

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, October 9, 2017

5:30 p.m.

PRESENT: Commissioners Burrow, Price, Prince, and Rose

ABSENT: Commissioner Agbalog

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

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

PUBLIC SESSION

1. **Public Presentations**

NONE

*2. **Approval of Minutes**

Regular Meeting on September 11, 2017; NO PUBLIC COMMENT; **APPROVED**; *Pri/Ro – 4 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**; *Pri/Ro – 4 ayes/1 ab (Ag)*

7015) Engineering Aide I/II/III

7016) Engineering Technician I/II-DP-Public Works

7017) Social Service Worker III – Lake Isabella

7018) Social Service Worker I/II

7019) Accountant I/II – Countywide Promotional

7020) Registered Vet. Tech

7021) Sheriff's Civil Litigation & Risk Management Coordinator-Countywide Promotional

7022) Microbiologist – Trainee

7023) Sheriff Deputy Trainee

7024) Sheriff's Sergeant – DP

7025) Victim/Witness Services Specialist I/II – CWP

7026) Accountant III – Countywide Promotional

7027) Sheriff's Detentions Sergeant – DP

- 7028) Child Support Customer Service Representative
- 7029) Assistant Division Director
- 7030) Maintenance Supervisor
- 7031) Librarian III
- 7032) Chief Deputy District Attorney – DP – DA’s Office
- 7033) Deputy Chief Human Resources Officer – DP
- 7034) Behavioral Health Nurse I/II/III
- 7035) Administrative Services Officer – Countywide Promotional
- 7036) Supervising Planner
- 7037) Program Support Supervisor – DP- BHRS
- 7038) Behavioral Health Recovery Specialist Aide
- 7039) Medical Investigator – HIV – Bilingual – PH
- 7040) Public Health Nutritionist
- 7041) Office Services Specialist – Bilingual – DP – Aging and Adult

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; **REVIEWED, RECEIVED, AND FILED**

- a) Behavioral Health and Recovery Administrator, Item No. 0581; *Ro/Pr – 4 ayes/1 ab (Ag)*
- b) Director of Information Technology, previously Director of Information Technology Services, Item No. 0447; *Ro/Pri – 4 ayes/1 ab (Ag)*

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

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

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

7. **Civil Service Commission Hearing Calendar:** Secretary to present findings and recommendations to the Commission regarding the scheduling of hearings; MARIA MURBACH, MARGO RAISON, and BRIAN VAN WYK HEARD; **DISCUSSED; DIRECTED SECRETARY TO PRESENT FINDINGS AT THE NEXT REGULAR MEETING**; *Pri/Pr – 4 ayes/1 ab (Ag)*

Mrs. Murbach reported to the Commission that she had met with Brian Van Wyk, Commission’s legal counsel, and with County Counsel representatives Margo Raison and Bryan Alba. They discussed the difficulties and possible options in scheduling hearings on the Commission calendar. Mrs. Murbach provided a brief overview of the possible options.

Commissioner Prince reminded everyone that Commissioner Agbalog had proposed scheduling the hearings for an initial three nights at the last meeting. Mrs. Murbach explained that some of the difficulties with scheduling the hearings for only three nights included the time needed to present the case and scheduling of witnesses for the parties involved. Margo Raison, Chief Deputy County Counsel, explained to the Commission that scheduling the hearings for an initial three nights posed challenges in that once started, all may agree that more nights are necessary, and although the Commission may have a free calendar, there would be difficulties in finding counsel available to complete it the following week after the original schedule. Initially scheduling in this manner may be setting the hearing off for four or five months after hearing a couple of nights and then continue it many months later. Historically, this has created problems because it is difficult to present a couple of nights of the case and expect everyone to remember where it had left off only to start fresh a couple of months later. She explained that scheduling a hearing for five nights seems more likely to get things to resolve during that period than scheduling a hearing for three nights.

Commissioner Prince explained that the intent was not to finish the hearing in three nights, but to schedule the days in order to determine how many more nights are needed for that particular hearing. Discussion followed about settlements being reached just before the start of the scheduled hearing date.

Commissioner Price mentioned that the recommendations would not shorten or alleviate the scheduling problems. He proposed that if a hearing was initially calendared for seven nights and then pulled off calendar for finalizing a settlement, but did not reach a settlement agreement, then the hearing should only be rescheduled for a limited number of three nights.

Commissioner Prince suggested perhaps double scheduling the hearings. For example, if there are a couple hearings scheduled, allocate six nights for each and if more nights are needed then push those nights through and push the other hearing dates back. This idea was supported by Commissioner Rose.

President Burrow instructed the Secretary to research if any other counties hold settlement conferences, provide details about scheduling a hearing as historically done with a limited number of dates if rescheduled, provide proposed wording for revision of the Civil Service Rules, and present at the next meeting.

8. Human Resources Division Items/Report:

Mr. Brown reported that the Human Resources Division (HRD) continues to work with promotional opportunities and is currently running a recruitment for two Senior Human Resources Specialists.

HRD continues with building the County's LinkedIn career pages. Those who follow Kern County on LinkedIn will see fresh new content. There are pages dedicated to veterans, public safety, internship, and they are working to launch all the updates on November 3, 2017.

9. Commission Member Presentations or Announcements:

Commissioner Rose, in reference to the current fire situation in Napa, asked Mr. Brown if Kern County has a plan in place so that the public can find evacuation and emergency shelter

information online in case of an emergency. She noticed that Napa had current evacuation center locations listed online and she found that information was very helpful to the community. Mr. Brown explained that Kern County has a developed disaster plan in place but that he would ask Chief Brian Marshall about the availability of emergency information online and report back to the Commission.

10. **Adjourn to Closed Session:** None. Item withdrawn. President Burrow adjourned the meeting at 6:16 p.m. to the next Regular Meeting to be held on Monday, November 13, 2017 at 5:30 p.m.

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Identification Technician (Sheriff's Office) – Case No. 2017-0025; **WITHDRAWN**