

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, October 12, 2015

5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow, Price, Prince and Rose

ABSENT: None

OTHERS: Devin Brown, Elizabeth Brown, Tracey Eldridge, Cherise Enterline, Christy Kennedy, Ginny Krebs, Mark Nations, Patrick Porcho, Margo Raison, Debbie Rodriguez, 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

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

President Rose announced that a request had been made to remove Item 4c from the consent agenda.

PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes:**

Regular meeting of September 14, 2015 and special meetings of September 14, 17, 28 and 29, 2015. **APPROVED**; Bu/Pri – 5 ayes/0 nays

3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED**; Bu/Pri – 5 ayes/0 nays

- 6489) Shelter Supervisor – DP – Animal Services
- 6490) Patient Access Services Representative – I/II – Shift
- 6491) Hospital Staff Nurse – Pre-Licensed I/II – Shift
- 6492) Fiscal Support Specialist – Library – DP – Library
- 6493) Probation Division Director – DP – Probation

- 6494) Program Technician – PD – Aging and Adult Services
- 6495) Senior Home Delivery Driver – Part Time
- 6496) Senior Nutrition Site Coordinator – Part Time – EK
- 6497) Senior Nutrition Site Coordinator – Part Time – Bilingual
- 6498) Senior Home Delivery Driver – Part Time – EK
- 6499) Mental Health Therapist I/II
- 6500) Deputy Director of Agriculture & Measurement Standards – DP – Department of Agriculture & Measurement Standards
- 6501) Office Services Assistant – Bilingual
- 6502) Bio-Medical Electronics Technician II – Shift
- 6503) Maintenance Worker IV – Shift
- 6504) Fiscal Support Supervisor – DP – Auditor Controller/County Clerk-Elections
- 6505) Elections Process Supervisor – DP – Auditor-Controller/County Clerk-Elections
- 6506) Sheriff Dispatch Supervisor – DP – Sheriff- Shift
- 6507) Identification Technician I – Shift
- 6508) Department of Child Support Services Program Manager
- 6509) Chief Child Support Attorney
- 6510) Supervising Child Support Officer
- 6511) Patient Right's Advocate – Shift
- 6512) Contract Administrator – DP – General Services Division – CAO
- 6513) Departmental Aide – Library – East Kern
- 6514) Departmental Analyst
- 6515) Director of Social Services – DP – KMC
- 6516) Maintenance Plumber – Shift
- 6517) Auditor-Controller's Division Chief – DP – Auditor-Controller
- 6518) Area Park Supervisor
- 6519) Senior Systems Analyst – DP - KMC

4. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. Items 4a, b & d **APPROVED**; Bu/Pri – 5 ayes/0 nays; Item 4c **APPROVED**; Ag/Pr – 5 ayes/0 nays

- a) Discharge Facilitator, Item No. 2352
- b) Geographic Information Systems (GIS) Manager (*formerly Geographic Information Systems Coordinator*), Item No. 1065
- c) Mental Health Unit Supervisor I (*formerly Supervising Mental Health Clinician*), Item No. 3704
- d) Mental Health Unit Supervisor II (*formerly Mental Health Unit Supervisor*), Item No. 3703

Mark Nations, County Counsel, informed the Commission that he asked that Item 4c be taken off the consent agenda as it does not contain standard language found in other flexible class specifications.

Devin Brown, Employee Relations Officer, stated this specific language was not a part of the original specification. It is felt that not including the language makes it less confusing to the applicant. He further explained that Rule 904

does not require approval of the Human Resources Division. The authorizing authority would be the department head. The decision was made not to add the language as it is felt it is more of a policy statement and is best served not to be included in this job specification or any future flex classification specifications.

5. **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/Pr – 5 ayes/0 nays*

a) *Schedule 8954 – PUBLIC WORKS DEPARTMENT*

RECLASSIFY

1065 1 Geographic Information Systems (GIS) R. 63.4 5135-6269
Coordinator
(Delete Classification)

TO

1065 1 Geographic Information Systems (GIS) R. 66.5 5994-7317
Manager
(Title Change)

b) *Schedule 4120/4123 – MENTAL HEALTH DEPARTMENT*

RECLASSIFY

3704 15 Supervising Mental Health Clinician R. 66.6 6024-7354
(Delete Classification)

TO

3704 15 Mental Health Unit Supervisor I R. 66.6 6024-7354
(Title Change)

c) *Schedule 4120/4123 – MENTAL HEALTH DEPARTMENT*

RECLASSIFY

3703 14 Mental Health Unit Supervisor R. 68.6 6656-8125
(Delete Classification)

TO

3703 14 Mental Health Unit Supervisor II R. 68.6 6656-8125
(Title Change)

Devin Brown, Employee Relations Officer, stated that Item 5a includes a salary adjustment along with a title change. This position has been vacant for some time and is considered to be hard to fill. The title change and salary increase make it competitive with other counties within the state.

Items 5b and c are title changes only.

6. **Classification Deletion(s):** The following classification(s) resulting from corresponding actions presented to the Commission on this Agenda. **APPROVED;**
Pr/Bu – 5 ayes/0 nays

- a) Geographic Information Systems (GIS) Coordinator, Item No. 1065
- b) Supervising Mental Health Clinician, Item No. 3704
- c) Mental Health Unit Supervisor, Item No. 3703

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

Devin Brown and the KMC Lean Six Sigma Team, along with the Human Resources Division Lean Six Sigma Team, developed a flow chart of the recruitment process. This chart encapsulates the entire process, which can include up to 199 steps. He stated that the team and staff are working together to enhance the process, thus making it more useful to county departments who are looking to hire. Mr. Brown stated it is the Human Resources Division's mission to provide departments with the best candidates possible. The emphasis is to always look at ways to improve processes to ensure we are getting the best candidates hired as soon as possible.

Kristin Prada, a member of the KMC Lean Six Sigma Team, informed the Commission this has been a great project for the team to work on. The next steps include identifying waste and making NeoGov more efficient.

Mr. Brown informed the Commission that by November all departments will have access to the OHC side of NeoGov. This will enable them to move from paper requisitions to online – making it real time.

Mr. Brown wished to publicly thank Russell Judd, CEO of KMC, for allowing his staff to work with the Human Resources staff on this project.

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

None

9. **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)

10. PUBLIC EMPLOYMENT – Personal Necessity Leave
Human Service Technician (Human Services) - Case No. 2015-0039; **DENIED**;
Pri/Bu – 5 ayes/0 nays
11. PUBLIC EMPLOYMENT – Personal Necessity Leave
Child Support Officer 3 (Child Support Services) - Case No. 2015-0035; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH DECEMBER 1, 2015 – THE COMMISSION WILL NOT ENTERTAIN ANY FURTHER REQUESTS FOR EXTENSION**; *Ag/Pri – 5 ayes/0 nays*
12. PUBLIC EMPLOYMENT – Personal Necessity Leave
Program Technician (Public Health) - Case No. 2015-0041; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH NOVEMBER 21, 2015 – THE COMMISSION WILL NOT ENTERTAIN ANY FURTHER REQUESTS FOR EXTENSION**; *Ag/Pr – 3 ayes/2 nays*
13. PUBLIC EMPLOYMENT – Personal Necessity Leave
Equipment Operator (Parks & Recreation) - Case No. 2015-0042; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH NOVEMBER 5, 2015 – Pr/Pri – 5 ayes/0 nays**
14. President Rose adjourned the meeting at 7:31 p.m. to reconvene at Special Meeting to be held on Tuesday, October 13, 2015, at 5 p.m. (*Pr/Pri – 5 Ayes/0 Nays*)