

SUMMARY OF PROCEEDINGS

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

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

PRESENT: Commissioners Agbalog, Burrow, and Price

ABSENT: Commissioner Rose

OTHERS: Bryan Alba, Michael Goulart, Maria Murbach, Keri Pharris, 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

At 5:30 p.m., President Price announced Commissioner Burrow was on his way and would wait a few minutes for his arrival.

Commissioner Burrow arrived at 5:34 p.m.

President Price called the meeting to order at 5:35 p.m.

PUBLIC SESSION

1. Public Presentations

None

President Price announced that items 4b, 4c, and 4d were removed from the agenda and the Commission would not be considering those items.

*CONSENT AGENDA

*2. Approval of Minutes

Regular Meeting on February 12, 2018; NO PUBLIC COMMENT; **APPROVED**; Bu/Ag – 3 ayes/1 ab (Ro)

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

7157) environmental Health Specialist-In Training-Department Promotional – Public Health

7158) Medical Assistant II

7159) Laboratory Assistant

7160) Administrative Coordinator – Department Promotional – KCERA

7161) Retirement Services representative II – Department Promotional – KCERA

- 7162) Environmental Health Technician II
- 7163) Assessment Technician
- 7163) Assessment Technician
- 7164) Fiscal Support Specialist – Department Promotional – Assessor/Recorder
- 7165) Technology Services Supervisor – Countywide Promotional – DHS
- 7166) Buyer I/II
- 7167) Contract Specialist – Countywide Promotional – General Services
- 7168) Information Systems Specialist II – Desktop Technician
- 7169) Probation Program Specialist
- 7170) Maintenance Painter
- 7171) Deputy Probation Officer I/II
- 7172) Human Resources Manager – Department Promotional – Behavioral Health & Recovery Services
- 7173) Technology Services Supervisor – Department Promotional – Behavioral Health & Recovery Services
- 7174) Fiscal Support Technician
- 7175) Fiscal Support Technician – Bilingual
- 7176) Office Services Specialist – Department Promotional – BHRS
- 7177) Supervising Building Inspector, Department Promotion, Public Works
- 7178) Principal Building Inspector, Department Promotion, Public Works
- 7179) Equipment Maintenance Superintendent, Department Promotion, Public Works
- 7180) Senior Office Services Specialist – Countywide Promotional
- 7181) Senior Child Support Customer Service Representative

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;** Ag/Bu – 3 ayes/1 ab (Ro)

- a) Fire Plan Examiner, Item No. 1177
Keri Pharris, Chief Deputy Human Resources Officer, provided a brief overview. No Public Comment.

Commissioner Agbalog asked if fire personnel would fill this position. Ms. Pharris stated this is a civilian position.

Commissioner Burrow asked what someone working in this position would eventually be working in. Brian Marshall, Fire Chief, explained this is a civilian position and that the department is using the California State Fire Marshall Career Track for the fire prevention staff. The Commission approved the Fire Prevention series two years ago and this is the next series. These civilian employees are out performing fire prevention duties and the position does not lend itself to becoming a professional firefighter. Those interested would have to test for that position in order to move from a civilian employee to a safety section employee within the department.

- b) Retirement Services Representative I, Item No. 2527 – Item removed from agenda.
c) Retirement Services Specialist, Item No. 2528 – Item removed from agenda.

d) Retirement Services Technician, Item No. 2529 – Item removed from agenda.

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) Assistant Public Defender, Item No. 0575; *Ag/Bu – 3 ayes/1 ab(RO)*

Keri Pharris, Chief Deputy Human Resources Officer, provided a brief overview. No Public Comment.

Commissioner Burrow asked about the elimination of the supervisory experience requirement. Pam Singh, Public Defender, explained that the position really requires the candidate to have trial attorney experience rather than supervisory experience.

b) Assistant Agricultural Commissioner/Sealer of Weights and Measures, Item No. 0440; *Bu/Ag – 3 ayes/1 ab(RO)*

Keri Pharris, Chief Deputy Human Resources Officer, provided a brief overview. No Public Comment.

6. **Human Resources – Response to Concerns Raised at February Meeting Re: Recruitment Process**

Ms. Pharris informed the Commission that after last month's meeting held on February 12, 2018, the Human Resources Division (HRD) canceled the requisition submitted by the Department of Human Services (DHS) for the Social Services Supervisor I – Bilingual position. On February 13, 2018, notifications were sent to all candidates on the Social Services Supervisor I Exam No. 6890 list, requesting all candidates to present a bilingual certificate if they wished to be considered for a bilingual position. All candidates were informed that the certificate had to have been issued prior to the test date of the written exam. This resulted in two additional candidates providing their bilingual certification. After HRD reconciled the eligible list for bilingual candidates, names were referred to DHS on February 20, 2018.

One previous inactive candidate asked to be placed back on the active list and that candidate qualified as bilingual. Ms. Pharris explained that at the time of February's Commission meeting, this particular candidate had promoted to another County department so their name had not been certified because they were no longer a department employee. At the time the certification was made on February 20, 2018, the person had returned to their former position at DHS, requested to be active, and their name was certified.

Commissioner Burrow expressed concern that the process is being bent a little bit to get certain people in a particular role. The Commission wants to make sure things are equitable and fair to everyone. It seems that there has been a lot of confusion, direct or indirect bending of the rules. The Commission wants to make sure that the rules, policies, and procedures in place are followed.

Commissioner Agbalog asked if it would be most appropriate for some of these employees to go through the formal grievance process. Michael Goulart explained that the Commission has purview over the Civil Service Rules, the process under those rules, and this would be the appropriate body to consider their concerns.

Commissioner Agbalog asked if the affected employees were notified of the information discovered through this process since the last Commission meeting. Ms. Pharris stated that all employees affected were notified the Monday following the last meeting. Based upon the steps taken, it is obvious to those employees where they now stand. She informed the Commission that DHS has new operational needs, which necessitated them requesting this supervisory position in a bilingual capacity. This is something that has not been historically done and is what initially raised the concerns the Commission heard last month. Michael Goulart explained he attended month's meeting and is aware of the employees' concerns and the steps taken by HRD to address those concerns. They should feel satisfied in the steps that were taken to dial back the initial certification and allow the opportunity for the same applicants to submit additional information and then to recertify.

Commissioner Burrow asked if the employees are contacting HRD first with their concerns. Ms. Pharris explained that HRD and the Commission Secretary have become proactive in communicating employees' concerns as they arise. Commissioner Burrow stated that the Commission should have good information on these issues and the employees should have good information on the process. There needs to be a vetting process that happens after concerns are brought before the Commission, a process that follows up with the commission and with the employee. He instructed the Commission Secretary to meet with HRD to discuss.

President Price added that he has concerns on some of the Civil Service Rules concerning the character and preparation of exams. There have been a few questions raised by some employees, and a few members of the public, on being allowed to test orally or in person. The Rules are open ended but they were written before the new organizational structure where the Human Chief Human Resources Officer, previously the Director, no longer serves at the behest of the Commission. President Price would like to look into scheduling an additional meeting, or add to the agenda, to work-study some specific rules where things have changed. To formalize to some extent those changes and then have HRD send that information, via a memo, to the employees. He instructed the Secretary to look into scheduling something along those lines. Ms. Pharris stated that HRD would be happy to move forward to hire the top talent for Kern County.

7. Human Resources Division Items/Report:

Ms. Pharris explained that HRD completed their rebranding and staff development last Friday on Employee Appreciation Day. The new logo for HR was formalized and they are boosting their presence on LinkedIn. It was an exciting day in the HRD office.

8. Commission Member Presentations or Announcements:

None

9. Adjourn to Closed Session: at 6:03 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 – Reinstatement to the Re-Employment List
Human Services Technician I/II (Human Services) – Case No. 2018-0001; **REQUEST FOR REINSTATEMENT TO THE RE-EMPLOYMENT LIST APPROVED**
11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2018-0002; **HEARING DATES SET FOR JUNE 21, JULY 2, 30, AND 31, 2018 at 5:30 p.m.**
12. President Price adjourned the meeting at 6:32 p.m. to the next Regular Meeting to be held on Monday April 9, 2018 at 5:30 p.m.