

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, September 14, 2015
5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow, Price & Rose

ABSENT: Commissioner Prince

OTHERS: Brittany Boykin, Devin Brown, Debbie Davis, Cherise Enterline, Christy Kennedy, Ginny Krebs, Phyllis Nance, Mark Nations, Linda O'Neil, Keri Pharris, Maria Ponce-Alcaraz, Margo Raison, Tamara Roberts, Robb Seibly, Brenda Villanueva, Steven Welch 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

President Rose called the meeting to order at 5:31 p.m.

PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of August 10, 2015 and special meetings of August 11, 20, 24, 25 and September 3 and 8, 2015. **APPROVED;** Ag/Bu – 4 ayes/1 ab

3. Second reading of proposed revisions to Rule 704.30 of the Civil Service Commission. **WAIVED READING; ADOPTED;** Ab/Bu – 4 ayes/1 ab

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

6458) Registered Veterinary Technician

6459) Electrodiagnostic Technician – Part-Time

6460) Health Plan Administration Coordinator – Countywide Promotional

6461) Light Vehicle Driver

6462) Human Services Aide

- 6463) Librarian I – Shift – DP
- 6464) Health Information Specialist I – Shift
- 6465) Senior Pharmacist – DP – Kern Medical Center
- 6466) Highway Painting Equipment Superintendent – DP – Public Works
- 6467) Elections Process Clerk I
- 6468) Departmental Aide – Part-Time – Boron
- 6469) Sheriff's Detentions Senior Deputy – DP
- 6470) Youth Prevention Specialist I/II – Shift – Bilingual
- 6471) Wastewater Treatment Plant Operator II/III
- 6472) Health Plan Services Representative I/II
- 6473) Fiscal Support Specialist – KCERA – DP
- 6474) County Veterans Services Officer – Veterans Services Department – DP
- 6475) Discharge Facilitator – Shift
- 6476) Civil Service Commission Secretary
- 6477) Health Information Specialist III – Shift – DP – KMC
- 6478) Hospital Staff Nurse II – Shift
- 6479) Building Services Worker I/II – PT – Shift
- 6480) Fiscal Support Technician
- 6481) Storekeeper I
- 6482) Victim/Witness Services Specialist I/II – East Kern
- 6483) Fiscal Support Assistant
- 6484) Park Ranger I
- 6485) Clinical Director – Trauma Program – KMC – DP
- 6486) Tree Trimmer III – Parks – DP
- 6487) Pharmacy Technician I – Shift – Lerdo
- 6488) Clinical Pharmacist

5. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED;** *Ag/Bu – 4 ayes/1 ab*

a) Chief Child Support Attorney, Item No. 1200

6. **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;** *Pri/Ag – 4 ayes/1 ab*

a) Schedule 5120 – HUMAN SERVICES

RECLASSIFY

3250	1	Reprographics Production Technician III	R. 48.8	2529-3088
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TO

2820	1	Graphic Artist	R. 52.2	2937-3586
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7. Human Resources Division Items/Report:

Devin Brown informed the Commission that on August 25th he announced to County Department Heads that the Human Resources Division was reorganizing the workflow of the recruitment process and utilizing a team concept. Staff has been placed into four teams: Public Safety, Social Services, Health and Public Services. Each team consists of two Personnel Analysts, a Personnel Assistant and a Fiscal Support Specialist. Teams are in the process of scheduling meet and greets with their departments to introduce themselves and to attempt to better understand the individual department's needs.

The Lean Six Sigma Team is currently looking at the County's recruitment process. They are currently mapping out the entire recruitment process. Their next step will be to ask staff and departments to look at the steps and identify unnecessary duplication of some of the current processes. The team is looking at making significant changes to the recruitment process in an effort to make it more efficient.

Mr. Brown provided an update on the Civil Service Secretary recruitment. The recruitment was opened for a three-week period and closed last Friday. Applications are currently being reviewed for minimum qualifications. It is anticipated the performance exam will be scheduled as soon as next week. Those that pass that portion will then be scheduled for the oral exam. It is hoped a certified list will be provided to the Commission by early October.

Mr. Brown commended the staff of the Human Resources Division for all their hard work during the transition.

8. Commission Member Presentations or Announcements:

Commissioner Price reported that he and Commissioner Rose visited the Department of Agriculture & Measurements. He stated that the Department Head, Ruben Arroya, was a gracious host. He was amazed at the amount of work the department is charged with and was impressed with the staff.

Commissioner Rose stated she is grateful for the dedicated employees that work every day to ensure we are safe.

9. **Adjourn to Closed Session:** At 5:51 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)

10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release – Status Update Deputy Sheriff (Sheriff's Office) - Case No. 2014-0064; **ITEM CONTINUED TO JANUARY 11, 2016 REGULAR CSC AGENDA; Ag/Bu – 4 ayes/1ab**

11. PUBLIC EMPLOYMENT – Personal Necessity Leave
Juvenile Correction Officer 2 (Probation) - Case No. 2015-0037; **DENIED**;
Pri/Ag – 4 ayes/1 ab
12. PUBLIC EMPLOYMENT – Personal Necessity Leave
Waste Management Technician II (Public Works) - Case No. 2015-0036; **ITEM
PULLED**
13. PUBLIC EMPLOYMENT – Personal Necessity Leave
Road Maintenance Worker 1 (Public Works) - Case No. 2015-0040; **APPROVED
EXTENSION THROUGH SEPTEMBER 22, 2015**; *Ag/Pri – 4 ayes/1 ab*
14. PUBLIC EMPLOYMENT – Personal Necessity Leave
Social Services Worker 3 (Human Services) - Case No. 2015-0038; **APPROVED
EXTENSION THROUGH NOVEMBER 9, 2015; MATTER TO BE PLACED ON
NOVEMBER 9, 2015 REGULAR CSC AGENDA FOR UPDATE**; *Ag/Bu – 3 ayes/1
nay/1 ab*
15. PUBLIC EMPLOYMENT – Personal Necessity Leave
Human Service Technician (Human Services) - Case No. 2015-0039; **MATTER
TABLED TO OCTOBER 12, 2015 REGULAR CSC AGENDA WITH OPPORTUNITY
TO PARTICIPATE TELEPHONICALLY SHOULD TRANSPORTATION CONTINUE
TO BE AN ISSUE**; *Ag/Pri – 4 ayes/1 ab*
16. PUBLIC EMPLOYMENT – Personal Necessity Leave
Child Support Officer 3 (Child Support Services) - Case No. 2015-0035; **MATTER
TABLED TO OCTOBER 12, 2015 REGULAR CSC AGENDA**; *Ag/Bu – 4 ayes/1 ab*
17. PUBLIC EMPLOYMENT – Re-Employment List
Child Support Officer (Child Support Services) - Case No. 2015-0034; **REQUEST
DENIED**; *Pri/Ag – 4 ayes/1 ab*
18. Commission adjourned the meeting at 7:08 p.m. to reconvene at Special Meeting to
be held Thursday, September 17, 2015, at 5:00 p.m.