

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, March 9, 2015

5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow, Prince & Rose

ABSENT: Commissioner Parli

OTHERS: Brenda Boykin, Debbie Davis, Christina Downing, Tracy Gorleg, Michael Goulart, Steve Hansen, Ernest Harris, Christy Kennedy, Ginny Krebs, Kelly Levig, Cristina Moreno, Linda O'Neil, Maria Paredes, Margo Raison, Debbie Rodriguez, Louise Roman, Robb Seibly, Lee Smith, Mary Stewart, Charles Truvillion, and others

NOTE: Ag, MB, 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

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

PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of February 9, 2015 and special meeting of January 26, 2015 –
APPROVED; Ag/Pr – 4 ayes/1 ab

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

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

6309) Deputy Probation Officer I/II - Shift
6311) Supervising Planner
6312) Sheriff's Sergeant – DP - Sheriff
6313) Animal Control Officer

- 6314) Sheriff's Lieutenant – DP – Sheriff
- 6315) District Attorney's Investigator I – DP – District Attorney
- 6316) Sheriff's Detentions Lieutenant – DP – Sheriff
- 6317) Trauma Registrar I/II
- 6318) Human Services Technician I – Shift
- 6319) Human Services Technician I – Bilingual – Shift
- 6320) Utility Worker
- 6321) Fiscal Support Specialist
- 6322) Sheriff's Commander – DP – Sheriff
- 6323) Computed Tomography Technician Trainee I/II
- 6324) Division Director, Forensic Science
- 6325) Agricultural Biologist/Weights and Measures Technician
- 6326) To be assigned at a later date
- 6327) Health Education Assistant I
- 6328) Program Coordinator
- 6329) General Services Manager – DP – CAO
- 6330) Real Property Agent I
- 6331) Social Service Worker I/II – East Kern
- 6332) Social Service Worker I/II – Bilingual – East Kern
- 6333) Social Service Worker I/II – Bilingual
- 6334) Legal Process Technician

5. **New Specification(s):** The following job specification(s) have been created in accordance with Civil Service Rules and established procedures. **RECEIVED AND FILED**; Ag/Pr – 4 ayes/1 ab
 - a) Supervisor's Field Representative Aide, Item No. 0855
 - b) Director of Public Works, Item No. 0310
6. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED**; Ag/Pr – 4 ayes/1 ab
 - a) Help Desk Supervisor (*formerly Supervising Computer Operator*), Item No. 2471
 - b) Help Desk Technician I/II/III (*formerly Computer Operator I/II/III*), Item Nos. 2483, 2482 & 2481
 - c) Supervising Auditor-Appraiser, Item No. 4111
 - d) Senior Auditor-Appraiser, Item No. 4113
 - e) Auditor-Appraiser I/II/III, Item Nos. 4119, 4120 & 4121
 - f) Supervising Appraiser, Item No. 4060
 - g) Senior Appraiser, Item No. 4065
 - h) Appraiser I/II/III, Item Nos. 4075, 4085 & 4086
 - i) Air Quality Specialist, Item No. 2213
 - j) Air Quality Specialist II, Item No. 2212
 - k) Senior Air Quality Specialist, Item No. 2211

7. **Reclassification(s):** The following reclassification recommendations are based upon analysis conducted by the Personnel Department in accordance with Civil Service Rules and established procedures.

- a) Schedule 1160 – INFORMATION TECHNOLOGY SERVICES – CAO;
APPROVED; Ag/Bu – 4 ayes/1 ab

RECLASSIFY

2471	1	Supervising Computer Operator (Delete Classification)	R. 61.7	4718-5759
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TO

2471	1	Help Desk Supervisor (Title Change Only)	R. 61.7	4718-5759
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- b) Schedule 1160 – INFORMATION TECHNOLOGY SERVICES – CAO;
APPROVED; Pr/Ag – 4 ayes/1 ab

RECLASSIFY

2481/8017	8	Computer Operator III	or	R. 54.7	3327-4062
2482/8016	1	Computer Operator II	or	R. 52.3	2952-3604
2483/8015		Computer Operator I (Delete Classification)		R. 49.8	2593-3166

TO

2481/8017	8	Help Desk Technician III	or	R. 54.7	3327-4062
2482/8016	1	Help Desk Technician II	or	R. 52.3	2952-3604
2483/8015		Help Desk Technician I (Title Change Only)		R. 49.8	2593-3166

- c) Schedule 9149 – EASTERN KERN AIR POLLUTION CONTROL DISTRICT;
APPROVED; Bu/Ag – 4 ayes/1 ab

RECLASSIFY

2211	1	Senior Air Quality Specialist	R. 62.4	4885-5964
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TO

2211	1	Senior Air Quality Specialist	or	R. 62.4	4885-5964
2212		Air Quality Specialist II	or	R. 60.4	4422-5398
2213		Air Quality Specialist I		R. 58.4	4002-4885

RECLASSIFY

2212	3	Air Quality Specialist II	or	R. 60.4	4422-5398
2213		Air Quality Specialist I		R. 58.4	4002-4885

TO

2211	3	Senior Air Quality Specialist	or	R. 62.4	4885-5964
2212		Air Quality Specialist II	or	R. 60.4	4422-5398
2213		Air Quality Specialist I		R. 58.4	4002-4885

- d) Schedule 5120 – DEPARTMENT OF HUMAN SERVICES; **APPROVED**; Pr/Ag
– 4 ayes/1 ab

RECLASSIFY

3737/8426		Human Services Foster Parent Coordinator (Delete Classification)		R. 54.7	3327-4062
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TO

3737/8426		Human Services Resources Family Coordinator (Title Change Only)		R. 54.7	3327-4062
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- e) Schedule 2415 – FIRE DEPARTMENT; **APPROVED**; Ag/Pr – 4 ayes/1 ab

RECLASSIFY

3275	1	Office Services Technician		R. 48.6	2455-2997
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TO

3270	1	Office Services Specialist		R. 51.1	2781-3394
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- f) Schedule 2415 – FIRE DEPARTMENT; **APPROVED**; Ag/Bu – 4 ayes/1 ab

RECLASSIFY

3275	1	Office Services Technician		R. 48.6	2455-2997
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TO

3270	1	Office Services Specialist		R. 51.1	2781-3394
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8. **Classification Deletion(s):** The following classification(s) resulting from corresponding actions presented to the Commission on this Agenda. **APPROVED:**
Pr/Ag – 4 ayes/1 ab

- a) Supervising Computer Operator, Item No. 2471
- b) Computer Operator I/II/III, Item Nos. 2483, 2482 & 2481
- c) Human Services Foster Parent Coordinator, Item No. 3737

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

- There were 9 items heard in Closed Session during the Regular Meeting held on February 9, 2015. The reportable actions taken on those items are listed in the public minutes of that meeting.
- She and Karen Kitchen attended the FY 2015-2016 Budget kickoff meeting presented by the County Administrative Office on February 19th. As she reported to your Commission last month, the Personnel Department's Net General Fund contribution for next year has decreased by approximately 2.34% to \$2,458,287. We will be asked to absorb all increases to operating costs, including a 2.58% increase in retirement expense. All operating departments are being asked to submit their budget at guideline and must also submit a 5% step-down plan. Just last week our department was assigned a new budget analyst. This is our 4th budget analyst in a two-year period. Ms. Krebs took this opportunity to introduce Mr. Alex Alva. She stated she and her department are looking forward to working closely with Mr. Alva on our budget request for the upcoming fiscal year.
- On February 26th Ms. Krebs traveled to Fresno to meet with the Personnel Directors from Fresno, Merced, Madera, Tuolumne, Kings and Tulare counties. They discussed current events affecting our organizations including AB1522, the new legislation that requires paid sick time for temporary employees beginning July 1, 2015; recent trends in employment negotiations; and the Affordable Care Act related to providing health care for temporary employees.
- Since last summer, the Personnel Department has provided New Employee orientation to 817 county employees with our most recent session held on February 26th. She thanked Personnel Analyst Kelly Levig for all of her hard work on this important project.
- We have passed our one year mark with NeoGov, the new applicant tracking system we purchased and went live with in February 2014. She was happy to report that our average number of employment applications has increased by over 37% on the new system with our online applications making up 99% of total applications received.
- As you are probably already aware, there is a letter which the County Administrative Office has placed on the Board of Supervisors' afternoon agenda on March 10th regarding Proposed 2015 County Goals to Increase Efficiency,

Maximize Resources and Improve Services to Kern County Residents. One of the goals recommended is *Civil Service Reform: Creating a Merit System for the 21st Century*. A copy of that letter has been provided to the Commissions. The comments made regarding this particular recommendation can be found on page 2 of the letter. She stated she was not aware this recommendation was to be made until an article in Friday's Bakersfield Californian was brought to her attention. By then she was able to locate this letter on the Board of Supervisor's public meeting agenda. She stated she plans on appearing at tomorrow afternoon's meeting and will speak to the Board of Supervisors when this item is brought up. She plans on stating that the Personnel Department and Civil Service Commission welcome the opportunity to sit down at the table and discuss recommendations to improve services.

10. Commission Member Presentations or Announcements:

Commissioners Rose and Burrow recently visited two departments: Aging and Adult and Library. Both wanted to publicly thank the Directors of these departments for meeting with them.

Commissioner Rose stated she was unaware prior to her visit of the critical and important services Aging and Adult provide for the elderly. She thanked Director Lito Morillo and his staff for all that they do. She further wanted to give accolades to the Library Services as they are a key to the enculturation of our society in that it is an equitable institution open to the public.

Commissioner Burrow explained he is meeting with Department Heads in order to get a better understanding of County Departments as well as garner input from those Directors of their department's experience with Civil Service. He stated it is important to continue to look for ways to improve efficiencies. It is also a matter of educating departments, the public, etc. on what is happening currently; i.e., the 37% increase in job applications received since the implementation of the new application system.

- 11. Adjourn to Closed Session:** At 5:47 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: *Pr/Ag - 4 ayes/1 ab*

CLOSED SESSION (Government Code § 54957)

- 12. PUBLIC EMPLOYMENT– Discipline/Dismissal/Release**
Environmental Health Specialist II (Public Health) - Case No. 2015-0019; **HEARING DATES SET FOR JUNE 1, 2, 4 & 9, 2015**
- 13. PUBLIC EMPLOYMENT – Personal Necessity Leave**
Office Services Technician (Mental Health) – Case No. 2015-0016; **NO ACTION TALEM**

No action – item was pulled at the department's request.

14. PUBLIC EMPLOYMENT – Personal Necessity Leave
Departmental Aide (Library) – Case No. 2015-0017; **REQUEST FOR PERSONAL NECESSITY LEAVE DENIED**; Ag/Pr – 4 ayes/1 ab

15. PUBLIC EMPLOYMENT – Personal Necessity Leave
Sheriff's Support Technician (Sheriff) – Case No. 2015-0018; **NO ACTION TAKEN**

No action – item was pulled at the department's request.

16. PUBLIC EMPLOYMENT – Personal Necessity Leave
Human Services Supervisor (Human Services) – Case No. 2015-0021 **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH MARCH 22, 2015 – THE COMMISSION WILL NOT ENTERTAIN ANY FURTHER REQUESTS FOR EXTENSION**; Pr/Ag – 3 ayes/1 nay/1 ab

17. PUBLIC EMPLOYMENT – Impose Penalties
(Human Services) – Case No. 2015-0023; **APPROVED**; Pr/Ag – 4 ayes/1 ab

18. PUBLIC EMPLOYMENT – Impose Penalties
(Personnel) – Case No. 2015-0020; – **MODIFIED** TO IMPOSE PENALTY B ONLY
“DISQUALIFICATION FROM RECRUITMENTS IN PROGRESS;” Ag/Pr – 4 ayes/1 ab

At 7:07 p.m., a motion was made for the Commission to adjourn to seek clarification from the Director of Personnel ; Pr/Ag – 4 ayes/1 ab. Vice-President Rose rejoined to Closed Session at 7:34 pm.

19. Consultation with the Sheriff (Government Code section 54957a). **ITEM WAS HEARD AND THERE IS NO REPORTABLE ACTION**

The Commission directed Secretary Krebs to make a list of items that are attainable, prioritize them and bring back to the Commission for further discussion.

20. Commission adjourned the meeting at 8:03 p.m. to reconvene at Special Meeting held Thursday, March 19, 2015, at 5:00 p.m.