

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, August 13, 2018

5:30 p.m.

PRESENT: Commissioners Agbalog, Price, and Rose

ABSENT: Commissioner Burrow

OTHERS: Bryan Alba, Brittany Bonilla, Devin Brown, Maria Murbach, Keri Pharris, Mary Stewart, Kimberlyn Stillwell, 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 Price called the meeting to order at 5:30 p.m.

PUBLIC SESSION

1. Public Presentations

Veronica Vasquez – Department of Human Services (DHS) employee/SEIU Local 521 chapter president addressed the Commission because union members informed her that someone from the Commission went to DHS. She asked about the purpose of the visit, who went to the visit, and who toured the department. President Price informed Ms. Vasquez that he and the Commission Secretary had visited the department. Ms. Vasquez asked who gave the tour. President Price let Ms. Vasquez know that she was welcome to contact the Commission Secretary, Mrs. Murbach, after the meeting and she would gladly provide her with the information.

Commissioner Rose clarified that over the last seven years as a Commissioner, she has visited over twenty-four county departments. She explained that the purpose of these visits as a Commissioner is simply because she is a Commissioner, Kern County is a large county, and she serves as a volunteer. She felt it was incumbent upon her, in order to do the job as a well-educated Commissioner, to know where the departments are located and what they do. Every time that she has gone on a department visit, she has made a report during the Commissioner Reports portion of the meetings to let everyone know what department was visited. She did not visit DHS this time because she already visited the department previously.

President Price explained that when these visits take place, the visiting Commissioner does not ask for meetings with specific employees. He stated that usually he would report about this visit during the Commission Member Presentations portion of the meeting, but he would do so now, since Ms. Vasquez was present. He always learns something new and he had not previously

visited DHS. It was amazing to learn about the many programs available to the community and that the department helps over 30,000 people per month. He thanked Ms. Vasquez for her comments.

Francisco Martinez – County employee – informed the Commission that the meeting minutes for June and July were not published on the website. He expressed his concern about Mr. Agbalog's outside work. Commission Secretary stated that she would check to ensure the links to the minutes were active on the website the day following the meeting and encouraged Mr. Martinez to contact her if he had any other difficulties with the website.

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on July 9, 2018; NO PUBLIC COMMENT; **APPROVED**; Ro/Ag – 3 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 – 3 ayes/1 ab (Bu)

- 7279) Departmental Public Information Officer – Sheriff
- 7280) Deputy Coroner
- 7281) Sheriff's Support Technician – Mojave
- 7282) Medical Investigator – Bilingual
- 7283) Deputy Public Administrator
- 7284) Marketing and Promotions Associate I/II
- 7285) Probation Supervisor – Department Promotional
- 7286) Program Specialist I/II
- 7287) Investigative Aide
- 7288) Retirement Services Technician – Department Promotional – KCERA
- 7289) Retirement Services Specialist
- 7290) Building Inspector
- 7291) Sheriff's Support Technician-Rosamond
- 7292) Senior Human Resources Specialist-Department Promotional-BHRS
- 7293) Sheriff's Dispatch Supervisor-Shift-Department Promotional
- 7294) Child Support Officer II/III-Bakersfield
- 7295) Cook I
- 7296) Sheriff's Senior Dispatcher – Department Promotional
- 7297) Waste Management Specialist I/II/III
- 7298) BEH Health & Recovery System Administrator
- 7299) Human Services Supervisor
- 7300) Office Services Technician – Lake Isabella
- 7301) Retirement Investment Officer
- 7302) Sheriff's Report Technician – Shift
- 7303) Maintenance Worker I/II

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;** *Ro/Ag 3 ayes/1 ab (Bu)*

- a) Chief Administrative Office Manager Replacing the Chief Deputy County Administrative Officer Specification
- b) Senior Chief Administrative Office Manager Replacing General Services Division Chief Specification
- c) Public Health Fleet Specialist, Item No. 5065

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

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;** *Ro/Ag 3 ayes/1 ab (Bu)*

- a) Substance Use Disorder Specialist I/II, Items No. 1567 and 1567
- b) Environmental Health Technician I/II, Items No. 2180 and 2181

President Price noted that a correction was needed under 'employment standards' – first paragraph – should state the word *or* instead of the word *of*. Mr. Brown agreed that it should state the word *or* and stated the correction would be made to the final document. Commissioner Rose moved to approve with the correction. Commissioner Agbalog seconded the motion.

- c) Supervising Microbiologist, Item No. 1670
- d) Energy Coordinator, Item No. 0789

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

6. **Proposed Twelve-Month Probationary Period, Retirement Services Representative I/II/III;** *Ro/Ag – 3 ayes/1 ab (Bu)*

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

7. **Commission Secretary Monthly Report**

Mrs. Murbach informed the Commission that routine inquiries were received in the Commission Office during the past month regarding the dates and times for the Commission meetings.

Mrs. Murbach reported that she had visited the Department of Human Services with President Price. It was interesting to learn about the many programs that are available to the community.

8. Human Resources Division Items/Report:

Mr. Brown introduced Valentina Chavez, Senior Talent Recruiter. He informed the Commission that she is the dedicated talent recruiter assigned to Behavioral Health and Recovery Services to assist them as they continue to grow.

9. Commission Member Presentations or Announcements:

President Price announced his visit to the Department of Human Services and expressed his thanks to the department for their hospitality.

- 10. Adjourn to Closed Session:** at 6:04 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.

ITEM No. 11 HEARD IN OPEN SESSION AT THE REQUEST OF DALE BOSCHMAN.

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYMENT– Discipline/Dismissal/Release

Property Control Officer (Sheriff's Office) – Case No. 2018-0008; BRYAN ALBA AND DALE BOSCHMAN HEARD; **TABLED TO THE NEXT REGULAR MEETING ON SEPTEMBER 10, 2018; Ag/Ro – 3 ayes/1 ab (Bu)**

Mr. Alba informed the Commission that they were working through the matter and asked to calendar next month unless Mr. Boschman contacted the Commission Secretary and asked to remove the matter. President Price asked if the matter of back pay might be an issue and Mr. Alba informed the Commission, it would not apply to this matter. Mr. Boschman stated this was his wish as well. Commissioner Agbalog moved to table the matter to the next meeting. Commissioner Rose seconded the motion.

12. PUBLIC EMPLOYMENT – Educational/Personal Leave Request

Human Services Technician III (Human Services) – Case No. 2018-0011;
EDUCATIONAL/PERSONAL ENRICHMENT LEAVE REQUEST APPROVED; Ag/Ro – 2 ayes/1 no (Pr)/1 ab (Bu)

- 13.** President Price adjourned the meeting at 6:47 p.m. to the next Regular Meeting to be held on Monday September 10, 2018 at 5:30 p.m.