

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, August 14, 2017
 5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow Price, and Rose

ABSENT: Prince

OTHERS: 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

President Burrow called the meeting to order at 5:33 p.m.

PUBLIC SESSION

1. Public Presentations
 NONE

***2. Approval of Minutes**
 Regular Meeting on July 10, 2017; NO PUBLIC COMMENT; **APPROVED**; Pri/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**; Pri/Ro – 4 ayes/1 ab (Pr)

- 6965) Maintenance Electrician
- 6966) Juvenile Corrections Maintenance Worker-KRV-Countywide Promotional
- 6967) Office Services Assistant-Part-Time (3 HRS/WKLY)-County Clerk-Ridgecrest
- 6968) Fiscal Support Technician-Department Promotional-KCERA
- 6969) Veterans Service Representative I/II-Countywide Promotional
- 6970) Sheriff's Support Technician-Ridgecrest
- 6971) Departmental Aide-Part-Time-Shift-East Kern
- 6972) Network Systems Administrator
- 6973) Child Support Officer IV-CWP
- 6974) Group Counselor
- 6975) Senior Systems Analyst
- 6976) Human Resources Specialist I-DP-Human Resources
- 6977) Supervising Appraiser-Department Promotional-Assessor

- 6978) Program Coordinator-DP-BHRS
- 6979) Health Education Assistant-CWP
- 6980) Senior Administrative and Fiscal Services Officer-DP-BHRS
- 6981) Sheriff's Support Technician

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

- Assessment Technician, Item No. 4084

Michael Goulart, Human Resources Division, 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; MATT CONSTANTINE, MICHAEL GOULART, AND MACKENZIE STARKEY HEARD; **REVIEWED, RECEIVED, AND FILED**; *Pri/Ag – 4 ayes/1 ab (Pr)*

- Public Health Nutritionist, Item No. 1940

Michael Goulart, Matt Constantine, and Mackenzie Starkey, provided a brief overview. Commissioner Agbalog suggested that the revisions should include the word 'supervision'. Discussion followed and all agreed that in the first sentence, under definition, revisions would state 'under general supervision' and strike the word 'guidance'. No public comment.

6. Request from the County Administrative Office to increase the probationary period to one year for the classification of Director of Countywide Communications; **APPROVED**; *Ro/Pri – 4 ayes/1 ab (Pr)*

Michael Goulart, Human Resources Division, provided a brief overview. President Burrow asked about the possibility for future requests to include several positions instead of submitting requests for single positions. Mr. Goulart stated he would bring this suggestion to the attention of Devin Brown, Chief Human Resources Officer. No public comment.

7. **Human Resources Division Items/Report:**
None

8. **Commission Member Presentations or Announcements:**

President Burrow announced that Commissioner Prince will be stepping down as a Commissioner. He has been a staple individual in the Commission, who has served for approximately twelve years with great wisdom and knowledge.

Commissioner Rose requested some type of recognition for Commissioner Prince's long service on the Commission and for his dedication to the community. Commissioner Burrow directed the Secretary to initiate a request for a resolution from the Board of Supervisors.

Commissioner Rose thanked the county and the staff working in the new safety point check in the building. It is an excellent addition.

9. **Adjourn to Closed Session:** At 6:10 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)

10. PUBLIC EMPLOYMENT – Reinstatement to the Re-Employment List
Firefighter (Fire Department) – Case No. 2017-0022; **REQUEST DENIED**; *Pri/Ag – 4 ayes/1 ab (Pr)*
11. President Burrow adjourned the meeting at 6:40 p.m. to the next Regular Meeting to be held on Monday, September 11, 2017 at 5:30 p.m.