal year 2020-21.

THEREFORE, IT IS RECOMMENDED THAT your Commission **APPROVE** the annual report for fiscal year 2020-21 and **AUTHORIZE THE SECRETARY TO SUBMIT TO THE BOARD OF SUPERVISORS.**

County of Kern

Civil Service Commission

ANNUAL REPORT



Fiscal Year 2020-2021

INTRODUCTION

The Kern County Civil Service Commission is pleased to present its Fiscal Year 2020-2021 annual report. This report provides an overview of the Commission's activities for the past year.

Commission Established by Ordinance

The voters of Kern County Adopted a Civil Service Ordinance in 1956 under the authority of Civil Service Enabling Law as set forth in the government Code of the State of California. The Civil Service System provides for employment on a merit basis and equitable and uniform procedures for dealing with personnel matters through a Civil Service Commission.

To administer its Civil Service System, the Board of Supervisors appoints citizens to serve as Commissioners. 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.

CIVIL SERVICE COMMISSION

The Civil Service Commission consists of five members appointed by the Kern County Board of Supervisors. They operate a governing body in monitoring provisions of the Kern County Civil Service Ordinance, including Civil Service Rules and Regulations. Commissioners have responsibility for considering such personnel matters as classification, development and maintenance of examination procedures, employee appeals and applicant complaints.

The Commission meets regularly on the second Monday of each month with other meetings scheduled as necessary. During the reporting period, the Civil Service Commission conducted a total of 32 meetings, 11 regular meetings, and 21 special meetings were held to complete business directed to the Civil Service Commission to consider employee appeals. Due to the Covid-19 pandemic some of the meetings were held remotely through virtual media, and some were held in person following all Covid-19 Centers for Disease Control recommendations for social distance protocols, which allowed for the continuity of service during this pandemic.

Commission Staff

The Commission Secretary is the administrative staff to the Commission and is responsible for daily management of the Commission's activities. On May 19, 2015, the Board of Supervisors approved the realignment of the Personnel Department, the County Administrative Office Employee Relations, and the Health Benefits Divisions into a consolidated Human Resources Division. Because of this realignment, the Civil Service Commission appointed Maria Murbach as the Commission Secretary, effective January 25, 2016.

2020/21 Commission Members:

	Romeo Agbalog, President – Supervisorial District 1 President Agbalog was appointed to the Commission for a term that expires in 2025.
	Jeremy Price – Supervisorial District 2 Commissioner Price was appointed to the Commission for a term that expires in 2023.
	Kevin Oliver – Supervisorial District 3 Commissioner Oliver was appointed to the Commission for a term that expires in 2025.
	Joy Rose – Supervisorial District 4 Commissioner Rose was appointed to the Commission for a term that expires in 2022.
	Brian Holt, Vice President – Supervisorial District 5 Vice President Holt was appointed to the Commission for a term that expires in 2025.

BUDGET

The Civil Service Commission approved their operating budget for the next fiscal year, which includes salaries and benefits for the Commission Secretary, Commissioner stipends, and office operating costs. The Commission's recommended operating budget is included in the Human Resources Division's budget and submitted to the Board of Supervisors as part of the County budget process.

OUTREACH

The Civil Service Commission (CSC) website provides useful and helpful information. Web pages include *Home*, *Commission Contact*, *Commission Members*, *Regular Meeting Minutes*, *Joint/Special Meeting Minutes*, and *Reports*. The CSC website also includes links to the regular monthly meeting agenda, deadline for agenda items, and Civil Service Rules. The site is updated by the Commission Secretary to ensure that the website always offers current information.

While Civil Service covers the majority of County employees, some may not be aware of the role of the Civil Service Commission or what rights and protections it affords. In an effort to facilitate the communication process with County department heads, the Commission visits and meets with various departments and their management teams throughout the year as time allows. These visits are a vital tool in assisting County executives with their departmental Civil Service System needs. Due to the Covid-19 pandemic, only one visit was completed as visiting to County departments was limited during the reporting period.

CIVIL SERVICE RULES

The Civil Service Commission evaluates the Civil Service Rules on a continual basis and makes revisions as needed to ensure the rules reflect the latest processes and technologies. There were no Civil Service Rules amendments in Fiscal Year 2020-2021.

SCHEDULE OF AMENDMENTS FOR FISCAL YEAR 2020-2021

RULE	Regarding	Date Amended	Date Distributed
500	Eligible Lists	In Process	
1800	Discrimination Appeals	In Process	

CLASSIFICATION ACTIVITY

Standard classification activity included 24 items that were considered by the Commission during this fiscal year.

Items	Classification Activity
4	New Specifications
18	Revised Specifications
2	12-month Probationary period
0	Abolished Eligible Lists

EMPLOYEE APPEALS

Civil Service Rule (CSR) 1705.00 sets forth the procedures to be followed any time an appointing authority takes action to dismiss, suspend, or reduce in rank or compensation any regular, non-probationary officer or employee in the classified civil service. The officer or employee may, within ten business days after presentation to him of the order, appeal through the Human Resources Officer to the Commission from the order (CSR 1730.00). Within 20 calendar days from the filing of the appeal, the Commission shall commence a hearing and affirm, modify, or revoke the order. The appellant may appear personally, produce evidence, and have counsel and a public hearing (CSR 1735.10). Appeal Hearings are scheduled for 3-8 weeknights from 5:00 PM – 8:00 PM or 5:30 PM – 8:30 PM as schedules allow.

Civil Service Rule (CSR) 1800.00 sets forth the complaint procedures to be followed any time an employee believes they have experienced unlawful discrimination or harassment treatment in the workplace. The complainant may file a complaint within 180 days of the occurrence of the acts giving rise to the complaint. Upon completion of the complaint investigation, the complainant or the affected County department have 20 calendar days to review and either accept or reject the findings and recommendations. If either party rejects the findings and recommendations, they may file a request for an evidentiary hearing before the Civil Service Commission.

In addition to disciplinary and evidentiary appeal requests, the Commission receives and considers other appeal requests, some of which include reinstatement to re-employment and lay-off re-employment lists, removal from eligible and certification lists, reclassification, and personal necessity leave requests. The Commission considered 3 of these appeal requests.

Some of the appeal requests are withdrawn during the scheduling process and some appeals are settled between the parties before the scheduled hearings take place.

There were 4 CSR 1800 evidentiary appeal requests however, there were no CSR 1800 evidentiary hearings heard by the Commission during Fiscal Year 2020-21. 3 were withdrawn and 1 was scheduled to be heard by the Commission at a later date.

There were 7 disciplinary appeal requests with 7 disciplinary appeal hearings granted. There were 4 disciplinary hearings heard by the Commission during Fiscal Year 2020-21.

The Civil Service Commission takes great pride in delivering the best service possible to Kern County departments and employees.