

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Tuesday, November 12, 2019

5:30 p.m.

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

ABSENT: None

OTHERS: Devin Brown, Valentina Chavez, Michael Goulart, Maria Murbach, Keri Pharris, Deonka Rufus, Mary Stewart, Kimberlyn Stillwell, 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 called the meeting to order at 5:30

PUBLIC SESSION

1. **Public Presentations**
None

***CONSENT AGENDA**

- *2. **Approval of Minutes**
Regular Meeting on October 14, 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**; Bu/Ro – all ayes

7723) Supervising Public Health Nurse
7724) Senior Deputy Sheriff-DP-Sheriff
7725) Appraiser I-DP-Assessor-Recorder
7726) Departmental Public Information Officer
7727) Planning Technician
7728) Accountant I
7729) Office Services Assistant-DP-Library
7730) Senior Office Service Specialist
7731) Fire Equipment Mechanic
7732) Behavioral Health & Recovery System Administrator
7733) Office Services Assistant
7734) Senior Administrative and Fiscal Services Officer
7735) Sr. Office Services Specialist-DHS-DP
7736) Retirement Investment Officer

- 7737) Child Support Specialist I/II
- 7738) Sheriff's Lieutenant-DP-Sheriff
- 7739) Coordinator of Administrative & Legislative Affairs-BHS-DP
- 7740) Program Specialist I/II
- 7741) Veterinarian-Part-Time
- 7742) Physical Therapist
- 7743) Occupational Therapist
- 7744) Fiscal Support Specialist-DP-DHS
- 7745) Human Services Technician-Taft

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/Bu – all ayes**

- Retirement Services Series, Items No. 2528, 2527, 2525, and 2545

Devin Brown, Chief Human Resources Officer, provided a brief overview. Veronica Vasquez, SEIU representative asked Mr. Brown to please send her an email with the titles and numbers of the positions. Mr. Brown stated they had all the correspondence between SEIU and their office and he would be glad to forward them to Ms. Vasquez. No other public comments.

5. **Civil Service Rule 1800 Update**

Brian Van Wyk, Deputy County Counsel, reported Commission staff met with HR and that all the CS Rule 1800 investigations are current. However, there is one large, complex investigation which was contracted to a law firm to do an investigation. It is expected it will exceed the timelines, due to the complexity of the investigation. As of now, it is current.

Commissioner Rose asked if all parties were in agreement with the extended timeline. Mr. Van Wyk Asked Mr. Brown to respond. Mr. Brown explained that they have not gone beyond the timeline and are still at the very beginning of the investigation. It took some time to find an investigator who was able to investigate this particular complaint. The employee is no longer employed with the County, but they are in contact with the representative on the matter and seek to make sure they are keeping them updated in the progress of the investigation as they go along. Commissioner Rose thanked Mr. Brown.

6. **Commission Secretary Monthly Report**
None

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

Mr. Brown provided an update regarding the California Human Resources Department audit conducted last month on the County's Civil Service System. He stated that the audit has concluded and the Human Resources Division (HRD) is in compliance with their HR processes. This was the first audit with this organization since 2013, which was prior to the combination of the Personnel Department and the CAO's office. He expects that they will probably maintain a

more periodic review of HRD's procedures to ensure they remain in compliance with local merit standards.

8. Commission Member Presentations or Announcements:

None

9. Adjourn to Closed Session: There were no Closed Session items.

CLOSED SESSION (Government Code § 54957)

10. President Price adjourned the meeting at 6:42 p.m. to the next Regular Meeting to be held on Monday, December 9, 2019 at 5:30 p.m.