

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, July 10, 2017
5:30 p.m.

PRESENT: Commissioners Agbalog, Price, Prince, and Rose

ABSENT: Burrow

OTHERS: Devin Brown, Michael Goulart, 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

Vice President Price called the meeting to order at 5:30 p.m.

PUBLIC SESSION

1. Public Presentations

NONE

***2. Approval of Minutes**

Regular Meeting on June 12, 2017; NO PUBLIC COMMENT; **APPROVED**; Ag/Pr – 4 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**; Ag/Pr – 4 ayes/1 ab (Bu)

6950) Deputy Sheriff Trainee

6951) Engineer I

6952) Deputy Clerk of the Board II-CWP

6953) Senior Office Services Specialist-DP-Assessor-Recorder

6954) Retirement Services Representative I-DP-KCERA

6955) Network Systems Administrator-DP-Sheriff

6957) Child Support Attorney I/II/III/IV/V

6958) Social Service Worker IV/V-DP-DHS

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**; Ro/Ag – 4 ayes/1 ab (Bu)

- Behavioral Health Nurse I, Item No. 2010

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;**

- a) Appraiser I/II/III, Senior Appraiser, and Supervising Appraiser, Items No. 4086, 4085, 4075, 4065, and 4060; *Ro/Pr – 4 ayes/1 ab (Bu)*
- b) Auditor-Appraiser I/II/III, Senior Auditor-Appraiser, and Supervising Auditor-Appraiser, Items No. 4121, 4120, 4119, 4113, and 4111; *Ro/Pr – 4 ayes/1 ab (Bu)*
- c) Deputy Chief Human Resources Officer, Item No. 0787; *Ro/Ag – 4 ayes/1 ab (Bu)*
- d) Workers' Compensation Claims Adjuster I/II/III and Supervising Workers' Compensation Claims Adjuster, Items No. 0808, 0807, 0805, and 0802; *Ro/Ag – 4 ayes/1 ab (Bu)*
- e) Behavioral Health Nurse II/III, Formerly Mental Health Nurse I/II, Item No. 2008; *Ro/Ag – 4 ayes/1 ab (Bu)*
- f) Deputy Sheriff I/II, Items No. 4496 and 4493; *Ro/Ag – 4 ayes/1ab (Bu)*

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

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

County Budget - Mr. Brown reported that the preliminary budget, adopted in June by Board of Supervisors (BOS), contained roughly about a 5% cut for the Human Resources Division (HRD) of the net general fund cost. HRD has been able to absorb that cut through changes made with personnel. The next budget hearing will take place on July 18, 2017. The CAO has worked with various departments, and their budget solutions, in reducing their net general fund costs. These efforts should produce a balanced budget for the BOS to approve in August without any issues related to layoffs and/or reduction in personnel. This was accomplished through hard work by the department heads, who have been diligent in preserving resources wherever they can. Also, by allowing the HRD to move forward with internal hiring. HRD has been able to hire several positions over last six months internally, which has alleviated some pressure on the general and fire funds. This allowed them to achieve the ability to move forward with the balanced budget.

LinkedIn – HRD is moving forward with the LinkedIn platform approved by the BOS in June. HRD has an initial contract for 3 years with LinkedIn and has hired an extra-help employee with marketing experience to help brand the county on social media and use that as a recruiting tool. There are several departments excited about this recruiting tool to find employees/applicants to come work for Kern County. Mr. Brown is excited about this opportunity and hopes to provide a more extensive briefing in the future.

Commissioner Prince asked about the status of the Lean Six Sigma project. Mr. Brown explained that project has concluded. Internal staff was trained in the basic Lean Six Sigma principles. The county is adopting a Lean Six Sigma approach and is currently in the process of training over

one hundred county leaders in the basics. Training will conclude in late August or early September.

7. Commission Member Presentations or Announcements:

Commissioner Rose thanked director Nick Cullen and all the staff at the Kern County Animal Services Department for the positive changes they have implemented and for all of their hard work.

8. **Adjourn to Closed Session:** At 6:05 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)

9. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Detentions Deputy (Sheriff's) – Case No. 2017-0019; **HEARING DATES SET FOR JANUARY 9, 11 & 16, 2018**
10. 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**
11. Vice President Price adjourned the meeting at 6:28 p.m. to the next Regular Meeting to be held on Monday, August 14, 2017 at 5:30 p.m.