

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, September 9, 2019

5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, Price, and Rose

ABSENT: Commissioner Burrow

OTHERS: Bryan Alba, Brittany Boykin, Devin Brown, Valentina Chavez, Michael Goulart, Maria Murbach, Keri Pharris, Deonka Rufus, Mary Stewart, Brian Van Week, Brenda Villanueva, 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 called the meeting to order at 5:30

PUBLIC SESSION

1. Public Presentations

None

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on August 12; NO PUBLIC COMMENT; **APPROVED**; Ro/Ag – 4 ayes/1 ab (Bu)

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. NO PUBLIC COMMENT; **APPROVED**; Ro/Ag – 4 ayes/1 ab (Bu)

7655) Principal Human Resources Analyst – DP - CAO

7656) Medical Investigator

7657) Social Service Worker I/II – DHS – Ridgecrest

7658) Human Services Supervisor – DHS – Ridgecrest

7659) Job Developer – Delano – Bilingual

7660) Health Plan Services Coordinator – DP – HR

7661) Engineer I/II/III

7662) Contract Specialist

7663) Victim/Witness Services Specialist

7664) Planning Division Chief

7665) Elections Process Supervisor

- 7666) Sheriff's Senior Dispatcher – DP – Sheriff
- 7667) Deputy Coroner
- 7668) Assistant Director of Human Services – DP – DHS
- 7669) DNA Technical Lead Criminalist – DP
- 7670) Human Services Program Director – DP – DHS
- 7671) Chief Deputy – Fire – Department Promotional – Fire
- 7672) Sheriff's Sergeant – Department Promotional – Sheriff
- 7673) Criminalist
- 7674) Airports Maintenance Worker I
- 7675) Assistant Registrar of Voters
- 7676) Auditor – Appraiser I/II/III
- 7677) Sheriff's Senior Support Specialist-DP
- 7678) Attorney IV
- 7679) Air Quality Specialist I-Tehachapi
- 7680) Human Services Aide – DHS – Bilingual
- 7681) Office Services Specialist – DP – DHS – Bilingual
- 7682) Animal Care Worker – Shift
- 7683) Animal Control Officer – Shift
- 7684) Program Support Supervisor
- 7685) Maintenance Worker IV
- 7686) Maintenance Plumber
- 7687) Public Defender's Investigator I
- 7688) Human Services Program Specialist – DP
- 7689) Juvenile Corrections Cook – Shift
- 7690) Senior Office Services Specialist – DP – Probation
- 7691) Environmental Health Specialist IV
- 7692) Child Support Specialist I/II

4. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21; **REVIEWED, RECEIVED, AND FILED;** *Ro/Ag - 4 ayes/1 ab (Bu)*

- Public Health Nurse II and Supervising Public Health Nurse Items No. 1998 and 1997

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

5. **Civil Service Rule 1800 Update**

Brian Van Wyk, Deputy County Counsel, reported the following:

- Mr. Van Wyk and Commission Secretary Mrs. Murbach continued to work with HR staff on developing a process whereby complaints received by HR will be determined if they fall within Civil Service (CS) Rule 1800 or other policies. He stated they are currently working out the details on that. He reported that HR had initially submitted a proposed process on that last month just before the regular meeting and comments were provided back to HR this past week.

- The Commission has been concerned with status of CS Rule 1800 cases and if the deadlines are met. In order to address that, we have been meeting with HR and they have been providing a report. This month, one CS Rule 1800 case will fall behind, due to a technical difficulty. There was a computer failure issue at HR however; it is not expected to create a significant delay. The employee has been contacted and they are aware of the issue. It looks like it will create a delay of about a week. The report will need to be re-created, as it was lost. Other than that, it does appear that all the CS Rule 1800 cases are within their timelines.

President Price Thanked Mr. Van Wyk for his report.

Mr. Brown explained that on this particular case that Mr. Van Wyk was referring to, it was the cloud that somehow deleted the report that the investigator was working on that the investigator was quickly and diligently recreating the report. They have reached out to the complainant and informed him of the matter. The complainant has been very agreeable to the extension and they look forward to getting it done quickly and resolved.

President Price thanked Mr. Brown.

Commissioner Rose thanked everyone for their work.

6. Commission Secretary Monthly Report

Commissioner Secretary stated that the monthly meetings held between Commission staff and HR have been very helpful.

7. Human Resources Division Items/Report:

Mr. Brown introduced new staff member, Mercedes Molinar, Human Resources Specialist Extra-Help. He stated that Ms. Molinar will assist in handling the increased workload in the Child Support Services area, assisting that recruiter in making sure they process those recruitments timely to the best of their ability.

Mr. Brown stated that he looks forward to meeting with Commission staff every month and review the CSC agenda. He is looking forward to discussing the process that Mr. Van Wyk outlined further and hopes to give a joint process together to handle complaint intake countywide.

He informed the Commission that the County and City of Bakersfield recently announced a new branding campaign. The campaign is a product of a joint effort between the County, City, and stakeholders that are important to our community. We are very grateful for the product of that effort. He stated that they will be seeing a big facelift on how we brand recruitments, using both the logos, and the tagline associated with Kern County. The message behind our county and what we have potential candidates who come and relocate, or are here already, and looking for new opportunity for their careers.

8. Commission Member Presentations or Announcements:

Commissioner Rose stated she was sorry that Matt Constantine already left the meeting but she wanted to publicly thank the Public Health Department for the due diligence in their visitations and following protocol to make sure that the County and everyone who lives in the County is kept safe and healthy at eating establishments.

President Price thanked the Kern County Firefighters who are assisting fighting the fires throughout Tehama County.

9. **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 public employees and/or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

10. PUBLIC EMPLOYMENT – Removal Request
Child Support Officer II/III (Child Support Services) – Case No. 2019-0011; BRYAN ALBA AND DEVIN BROWN HEARD; **REMOVAL REQUEST APPROVED;** *Ro/Ag – 4 ayes/1 ab (Bu)*
11. Reconvened from Closed Session. President Price adjourned the meeting at 6:12 p.m. to the next Regular Meeting to be held on Monday, October 14, 2019 at 5:30 p.m.