

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, August 10, 2015
5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow, Price & Prince

ABSENT: Commissioner Rose

OTHERS: Brittany Boykin, Devin Brown, Michael Goulart, Christy Kennedy, Ginny Krebs, Mark Nations, Linda O'Neil, Margo Raison, Robb Seibly, Brenda Villanueva and others

NOTE: Ag, Bu, Pri, Pr, Ro are abbreviations for Commissioners Agbalog, Burrow, Price, 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

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

PUBLIC SESSION

1. Public Presentations

None

2. Approval of Minutes

Regular meeting of July 13, 2015 and special meeting of July 30, 2015.

APPROVED; Ag/Pr – 4 ayes/1 ab

*3. First Reading of proposed revisions to Rule 704.30 of the Civil Service Commission.
WAIVE READING; **APPROVED;** Ag/Pr – 4 ayes/1 ab

*4. Second reading of proposed revisions to Rule 703.00 of the Civil Service Commission. **PULLED AT REQUEST OF THE HUMAN RESOURCES DIVISION**

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

6427) District Attorney Investigator I/II
6428) Program Specialist I/II – DP – KMC
6429) Public Health Program Specialist

- 6430) Mental Health Planning Analyst
- 6431) Agricultural Biologist/Weights and Measures Inspector IV – DP – Department of Agriculture and Measurement Standards
- 6432) Linen Services Associate I – PT – Shift
- 6433) Transport Services Associate – PT – Shift
- 6434) Departmental Aide – PT – Shift
- 6435) Sheriff's Detentions Deputy Trainee
- 6436) Fire Equipment Mechanic
- 6437) Fire Equipment Service Worker
- 6438) Mail Clerk I
- 6439) Paralegal
- 6440) Wastewater Treatment Plant Operator II/III
- 6441) Sewer Maintenance Worker I – PT
- 6442) Technology Services Supervisor – DP – ITS – GS – CAO
- 6443) Hospital Risk Manager
- 6444) Jr. Public Health Nurse/Public Health Nurse I/II
- 6445) Utilization Review Nurse I/II – Shift
- 6446) Sheriff's Detentions Sergeant – DP
- 6447) Human Services Technician I – Shift – East Kern
- 6448) Human Services Technician I – Shift – Bilingual – East Kern
- 6449) Social Service Worker I/II – Bilingual – East Kern
- 6450) Social Service Worker I/II – East Kern
- 6451) Supervising Departmental Analyst – DP – Probation
- 6452) Auditor–Appraiser I
- 6453) Environmental Health Specialist - In-Training – DP – Environmental Health Services
- 6454) Fiscal Support Specialist – DP – Sheriff
- 6455) Sheriff's Program Specialist
- 6456) Senior Office Services Specialist
- 6457) Mental Health Recovery Specialist I/II/III – Bilingual – Tier II

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

- a) Elections Process Clerk III/II/I, Item Nos. 2225, 2226 & 2227
- b) Elections Process Supervisor, Item No. 2224
- c) Elections Process Coordinator, Item No. 2223
- d) Health Plan Services Representative I/II, Item Nos. 0467 & 0466
- e) Health Plan Administration Coordinator, Item No. 0458
- f) Veterans Service Manager, Item No. 0841

*7. **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) Public Information Officer, Item No. 0791
- b) Auditor-Appraiser III, Item No. 4119

8. **Reclassification(s):** The following reclassification recommendations are based upon analysis conducted by the Human Resources Division in accordance with Civil Service Rules and established procedures. **APPROVED**; Pr/Pri – 4 ayes/1 ab

a) Schedule 1420 – AUDITOR-CONTROLLER-COUNTY CLERK/ELECTIONS

RECLASSIFY

3263	1	Elections Specialist (Delete Classification)	R. 53.0	3057-3732
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TO

2225		Elections Process Clerk III	or	R. 55.0	3378-4123
2226	1	Elections Process Clerk II	or	R. 53.0	3057-3732
2227		Elections Process Clerk I (Title Change)		R. 51.2	2794-3411

b) Schedule 1420 – AUDITOR-CONTROLLER-COUNTY CLERK/ELECTIONS

RECLASSIFY

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

2225		Elections Process Clerk III	or	R. 55.0	3378-4123
2226		Elections Process Clerk II	or	R. 53.0	3057-3732
2227	1	Elections Process Clerk I (Title Change)		R. 51.2	2794-3411

c) Schedule 1420 – AUDITOR-CONTROLLER-COUNTY CLERK/ELECTIONS

RECLASSIFY

3155	3	Legal Process Technician II	or	R. 51.2	2794-3411
3157	1	Legal Process Technician I		R. 49.2	2529-3088

TO

2225		Elections Process Clerk III	or	R. 55.0	3378-4123
2226		Elections Process Clerk II	or	R. 53.0	3057-3732
2227	4	Elections Process Clerk I (Title Change)		R. 51.2	2794-3411

d) Schedule 1420 – AUDITOR-CONTROLLER-COUNTY CLERK/ELECTIONS

RECLASSIFY

2680	1	Elections Systems Coordinator (Delete Classification)	R. 54.8	3344-4082
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TO

2225	1	Elections Process Clerk III	or	R. 55.0	3378-4123
2226		Elections Process Clerk II	or	R. 53.0	3057-3732
2227		Elections Process Clerk I (Title Change)		R. 51.2	2794-3411

e) Schedule 1420 – AUDITOR-CONTROLLER-COUNTY CLERK/ELECTIONS

RECLASSIFY

3258	1	Elections Coordinator (Delete Classification)	R. 56.0	3550-4334
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TO

2223		Elections Process Coordinator (Title Change)	R. 58.6	4042-4934
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9. **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) Elections Specialist, Item No. 3263
- b) Elections Systems Coordinator, Item No. 2680
- c) Elections Coordinator, Item No. 3258
- d) Senior Elections Specialist, Item No. 3262

10. **Human Resources Division Items/Report:**

Devin Brown, Employee Relations Officer, reported to the Commission that Human Resources is now a full division as the Health Benefits staff relocated to the first floor today.

He conveyed this is a great opportunity to make significant differences in how County recruits and retains employees. He introduced the KMC Lean Six Sigma Team that will be working with an internal team comprised of Tracey Eldridge, Robb Seibly, Keri Pharris, Terry Derouchie, Joshua Lynch and Brynn Carrigan. The main function of this team is to take dysfunctional processes apart and put them together in a leaner,

more efficient way. This team will review the current steps it takes to hire an employee. The goal is to ensure the Human Resources Division (HRD) gets departments the qualified candidates they need as quickly as possible.

Mr. Brown additionally reported that a group of six department heads have been meeting to review processes and look at ways to help them get the candidates they need in an efficient, timely manner.

HRD has decided that in department promotional recruitments that have less than three names, candidates will be ranked according to their experience and education and all names will then be certified to the department. The same process will be utilized for open examinations in which less than seven names are received.

HRD is also going to roll out more purposely NeoGov access to departments. Currently, 15 departments have On-Line Hiring Center (OHC). HRD will be working diligently to push it out to the rest of the departments.

It is been one and half years since the transition to NeoGov. HRD hopes to have NeoGov meet with staff to discuss concerns we have as well as look for ways to utilize the system more efficiently and effectively.

HRD will be taking to the Board of Supervisors an amended paid sick leave policy. The amendment will be to exclude retired annuitants.

11. Commission Member Presentations or Announcements:

Commissioner Burrow introduced and welcomed Commissioner Price.

- 12. Adjourn to Closed Session:** At 6:03 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)

13. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Mental Health Recovery Specialist 2 (Mental Health) - Case No. 2015-0026;
**MATTER REMOVED FROM CALENDAR DUE TO SECOND FAILURE TO
APPEAR BY EMPLOYEE**; *Ag/Pri – 4 ayes/1 ab*
14. PUBLIC EMPLOYMENT – Personal Necessity Leave – Status Update
Substance Abuse Specialist 2 (Mental Health) - Case No. 2015-0028; **DENIED**;
Pr/Ag – 4 ayes/1 ab
15. PUBLIC EMPLOYMENT – Personal Necessity Leave
Library Associate (Library) - Case No. 2015-0033; **DENIED**; *Ag/Pri –
3 ayes/1 nay/1 ab*

16. PUBLIC EMPLOYMENT – Re-Employment List
Public Defender Investigator (Public Defender) - Case No. 2015-0032; **DENIED**;
Pri/Pr – 3 ayes/1 nay/1 ab
17. Vice President Burrow adjourned the meeting at 7:12 p.m. to reconvene at Special Meeting to be held August 11, 2015 at 5:00 p.m.