

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, February 9, 2015
5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow, Parli, Prince & Rose

ABSENT: None

OTHERS: Victoria Anguiana, Debbie Arvizu, Brittany Boykin, Debbie Davis, Denise Earl, Tracey Eldridge, Carmen Gonzalez, Michael Goulart, Steve Hansen, Christy Kennedy, Kathleen Krause, Ginny Krebs, Kelly Levig, Michelle McFarland, Konrad Moore, Linda O'Neil, Adam Plugge, Debbie Rodriguez, Robb Seibly, Steven Welch and others

NOTE: Ag, Bu, Pa, Pr, & Ro are abbreviations for Commissioners Agbalog, Burrow, Parli, Prince & Rose. For example, Pa/Pr denotes Commissioner Parli 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 Parli called the meeting to order at 5:30 p.m.

Commissioner Burrow arrived at 5:34 p.m.

PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of January 12, 2015 and special meeting of January 8, 13, 20, 22, and 29, 2015 **APPROVED**; Ag/Ro – 4 ayes/1 ab

3. First reading of proposed revisions to Rule 404.00 of the Civil Service Commission. **WAIVED READING**; **APPROVED**; Ag/Ro – 4 ayes/1 ab

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

6289) Medical Social Worker I/II

6290) Waste Management Aide I/II/III

6291) Waste Management Technician I/II
6292) Fire Dispatcher I/II-Shift
6293) Program Support Supervisor
6294) Clinical Laboratory Scientist I/II-Shift
6295) Special Projects Manager
6296) Administrative Analyst I/II
6297) Group Counselor I/II
6298) Social Service Worker I/II
6299) Sheriff's Program Technician-DP-Sheriff
6300) Office Services Specialist
6301) Trauma Registrar II
6302) Victim/Witness Services Specialist I/II
6303) Environmental Health Specialist-In Training I/II/III
6304) Accountant I/II
6305) Medical Staff Services Coordinator
6306) Fire Helicopter Pilot
6307) Patient Access Services Representative III-DP-KMC
6308) Respiratory Therapist IV-Shift
6310) Senior Information Systems Specialist

5. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED;** *Ag/Ro – 4 ayes/1 ab*

- a) Deputy Clerk of the Board I, Item No. 3062
- b) Deputy Clerk of the Board II, Item No. 3061
- c) Human Services Resource Family Coordinator (*formerly, Human Services Foster Parent Coordinator*), Item No. 3737

6. **Reclassification(s):** The following reclassification recommendations are based upon analysis conducted by the Personnel Department in accordance with Civil Service Rules and established procedures. **APPROVED;** *Ro/Ag – All ayes*

- a) Schedule 5120 – DEPARTMENT OF HUMAN SERVICES

RECLASSIFY

2865	3	Fiscal Support Technician	R. 50.8	2739-3344
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TO

2845	3	Fiscal Support Specialist	R. 54.3	3262-3982
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b) Schedule 5120 – DEPARTMENT OF HUMAN SERVICES

RECLASSIFY

3751	1	Human Services Technician III	OR	R. 52.1	2923-3568
3752		Human Services Technician II	OR	R. 50.1	2767-3378
3753		Human Services Technician I		R. 48.6	2455-2997

TO

2845	1	Fiscal Support Specialist		R. 54.3	3262-3982
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7. Commission Compensation for Listening to Taped Appeal Hearings

Ms. Krebs informed the Commission she had surveyed Commissions similar to Kern County. Two of these counties allow their Commissioners to listen to tapes or read transcripts when absent. **PERSONNEL DIRECTOR DIRECTED TO WORK WITH COUNTY COUNSEL TO REVISE ORDINANCE.**

8. **Director of Personnel Items/Report of Closed Session Actions:**

- There were 11 items heard in Closed Session during the Regular Meeting held on January 12th, 2015. The reportable actions taken on those items are listed in the public minutes of that meeting.
- We recently provided the County Administrative Office with the status of our operating budget mid-year. Ms. Krebs was happy to report we are on schedule to meet our FY 2014/2015 budget even after we had to just recently take a 1% reduction in our spending appropriations for this current year. The 1% equated to \$25,173 and was needed due to an increase in pension costs, lower market prices for oil, and staffing of the new jail facility in three years. She stated she would like to thank our Civil Service Division Manager, Karen Kitchen, who keeps a close eye on our revenue and expenditures, and is already working on our budget for next year. For the fiscal year 2015-2016 budget, our department will be required to reduce our expenditures by another 1.4% which will be an additional \$33,850 in spending appropriations.

9. **Commission Member Presentations or Announcements:** None

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: *Ro/Ag - All ayes*

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYMENT– Discipline/Dismissal/Release
Deputy Sheriff (Sheriff) - Case No. 2014-0064; **ITEM CONTINUED TO MAY 11, 2015
REGULAR CSC MEETING; APPROVED; Pa/Ro – All ayes**
12. PUBLIC EMPLOYMENT – Personal Necessity Leave
Sheriff's Aide (Sheriff) – Case No. 2015-0006; **REQUEST FOR PERSONAL
NECESSITY LEAVE DENIED; Ag/Bu – 4 ayes/1 nay**
13. PUBLIC EMPLOYMENT – Personal Necessity Leave
Detention Deputy (Sheriff) – Case No. 2015-0012; **REQUEST FOR PERSONAL
NECESSITY LEAVE DENIED; Ro/Ag – All ayes**
14. PUBLIC EMPLOYMENT – Personal Necessity Leave
Detention Deputy (Sheriff) – Case No. 2015-0013

No action – item was pulled at the department's request.
15. PUBLIC EMPLOYMENT – Personal Necessity Leave
Program Technician (Public Health) – Case No. 2015-0014; **REQUEST FOR
PERSONAL NECESSITY LEAVE APPROVED THROUGH MARCH 30, 2015 WITH
NO FURTHER EXTENSIONS; Ag/Ro – 3 ayes/ 2 nays**
16. PUBLIC EMPLOYMENT – Personal Necessity Leave
Social Service Worker (Human Services) – Case No. 2015-0009 **REQUEST FOR
PERSONAL NECESSITY LEAVE APPROVED THROUGH FEBRUARY 24, 2014
WITH NO FURTHER EXTENSIONS; Ag/Pr – 4 ayes/ 1 nay**
17. PUBLIC EMPLOYMENT – Personal Necessity Leave
Social Service Worker V (Human Services) – Case No. 2015-0011; **REQUEST FOR
PERSONAL NECESSITY LEAVE DENIED; Ag/Ro – All ayes**
18. PUBLIC EMPLOYMENT – Ban from Applying for County Employment
(Personnel) – Case No. 2015-0015; **REQUEST TO BAN FROM APPLYING FOR
COUNTY EMPLOYMENT APPROVED; Ag/Ro – All ayes**
19. Consultation with the Sheriff (Government Code section 54957a); **NO REPORTABLE
ACTION – TO BE PLACED ON MARCH 9, 2015 FOR DISCUSSION**
20. Commission adjourned the meeting at 6:50 p.m. to reconvene at Special Meeting
held Thursday, September 18, 2014, at 5:00 p.m. *Ro/Ab – All Ayes*