

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, September 12, 2016
5:30pm

PRESENT: Commissioners Agbalog, Burrow, Price, Prince, and Rose

ABSENT: None

OTHERS: Devin Brown, Shawn Collins, Matt Constantine, Tracey Eldridge, Kendra Graham, Michael Goulart, Kelly Levig, TR Merickel, Maria Murbach, Mark Nations, Keri Pherris, Margo Raison, 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. Commissioner Price arrived at 5:37.

PUBLIC SESSION

1. **Public Presentations**
NONE

*2. **Approval of Minutes**
Regular Meeting on August 8, 2016; **APPROVED**; Pr/Ag – All ayes

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

- 6754) Waste Management Technician I/II
- 6755) Public Health Nurse III
- 6756) Nurse Practitioner
- 6757) Youth Prevention Specialist I/II
- 6758) Air Quality Engineer I
- 6759) Senior Fiscal & Policy Analyst-DP-CAO
- 6760) Deputy Probation Officer I/II-Shift
- 6761) Supervising Planner
- 6762) Fair Housing Coordinator-Bilingual
- 6763) Cook I-Ridgecrest
- 6764) Senior Child Support Customer Service Representative
- 6765) Senior Nutrition Site Coordinator-Part-Time
- 6766) Supervising Deputy Coroner-DP

6767) Senior Administrative & Fiscal Services Officer
6768) Human Resources Assistant-DP-Human Resources

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; **APPROVED**; *Ag/Pri – All ayes*

a) Assistant Director of Public Health Services, Item No. 1302

Devin Brown, Chief Human Resources Officer, reported that the Department of Public Health Services does not currently have an Assistant Director. They are looking for a position that is second in command for the department so that person could act in the position of the Director, should the Director be absent. The Department of Public Health Services includes a little under 400 employees and this person would be assisting Mr. Constantine in supervising that work force. The position would be engaged in running the administrative division of that department, including the HR and financial sections, and community wellness program.

Commissioner Prince asked who is currently performing these functions. Mr. Brown explained that they are currently performed by the Director or they are performed by other management employees.

Commissioner Prince asked if the "act on behalf of" description is also stating "in place of" the Director. Mr. Brown explained that in the Director's absence the Assistant Director could make decisions for the Department and manage the Department and workforce.

b) Airports Maintenance Worker I, II, III, IV, Items No. 4913, 4912, 4911, and 4910

Mr. Brown, explained that the County currently has a maintenance worker classification series that is similar in nature. However, these workers are integral to the operations of an airport and its facilities, it is important that the employees working in this classification have skills and understanding of federal aviation regulations in Part 139. This classification has been tailored specifically to the airport so that they may find talented individuals to fill these roles with the experience and knowledge of maintaining a major airport.

President Rose requested information about Part 139. Tamarah Harber-Pickens, Airport Chief Financial Officer, explained that Part 139 is an FAA designation to a commercial airport. It is specific to commercial airfield movement. The employees will need to know duties specific to airports such as airfield lighting, airfield striping, taking care of jet bridges, and other things that are specific to a commercial airport.

Vice President Burrow asked if this encompasses all the airports in Kern County. Ms. Harber-Pickens explained that Meadows Field Airport is the only Part 139 airport in Kern County. These employees are also tasked to work on the other six airports.

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, Chief Human Resources Officer, heard; **APPROVED**; *Ag/Bu – All ayes*

a) Airports Maintenance Supervisor, Item No. 4733

6. Second Reading of Amendment to Rule 2200 of the Civil Service Commission; **APPROVED & ADOPTED**; *Ag/Pr – All ayes*

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

Mr. Brown reported that the Human Resources Division (HRD) continues to improve the recruitment and talent acquisition process for the County. Biddle, a company that is partnering and integrating with the applicant tracking system NeoGov, provided a demonstration to administer online testing. The exams can be custom tailored, written or multiple choice, and could be administered in either a proctored setting or completed by the applicant anywhere with an internet connection. Kern is the first County to beta test this program which works well and helps to capture more applicants who are unable to make it to our facility.

HRD is assisting the Sheriff's Office with their Deputy Sheriff Trainee recruitment.

HRD has been invited by LinkedIn to be their guest at their talent acquisition conference this year. We are one of the few government agencies they are inviting to attend. It will give us an insight into how that platform can be used from a government perspective. The conference will take place in Las Vegas in October.

Vice President Burrow asked if there is any way to quantify the positive impact of the HRD transition. Mr. Brown explained that the past budget year had a budget savings of nearly \$400,000. Part of that is due to reduction of salary levels of existing positions to lower salary levels. Part of it is due to the ability to cross train and not fill as many positions throughout the year. That has helped tremendously in preparing for this year's 5% reduction. HRD was able to absorb that reduction with minimal disruption to the department's operations.

Vice President Burrow asked if the transition process has been completed. Mr. Brown explained that the process is really never ending because there is now a lean thinking culture in the department. They have looked at the processes in place and figured out which will benefit and which can be reduced. The project itself that was being administered by Kern Medical staff has concluded with the caveat that some of their suggested improvements are being implemented currently based on the Biddle program.

Commissioner Agbalog asked Mr. Brown to elaborate on the online testing and system processes in place to ensure the integrity of the testing process. Mr. Brown explained that prior to offering the online testing option they will ensure that the test is validated and determine what weight that test will be given so that it is not scored or weighted heavily in the examination process. Biddle is working on a system where there is a finite time frame for an exam to be given.

8. **Commission Member Presentations or Announcements:**
NONE

9. Motion for disclosure of law enforcement personnel records:

Juvenile Corrections Officer (Probation) – Case No. 2016-0015; Kendra Graham and Shawn Collins heard; **REQUEST TO HEAR ITEM DURING CLOSED SESSION APPROVED**

Mr. Collins requested that this item be heard during closed session. Request granted and Commission adjourned to closed session.

- 10. Adjourn to Closed Session:** At 5:40 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)

11. Public Employee – Discipline/Dismissal/Release

Fiscal Support Technician (Probation) – Case No. 2016-0016; Margo Raison and Vicki Avila heard; **REQUEST FOR POSTPONEMENT UNTIL FURTHER NOTICE APPROVED**; *Pri/Pr – All ayes*

12. Public Employee – Discipline/Dismissal/Release

Juvenile Corrections Officer (Probation) – Case No. 2016-0015; Kendra Graham and Shawn Collins heard; **DENIED WITHOUT PREJUDICE**; *Bu/Pr – All ayes*

- 11.** President Rose adjourned the meeting at 7:00 p.m. to the next Regular Meeting to be held on Monday, October 10, 2016 at 5:30 p.m.