

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, July 13, 2015

5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow & Rose

ABSENT: Commissioner Prince

OTHERS: Brittany Boykin, Matt Constantine, Michael Goulart, Christy Kennedy, Karen Kitchen, Mark Nations, Linda O'Neil, Keri Pharris, Margo Raison, Debbie Rodriguez, Robb Seibly, Mary Stewart and others

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

PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of June 8, 2015 and special meetings of June 1 and 23, 2015 –
APPROVED; Ag/Bu – 3 ayes/1 ab

3. First Reading of proposed revisions to Rule 703.00 of the Civil Service Commission.
WAIVED READING; **APPROVED**; Ag/Bu – 3 ayes/1 ab

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

5. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED**;
Ag/Bu – 3 ayes/1 ab

6395) Division Director – Fiscal, Research and Planning – DP – Probation

6396) Auditor-Appraiser I

- 6397) Child Support Officer II/III
- 6398) Hospital Staff Nurse II – Shift – Correctional Medicine
- 6399) Assistant Program Director – DP – DHS
- 6400) Property Control Officer
- 6401) Geographic Information Systems (GIS) Specialist
- 6402) Hospital Business Office Specialist I/II
- 6403) Hospital Nursing Shift Manager – Shift
- 6404) Surgical Technician I/II – Shift
- 6405) Maintenance Electrician
- 6406) Supervising Departmental Analyst – DP – Probation
- 6407) Probation Program Specialist
- 6408) Probation Program Supervisor
- 6409) Cardiopulmonary Equipment Technician – Part-Time – Shift
- 6410) Sheriff Aide – Shift
- 6411) Stock Clerk
- 6412) Departmental Aide – Part-Time – Shift – Lamont
- 6413) Senior Home Delivery Driver - Lake Isabella – Part-Time
- 6414) Public Health Aide I/II – Bilingual (English/Spanish)
- 6415) Billing Office Specialist I/II
- 6416) Maintenance Worker I/II
- 6417) Building Services Worker I/II
- 6418) Senior Sheriff's Dispatcher – DP – Sheriff
- 6419) Clinical Pharmacist – Shift – DP – KMC
- 6420) Medical Assistant I
- 6421) Geographic Information Systems Specialist
- 6422) Social Service Worker I/II – Aging & Adult
- 6423) Social Service Worker IV/V – DHS
- 6424) Social Service Worker IV/V – East Kern – DHS
- 6425) Librarian III – DP – Library – Shift
- 6426) Air Quality Specialist I/II - Tehachapi

6. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED;**
Ag/Bu – 3 ayes/1 ab
- a) Patient Access Services Representative III, Item No. 3192
 - b) Patient Access Services Supervisor, Item No. 3181
 - c) Junior Public Health Nurse/Public Health Nurse I/II, Item Nos. 1998, 1999, 2000
 - d) Public Health Nurse III
 - e) District Attorney Welfare Fraud Investigator, Item No. 4420

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. **APPROVED;** *Bu/Ag – 3 ayes/1 ab*

a) *Schedule 9415 – KERN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION*

RECLASSIFY

0712 1 Retirement Information Technology Manager R. 67.0 6145-7502
(Delete Classification)

TO

2396 1 Technology Services Manager R. 69.4 6927-8456

8. **Classification Deletion(s):** The following classification(s) resulting from corresponding actions presented to the Commission on this Agenda. **APPROVED;** *Ag/Bu – 3 ayes/1 ab*
- a) Retirement Information Technology Manager, Item No. 0712
9. Update on 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. **NO REPORTABLE ACTION TAKEN**

Devin Brown, Employee Relations Officer, addressed the Commission to update them on the new Human Resource Division. He stated the division is in the process of transition. It is hoped the new staff will transition to the first floor by the beginning of August. Thus far, the transition has gone fairly smooth. He stated he is excited about the process and pleased how staff has adapted in short order to the changes made.

Mr. Brown informed the Commission that an item was placed on the Board of Supervisors agenda to delete the Director of Personnel position and add a Deputy Employee Relations Officer. The Department will achieve some cost savings from this change. Additionally, one of the OSTs has promoted to another department. This position will not be filled at this time.

Mr. Brown reported he recently met with three members of KMCs Lean 6 Sigma Team. This team will take on the project of evaluating our current job recruitment process.

10. Job description for Civil Service Commission Secretary. **NO REPORTABLE ACTION TAKEN**
11. Update on recommended safety measures for the Civil Service Hearing Room. **NO REPORTABLE ACTION TAKEN**

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

There were four items heard in Closed Session during the Regular Meeting held on June 8, 2015. The reportable actions taken on those items are listed in the public minutes of that meeting.

13. Commission Member Presentations or Announcements:

Commissioner Rose announced Supervisor Scrivner has selected a nominee for a new Commissioner. This item will be placed on the July 21, 2015 Board of Supervisors agenda.

14. PUBLIC EMPLOYMENT – Personal Necessity Leave
Detentions Deputy (Sheriff's Office) - Case No. 2015-0030; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH JULY 18, 2015; Ag/Bu – 3 ayes/1 ab**

15. **Adjourn to Closed Session:** At 6:30 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)

16. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release - Status Update
Deputy Sheriff (Sheriff's Office) - Case No. 2014-006; **ITEM CONTINUED TO SEPTEMBER 14, 2015 REGULAR CSC AGENDA; APPROVED; Ag/Bu – 3 ayes/1ab**
17. RECONVENE PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Mental Health Recovery Specialist (Mental Health) - Case No. 2015-0026; **MATTER REMOVED FROM CALENDAR; Ag/Bu – 3 ayes/1 ab**
18. RECONVENE PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Environmental Health Specialist II (Public Health) - Case No. 2015-0019; **HEARING DATES SET FOR AUGUST 20, 24 AND 25, 2015**
19. PUBLIC EMPLOYMENT – Personal Necessity Leave – Status Update
Substance Abuse Specialist 2 (Mental Health) - Case No. 2015-0028; **ITEM CONTINUED TO AUGUST 10, 2015 REGULAR CSC AGENDA; APPROVED; Ag/Bu – 3 ayes/1ab**
20. Appointment of Interim Civil Service Commission Secretary (Government Code Section 54957(b)(1)). **NO REPORTABLE ACTION TAKEN**
21. Commission adjourned the meeting at 7:24 p.m. to reconvene at a Special Meeting to be scheduled within two weeks.