

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, April 13, 2015

5:30 p.m.

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

ABSENT: None

OTHERS: Bryan Alba, Vicki Avila, Brittany Boykin, Devin Brown, Matt Constantine, Christy Kennedy, Karen Kitchen, Ginny Krebs, Kelly Levig, Linda O'Neil, Keri Pharris, Ivan Quezada, Debbie Rodriguez, Deonka Rufus, Robb Seibly, Mary Stewart, Brenda Villanueva, Bill Walker 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.

PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of March 9, 2015 and special meeting of March 19, 2015 –

APPROVED; *Ro/Pr – All ayes*

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

6326) Waste Management Support Supervisor

6335) Healthcare Application Analyst I – Option I

6336) Park Ranger I

6337) Patient Access Services Representative I/II – Bilingual – Shift

6338) Maintenance Worker III – Shift

6339) Senior Public Health Epidemiologist – DP

6340) LAN Administrator – DP – Auditor-County Clerk-Elections

- 6341) Patient Care Technician – Shift
- 6342) Clinical Director – DP – KMC
- 6343) Supervising Appraiser
- 6344) Supervising Auditor – Appraiser
- 6345) Help Desk Technician III
- 6346) Help Desk Technician I
- 6347) Family Advocate
- 6348) Office Service Technician
- 6349) Engineering Support Supervisor – DP – DSA
- 6350) Human Services Chief Deputy Director – DP
- 6351) To be assigned at a later date
- 6352) Fire Heavy Equipment Specialist I
- 6353) Office Services Technician – East Kern
- 6354) Social Service Worker IV/V – DHS
- 6355) Social Service Supervisor – Aging & Adult – DP
- 6356) Engineer I – DSA – DP
- 6357) Roads Superintendent – DSA – DP
- 6358) Airport Operations and Security Manager
- 6359) Building Services Worker I/II
- 6360) Departmental Aid – PT – Shift – Tehachapi
- 6361) Supervising Fire Dispatcher – DP – Fire
- 6362) Programmer II

4. **New Specification(s):** The following job specification(s) have been created in accordance with Civil Service Rules and established procedures. **APPROVED;** *Ro/Pr – All ayes*

- a) Environmental Health Technician I/II, Item Nos. 2180 & 2181

5. **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 4120 – MENTAL HEALTH SERVICES; **APPROVED;** *Ro/Ag – All ayes*

RECLASSIFY

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

TO

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

b) Schedule 5120 – HUMAN SERVICES; **APPROVED**; Pr/Ag – All ayes

RECLASSIFY

2481/8017	1	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	1	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 8997 – KERN MEDICAL CENTER; **APPROVED**; Bu/Ag – All ayes

RECLASSIFY

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

TO

2481/8017	3	Help Desk Technician III	or	R. 54.7	3327-4062
2482/8016	2	Help Desk Technician II	or	R. 52.3	2952-3604
2483/8015	1	Help Desk Technician I (Title Change Only)		R. 49.8	2593-3166

6. **Civil Service Reform: Creating a Merit System for the 21st Century.**

John Nilon, CAO, addressed the Commission. He began by stating the Board of Supervisors is committed to a merit-based system. He explained that this process began with the goals brought forward by Supervisor Couch. These goals were then reviewed and revised by the CAO Office and brought back for the Board's consideration.

Commissioner Parli stated her concern about ideas/suggestions being brought to an open forum prior to advising the Commission. She stated it is the Commissions job to protect the integrity of the system. Mr. Nilon assured the Commission that any thoughts or considerations would be provided to the Commission prior to bringing before the Board. He stated the CAO Office is looking for meaningful and successful changes that are geared to streamline system/processes.

Mr. Nilon stated that Department Heads will be surveyed and then a small group of Department Heads will review the comments and develop a draft document. Mr. Nilon would then meet with the Personnel Director to discuss, at which time she would share the information with the Commissioners. He intends to go back before the Board within 30 days with a list of final recommendations. The Board would then provide direction on which items they wish to proceed.

7. Director of Personnel Items/Report of Closed Session Actions:

- There were 8 items heard in Closed Session during the Regular Meeting held on March 9, 2015. The reportable actions taken on those items are listed in the public minutes of that meeting.
- She was asked by the CAO's office to participate in a New Department Head Orientation which was held on March 12th. Present were the new Department Heads for the Library, the Assessor, Probation and the interim Director of Animal Control. She spent an hour and a half with these new Department Heads going over Civil Service Rules and the various services our department provides. She received an email afterwards from the CAO's office saying they received a lot of positive feedback from all four that participated about the information and guidance provided.
- On March 13th she and Commissioner Agbalog met with County Counsel Theresa Goldner regarding the Commission's request in 2014 to contract with the law firm of AALRR for conflict counsel services. A letter is forthcoming from Ms. Goldner in regards to County Counsel's position on the matter.
- On March 20th and 21st, all of our electronic files were moved to a new server by County IT. We were recently informed that our existing server's end-of-life would be July 14, 2015. We were also informed that the rights structure for Users was not healthy and needed to be replaced. The only solution was to move everything to a new, properly backed-up, robust server. IT scheduled this move from our existing server to a new server on Friday the 20th and Saturday the 21st as to minimize disruption to department operations. We are now operating on a new server. There was no immediate cost assessed to our department for this change.
- On March 24th she appeared at the Board of Supervisor's meeting because the CAO's office had requested that our department's letter be pulled off the consent agenda. Every month, after your Commission approves certain types of classification changes which include changes to job titles, salaries, reclassifications, or when new classifications are created, we ask, on behalf of the Commission, for the Board to approve the changes recommended by the Commission. The letter in question included two reclassification requests from Fire where the incumbents were recommended for reclassification from Office Services Technician to Office Services Specialist. After she explained the contents of the letter and the process by which we conduct reclassification studies, there were no additional questions from the Board. The letter was approved.

- Last week our department submitted our FY 2015/2016 budget request. As she reported last month, our Net General Fund Contribution for next year was decreased by approximately 3% to \$2,458,287. We absorbed all increases to operating costs including a 2.58% increase in retirement expense. At Net General Fund guideline we were unable to budget for all staff positions for next year. We are short in salaries and benefits by \$21,000 so I asked in our Justification Letter, which accompanied our budget documents, for an additional \$21,000. We also submitted a 5% step-down plan which included the layoff of one Office Services Technician and one Personnel Analyst. If this step down plan is required it would reduce our department of twenty-one permanent positions by two and will further reduce our ability to provide quality customer service to both the county and the public. Additionally, the need to remain within budget guidelines necessitated the department not budget for the following:
 - o Pending retirement payouts since almost 40% of our existing staff are eligible for retirement
 - o Under budgeting for our records imaging system annual projected expense
 - o A significant reduction of over 22% in our budget for annual office expense
 - o The replacement of inefficient and/or non-functioning equipment necessary to carry out our required duties.

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

Commissioner Rose reported that she and Commissioner Burrow met with Jeff Frapwell, Director of General Services. The visit was fascinating. It was eye opening to see just how many services this one department provides.

Commissioner Burrow wished to publicly thank both Chief Marshall and Sheriff Youngblood for meeting with him. He stated it is evident the job their department does; however, he gained an understanding of the scope of how they carry out their business and all the dynamics involved.

Commissioner Prince welcomed President Parli back.

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 and/or to hear complaints or charges brought against employees by another person or employee: *Ro/Ag - All ayes*

CLOSED SESSION (Government Code § 54957)

10. PUBLIC EMPLOYMENT– Discipline/Dismissal/Release
Mental Heath Recovery Specialist II (Mental Health) - Case No. 2015-0026; **HEARING DATES SET FOR JULY 16, 23, 27 & 28, 2015**
11. PUBLIC EMPLOYMENT – Personal Necessity Leave
Social Service Worker (Human Services) – Case No. 2015-0025; **REQUEST FOR PERSONAL NECESSITY LEAVE DENIED**; *Bu/Pr – All ayes*

12. Commission adjourned the meeting at 6:17 p.m. to reconvene at Special Meeting held Tuesday, April 14, 2015, at 5:00 p.m.