

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, February 8, 2016

5:30pm

PRESENT: Commissioners Burrow, Price, Prince & Rose

ABSENT: Commissioner Agbalog

OTHERS: Devin Brown, Tracy Eldridge, Michael Goulart, Nancy Lawson, Maria Murbach, Mark Nations, Debbie Rodriguez, Robb Seibly 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 Rose called the meeting to order at 5:30 p.m.

PUBLIC SESSION

1. **Public Presentations**

NONE

*2. **Approval of Minutes**

Regular meeting, January 11, 2016; Special meeting, January 7, 2016. **APPROVED**; *Pr/Br – 4 ayes/1 ab*

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED** *Pri/Br – 4 ayes/1 ab*

- 6388) Supervising Clinical Laboratory Scientist-Shift
- 6491) Hospital Staff Nurse
- 6592) Deputy Clerk of the Board II
- 6593) Environmental Health Specialist – In Training I/II-Shift
- 6594) Deputy Probation Officer III-Shift-DP-Probation
- 6595) Fire Dispatcher I/II-Shift
- 6596) Deputy Public Administrator
- 6597) Office Services Technician-Bilingual
- 6598) Histologic Technician-Part-Time
- 6599) Supervising Clinical Laboratory Assistant-Shift
- 6600) Senior Pharmacist-DP-KMC
- 6601) Sheriff's Detentions Sergeant-DP-Sheriff
- 6602) Federal Excess Property Coordinator-DP-Fire
- 6603) Waste Management Supervisor
- 6604) Deputy County Counsel I/II/III
- 6605) Billing Office Specialist I/II

- 6606) Supervising Criminalist-DP-District Attorney
- 6607) Marketing And Promotions Associate II-DP-Library
- 6608) Social Service Supervisor I

*4. **New Specification(s):** The following job specification(s) have been created and approved by the Employee Relations Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. **RECEIVED AND FILED** *Pri/Br 4 ayes – 1 ab*

a) Wildland Fire Defense Planner, Item No. 4555

5. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Employee Relations Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. **APPROVED** *Br/Pr 4 ayes – 1 ab*

- a) *Social Services Supervisor I, Item No. 3651 **APPROVED** *Pri/Br 4 ayes – 1 ab*
- b) Marketing and Promotions Associate I, Item No. 0904
- c) Marketing and Promotion Associate II, Item No. 0901
- d) Marketing Promotions Coordinator, Item No. 0880
- e) Maintenance Supervisor, Item No. 4720
- f) Maintenance Worker I/II/III/IV, Items No. 4918,4917,4916, and 4915

There were no public comments or requests regarding the Revised Specifications. Vice President Burrow asked if these revisions were routine or if there were any special changes. Devin Brown, Employee Relations Officer, shared that the Human Resources Division (HRD) is asked by the departments to review classifications to better facilitate job specifications as these positions are used throughout the County. The biggest changes are in the revision of the job titles for the Associate and Assistant positions. These were requested by the departments and changes were made.

6. Civil Service Commission Budget:

Devin Brown, Employee Relations Officer, explained that the Commission and the HRD communicated about exploring ways to define the budget of the Civil Service Commission. Mr. Brown introduced Nancy Lawson, Assistant CAO, to explain the available options.

Ms. Lawson stated that it all depends on how formal the Commission would like their budget presentation and explained the following options:

- Option 1 - Establish a Budget Unit for the Commission. This choice would entail more administrative responsibility and an audit.
- Option 2 – This option is less formal and would present the Civil Service Commission budget as a subsection within the HRD total budget presentation.
- Option 3 – With this option, HRD would establish a template quarterly report process directed and submitted to the Board of Supervisors (BOS).

President Rose asked how other Commissions operated and Ms. Lawson shared that LAFCO, for example, uses a separate and audited budget unit.

Mark Nations, County Counsel, explained that the Civil Service Commission Ordinance states that the Commission recommend to the Board of Supervisors (BOS) the amount of funds reasonably needed to run the Civil Service Commission. Option 1 or 2 would be in compliance with the Ordinance but option 3 would not.

Vice President Burrow asked Ms. Lawson to provide more details about Option 2. Ms. Lawson explained that with Option 2, the Commission's expenses are included as part of the HRD budget and are presented to the BOS with their total budget.

Commissioner Prince asked for Ms. Lawson to provide a quick synopsis in printed form for review and made the motion to place this item for the next meeting for further review and discussion. Ms. Lawson will provide an example at the next meeting. Commissioner Prince asked how the cost of the Commission using a Hearing Officer was allocated previously. President Rose explained that the Commission does not always need to hire a Hearing Officer and has only had one in the past four and a half years, but the possibility to hire one exists. Mr. Brown explained that in the past, the Hearing Officer expense was absorbed through a budget allocation in HRD. Ms. Lawson explained that under Option 2, HRD would have the flexibility to determine how to fund such an expense.

7. Human Resources Division Items/Report:

Devin Brown, Employee Relations Officer, reported to the Commission that the HRD continues to work with the Kern Medical Lean Six Sigma Team. One of the newest phases takes a look at the certification process and reports the results to HR to either get more candidates certified or individuals hired. They will transition that process out to the various departments. Now that NeoGov provides real time reporting certification, they are also working with the online testing and there will soon be a trial run as all the computers are now wired into the internet. They are using Biddle software and the tests report directly into NeoGov. They will be holding their first Skype oral panel with a candidate from Mississippi, for the position of Chief Communications Officer. The oral panel members are very enthused about using this technology.

Budget – Mr. Brown reported on the budget reduction and shared that they are looking at a \$30,000 cut going into FY 2016-17. More information will be heard at Tuesday's BOS Meeting and will report on the reduction impact at the next meeting.

8. Commission Member Presentations or Announcements: On their own initiative, Commission members may make a brief announcement or a brief report on their own activities.

Commissioner Price shared that he had reported to Jury Duty the previous week. He served in the courtroom of the Honorable Steven Katz and it was a positive experience.

President Rose shared that she had the honor to introduce the new Civil Service Commission Secretary, Maria Murbach, to the Board of Supervisors. She also mentioned several nice things about Commissioner Burrow and his service and dedication with the Bakersfield Symphony.

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 or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2014-0064; **HEARING DATES SET FOR APRIL 12, 14, 18, 19, 21, 26, 28 and MAY 17, 19, and 26, 2016.**
11. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of a public employee (Govt Code § 54957(b)(1)) **NO REPORTABLE ACTION**
12. **Commission adjourned the meeting at 7:02 p.m. to reconvene at the next Regular Meeting to be held on Monday, March 14, 2016 at 5:30 p.m.**