

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, February 12, 2018
5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow, Price, and Rose

ABSENT: None

OTHERS: Devin Brown, Maria Murbach, Margo Raison, Brian Van Wyk, 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 Burrow called the meeting to order at 5:30 p.m.

PUBLIC SESSION

1. Public Presentations

Veronica Vasquez, Department of Human Services (DHS) employee, addressed the Commission about concerns regarding the hiring process and low morale at the department. She stated that the low morale stemmed from recent interviews for a Social Services Worker V Supervisor-Bilingual position, which the department was seeking to fill. She was concerned about the hiring process because an eligible list was established last April and the department decided they wanted a bilingual supervisor so people who placed lower on the list were allowed to interview ahead of others who placed higher on the list. She did not see the point of creating a list if the department is going to create another list in order to hire a particular person that management wants in the position. Ms. Vasquez stated that other employees were also concerned but did not feel they could come forward to speak. As an example, she shared that HR had informed her co-worker that her bilingual certificate had been lost even though she had previously submitted it and she was not interviewed for the bilingual position.

President Burrow asked Devin Brown, Chief Human Resources Officer to respond. Mr. Brown explained that a department might request names from an established eligible list of those who are bilingual. He informed the Commission that candidates are able to submit their bilingual certificates online with their application. President Burrow asked Ms. Vasquez to speak with Mr. Brown to provide more information about the missing bilingual certificate and asked Mr. Brown to investigate and provide an update at the next meeting.

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on January 8, 2018 and Special meetings on January 9 and 11, 2018; NO PUBLIC COMMENT; **APPROVED**; Ag/Pri – all ayes

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

- 7113) Paralegal
- 7114) Program Specialist I/II – Bilingual
- 7115) Office Services Assistant – Part-time – Shift
- 7116) Senior Office Services Specialist – Bilingual – County Wide Promotional
- 7117) Health Educator
- 7118) Paralegal – DP – County Counsel
- 7119) Librarian I-Shift-Bilingual
- 7120) Human Services Technician I – Shift
- 7121) Human Services Program Specialist – DP – DHS
- 7122) Aircraft Mechanic
- 7123) Fire Dispatcher I/II-Shift
- 7124) Planner I
- 7125) Wastewater Treatment Plant Operator Trainee, Department Promotion – Public Works – KSA
- 7126) Supervising Road Maintenance Worker II, Department Promotional – Public Works Dept.
- 7127) Senior Engineering Manager, Department Promotional – Public Works Department
- 7128) Program Specialist I/II – Department Promotional – Child Support Services
- 7129) Child Support Officer II/III
- 7130) Billing Office Specialist I/II – Public Health
- 7131) Emergency Medical Services Coordinator
- 7132) Public Health Aide I/II
- 7133) District Attorney Investigator I – County-Wide Promotional
- 7134) Human Services Program Director – Department Promotional – DHS
- 7135) Fire Battalion Chief – Department Promotional – Fire
- 7136) Property Control Officer – Sheriff
- 7137) Therapy Supervisor – Department Promotional – Public Health
- 7138) Disposal Site Gate Attendant I – Part-Time
- 7139) Maintenance Worker II
- 7140) Geographic Information Systems (GIS) Technician I/II
- 7141) Deputy Director of Animal Services
- 7142) Health Education Assistant I – Bilingual-Department Promotional – Public Health
- 7143) Sheriff's Lieutenant – Department Promotional – Sheriff
- 7144) Deputy County Counsel I/II/III/IV/V
- 7145) Senior Public Health Epidemiologist, Department Promotional – Public Health
- 7146) Program Technician – Department Promotional – Bilingual – Aging and Adult Services
- 7147) Technology Services Manager – Department Promotional – Development Services Agency/ (DSA)
- 7148) Director of Information Technology
- 7149) Legal Secretary
- 7150) Office Services Specialist – Lake Isabella

- 7151) Supervising Deputy Coroner – Department Promotional – Sheriff
- 7152) Sheriff's Support Technician – Shift
- 7153) Groundskeeper I
- 7154) Veterans Service Assistant – Department Promotional – Veterans Services
- 7155) Human Services Technician I – Shift – East Kern
- 7156) Public Health Nurse III – Department Promotional – Public Health

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**; *Ag/Pri – All Ayes*

- a) Air Quality Administrative Manager, Item No. 0182
- b) Air Quality Support Specialist, Item No. 3273

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

5. **Election of 20018 Civil Service Commission Officers**

Motion made by Commissioner Agbalog, seconded by Commissioner Rose, nominating Jeremy Price as President. APPROVED; *Ag/Ro – 3 ayes/1 abd*

Motion made by Commissioner Price, seconded by Commissioner Rose, nominating Romeo Agbalog as Vice President. APPROVED; *Pri/Ro – 3 ayes/1 abd*

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

Mr. Brown provided a brief update on the upcoming LinkedIn launch preparations. HR staff has been learning and familiarizing themselves with the product.

Commissioners Agbalog and Price expressed their concerns about the HR process Ms. Vasquez shared earlier in the meeting. President Burrow asked Mr. Brown to look into the process and provide a follow-up at the next meeting.

7. **Commission Member Presentations or Announcements:**

Vice President Price thanked President Burrow for his service to the Commission during the past year. Commissioner Rose also thanked President Burrow for all of his work. Commissioner Agbalog thanked President Burrow and congratulated Vice President Price.

8. **Adjourn to Closed Session:** at 6:16 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)

9. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2017-0030; **HEARING DATES SET FOR MAY 1, 7, 8, 10, 24, and JUNE 12, 2018.**

10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Detentions Deputy (Sheriff's Office) – Case No. 2017-0019; **HEARING DATES SET FOR
APRIL 16 AND 23, 2018.**
11. President Burrow adjourned the meeting at 6:42 p.m. to the next Regular Meeting to be held
on Monday March 12, 2018 at 5:30 p.m.