

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, October 8, 2018
5:30 p.m.

PRESENT: Commissioners Burrow, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Bryan Alba, Brittany Bonilla, Devin Brown, Michael Goulart, Maria Murbach, Keri Pharris, Mary Stewart, 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 5:36 p.m.

PUBLIC SESSION

1. Public Presentations

Monica Fitzgerald – Department of Human Services (DHS) employee, addressed the Commission regarding her concerns about the length of time it has taken the Human Resources Division (HRD) to complete her complaint investigation. She stated that she originally filed her complaint on February 26, 2018 and she has not yet received a response. It is now 7 to 8 months later and she is concerned. She feels she is still working in a hostile work environment and she is exposed to the offenders in the workplace. As time passes, it seems everyone at work is aware of her complaint. In the meantime, the offenders are being transferred or promoted. One of them was recently placed in a position to investigate civil rights complaints, which is in conflict with her current situation. She appeared before the Commission to let them know the county is failing to establish a process for employees to file a complaint. She asked the Commission to ask HRD what has happened and why it is taking so long.

President Price asked Devin Brown, Chief Human Resources Officer, to respond.

Mr. Brown stated his office is in the process of finalizing the investigation into Ms. Fitzgerald's complaint. It has taken some time to interview staff involved to ensure it is a thorough investigation. HRD will be contacting Ms. Fitzgerald and her department with the results of the investigation very shortly.

Commissioner Burrow asked if there has been any contact or if any updates were provided to Ms. Fitzgerald to let her know that there has been some activity happening with the investigation.

Mr. Brown stated that it is the department's process during an investigation to interview all witnesses involved, including the complainant. Ms. Fitzgerald has been contacted and interviewed by HRD staff and the interviews have been completed. The next process is to compile all the evidence and witness testimony and put together a thorough investigation report and findings. There would not be any typical communication between HRD staff and the complainant until this process has been completed.

Commissioner Burrow asked Ms. Fitzgerald if she had been interviewed. Ms. Fitzgerald stated that she has not ever been formally interviewed. She stated that the contact she has had with Mr. Goulart has taken place when she called him for a status on her complaint. Mr. Goulart has never contacted her to provide an update. The last response she had from Mr. Goulart he stated that he had submitted the complaint and was waiting for final approval. She is not confident that all the witnesses involved have been interviewed.

Commissioner Burrow asked Mr. Brown when this investigation would be completed. Mr. Brown stated it should be completed by the end of this month.

Mr. Brown stated that the complaint intake has increased significantly and HRD has added additional staff to assist with investigations. Mr. Goulart is the only person investigating these complaints as new staff is still in training.

President Price referred this matter to the next regular meeting and instructed Commission Secretary to place it on the November agenda in closed session.

Michelle Salazar – Department of Human Services employee, informed the Commission that she had filed a complaint against the department on February 13, 2018 and she was still waiting for an outcome. She feels the investigation has not gone anywhere and it takes a while to get a response. She continues to be retaliated against and her workload has been affected. She keeps reaching out for help and she does not feel like she is getting any.

President Price asked Mr. Brown to respond. Mr. Brown stated this was the first time he has met Ms. Salazar and asked her to reach out to him in the morning and speak with him about her situation. Ms. Salazar stated she would contact Mr. Brown.

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on September 10, 2018; NO PUBLIC COMMENT; **APPROVED**; *Ro/Bu – 3 ayes/1 ab (Ag)*

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

7320) Road Maintenance Worker III, Department Promotional
7321) Heavy Equipment Mechanic
7322) Waste Management Support Supervisor
7323) Office Services Assistant

- 7329) Sheriff's Sergeant – Department Promotional – Sheriff's Office
- 7330) Energy Coordinator-DP-CAO-General Services
- 7331) Deputy Fire Chief-DP-Fire
- 7332) Behavioral Health Planning Analyst
- 7333) Human Resources Manager-DP-Sheriff's Office
- 7334) Supervising Real Property Agent-DP-General Services-CAO
- 7335) Fiscal Support Specialist-DP-General Services-CAO
- 7336) Assistant Program Director
- 7337) Social Service Worker I/II-Ridgecrest-Department of Human Services
- 7338) Office Service Technician-Ridgecrest
- 7339) Human Services Technician I-Shift-Ridgecrest
- 7340) Human Services Technician I-Shift-Lake Isabella
- 7341) Human Services Technician I-Shift-Mojave
- 7342) Social Service Supervisor I-Dept Promotion-Department of Human Services-Ridgecrest
- 7343) Supervising Sheriff's Report Technician
- 7344) Computer Forensic Specialist
- 7345) BH Recovery Specialist I/II
- 7346) BH Therapist I/II
- 7347) Clinical Psychologist
- 7304) Office Services Assistant-Bilingual-Ridgecrest
- 7081) Airport Police Officer
- 7328) Supervising Microbiologist
- 7329) Sheriff's Sergeant – Department Promotional – Sheriff's Office
- 7330) Energy Coordinator-DP-CAO-General Services
- 7331) Deputy Fire Chief-DP-Fire
- 7332) Behavioral Health Planning Analyst
- 7333) Human Resources Manager-DP-Sheriff's Office
- 7334) Supervising Real Property Agent-DP-General Services-CAO
- 7335) Fiscal Support Specialist-DP-General Services-CAO
- 7336) Assistant Program Director
- 7337) Social Service Worker I/II-Ridgecrest-Department of Human Services
- 7338) Office Service Technician-Ridgecrest
- 7339) Human Services Technician I-Shift-Ridgecrest
- 7340) Human Services Technician I-Shift-Lake Isabella
- 7341) Human Services Technician I-Shift-Mojave
- 7342) Social Service Supervisor I-Dept Promotion-Department of Human Services-Ridgecrest
- 7343) Supervising Sheriff's Report Technician
- 7344) Computer Forensic Specialist
- 7345) BH Recovery Specialist I/II
- 7346) BH Therapist I/II
- 7347) Clinical Psychologist
- 7348) Business Manager-DP-Auditor Controller
- 7349) Supervising Park Ranger-Shift
- 7350) Coordinator of Administrative & Legislative Analysis-DP
- 7351) Departmental Public Information Officer-DP
- 7352) Behavioral Health Nurse I/II/III
- 7353) Substance Use Disorder Specialist III

- 7355) Deputy Public Administrator for Sheriff
- 7356) Juvenile Corrections Maintenance Worker
- 7357) Fiscal Support Specialist
- 7358) Senior Legal Secretary-Department Promotional-Public Defender
- 7359) Fiscal Support Specialist-Department Promotional-Treasurer/Tax-Collector
- 7360) District Attorney's Investigator I/II
- 7361) Graphic Artist
- 7362) Sheriff's Office Fleet Services Manager-DP
- 7363) Contracts Administration Assistant
- 7364) Administrative Coordinator
- 7365) Environmental Health Technician I/II
- 7366) Departmental Aide-Part Time-Shift-Kern River Valley
- 7367) Chief Deputy County Counsel-DP-CAO-County Counsel
- 7368) Deputy Coroner Manager
- 7369) Supervising Deputy Public Administrator
- 7370) Waste Management Supervisor-DP
- 7371) Social Service Worker III-DP-Aging

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/Bu – 3 ayes/1 ab (Ag)**

- Talent Recruiter, Item No. 2322

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**

- a) Senior Talent Recruiter, Item No. 2321; *Bu/Ro 3 ayes/1 ab (Ag)*
- b) Human Resources Analyst/Senior Human Resources Analyst/Principal Human Resources Analyst, Items No. 2328, 2320, and 2295; *Bu/Ro – 3 ayes/1 ab (Ag)*
- c) Supervising Veterans Service Representative, Item no. 0885; *Bu/Ro – 3 ayes/1 ab (Ag)*
- d) Emergency medical Service Coordinator and Senior Emergency Medical Service Coordinator, Items No. 2004 and 2003; *Ro/Bu – 3 ayes/1 ab (Ag)*

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

6. **Civil Service Commission Annual Report. APPROVED; DIRECTED SECRETARY TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS; Bu/Ro – 3 ayes/1 ab (Ag)**

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

7. Commission Secretary Monthly Report

Mrs. Murbach, Commission Secretary reported that there were two department visits during the past month. She informed the Commission that she visited the Kern County Library and met with director Andie Sullivan. The library completed a very successful and extensive summer reading program this year.

Mrs. Murbach also visited the Public Works Department and met with director Craig Pope. This is a large department working to provide quality public services to the citizens of Kern County.

8. Human Resources Division Items/Report:

Mr. Brown reported he will be attending the LinkedIn talent connect conference in Anaheim this week, where Kern County will be one of the conference presenters.

Mr. Brown reported that HRD is in the process of completing a revised workplace harassment policy and they are nearly done with the final draft. They will then work with County Counsel and the unions to bring the final product before the Board of Supervisors (BOS) for adoption. He stated he looks forward to presenting about this topic to the Commission sometime in December.

Commissioner Rose asked who will be presenting for the county and Mr. Brown stated he would lead three speed learning tables and speak about the time spent in the past three years building the HRD and improve outcomes securing top talent.

9. Commission Member Presentations or Announcements:

None

- 10. Adjourn to Closed Session:** The Commission discussed the possible dates to hold the next regular meeting due to the county's observance of Veterans' Day on Monday, November 12, 2018. The Commission selected to hold the next regular meeting on Tuesday, November 13, 2018. President Price adjourned the meeting at 6:21 p.m. to the next Regular Meeting to be held on Tuesday, November 13, 2018 at 5:30 p.m.

CLOSED SESSION (Government Code § 54957)

- 11. Adjournment** – Pursuant to CS Rule 2227.00, Determined meeting date for week of November 12, 2018; **ADJOURNED TO TUESDAY, NOVEMBER 13, 2018**; *Bu/Ro – 3 ayes/1ab (Ag)*