

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, June 12, 2017
 5:30pm

PRESENT: Commissioners Agbalog, Burrow, Price, Prince, and Rose

ABSENT: None

OTHERS: Devin Brown, Maria Murbach, Margo Raison, 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 5:30 p.m.
 Commissioner Prince arrived at 5:37 p.m.

PUBLIC SESSION

1. Public Presentations

NONE

***2. Approval of Minutes**

Regular Meeting on May 8, 2017; NO PUBLIC COMMENT; **APPROVED**; Ag/Ro – 4 ayes/1 ab (Pr)

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. NO PUBLIC COMMENT; **APPROVED**; Ag/Ro – 4 ayes/1 ab (Pr)

- 6928) Fire Dispatcher – County-Wide Promotional
- 6929) Human Resources Manager – County-Wide Promotional
- 6930) Mental Health Therapist Trainee
- 6931) Firefighter – County-Wide Promotional – Fire
- 6932) Evidence Technician I/II – Shift – County-Wide Promotional
- 6933) supervising Sheriff's Report Technician – Shift – County-Wide Promotional
- 6934) Group Counselor III-DP-DHS
- 6935) Office Services Specialist – Ridgecrest
- 6936) Fiscal and Policy Analyst I/II/III
- 6937) Fiscal Support Specialist – Countywide Promotional
- 6938) Fiscal Support Supervisor-Countywide Promotional
- 6939) Fiscal Support Technician-Countywide Promotional
- 6940) Office Services Technician

6941) Accountant I
6942) Waste Management Aide I/II/III
6943) Programmer I/II
6944) Senior Information Systems Specialist
6945) Mail Clerk I
6946) Fiscal Support Supervisor-DP-CAO
6947) Paralegal-CWP
6948) Veterinarian
6949) Supervising Departmental Analyst
WE 2017-05) Victim Services Advocate – Contract – District Attorney

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; DEVIN BROWN HEARD; **REVIEWED, RECEIVED, AND FILED**; *Pri/Ro – 4 ayes/1 ab (Pr)*

- Behavioral Health and Recovery Services Program Supervisor, Item No. 3705

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; DEVIN BROWN HEARD; **REVIEWED, RECEIVED, AND FILED**; *Ro/Pri – 4 ayes/1 ab (Pr)*

- Behavioral Health and Recovery Services Deputy Director (*Previously Deputy Director of Mental Health Services Department for Clinical Services*), Item No. 0448

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

6. Request from the County Administrative Office to Establish a Twelve-Month Probationary period for the Flexible Classification of Fiscal and Policy Analyst I/II/III; DEVIN BROWN HEARD; **APPROVED**; *Ag/Ro – All ayes*

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

7. **Budget:** Commission Secretary to present Civil Service Commission Recommended Budget. MARIA MURBACH HEARD; **ADOPTED RECOMMENDED BUDGET**; *Ro/Pr – All ayes*

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

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

Mr. Brown provided an update on the county's initiative to hire internally first, as a means of trying to alleviate fiscal impacts, the Human Resources Division (HRD) has run 59 positions through a countywide promotional recruitment. A number of employees have moved from

general fund assignments to non-general fund positions through promotion and/or lateral transfers. This practice will continue through the year.

The HRD has submitted its budget at the guideline requested by the County Administrative Officer. HRD has been able to achieve the 3.5% net general fund reduction through some transfer of positions in personnel to non-general fund departments and by holding positions vacant.

HRD is moving forward to purchase of recruiter licenses with LinkedIn and beginning the process of setting up the county career page and successfully recruit new talent.

9. Commission Member Presentations or Announcements:

Commissioner Rose shared that she had recently visited the Southwest Branch Library where they were hosting a library card event. There were many people of all ages getting their library card. She thanked the library staff and thanked the staff at the Animal Services Department for their hard work.

Commissioner Prince thanked the Commission and apologized for being late this evening as he was stuck in traffic driving from Los Angeles.

- 10. Adjourn to Closed Session:** At 5:57 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)

- 11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release**
Detentions Deputy (Sheriff's) – Case No. 2017-0019; **HEARING DATES SET FOR JANUARY 9, 11 & 16, 2018**
- 12. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release**
Deputy Sheriff (Sheriff's) – Case No. 2016-0012; **HEARING DATES SET FOR JANUARY 22, 23, 25, 29, 30, AND FEBRUARY 15, 20 & 26, 2018**
- 13. President Burrow adjourned the meeting at 6:22 p.m. to the next Regular Meeting to be held on Monday, July 10, 2017 at 5:30 p.m.**