

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, October 14, 2019

5:30pm

PRESENT: Commissioners Agbalog, Holt, and Price

ABSENT: Commissioners Burrow and Rose

OTHERS: Devin Brown, Michael Goulart, Kendra Graham, Maria Murbach, Mary Stewart, Kimberlyn Stillwell, Brian Van Wyk, Michelle Venegas, Brenda Villanueva, and Others

NOTE: Ag, Bu, Pri, and Ro are abbreviations for Commissioners Agbalog, Burrow, 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 p.m.

PUBLIC SESSION

1. **Public Presentations**
None

*CONSENT AGENDA

- *2. **Approval of Minutes**
Regular meeting on September 9, 2019; NO PUBLIC COMMENT; **APPROVED**; Ho/Ag – 3 ayes / 2 ab (Ro/Bu)
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; NO PUBLIC COMMENT; **APPROVED**; Ho/Ag – 3 ayes / 2 ab (Ro/Bu)

7693) Permit Specialist I
7694) Investigative Aide
7695) Supervising Child Support Customer Service Rep
7696) DNA Technical Lead Criminalist
7697) Administrative Coordinator-DP-Public Defender
7698) Program Coordinator-DP
7699) Facilities and Services Specialist-DP
7700) Environmental health Specialist IV
7701) Automotive Parts Storekeeper I/II
7702) Child Support Customer Service Representative-Bilingual
7703) Human Services Aide – DHS
7704) Human Services Supervisor-DP-DHS-Lake Isabella
7705) Fiscal Support Specialist-DP-General Services

- 7706) Sheriff's Detentions Deputy-Lateral-Shift
- 7707) Public Works Maintenance Superintendent-DP
- 7708) Geographic Information Systems Programmer/Analyst
- 7709) Deputy Fire Chief-DP-Fire
- 7710) Office Services Specialist-DP-Fire
- 7711) Fiscal Support Supervisor-DP-ETR
- 7712) Wastewater Treatment Plant Operator Trainee-DP-Public Works
- 7713) Housing Rehabilitation Technician
- 7714) Housing Rehabilitation Programs Supervisor
- 7715) Senior Legal Process Technician-DP-Sheriff
- 7716) Air Conditioning Mechanic
- 7717) Legal Process Technician-Bilingual
- 7718) Program Technician-Bilingual
- 7719) Maintenance Worker I
- 7720) Assistant Program Director-DHS-DP
- 7721) Human Services Supervisor-DHS-DP
- 7722) Human Services Aide-Bilingual-DHS

*4. **November Meeting Date:** Due to the Veterans' Day holiday, the November Meeting cannot be held Monday evening. NO PUBLIC COMMENT. **MEETING SET TO TUESDAY, NOVEMBER 12, 2019 AT 5:30 P.M.** *Ho/Ag – 3 ayes / 2 ab (Ro/Bu)*

5. **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;** *Ag/Ho – 3 ayes/2 ab (Ro/Bu)*

- Public Works Program Manager, Item No. 0816

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

6. **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;** *Ho/Ag – 3 ayes/2 ab (Ro/Bu)*

- a) Deputy Conservator, Item No. 4400
- b) Physical therapist, Occupational Therapist, and Senior Occupational/Physical Therapist (California Children Services), Items No. 1840, 1830, and 1850
- c) Agricultural Biologist/Weights and Measures Inspector Series, Items No. 3929, 3928, 3927, 3926, and 3925

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

7. **Civil Service Rule 1800 Update**

Brian Van Wyk, Commission's legal counsel, reported that he met with HR staff and all investigations are current. President Price thanked Mr. Van Wyk for his report.

8. Civil Service Commission Annual Report: APPROVED; DIRECTED SECRETARY TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS; Ag/Ho – 3 ayes/ 2 ab (Ro/Bu)

Maria Murbach, Commission Secretary, provided a brief overview. No public comment.

9. Commission Secretary Items/Report

Mrs. Murbach reported the following:

- Civil Service Rule 500/Eligible Lists – A meeting was held regarding proposed changes to this rule. The meeting was attended by Commission staff, Mrs. Murbach and Mr. Van Wyk, HR Team – Devin Brown and Eric Nesbitt, and employee union representatives. There were several new revisions that were suggested from discussion at this meeting and staff will work with HR to present a revised version back to the union representatives and then submit a final version for a first reading to the Commission at a future meeting.

President Price stated that was one CSC Rule that staff had been trying to update but was delayed due to a last minute meet and confer request long ago. He asked Mr. Van Wyk what the recourse would be in this scenario where we were unable to schedule a meet and confer for over a year and a half. Mr. Van Wyk stated that his recommendation was that now that the meet and confer has taken place we can move forward. In the future, if there are situations where scheduling difficulties became an issue, then there were might be other options to look at how to move forward. President Price asked Mr. Van Wyk to do research on what the case lies where the County is trying to meet and confer and is not able to match meeting dates, what is our recourse. He asked Mr. Brown if he had any insight. Mr. Brown stated that SEIU is an organization that is covered by the Public Employment Relations Board. However, there are also other employee unions that are relevant and involved in this because it is a rule of general application to all employees under the Civil Service System. That by its very nature makes it very difficult to get everybody in the same room, on the same page, and in agreement with any changes that are proposed. In this particular case, it was at the last minute that SEIU expressed an interest and it just never went anywhere from there. The remedy is that the Board of Supervisors could take an action to file an unfair practice charge with the Public Employment Relations Board. That would be something your Commission would have to work through with Counsel to get on the agenda and before them in a closed session discussion to determine whether to do that. It takes a long time to hear and get to the table and negotiate. We are happy with the meeting that occurred this past week and will submit the revisions to all the unions for agreement.

- Planning and Community Development Department Visit – President Price, Commissioner Holt, and Mrs. Murbach recently visited this County Department and met with Director Lorelei Oviatt and Assistant Director, Craig Murphy. The Department provides consolidated land use planning and community development programs for the County's residents and prepares, administers, and updates the Kern County and Metropolitan General Plans and implements programs to make general Plan goals and policies. This Department visit was extremely interesting and informative.

10. Human Resources Division Items/Report:

Mr. Brown reported the following:

- Introduced Michelle Venegas, she is part of the recruitment team. Ms. Venegas' first years with the team were spent with the Health Benefits team.
- Announced that Kimberlyn Stillwell has been promoted to Recruitment Supervisor and will be supervising the entire recruitment team functions. Ms. Stillwell also runs the recruitments for the Public Health, Child Support Services Departments.
- Mr. Brown stated that we are an approved Local Merit System. In order to secure and maintain federal and state funding for the Department of Human Services (DHS), Child Support Services (CPS), and Aging and Adult Services, we must maintain the Local Merit System status. The California Human Resources Division ensures we are meeting all the guidelines and regulations for both state and federal law. Periodically, they conduct an audit of our department. We have not had one since 2015 when the Human Resources Division (HRD) was founded. HRD is currently in the middle of that audit, which started this past month, and have responded with the initial questionnaire to the auditing agency. They look forward to working with the audit team to answer their questions and enable them to meet with DHS, CPS, and other staff to fill out questionnaires and interview them about our hiring practices, dismissal practices, performance management practices, training, and also our diversity and inclusion practices. Once that audit is completed we look forward to presenting that report to your Commission.

11. Commission Member Presentations or Announcements:

Commissioner Holt thanked Mrs. Murbach for coordinating the Department Visit and he also thanked Ms. Oviatt, Mr. Murphy, and the staff at the Planning and Resources Department.

- 12. Adjourn to Closed Session:** at 5:56 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

- 13. PUBLIC EMPLOYMENT – Removal Request**
Child Support Officer II/III (Child Support Services) – Case No. 2019-0011; **HEARING DATES SET TO JANUARY 14, 16, 21, and 23, 2020.**
- 14. PUBLIC EMPLOYMENT – Personal Necessity Leave Request**
Staff Nurse (Public Health) – Case No. 2019-0014; **REQUEST APPROVED WITH NO FURTHER EXTENSION; Ag/Ho – 3 ayes/2 ab (Ro/Bu)**
- 15. PUBLIC EMPLOYMENT – Evidentiary Hearing Request**
Recovery Specialist III (Behavioral Health and Recovery Services) – Case No. 2019-0015; **REQUEST DISMISSED; Ag/Ho – 2 ayes/1 noes/2 ab (Ro/Ab)**
- 16. Reconvened from Closed Session; Adjourned to Regular Meeting to be held on Tuesday, November 12, 2019 at 5:30 p.m.**