

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, April 11, 2016
5:30pm

PRESENT: Commissioners Agbalog, Price, Prince, and Rose

ABSENT: Vice President Burrow

OTHERS: Devin Brown, Matt Constantine, Michael Goulart, Maria Murbach, Mark Nations, Linda O'Neil, Keri Pharris, 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, March 14, 2016. **APPROVED**; Ag/Pr – 4 ayes/1 ab

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

- 6609) Wildland Fire Defense Planner
- 6610) Fiscal Support Supervisor-DP-Assessor/Recorder
- 6611) Veterinarian-Animal Services
- 6612) Office Services Coordinator-DP-ETR
- 6613) Engineer I
- 6616) Clinical Supervisor-Option II-Out Patient Services-Corrections-DP-KM
- 6617) Child Support Attorney I/II/III/IV/V
- 6618) Cook III-Taft-PT
- 6619) Senior Nutrition Site Coordinator-Bilingual-PT
- 6620) Senior Nutrition Site Coordinator-Shafter-PT
- 6621) Maintenance Carpenter
- 6622) Emergency Medical Services Coordinator
- 6623) Sheriff's Senior Support Specialist
- 6624) Information Systems Specialist I-Desktop Technician-Assessor-Recorder
- 6625) Traffic Signal Technician I/II
- 6626) Librarian I – Tehachapi

- 6627) Anesthesia Technician I/II-Shift
- 6628) Clinical Director-Shift-DP-KMC
- 6629) DNA Technical Lead Criminalist-DP-District Attorney
- 6630) Planner I
- 6631) Substance Abuse Specialist II-Shift
- 6632) Office Services Technician-DP-Airports
- 6633) Fiscal Support Supervisor-DP-Public Works
- 6634) Accountant III
- 6635) Social Service Worker I/II-DHS
- 6636) Senior Home Delivery Driver-PT-Taft
- 6637) Behavioral Health & Recovery System Administrator-DP-Mental Health
- 6638) Deputy Director of Mental Health Services-Clinical Services-DP-Mental Health
- 6639) Marketing and Promotions Coordinator
- 6640) Mental Health Planning Analyst
- 6641) Mental Health Unit Supervisor I/II
- 6642) Billing Office Specialist III-DP-Mental Health
- 6643) Mental Health Recovery Specialist I/II/III-Shift
- 6644) Office Services Coordinator-DP-Mental Health
- 6645) Help Desk Technician II
- 6646) Local Area Network Systems Administrator
- 6647) Technology Services Supervisor
- 6648) Legal Secretary-District Attorney
- 6649) Coordinator of Administrative & Legislative Analysis
- 6650) Senior Nutrition Site Coordinator-Shafter-Part-Time
- 6651) Group Counselor I/II-DHS-Shift
- 6652) Investigative Aide
- 6653) Officer Services Technician-Shift-Rosamond

*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. **REVIEWED, RECEIVED, AND FILED** Ag/Pr – 4 ayes/1 ab

- a) Assistant Director of Pharmacy Services, Item No. 7398
- b) Charge Master System Coordinator, Item No. 7205
- c) Departmental Public Information Officer, Item No. 0798
- d) Permit Specialist I/II, Item No. 2001, 2002
- e) Sewer Collection Systems Supervisor, Item No. 1092

5. **Reclassification(s):** Proposal by Nsele Nsuangani for reclassification of Health Educator in the Public Health Services Department (Schedule 4110); **DENIED**; Ag/Pri – 4 ayes/1 ab

Devin Brown, Matt Constantine, Margo Raison, and Nsele Nsuangani heard.

a) Human Resources Division Response to Classification Review

Devin Brown, Employee Relations Officer, addressed the Commission and explained that the Human Resources Division reviewed the information provided by Mr. Nsuangani and continues to recommend No Change for this Classification Review.

6. **Budget:** Commission Secretary to present Civil Service Commission Recommended Budget. **APPROVED** Ag/Pri – 4 ayes/1 ab

Commission Secretary presented recommended Civil Service Commission Proposed Budget for FY 2016-17.

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

Mr. Brown addressed the Commission and reported that the Human Resources Division (HRD) has hired additional staff and promoted current staff to some new roles. They have filled four Human Resource Specialist positions, three of them with existing staff. New employee Stephanie Ford had experience in payroll. Senior Analyst Linda O'Neil has announced she will retire in June after several years of exemplary service.

HRD is working on their current FY budget and will incorporate the Commission's newly adopted budget and submit it this week for CAO consideration, it will go through the budget vetting process and eventually it will be presented to the Board of Supervisors in July. HRD has been able to remain on track with allocated resources despite the 1% reduction taken this year.

Lean Six Sigma Project – Mr. Brown reported they now have at least 6 months of data since the transition occurred to track how the recruitment process is progressing. It is moving a lot faster than it used to. On average, the requisition and certification phase took ten days and that process is now down to two days. The certification process happens very quickly. Once there is a certified list, an eligible list has been promulgated, and the names are certified the same day. Staff has worked very hard, adapting to change, and incorporating new processes. They attended a new training this past week. They continue to use the online testing program and exploring different types of testing. In the application process, they have reached almost 100% of online applications. They are working on outreach to the community, and are attending job fairs. They will participate at a large job fest at Rabobank arena. They have introduced a new concept by having chrome books available for job seekers to apply for a job on the spot. This is an innovative practice which has received positive feedback. It has been exciting to make this transition.

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

Commissioner Price – reported that he, President Rose, and Commission Secretary Ms. Murbach, visited the Veterans Services Department. The visit was very interesting and it was moving to see their military memorabilia museum. They provide much needed services to Kern County veterans and their families.

9. **Adjourn to Closed Session:** At 7:02 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 – Personal Necessity Leave
MH Recovery Specialist II (Mental Health) - Case 2016-0003; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH JUNE 30, 2016 WITH NO FURTHER EXTENSIONS;** *Ag/Pr – 3 ayes/1 nay/1 ab*
11. PUBLIC EMPLOYMENT – Removal from Certification Lists
Sheriff's Support Specialist (Human Resources Division) – Case No. 2016-0004; **REQUEST FOR REMOVAL FROM CERTIFICATION LISTS APPROVED** *Ag/Pri – 4 ayes/1 ab*
12. PUBLIC EMPLOYMENT – Removal from Certification Lists
Librarian I – Tehachapi (Library) – Case No. 2016-0005; **REQUEST FOR REMOVAL FROM CERTIFICATION LISTS APPROVED** *Ag/Pri – 4 ayes/1 ab*
13. President Rose adjourned the meeting at 7:35 to reconvene at Regular Meeting to be held on Monday, May 09, 2016 at 5:30 p.m.