

## SUMMARY OF PROCEEDINGS

### CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue  
Bakersfield, California 93301

#### *Regular Meeting*

Monday, February 10, 2014  
5:30 p.m.

**PRESENT:** Commissioners Parli, Prince, Rose (arrived late) & Thorn

**ABSENT:** Commissioner Agbalog

**OTHERS:** Bryan Alba, Vicki Avila, Devin Brown, Tracey Eldridge, Michael Goulart, Matt Handy, Christy Kennedy, Ginny Krebs, Liani Longorie, Linda O'Neil, Keri Pharris, Margo Raison, Robb Seibly, Shyanne Schull, Mary Anne Steele, 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

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

#### PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of January 13, 2014 and special meetings of July 1 and July 9, 2013, January 7, 8, 9, 13, 14, 16 (2) and 28, 2014. **APPROVED;** Pa/Th - 3 ayes/2 ab

3. First reading of amendment to Rule 301.00 of the Civil Service Commission.  
**WAIVED READING;** **APPROVED;** Pa/Th - 3 ayes/2 ab

4. First reading of amendment to Rule 408.00 of the Civil Service Commission.  
**WAIVED READING;** **APPROVED;** Pa/Th - 3 ayes/2 ab

5. First reading of amendment to Rule 411.00 of the Civil Service Commission.  
**WAIVED READING;** **APPROVED;** Pa/Th - 3 ayes/2 ab

6. First reading of amendment to Rule 510.00 of the Civil Service Commission.  
**WAIVED READING;** **APPROVED;** Pa/Th - 3 ayes/2 ab

7. First reading of amendment to Rule 602.50 of the Civil Service Commission.  
**WAIVED READING; APPROVED;** *Pa/Th - 3 ayes/2 ab*
8. First reading of amendment to Rule 605.00 of the Civil Service Commission.  
**WAIVED READING; APPROVED;** *Pa/Th - 3 ayes/2 ab*
9. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED;**  
*Pa/Th - 3 ayes/2 ab*

5969) Sheriff's Support Specialist  
5970) Human Services Supervisor – DP – DHS  
5971) Group Counselor I/II – Shift  
5972) Fiscal Support Supervisor – DP  
5973) Sheriff's Sergeant – DP  
5974) Sheriff's Detentions Sergeant – DP  
5975) Maintenance Painter

10. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED;**  
*Pa/Th - 3 ayes/2 ab*
  - a) Home Health Care Nursing Director (*formerly Home Health Care Nursing Manager*), Item No. 2029
11. **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;** *Pa/Th - 3 ayes/2 ab*
  - a) Schedule 8997 – KERN MEDICAL CENTER

RECLASSIFY

|      |   |                                                             |         |           |
|------|---|-------------------------------------------------------------|---------|-----------|
| 2029 | 1 | Home Health Care Nursing Manager<br>(Delete Classification) | R. 71.3 | 7615-9296 |
|------|---|-------------------------------------------------------------|---------|-----------|

TO

|      |   |                                   |         |           |
|------|---|-----------------------------------|---------|-----------|
| 2029 | 1 | Home Health Care Nursing Director | R. 71.3 | 7615-9296 |
|------|---|-----------------------------------|---------|-----------|

12. **Classification Deletion(s):** The following classification(s) resulting from corresponding actions presented to the Commission on this Agenda. **APPROVED;**  
*Pa/Th - 3 ayes/2 ab*
  - a) Home Health Care Nursing Manager, Item No. 2029

Commissioner Rose arrived to the meeting at 5:32 p.m.

**13. Election of 2014 Civil Service Commission Officers**

Motion made by Commissioner Thorn, seconded by Commissioner Rose, nominating Romeo Agbalog as President. **APPROVED**; *Th/Ro – 4 ayes/1 ab*

Motion made by Commissioner Thorn, seconded by Commissioner Rose, nominating Jackie Parli as Vice President. **APPROVED**; *Th/Ro – 4 ayes/1 ab*

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

Ms. Krebs reported the following:

- There were eight Closed Session items during the Regular Meeting held on January 13, 2014. The reportable actions taken on those items are listed in the public minutes of that meeting.
- The Personnel Department went live with our new applicant tracking system NeoGov this morning. Next month she will provide the Commission with a presentation of the newly revised Personnel website. She took this opportunity to thank the staff who has worked very hard on learning the ins and outs of the new system and planning the implementation of the new system.
- Last month she reported to the Commission that we had hired a new extra help receptionist. Last week this employee was offered a permanent position with another County department so she will be leaving us shortly. On February 25<sup>th</sup> she will be asking the Board of Supervisors to add a permanent Office Services Technician position to our budget and delete the permanent Office Services Assistant position we have. In a little over a year, this position, which serves as the receptionist for the department, has turned over five times. While she was happy to report that all of the employees who have filled that position in the past year have gone on to promotions elsewhere in the County, by replacing the Office Services Assistant with the higher level of Office Services Technician she hopes that the turnover rate will slow, we will be able to rotate existing staff on the front desk, and we will be able to assign higher level duties to the new employee filling the higher level classification.
- We recently provided the County Administrative Office with the status of our operating budget mid-year. While some adjustments need to be made to some of our expenditure and revenue accounts, I am happy to report we are on schedule to meet our FY 2013/2014 budget. I would like to thank our Civil Service Division Manager, Karen Kitchen, who keeps a close eye on our revenue and expenditures, and is already working on our budget for next year.

- We are currently working with a group of students enrolled in the Public Administration program at CSUB. They will be conducting a survey of recently hired county employees focusing on the recruitment and testing process. We hope to use the outcomes from this survey to improve our processes.
- We have partnered with the County Administrative Office in hosting three training sessions: one which was held last week on the topic of Customer Service, and two more which will be held in March and April on Stress Management and Creating a Positive Working Environment. These two-hour training sessions, which are held in both the morning and afternoon, are provided by MHN, the County's EAP provider and are free to attendees. We received positive feedback from last week's sessions and are looking forward to the next two topics.

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

Commissioner Rose announced that she, Commissioner Parli and Ms. Krebs will tour the Public Defender's Office tomorrow. She will be visiting Airports, Treasurer – Tax Collector and Parks and Recreation in the next few weeks as well.

16. MARK RODRIGUEZ – Discrimination Appeal (Item No. 19 on 02/10/14 CSC Agenda)  
Animal Control Officer (Animal Control) - Case No. 2014-0007; MARK RODRIGUEZ  
AND MARGO RAISON HEARD; **CONTINUED TO MARCH 10, 2014**; *Th/Pa – 4 ayes/1 ab*

This matter was tabled to the March 10, 2014 regular Commission meeting in order to have Mr. Morgan's attorney present to schedule hearing dates.

17. ANDREW ADAME – Removal from Certification Lists (Item No. 31 on 02/10/14 CSC Agenda);  
Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0020; ANDREW ADAME  
AND CAPTAIN RICHARD TURNER HEARD; **APPROVED**; *Th/Ro – 4 ayes/1 ab*

Mr. Adame addressed the Commission requesting that his name remain on the eligible list for Fire Fighter Recruit/Fire Fighter.

Captain Richard Turner spoke on behalf of the department. He informed the Commission that he had spoken with Mr. Adame on several occasions and had explained to him the reason why a request had been submitted to remove his name from the certification list. Mr. Adame was told he had left out or falsified information on his personal background history packet.

Mr. Adame explained that he provided information pertaining to the past ten years, as asked for on the form. He conveyed that Captain Handy asked him to provide additional information which went beyond the ten years.

18. **Adjourn to Closed Session:** At 6:18 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)**

19. PUBLIC EMPLOYEE – Discipline/Dismissal/Release (Item No. 17 on 02/10/14 CSC Agenda) District Attorney Investigator (District Attorney) – Case No. 2013-0008; **WITHDRAWN**
20. PUBLIC EMPLOYEE – Discipline/Dismissal/Release (Item No. 18 on 02/10/14 CSC Agenda) Detention Deputy (Sheriff) – Case No. 2014-0008; **HEARING DATES SET FOR MARCH 25, 27 AND APRIL 7 AND APRIL 8, 2014**
21. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 20 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0009; **APPROVED**; *Pa/Ro – 4 ayes/1 ab*
22. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 21 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0010; **APPROVED**; *Ro/Th – 4 ayes/1 ab*
23. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 22 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0011; **APPROVED**; *Pa/Ro – 4 ayes/1 ab*
24. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 23 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0012; **APPROVED**; *Pa/Ro – 4 ayes/1 ab*
25. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 24 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0013; **CONTINUED TO MARCH 10, 2014 REGULAR CSC MEETING**; *Pa/Th – 4 ayes/1 ab*
26. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 25 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0014; **APPROVED**; *Pa/Ro – 4 ayes/1 ab*
27. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 26 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0015; **APPROVED**; *Pa/Ro – 4 ayes/1 ab*
28. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 27 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0016; **APPROVED**; *Pa/Ro – 4 ayes/1 ab*

29. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 28 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0017; **APPROVED**; Pa/Ro – 4 ayes/1 ab
30. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 29 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0018; **APPROVED**; Pa/Ro – 4 ayes/1 ab
31. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists (Item No. 30 on 02/10/14 CSC Agenda); Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0019; **APPROVED**; Pa/Ro – 4 ayes/1 ab
32. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists  
Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0021; **APPROVED**; Pa/Ro – 4 ayes/1 ab
33. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists  
Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0022; **APPROVED**; Pa/Ro – 4 ayes/1 ab
34. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section (54956.9 (d)(1)) *Service Employees International Union, Local 521 v. County of Kern*, Unfair Practice Charge No. LA-CE-892-M; **NO REPORTABLE ACTION**.
35. Vice President Prince adjourned the meeting at 7:04 p.m. to reconvene at Special Meeting scheduled for Wednesday, February 19, 2014, at 5 p.m.