

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, January 13, 2014

5:30 p.m.

PRESENT: Commissioners Agbalog, Parli, Rose & Thorn

ABSENT: Commissioner Prince

OTHERS: Bryan Alba, Vicki Avila, Devin Brown, Linda Connor, Tracey Eldridge, Greg Fenton, Jerry Gordon, Michael Goulart, Matt Handy, Melvin Harris Jr., Melvin Harris Sr., Cornelius Harris, Christy Kennedy, Ginny Krebs, Linda O'Neil, Craig Pope, Renita Nunn, Mike Miller, Keri Pharris, Margo Raison, Robb Seibly, Mary Stewart, Mary Anne Steele, Emily Thomasy, Susan Wells and others

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

PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of December 9, 2013 – **APPROVED**; Ro/Th – 4 ayes/1 ab

3. Second reading of amendment to Rule 602.00 of the Civil Service Commission.
WAIVED READING; APPROVED; Ro/Th – 4 ayes/1 ab

4. Second reading of amendment to Rule 1205.00 of the Civil Service Commission.
WAIVED READING; APPROVED; Ro/Th – 4 ayes/1 ab

5. Utilization Analysis. **RECEIVED AND FILED**; Ro/Th – 4 ayes/1 ab

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

5953) Assistant Program Director – DP
5954) Sheriff's Commanders – DP
5955) Sheriff's Senior Support Specialist – Shift
5956) Probation Division Director – DP – Probation
5957) Construction Project Inspector I/II/III
5958) Director of Emergency Medical Services – PD – Public Health
5959) Cardiopulmonary Services Clinical Coordinator – Shift – DP – KMC
5960) Office Services Specialist – DP – KMC
5961) Office Services Technician – DP – KMC
5962) Fiscal Support Specialist
5963) Security Attendant I – Shift
5964) Legal Process Technician I
5965) Probation Supervisor – DP – Probation Dept
5966) Chief Deputy Sheriff – DP
5967) Sheriff's Detentions Senior Deputy – DP
5968) Sheriff's Dispatch Supervisor – Shift – DP

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

a) Risk Management Investigator, Item No. 0810
b) Supervising Building Inspector, Item No. 1183
c) Clinical Director, Item No. 2018
d) Ultrasound Technologist Trainee, Item No. 1741
e) Ultrasound Technologist I, Item No. 1740
f) Ultrasound Technologist II, Item No. 1739
g) Manager, Cardiopulmonary Services (formerly Manager, Cardiopulmonary and Physical Therapy Services), Item No. 1509

8. **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;** *Th/Pa – 4 ayes/1 ab*

a) Schedule 8997 – KERN MEDICAL CENTER

RECLASSIFY

1509	1	Manager, Cardiopulmonary & Physical Therapy Services (Delete Classification)	R. 67.8	6395-7807
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TO

1509 1 Manager, Cardiopulmonary Services R. 67.8 6395-7807
(Title Change Only)

9. **Classification Deletion(s):** The following classification(s) resulting from corresponding actions presented to the Commission on this Agenda. **APPROVED:**
Pa/Th – 4 ayes/1 ab

a) Manager, Cardiopulmonary and Physical Therapy Services, Item No. 1509

10. **Director of Personnel Items/Report of Closed Session Actions:**

Ms. Krebs reported the following:

- There were three Closed Session items during the Regular Meeting held on December 9, 2013. The reportable actions taken on those items are listed in the public minutes of that meeting.
- Regarding the Disciplinary Appeal referred to a Hearing Officer, that hearing has now been scheduled to begin February 24th for five (5) days. Due to the current anticipated cost, the contract will be increased from \$20,000 to \$40,000 prior to the start of the appeal hearing.
- This past month we welcomed two new employees to the Personnel Department: Extra-Help Office Services Technician Adriana Komin and Extra-Help Personnel Assistant Trisha Wattree. Adriana serves as our primary receptionist and is the first person to greet the public and employees in our lobby. The funding for Trisha's position is being provided by the AB 109 program which supports personnel related activities related to reducing the overcrowding, costs and recidivism of low-level inmates in the County.
- We also recently welcomed two students in the department. Ana Rojas and Monique Lloyd are participating in the Kern High School District Career and Workforce Development Program. For six weeks these young ladies will work full time in our department learning standard office procedures, how to provide quality customer service, and learning how to interact with the public and other employees. These students are paid through the federally funded Workforce Investment Act and we are excited to be part of their introduction to employment.
- Mary Anne Steele announced she will be retiring effective March 8th. Mary Anne has served the County for over 36 and a half years and her experience and knowledge will be greatly missed.

Ms. Krebs brought forth the following additional items:

- a) Recommendations to Strengthen the Working Relationship Between the Personnel Department and the County Administrative Office
- b) Appeal Questionnaire
- c) Disaster Service Worker Standard Language; **APPROVED**; *Ro/Pa – 4 ayes/1 ab*

11. Commission Member Presentations or Announcements:

Commissioner Rose reported she attended the Employee Recognition Award Ceremony held in December. She stated it was beautifully executed and wished to thank all who assisted with this event.

Commissioner Rose stated that she has always been an advocate of animal rights as well as children and the elderly. She declared that she was inspired to donate to the Animal Shelter after seeing the Animal Control workers receive the team award. Upon taking her donations to the shelter, she was impressed by the friendliness of the staff and the overall cleanliness of the facility. She wished to publicly salute all those who work for that facility.

- 12. Adjourn to Closed Session:** At 5:47 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 EMPLOYEE – Discipline/Dismissal/Release
Road Maintenance Worker 2 (Roads) – Case No. 2013-0029; **DIMISSED** DUE TO FAILURE OF APPELLANT TO APPEAR; *Ro/Th – 4 ayes/1 ab*
- 14. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Food Service Worker I (KMC) – Case No. 2014-0004; **CONTINUED TO FEBRUARY 10, 2014 REGULAR CSC MEETING**; *Th/Ro – 4 ayes/1 ab*
- 15. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2014-0001; **HEARING DATES SET FOR APRIL 23, 24, 30 AND MAY 1, 7 & 8, 2014**
- 16. PUBLIC EMPLOYMENT – Personal Necessity Leave
Human Services Technician 3 (Human Services) – Case No. 2014-0002;
WITHDRAWN

17. PUBLIC EMPLOYMENT – Personal Necessity Leave
Human Services Technician 3 (Human Services) – Case No. 2014-0006; **REQUEST FOR PERSONAL NECESSITY LEAVE DENIED**; *Th/Pa – All ayes*
18. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists
Fire Dispatcher I - Shift (Fire) – Case No. 2013-000; **REQUEST FOR REMOVAL FROM ELIGIBLE LIST APPROVED**; *Th/Pa – 4 ayes/1 ab*
19. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists
Building Services Worker I and Maintenance Worker I (KMC) – Case No. 2013- 0019; **AFFIRMED COMMISSION’S DECISION MADE AT THE SEPTEMBER 9, 2013 REGULAR CSC MEETING**; *Ro/Pa – 4 ayes/1 ab*
20. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Director of Personnel
21. President Agbalog adjourned the meeting at 6:56 p.m. to reconvene at Special Meeting scheduled for Tuesday, January 14, 2014 at 5 p.m.