

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting
Monday, June 8, 2015
5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow, Prince & Rose

ABSENT: Commissioner Parli

OTHERS: Devin Brown, Debbie Davis, Tracey Eldridge, Michael Goulart, Christy Kennedy, Robert Kilgore, Karen Kitchen, Ginny Krebs, Kelly Levig, Jan Lewy, Mark Nations, John Nilon, Andrea Nonini, Linda O'Neil, Keri Pharris, Adam Plugge, Margo Raison, Debbie Rodriguez, Robb Seibly, Lee Smith, Shalynn Taylor, Brenda Villanueva, Bill Walker, Susan Wells 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

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 May 11, 2015 – **APPROVED**; Bu/Ag – 4 ayes/1 ab

3. First Reading of proposed revisions to Rule 408.00 of the Civil Service Commission.
WAIVED READING; **APPROVED**; Bu/Ag – 4 ayes/1 ab

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

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

6382) Patient Access Services Representative I/II – Shift

6383) Hospital Information Systems Manager – DP – KMC

- 6384) OST – PT – Shift – California City
- 6385) Wastewater Treatment Plant Trainee
- 6386) Vocational Nurse I/II
- 6387) Disposal Site Gate Attendant I/II – Part-Time
- 6388) Supervising Clinical Laboratory Scientist – Shift
- 6389) Pre-Licensed Radiologic Technologist I/II
- 6390) Equipment Operator
- 6391) Appraiser I – Assessor-Recorder
- 6392) Mental Health Nurse I/II
- 6393) Auto Mechanic – DP – Sheriff
- 6394) Agricultural Biologist/Weights & Measures Trainee I/II/III

6. **New Specification(s):** The following job specification(s) have been created in accordance with Civil Service Rules and established procedures. **APPROVED;** *Bu/Ag – 4 ayes/1 ab*
 - a) Director of Social Services, Item No. 0688
7. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **RECEIVED & FILED;** *Bu/Ag – 4 ayes/1 ab*
 - a) Director of Aging and Adult Services, Item No. 0268
8. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED;** *Bu/Ag – 4 ayes/1 ab*
 - a) Senior Nutrition Site Coordinator, Item No. 5602
 - b) Senior Home Delivery Driver, Item No. 5605
9. **Abolish Eligible List(s):** Abolishment of the following eligible list(s) is recommended by both the Personnel Department and the affected Department Head. **APPROVED;** *Pr/Ag – 4 ayes/1 ab*
 - a) Auditor-Appraiser I, Examination No. 6127
10. Request from the Public Defender to establish a 12-month probationary period for the classification of Public Defender's Investigator I/II/Senior, Item Nos. 4387, 4386 and 4385) and Chief Public Defender's Investigator, Item No. 4381. **APPROVED;** *Ag/Bu – 4 ayes/1 ab*
11. Election of Vice President of Civil Service Commission

Due to the resignation of Commissioner Parli, effective July 1st, Vice President Rose will assume the role of President. This necessitates nominating a new Vice President.

Motion was made by Commissioner Prince, seconded by Commissioner Agbalog, nominating Commissioner Burrow as Vice President. **APPROVED**; *Pr/Ag – 4 ayes/ 1 ab*

12. Update on proposed realignment of the Personnel Department and the Employee Relations and Health Benefits Divisions of the County Administrative Office into one Human Resources Division of the County Administrative Office.

John Nilon addressed the Commission. He stated that on May 19, 2015 the Board of Supervisors approved in concept the realignment of the Personnel Department and the Employee Relations and Health Benefits Divisions of the County Administrative Office into one Human Resources Division of the County Administrative Office. The Board of Supervisors directed County Counsel to draft the applicable ordinance changes, and directed the County Administrative Office to bring forward all actions necessary to implement this strategy. The proposed amendments to Chapters 2.12 and 3.04, and the addition of Chapter 3.02 to the Kern County Ordinance Code will be presented to the Board of Supervisors at their June 9, 2015 meeting which will be the first step necessary to accomplish this realignment. If this is approved, it will then be placed on the Board of Supervisors agenda the following week for final approval. Once approved, the ordinance would be effective 30 days from date of final approval.

Commissioner Prince asked Mr. Nilon how we could ensure the community that we are not skating around taking this for a public vote. Part of the reason this was originally enacted was to avoid cronyisms/favoritism - how can the community be reassured this will not occur? Mr. Nilon answered that every department has to follow the rules established by the Civil Service Commissioner. The Commission remains the author of the rules and remains in control to assure the rules are adhered to.

Commissioner Agbalog inquired as to who the Commission would go to in order to initiate any type of action. Mr. Nilon stated the Commission would hire a staff person to serve as the Secretary of the Commission.

Commissioner Rose stated that hearings are a very important role of the Commission and are complex and require due diligence. Mr. Nilon again stated the Commission would be highly involved in the crafting of the position and salary level of the Commission Secretary.

Commissioner Burrow asked if the appointment of the Director of Personnel was a function that was approved by voters in 1956. Commissioner Prince again stated the intent of the voters was that they wanted the Personnel Department to be a separate entity. Mark Nations, County Counsel, stated the ordinance did allow the Commission to appoint a Director of Personnel; however, the actual operation of the Personnel Department was not included in the ordinance. The proposed change will not undermine the basic principles of the Civil Service system. In his opinion, the main responsibilities of the Commission are to maintain merit based hiring and job seniority primary functions found in the ordinance, which is rule driven. He stated the Commission will retain seven out of eight functions - only taking away the appointment of the Director of Personnel. It is his opinion the basic principles of the

Civil Service Commission will remain intact and the voters do not have to approve the proposed changes.

Jan Lewy made the statement that the current ordinance language states the Commission “shall” appoint a Director of Personnel. Taking out the word “shall” is a substantive change and should be taken to the voters. She asked the Commissioners attend the Board of Supervisors meeting tomorrow and request a continuance in order to ensure no substantive change is made to the Commission’s authority.

13. Request to allow Human Relations Commission to use the Civil Service Hearing Room for their monthly public meeting. **APPROVED**; *Bu/Pr – 4 ayes/1 ab*

The Commission granted the request of the Human Relations Commission to utilize the Civil Service Commission Hearing Room the 2nd Tuesday of each month for their regular public meeting.

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

- There were two items heard in Closed Session during the Regular Meeting held on May 11, 2015. The reportable actions taken on those items are listed in the public minutes of that meeting.
- At the April 13th General Meeting, she had reported that we had submitted our FY 2015/2016 budget request and due to the recommended General Fund guideline we were unable to budget for all staff positions for next year. On May 15th we were informed by the County Administrative Office that they would be adding an additional \$21,000 to our budget, which will fund our base salaries and benefits for the next fiscal year.
- At the April 13th General Meeting, she also reported to your Commission that on March 13th she and Commissioner Agbalog had 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. They were told on March 13th when they met with Ms. Goldner that she would be sending a letter to your Commission in regards to County Counsel’s position on the matter, but as of this date no letter has been received.
- On May 28th our analysts and Personnel Assistants, along with some of their peers from Fresno and Kings County and the City of Bakersfield, participated in Recruitment and Selection Training provided by Cooperative Personnel Systems

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

16. **Adjourn to Closed Session:** At 6:07 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)

17. PUBLIC EMPLOYMENT – Personal Necessity Leave
Substance Abuse Specialist II (Mental Health) - Case No. 2015-0028; **APPROVED**
EXTENSION THROUGH AUGUST 10, 2015; MATTER TO BE PLACED ON
AUGUST 10, 2015 REGULAR CSC AGENDA FOR UPDATE; Pr/Ag – 4 ayes/1 ab
18. PUBLIC EMPLOYMENT – Personal Necessity Leave
Juvenile Corrections Officer 2 (Probation) – Case No. 2015-0029; **APPROVED**
EXTENSION THROUGH AUGUST 1, 2015; Pr/Ag – 4 ayes/1 ab
19. Consultation with the Sheriff (Government Code section 54957a); **NO REPORTABLE ACTION**
20. Personnel Director - Performance Evaluation - Government Code Sec. 54957(b); **NO REPORTABLE ACTION**
21. Commission adjourned the meeting at 7:59 p.m. to reconvene at Special Meeting held Tuesday, June 23, 2015 at 11 a.m.