

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, May 13, 2019
5:30 p.m.

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

ABSENT: None

OTHERS: Bryan Alba, Devin Brown, Michael Goulart, Maria Murbach, Brian Van Wyk, and others.

NOTE: Ag, Bu, Ho, Pri, and Ro are abbreviations for Commissioners Agbalog, Burrow, Holt, Price, and Rose. For example, Bu/Pri denotes Commissioner Burrow 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 Price announced the Commission would wait a few minutes for Commissioner Burrow, who was on his way. Commissioner Burrow arrived. Meeting started at 5:35 p.m.

PUBLIC SESSION

1. **Public Presentations**

Ms. Melissa Thom, from the law firm of Mastagni & Holsted, informed the Commission she represented her three clients who filed a request for an appeal with the Commission in April. They received correspondence from the Commission, declining to set a hearing based on a Rule 1700 violation. The letter declining to set the hearing indicated that a hearing might be set at a later date under rule 1800 discrimination complaint. She stated they are alleging two theories in this case, one is a demotion/reduced rate of pay as well as discrimination complaints. They appeared tonight requesting the matter be set on the June agenda and stated they were willing to have both heard in conjunction with each other as they felt they were related.

President Price stated that this matter was on the closed session for discussion and asked if there were any other public presentations. No other public presentations.

*CONSENT AGENDA

*2. **Approval of Minutes**

Regular Meeting on April 8, 2019; NO PUBLIC COMMENT; **APPROVED**; Bu/Ro – All ayes

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. NO PUBLIC COMMENT; **APPROVED**; Ro/Ho – All ayes

7409) Deputy County Counsel I/II/III/IV/V

7453) Deputy Public Administrator

7523) Office Services Assistant Bilingual
7529) Animal Control Officer
7537) Road Maintenance Worker I/II
7538) Building Inspector Specialist
7539) Supervising Building Inspector
7540) Sewer maintenance Worker I
7541) Program Specialist I/II-Department Promotional-ETR
7542) Senior Animal Control Officer
7543) Paralegal / Senior Paralegal
7544) Retirement Services Specialist
7545) Waste Management Aide I/II/III
7546) Waste Management Technician I/II
7547) Public Health Program Specialist-DP
7548) Office Services Coordinator
7549) Public Health Office Services Specialist-DP
7550) Forensic Laboratory Technician'7551) Engineering Aide I/II/III
7551) Engineering Aide I/II/III
7552) Program Specialist-Bilingual-Department Promotional-ETR
7553) Social Service Supervisor-DHS-DP
7554) Social Service Worker I/II-DHS
7555) Job Developer-Ridgecrest
7556) HSA-DHS-Ridgecrest
7557) Cook II-Ridgecrest
7558) Human Services Supervisor-DP-DHS-Taft
7559) Assessment Technician
7560) Retirement Services Representative I-DP-KCERA
7561) Behavioral Health Peer Specialist I/II
7562) Fiscal support Technician-Bilingual
7563) Engineer I/II/III
7564) BH Therapist Trainee
7565) Supervising Planner
7566) Juvenile Corrections Food Services Supervisor
7567) Assistant Probation Division Director
7568) Stock Clerk
7569) Safety Specialist
7570) Cook I/II-Taft
7571) Fiscal Support Supervisor-DP-Public Works
7572) Supervising Engineer-DP-Public Works
7573) Public Works Manager-DP
7574) Public Health Aide II – Bilingual Tier I Ridgecrest
7575) Supervising Departmental analyst-DP-ETR
7576) Job Developer I-Mojave
7577) Supervising Criminalist-Department Promotion-District Attorney
7578) Medical Assistant I
7579) BH Unit Supervisor I/II

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) Senior Health Plan Services Specialist, Item No. 3059; *Ro/Bu – All ayes*
- b) Facilities and Services Specialist, Item No. 2620; *Ro/Bu - All ayes*
- c) Sheriff's Emergency Communication Center Manager, Item No. 0676; *Ro/Ag – All ayes*
- d) Public Works Maintenance Worker I/II/III, Public Works Maintenance Supervisor, Public Works Maintenance Superintendent, Items No. 5017, 5016, 5015, 5014, and 5013; *Ag/Ho- All ayes*

Devin Brown, Chief Human Resources Officer, 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**

- a) Health Plan Services Specialist I/II (currently Health Plan Services Representative I/II) and Health Plan Services Coordinator, Items No. 0466, 0467, and 0458; *Ro/Bu – All ayes*
- b) Fire Captain, Item No. 4590; *Ag/Bu – All ayes*
- c) Pre-Licensed Clinical Psychologist, Item No. 1554; *Ag/Bu All ayes*

Devin Brown, Chief Human Resources Officer, provided a brief overview. No Public Comment.

6. **Commission Secretary Monthly Report**

Mrs. Murbach reported that she reviewed courses offered in the LinkedIn Learning library feature that the HRD opened up to some of the County employees recently. She discovered that there were several different educational modules offered which covered several areas of education opportunities for employees to refresh or improve their skills. She was very impressed with the courses offered and she hoped that as the County opened up this feature to other employees, they would take advantage of this opportunity as it becomes available.

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

- Mr. Brown introduced and welcomed new HR talent recruiter, Gabriela Fulmer.
- The county continues to expand the usage of the LinkedIn Learning feature to other departments in the next few months. Mr. Brown finds the content useful and is happy to offer this feature to county employees.
- There was an item on the Board's agenda this past Tuesday with some revisions to Policy Manual Chapter 1, which included retitling the Respectful Workplace Policy. However, they ended up withdrawing that item from consideration. They are looking to set up a meeting to discuss the proposed policy and address some of the Commission's concerns and some revisions to CS Rule 1800. He will be reaching out to the Commission secretary to schedule a meeting.

8. Commission Member Presentations or Announcements:

None

Commission's Legal Counsel, Brian Van Wyk, spoke in regards to the limited nature of the Closed Session. He stated that it was on tonight for a conference with legal counsel and it was limited to discussion of issues between the Commission and legal counsel.

President Price adjourned to closed session.

9. **Adjourn to Closed Session:** at 5:52 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees and/or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

10. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. (Government Code section 54956.9(d)(3) **NO REPORTABLE ACTION**
11. Reconvened from Closed Session. President Price adjourned the meeting at 6:02 p.m. to the next Special Meeting to be held on Thursday, May 16, 2019 at 5:30 p.m.