

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting
Monday, May 11, 2015
5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow, Parli & Rose

ABSENT: Commissioner Prince

OTHERS: Bryan Alba, Brittany Boykin, Debbie Davis, Tracey Eldridge, Michael Goulart, Christy Kennedy, Karen Kitchen, Ginny Krebs, Kelly Levig, Linda O'Neil, Keri Pharris, Margo Raison, Debbie Rodriguez, Robb Seibly, Mary Stewart, Shalynn Taylor, Brenda Villanueva, Steve 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 5:31 p.m.

PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of April 13, 2015 and special meeting of April 14, 21, 23 & 28, 2015
– **APPROVED**; Ro/Bu – 4 ayes/1 ab

3. First reading of proposed revisions to Rule 1380.00 of the Civil Service Commission.
WAIVED READING; **APPROVED**; Ro/Bu – 4 ayes/1 ab

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

6363) Technology Services Manager – ITS/CAO – DP
6364) Help Desk Supervisor - ITS
6365) Office Services Assistant
6366) Food Service Worker II

6367) Clinical Psychologist
6368) Library Associate – Shift - Taft
6369) Senior Systems Analyst – DP – DHS
6370) Clinical Director
6371) Cook I/II
6372) Public Defender's Investigator I/II/Senior
6373) Assistant Director of Human Services - DHS
6374) Mental Health Recovery Specialist II/III
6375) Mental Health Recovery Specialist Aide
6376) Technology Services Manager – DP – Auditor/Controller
6377) Human Services Supervisor – DP
6378) Senior Appraiser
6379) Fiscal Support Specialist – DP – Assessor
6380) Junior Staff Nurse/Staff Nurse – Shift
6381) Mental Health Therapist II

5. **New Specification(s):** The following job specification(s) have been created in accordance with Civil Service Rules and established procedures. **RECEIVED & FILED**; *Ro/Bu – 4 ayes/1 ab*

a) Assistant Director of Public Works, Item No. 0311

6. **New Specification(s):** The following job specification(s) have been created in accordance with Civil Service Rules and established procedures. **APPROVED**; *Ro/Bu – 4 ayes/1 ab*

a) Probation Program Supervisor, Item No. 0882

b) Probation Program Specialist, Item No. 0883

c) Division Director – Fiscal, Research & Planning, Item No. 3477

7. Request from the Public Defender to establish a 12-month probationary period for the classification of Deputy Public Defender I/II/III/IV/V , Item No. 1260, 1254, 1248, 1242, 1240. **APPROVED**; *Ro/Bu – 4 ayes/1 ab*

8. **Equal Employment Opportunity Updates: NO REPORTABLE ACTION**

Michael Goulart informed the Commission the updated EEO Plan was approved at the April 21, 2015 Board of Supervisors meeting. New protected classes were added including sexual orientation and identity, pregnancy and related medical conditions, gender identity, genetic information, and disability was further defined as mental or physical. Other updates included changing language from EEO Analyst to EEO Officer where applicable.

Commissioner Rose thanked Mr. Goulart for the update. She asked that the plan be revised more often in order to reflect current legislation changes. Additionally, she asked Mr. Goulart to continue providing the Commission with quarterly updates.

Ms. Krebs informed the Commission that as the Equal Employment Officer, Mr. Goulart serves as the Ex Officio for the Human Relations Commission (HRC). This body meets the second Tuesday of the month generally in the 3rd Floor Multipurpose Room. She asked that the Commission give consideration to allowing the HRC to hold their monthly meeting in the Civil Service Commission Room as it is more convenient for the public. The Commission asked Ms. Krebs to look at alternative meeting spaces in which they could conduct a hearing should there be a conflict and report back at the June 8, 2015 meeting.

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

- There were two items heard in Closed Session during the Regular Meeting held on April 13, 2015. The reportable actions taken on those items are listed in the public minutes of that meeting.
- On April 21st the Board of Supervisors approved the creation of a Medical Holding Unit, adding reference to the process to the Kern County Administrative Policy and Procedures Manual. As you may recall the Board of Supervisors, at a joint meeting with the Civil Service Commission, on May 9, 2011 approved the establishment of a Medical Holding Unit for employees on long-term, unpaid medical leaves of absence. The new policy and procedures will allow operating departments to backfill an absent employee's position prior to the employee formally separating from County employment.
- On Wednesday, May 6, and Friday, May 8, County Administrative Officer John Nilon met with Personnel Department staff in response to their April 27th request to meet with him regarding the Board of Supervisors goal to achieve Civil Service reform and to create a merit system that works in the 21st century.

In their request, the staff of the Personnel Department noted that they *"are not opposed to change and wish to partner with the CAO to discuss the ideas, innovations and enhancements that departments and employees have identified."* They went on to state that *"the Personnel Department is interested in increasing efficiency while maximizing resources to enhance services provided to all of our customers"*, and they *"remain committed to the continuous improvement of the Civil Service Merit System in order to better serve the citizens of Kern County."*

During both meetings Mr. Nilon acknowledged that unfair criticism has been directed at the Personnel Department in the past. One of his suggestions to the Board will be to absorb the Personnel Department into the CAO's office creating a Human Resources Division. He stated that no existing Personnel Department employees would lose their jobs. He welcomed staff to ask questions and provide input.

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

Commissioner Parli reported she met with the Administrative Office and left with the impression this is still very much a work in progress. She stated she had questions how changes would affect the Commission and the level of support they receive from the Personnel Department staff. She additionally reported that no specifics were provided to her pertaining to concerns voiced by individual departments.

Commissioner Burrow encouraged staff to drive for details. As information is provided to staff, he would encourage us to look at proactive ways to achieve the goal. He stated that in searching for ways to improve the system, it is important that our staff have a place at the table as staff contributions are very valuable.

Commissioner Rose stated we need to be careful to make sure we walk the very fine line of due diligence.

11. **Adjourn to Closed Session:** At 6:14 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 - 4 ayes/1 ab*

CLOSED SESSION (Government Code § 54957)

12. PUBLIC EMPLOYMENT– Discipline/Dismissal/Release
Deputy Sheriff (Sheriff Office) - Case No. 2014-0064; **ITEM CONTINUED TO JUNE 1, 2015 SPECIAL CSC MEETING; APPROVED**; *Ro/Bu – 4 ayes/1 ab*
13. PUBLIC EMPLOYMENT – Personal Necessity Leave
Human Service Technician III (Human Services) – Case No. 2015-0024; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH MAY 31, 2015**; *Ro/Ag – 4 ayes/1 ab*
14. Commission adjourned the meeting at 6:28 p.m. to reconvene at Special Meeting held Monday, June 1, 2015 at 5:00 p.m.