

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, November 9, 2015

5 p.m.

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

ABSENT: None

OTHERS: Taylor Arias, Devin Brown, Tracey Eldridge, Brian Jimenez Garcia, Michael Goulart, Deborah Johnson, Christy Kennedy, Brian Marshall, Peggy Mendiburu, Mark Nations, Linda O'Neil, Keri Pharris, Margo Raison, Debbie Rodriguez, Robb Seibly, Brandon Smith, Blanca Trujillo 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.

PUBLIC SESSION

1. Public Presentations

a) Commissioner Rose announced the hiring of Peggy Mendiburu as the new Civil Service Secretary. She will begin on November 16, 2015.

2. Approval of Minutes

Regular meeting of October 12, 2015 and special meetings of September 29, October 5 and 6, 2015. **APPROVED;** Pri/Ag – 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

6520) Deputy Sheriff Trainee

6521) Environmental Health Technician I

6522) Workers' Compensation Claims Adjuster I – DP – County Counsel

6523) Library Associate – Shift

6524) Business Manager – DP – Public Defender

6525) Engineering Manager – DP – Public Works
6526) Trauma Nurse Coordinator – Shift
6527) Assistant Probation Division Director – DP – Probation
6528) Therapy Aide – Bilingual
6529) Librarian III
6530) Fiscal Support Specialist – DP – Auditor-Controller-County Clerk-Elections
6531) Fiscal Support Technician – Bilingual
6532) Maintenance Worker III
6533) Program Specialist I/II – Bilingual – DP – KMC
6534) Appraisal Assistant
6535) Cook I/II – PT – East Kern
6536) Cook I/II – PT – Shafter
6537) Cook II – DP – PT – Shafter
6538) Cook II – DP – PT – Lake Isabella
6539) Sr. Home Delivery Driver – PT – Ridgecrest
6540) Criminalist I/II/III
6541) Forensic Lab Technician I/II
6542) Mental Health Unit Supervisor I/II
6543) Park Supervisor

4. **New Specification(s):** The following job specification(s) have been created and approved by the Employee Relations Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21: **RECEIVED AND FILED**; *Pri/Bu – 5 ayes/0 nays*

- a) Airport Facilities Manager, Item No. 4719
- b) Human Resources Specialist I, Item No. 3064
- c) Human Resources Specialist II, Item No. 3065
- d) Senior Human Resources Specialist, Item No. 3063

Devin Brown, Employee Relations Officer, provided a brief overview of each item.

5. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Employee Relations Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21: **APPROVED**; *Bu/Pri – 5 ayes/0 nays*

- a) Human Resources Division Manager, Item No. 0635
- b) Principal Human Resources Analyst, Item No. 2295
- c) Senior Human Resources Analyst, Item No. 2320
- d) Human Resources Analyst, Item No. 2328
- e) Engineering Aide I, Item No. 1170
- f) Engineering Aide II, Item No. 1169
- g) Engineering Aide III, Item No. 1168
- h) Engineering Technician I, Item No. 1106
- i) Engineering Technician II, Item No. 1104
- j) Engineering Technician III, Item No. 1102

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. **ITEM CONTINUED TO DECEMBER 14, 2015; Ag/Bu – 4 ayes/1ab**

a) Schedule 2415 – FIRE DEPARTMENT

RECLASSIFY

0840 1 Administrative Coordinator R. 58.6 4042-4934

TO

No Change

Devin Brown, Employee Relations Officer, informed the Commission that the Fire Department and Human Resources Division received a request for reclassification from employee, Deborah Johnson. Human Resources staff conducted a desk audit and reviewed the work of the employee to determine whether or not she was performing work of the current position or if the job duties had changed that it no longer fit the current specifications. Upon completion of the desk audit, Human Resources Division staff made the determination that Ms. Johnson was performing within the scope of the duties of her current classification of Administrative Coordinator.

Ms. Johnson provided the Commission with a binder of information with examples of special projects she felt were outside the scope of her current classification of Administrative Coordinator. She contended that since 2009, she has consistently performed the duties of a Project Manager. She informed the Commission that her work duties changed dramatically at exactly the same time her request for reclassification was filed. Ms. Johnson concurred that she has currently been performing Administrative Coordinator duties for the past six months.

Commissioner Prince asked Ms. Johnson if she had provided her concerns to the department. Ms. Johnson stated she did but has yet to receive a response.

Devin Brown informed the Commission that the Human Resources Division did not receive a copy of the binder presented to the Commissioners. The Analysts that performed the desk audit were not given the opportunity to review the information.

Debbie Rodriguez, Analyst, informed the Commission that Ms. Johnson does not meet the minimum qualifications for the requested position of Project Manager.

Chief Brian Marshall stated at the time the request for reclassification occurred, there was considerable turnover in the department that resulted in a departmental reorganization. There were competing interests within the department as well as a significant budget issue. Ms. Johnson had been informed of these issues. Chief Marshall stated that the Fire Department supports the Human Resources Division's recommendation.

A motion was made by Commissioner Agbalog to table this item to the December 14, 2015 regular Commission meeting. He requested Human Resources Division staff to review the binder to ascertain if there is any information that would affect their initial recommendation.

7. Proposed elimination of Civil Service Rules 800, 1100, 1800, 1900 and 2100. **TO BE PLACED ON DECEMBER 14, 2015 REGULAR MEETING AGENDA FOR SECOND READING.**

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

Devin Brown announced a Department Head memo was issued regarding online requisitions. This new process will make it easier for departments to enter requisitions. All departments have been trained on this new process. This is the last week that paper requisitions will be accepted.

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

The Commission thanked Christy Kennedy and the Human Resources Division for their dedication and hard work on the part of the Commission.

10. **Adjourn to Closed Session:** At 7:22 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)

11. PUBLIC EMPLOYMENT – Personal Necessity Leave
Social Service Worker III (Human Services) - Case No. 2015-0038; **DENIED**;
Pri/Pr – 5 ayes/0 nays
12. Commission adjourned the meeting at 7:24 p.m. to reconvene at Regular Meeting to be held Monday, December 14, 2015 at 5:30 p.m.