

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, March 13, 2017
5:34pm

PRESENT: Commissioners Burrow, Price, and Rose

ABSENT: Agbalog and Prince

OTHERS: Bryan Alba, Devin Brown, Maria Murbach, Brian Van Wyk, and others

NOTE: Ag, Bu, Pri, Pr, Ro are abbreviations for Commissioners Agbalog, Burrow, Price, Prince & Rose. For example, Bu/Pr denotes Commissioner Burrow made the motion and Commissioner Prince 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 5:34 p.m.

PUBLIC SESSION

1. Public Presentations

NONE

***2. Approval of Minutes**

Regular Meeting on February 13, 2017; NO PUBLIC COMMENT; **APPROVED**; Ro/Pri – 3 ayes/2 ab (Ag,Pr)

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. NO PUBLIC COMMENT; **APPROVED**; Ro/Pri – 3 ayes/2 ab (Ag,Pr)

6869) Deputy Chief Probation Officer-DP-Probation

6870) Fire Prevention Inspector I/II-DP-Fire

6871) Appraiser I-DP-Assessor-Recorder

6872) Senior Office Services Specialist-CWP

6873) Deputy Public Administrator-DP-Sheriff

6874) Social Service Worker I/II

6881) Senior Accountant-DP-Auditor-Controller

6882) Evidence Technician I-DP-District Attorney

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; DEVIN BROWN HEARD; **REVIEWED, RECEIVED, AND FILED**; Pri/Ro – 3 ayes/ 2 ab (Ag,Pr)

- Planning Technician, Item No. 0944; *Ro/Pri – 3 ayes/2 ab (Ag,Pr)*

Devin Brown, Chief Human Resources Officer, provided a brief overview.
No public comment.

5. Human Resources Division Items/Report:

Internal Recruitment Update – Mr. Brown reported to the Commission that HRD has begun recruiting internally for certain positions to try to reduce the impact on the general fund. HRD has opened up a countywide recruitment for the Office Services and Fiscal Services Series. These internal recruitments will give the opportunity for existing employees to broaden their career and find advancement opportunities.

President Burrow asked if the countywide reductions might increase the Commission's activity level. Mr. Brown explained that the Civil Service Commission could potentially be the hearing body for layoffs. The County is hoping to avoid layoffs in any positions. The CAO and BOS have directed this type of an approach to try to keep positions that are not critical to public safety, or public health, vacant; take general fund positions and allow other opportunities to promote to different departments that are non-general fund. President Burrow asked if the department heads have been instructed on how to approach layoffs. Mr. Brown reported that an all-department head meeting was held last summer when the topic of layoffs was discussed. They have not yet seen plans this year. Revisions to the layoff hearing rule was adopted last month and the new process matches the new organizational structure.

Commissioner Price stated it is appropriate to try to move employees to the place of most need, without the most impact, and avoid layoffs. He encouraged department heads to work with HRD in this endeavor. Mr. Brown explained that they are also doing this to give the employees, who have not had a recent cost of living increase, the opportunity to advance and promote into new positions. The employees are notified via bi-weekly emails when recruitments are open. Mr. Brown mentioned that there is an upcoming Civil Service Rule revision regarding lateral transfers. The proposed revisions will be presented to the Commission at next month's meeting.

Commissioner Rose thanked HRD for their work and for sending out notifications to the employees. She asked what type of process is in place to let the employees know when there are changes in a layoff policy. Mr. Brown explained that they do send the proposed changes to all the employee associations and should probably send the final rule to them as well so they are aware of the changes.

6. Commission Member Presentations or Announcements:

None.

- ## **7. Adjourn to Closed Session:**
- At 5:47 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)

8. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Security Attendant I (Airports) – Case No. 2017-0006; **REMOVED; DIRECTED SECRETARY
TO CONTACT EMPLOYEE TO CONFIRM**; *Pri/Ro – 3 ayes/2 ab(Ag,Pr)*
9. President Burrow adjourned the meeting at 6:02 p.m. to the next Regular Meeting to be held on Monday, April 10, 2017 at 5:30 p.m.