

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, March 10, 2014

5:30 p.m.

PRESENT: Commissioners Parli, Prince & Rose

ABSENT: Commissioners Agbalog & Thorn

OTHERS: Vicki Avila, Mike Cody, Debbie Davis, Michael Goulart, Ross Grace, Christy Kennedy, Ginny Krebs, Kelly Levig, Mike Miller, Phyllis Nance, John Nilon, Linda O'Neil, Margo Raison, Debbie Rodriguez, Mark Rodriguez, Deonka Rufus, Robb Seibly, Mary Stewart, Shyanne Schull, Emily Thomasy, Susan Wells, Brenda Villanueva, Annette Wells, Jason Wiebe 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 Parli called the meeting to order at 5:30 p.m.

PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of February 10, 2014. **APPROVED**; Ro/Pr – 3 ayes/2 ab

3. Second reading of amendment to Rule 301.00 of the Civil Service Commission.
WAIVED READING; **APPROVED**; Ro/Pr – 3 ayes/2 ab

4. Second reading of amendment to Rule 408.00 of the Civil Service Commission.
WAIVED READING; **APPROVED**; Ro/Pr – 3 ayes/2 ab

5. Second reading of amendment to Rule 411.00 of the Civil Service Commission.
WAIVED READING; **APPROVED**; Ro/Pr – 3 ayes/2 ab

6. Second reading of amendment to Rule 510.00 of the Civil Service Commission.
WAIVED READING; APPROVED; *Ro/Pr – 3 ayes/2 ab*
7. Second reading of amendment to Rule 602.50 of the Civil Service Commission.
WAIVED READING; APPROVED; *Ro/Pr – 3 ayes/2 ab*
8. Second reading of amendment to Rule 605.00 of the Civil Service Commission.
WAIVED READING; APPROVED; *Ro/Pr – 3 ayes/2 ab*
9. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED;** *Ro/Pr – 3 ayes/2 ab*

6000) Supervising Building Inspector
6001) Department of Child Support Services Program
6002) Office Services Specialist
6003) Sheriff's Lieutenant – DP
6004) Accountant II
6005) Supervising Buyer
6006) Office Services Assistant – Part Time – Shift
6007) Deputy Sheriff I – Lateral – Shift
6008) Fire Battalion Chief – DP
6009) Building Services Worker III
6010) Sheriff's Detentions Deputy – Lateral – Shift
6011) Disposal Site Gate Attendant I/II – Part Time
6012) Senior Office Services Specialist – DP – Public Health
6013) Systems Analyst
6014) Departmental Aide – Part Time – Shift
6015) Librarian II – Shift
6016) Departmental Aide – Part Time – Shift – EK
6017) Trauma Registrar I/II – Shift
6018) Home Health Nurse – Shift
6019) Assistant County Administrative Officer – Administration – DP – CAO
6020) Building Inspector Specialist
6021) Area Park Supervisor – DP – Parks
6022) Real Property Agent III – DP – Roads
6023) Sheriff's Records Administrator
6024) Network Systems Administrator
6025) Deputy Public Administrator
6026) Deputy Public Health Officer
6027) Hospital Staff Nurse – Pre-Licensed I/II – Shift
6028) Public Health Nurse I/II
6029) Home Health Care Nursing Director – DP – KMC
6030) Social Service Worker IV/V
6031) Social Service Worker IV/V – East Kern
6032) Library Associate – Part Time – Shift – Ridgecrest
6033) Assistant Probation Division Director – DP – Probation
6034) Risk Management Investigator

- 6035) Mental Health Recovery Specialist Aide
- 6036) Medial Support Supervisor
- 6037) Deputy District Attorney I/II/III/IV/V
- 6038) Legal Secretary
- 6039) Mail Clerk I
- 6040) Social Service Worker I/II – East Kern
- 6041) Social Service Worker I/II – East Kern – BIL
- 6042) Social Service Worker I/II – BIL
- 6043) Human Services Tech I – Shift – East Kern
- 6044) Human Services Tech I – Shift – East Kern – BIL
- 6045) Planner I – DP – Parks and Recreation
- 6046) Maintenance Worker I/II
- 6047) Park Caretaker – Delano
- 6048) Senior Office Services Specialist – DP – Ag & Meas Stds

10. **Correction of Bargaining Unit Status:** The following bargaining unit status has been revised in accordance with Civil Service Rules and established procedures. **APPROVED;** *Ro/Pr – 3 ayes/2 ab*

a) Information Security Officer, Item No. 2392

11. **Abolish Eligible List(s):** Abolishment of the following eligible list(s) is recommended by both the Personnel Department and the affected Department Head. Item 11a **APPROVED;** *Ro/Pr – 3 ayes/2 ab*; Item 11b **APPROVED;** *Pr/Ro – 3 ayes/2 ab*

- a) Employee Relations Officer, Examination No. 5789
- b) Veterans Services Representative I/II, Examination No. 5841

Annette Wells addressed the Commission asking that consideration be given to not abolishing the list.

Dick Taylor, Director of Veterans' Services, informed the Commission he based this decision on three main reasons: 1) Need to update the test; 2) 115 applicants applied, 38 tested with only 17 eligible; and 3) more emphasis on customer service/interaction with public.

- *12. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **RECEIVED AND FILED;** *Ro/Pr – 3 ayes/2 ab*

- a) Director of Animal Services (*formerly Director of Animal Control*), Item No. 2157

- *13. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED;** *Ro/Pr – 3 ayes/2 ab*

- a) Employee Relations Officer, Item No. 0786
- b) Animal Care Worker, Item No. 2290
- c) Senior Animal Control Worker, Item No. 2287
- d) Animal Control Officer, Item No. 2280
- e) Hospital Controller, Item No. 2381
- f) Fire Engineer, Item No. 4595

14. **Reclassification(s):** The following reclassification recommendations are based upon analysis conducted by the Personnel Department in accordance with Civil Service Rules and established procedures.

- a) Schedule 2760 – ANIMAL SERVICES **APPROVED;** *Pr/Ro – 3 ayes/2 ab*

RECLASSIFY

2157	1	Director of Animal Control (Delete Classification)	R. 72.1	7925-9679
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TO

2157	1	Director of Animal Services (Title Change Only)	R. 72.1	7925-9679
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- b) Schedule 8997 – KERN MEDICAL CENTER **APPROVED;** *Ro/Pr – 3 ayes/2 ab*

RECLASSIFY

2873	1	Hospital Business Office Specialist II	R. 50.8	2739-3344
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TO

NO CHANGE

15. **Classification Deletion(s):** The following classification(s) resulting from corresponding actions presented to the Commission on this Agenda. **APPROVED;** *Pr/Ro – 3 ayes/2 ab*

- a) Director of Animal Control, Item No. 2157

16. Request from the Child Support Services Department to establish a 12-month probationary period for the classification of Child Support Officer I/II/III, Item Nos. 1295, 1294 and 1288. **APPROVED;** *Ro/Pr – 3 ayes/2 ab*

17. Presentation of New Personnel Department Website. **NO REPORTABLE ACTION**

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

- There were 16 Closed Session items during the Regular Meeting held on February 10, 2014. The reportable actions taken on those items are listed in the public minutes of that meeting.
- Introduced Kelly Levig, the newest Personnel Analyst. Kelly has been assigned to work with Animal Services, Farm & Home, Grand Jury, Library and the Treasurer-Tax-Collector. Kelly was promoted from Mental Health.
- We also have hired a new Extra-Help Personnel Assistant named Shalynn Taylor to replace Trisha Wattree who received a permanent job offer. The funding for Shalynn'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.
- The County Administration Building, including the Personnel Department, now has wireless internet access. This is a public-private venture operation with Brighthouse Networks. It is free for the users. The network name is "County of Kern Public."
- On February 25th the Board of Supervisors approved our request to add a permanent Office Services Technician position to our budget and delete a vacant permanent Office Services Assistant position. We are in process of filling the Office Services Technician position.
- We have been provided with our Net General Fund guideline for FY 2014/2015 which is \$2,496,974, a reduction of 5% from our initial General Fund allocation for the current year. We are required to absorb all operating cost increases within this budget as well as submit an additional 6% step down budget. Our budget is due by April 14, 2014.
- Last month Ms. Krebs reported on a project the department is working on with a group of students enrolled in the Public Administration program at CSUB. A copy of the survey results were provided for each Commissioner. Surveyed were recently hired county employees focusing on the recruitment and testing process. The outcomes from this survey will be used to improve our processes.

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

Commissioner Rose reported she visited the following Departments:

- Public Defender's Office accompanied by Commissioner Parli and Ginny Krebs
- Airports accompanied by Commissioner Parli
- Treasurer-Tax Collector
- Parks & Recreation

Commissioner Rose stated she was impressed with the Department Heads and their staff and found the visits to be fascinating. She stated what a pleasure it is to serve on a Commission that is able to recognize all those who serve the county. She expressed that she was sorry about the recent reduction in the county budget as she recognizes how hard employees work in order to provide quality services to the citizens of Kern County.

20. MARK RODRIGUEZ – Discrimination Appeal (Item No. 21 on 03/10/14 CSC Agenda) Animal Control Officer (Animal Services) - Case No. 2014-0007; MARK RODRIGUEZ AND MARGO RAISON HEARD; **HEARING DATES SET FOR MAY 19, 20 & 27, 2014**

Mr. Mark Rodriguez requested to have his matter heard in open session to set hearing dates.

21. **Adjourn to Closed Session:** At 6:25 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)

22. PUBLIC EMPLOYMENT – Personal Necessity Leave
Office Services Specialist (Human Services) – Case No. 2013-0027; EMPLOYEE, DEBBIE DAVIS AND VICKI AVILA HEARD; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH APRIL 14, 2014 - TO BE PLACED ON APRIL 14, 2014 CSC AGENDA;** *Ro/Pa – 3 ayes/2 ab*
23. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists
Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0013 – **APPROVED**; *Ro/Pr – 3 ayes/2 ab*
24. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists
Fire Fighter Recruit/Fire Fighter (Fire) – Case No. 2014-0017; EMPLOYEE, CAPTAIN OCHOA HEARD; **APPROVED**; *Ro/Pr – 3 ayes/2 ab*
25. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists
Fire Dispatcher I - Shift (Fire) – Case No. 2014-0023; **APPROVED**; *Pr/Ro – 3 ayes/2 ab*

26. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists
Fire Dispatcher I - Shift (Fire) – Case No. 2014-0024; **APPROVED**; *Pr/Ro – 3 ayes/
2 ab*
27. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists
Fire Dispatcher I - Shift (Fire) – Case No. 2014-0025; **APPROVED**; *Pr/Ro – 3 ayes/
2 ab*
28. PUBLIC EMPLOYMENT APPOINTMENT – Removal from Certification Lists
Fire Dispatcher I - Shift (Fire) – Case No. 2014-0026; **APPROVED**; *Pr/Ro – 3 ayes/
2 ab*
29. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Director of Personnel;
CONTINUED TO APRIL 14, 2014 CSC MEETING; *Pr/Ro – 3 ayes/2 ab*
30. Vice President Parli adjourned the meeting at 6:47 p.m. to reconvene at Special
Meeting held Tuesday, March 25, 2014, at 5:00 p.m.