

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, April 28, 2014

5:30 p.m.

PRESENT: Commissioners Parli, Prince & Rose

ABSENT: Commissioners Agbalog & Thorn

OTHERS: Bryan Alba, Vicki Avila, Judy Beggs, Devin Brown, Patrice Edwards, Tracey Eldridge, Michael Goulart, Christy Kennedy, Karen Kitchen, Ginny Krebs, Keri Pharris, Margo Raison, Brenda Villanueva 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 meetings of March 10 and April 14, 2014. **APPROVED;** Ro/Pr – 3 ayes/2 ab

***3. First reading of amendment to Rule 1735.00 and 1830.00 of the Civil Service Commission. **WAIVE READING; APPROVED;** Ro/Pr – 3 ayes/2 ab**

***4. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED;** Ro/Pr – 3 ayes/2 ab

- 6049) Sheriff Dispatcher I
- 6050) Assistant Director of Libraries-DP
- 6051) Human Services Supervisor-DHS-DP-Lake Isabella
- 6052) Office Services Assistant
- 6053) Office Services Technician
- 6054) Heavy Equipment Mechanic
- 6055) Employee Relations Officer

6056) Deputy Employee Relations Officer-DP
6057) Program Technician
6058) Child Support Officer II/III
6059) Information Systems Specialist I/II
6060) Storekeeper II-DP-Public Health Department
6061) Engineering Aide I/II/III
6062) Stock Clerk
6063) Assistant County Counsel-DP-County Counsel
6064) Juvenile Corrections Officer III-Shift-DP-Probation
6065) Groundskeeper III
6066) Hospital Controller
6067) Senior Auditor Appraiser
6068) Principal Treasury Investment Officer
6069) Automotive Mechanic I/II-Shift
6070) Geographic Information System Specialist
6071) Appraiser I
6072) Sheriff Dispatcher II-Lateral
6073) Supervising Child Support Officer
6074) Appraisal Assistant
6075) Public Health Nurse I/II
6076) Veterans Service Representative I/II
6077) To Be Assigned
6078) Cook I/II
6079) Sheriff's Detentions Sergeant – DP
6080) Maintenance Electrician
6081) Public Health Aide I
6082) Public Health Project Specialist
6083) Forensic Laboratory Technician I/II
6084) Physician's Assistant
6085) Clinical Laboratory Assistant I/II

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

- a) Sheriff's Program Technician, Item No. 0917
- b) Sheriff's Program Specialist, Item No. 0916

- *6. **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) Senior Emergency Medical Services Coordinator, Item No. 2003
- b) Wound and Ostomy Nurse (*formerly Wound Ostomy Continence Nurse*), Item No. 1972
- c) Home Health Care Aide, Item No. 2128
- d) Home Health Care Nurse, Item No. 2042

7. **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**; *Ro/Pr – 3 ayes/2 ab*

a) *Schedule 9887 – KERN MEDICAL CENTER*

RECLASSIFY

1972	1	Wound Ostomy Continence Nurse (Delete Classification)	R. 70.5	7317-8932
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1972	1	Wound and Ostomy Nurse (Title Change Only)	R. 70.5	7317-8932
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8. **Classification Deletion(s):** The following classification(s) resulting from corresponding actions presented to the Commission on this Agenda. **APPROVED**; *Ro/Pr – 3 ayes/2 ab*

a) Wound Ostomy Continence Nurse, Item No. 1972

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

- There were 8 Closed Session items during the Regular Meeting held on March 10, 2014. The reportable actions taken on those items are listed in the public minutes of that meeting.
- On March 24th we hired our existing Extra Help Office Services Technician, Adriana Komin, as a probationary Office Services Technician. Adriana, who is bilingual, has been with our department since December and is doing a wonderful job staffing our front lobby. She has been most helpful in teaching potential applicants how to use our new Applicant Tracking System.
- Introduced Patricia Edwards, the newest Fiscal Support Specialist. Patricia is assigned to the unit of Fiscal Support Specialists which are collectively responsible for processing Notices of Employment; personnel status changes; maintenance of the salary ordinance and position control, payroll corrections; out-of-class pay; catastrophic leave; certification of eligibles to operating departments; and administration of the County Drug & Alcohol and Service Award programs. Patricia was promoted from Mental Health.

- Two employees celebrated significant milestones in their careers this past month: Senior Personnel Analyst Debbie Rodriguez has been with the county for 20 years, and Fiscal Support Specialist Judy Beggs celebrated 25 years with the county.
- Last week we submitted our budget request for FY 2014-2015. As reported last month, our Net General Fund guideline for this coming fiscal year is \$2,496,974, which is a reduction of 5% from our General Fund allocation for the current year. We were able to absorb all operating cost increases within our proposed budget by reducing expenditures in other areas and only budgeting for one potential retirement. We also submitted an additional 6% step down budget which would require the layoff of two employees: one Office Services Technician and one Fiscal Support Specialist. Overall reducing our Department of 21 permanent positions by 2 will reduce our ability to provide quality customer service to both the County and the public. It is hopeful that the Board will approve our budget as submitted at the reduced guideline and that they will not implement additional reductions that we are unable to absorb without the layoff of staff.
- Regarding the results of the onsite compliance review of the Kern County Personnel System conducted by Merit Systems Services at the end of 2013, overall the review noted that the County operates a sound personnel system. The onsite review team found only one shortcoming in the County's Equal Employment Opportunity reporting of utilization of protected groups, however, this was corrected and an updated utilization analysis was distributed to County officials and department heads in December 2013. A copy of the utilization analysis was also placed on our public website. An area of the report that she brought to the Commission's attention were additional comments made by the review team related to the County's basic framework to support the personnel system which include:
 1. Inconsistencies in human resource policy or practice which are a result of the Personnel Department having responsibilities for some areas, while other responsibilities are held by other administrative divisions and/or the operating departments. Examples include dissemination of policies to employees, general training, Equal Employment Opportunity Program training, and performance management including the monitoring of timely submission of employee performance reviews.
 2. The review team noted that the staffing of the Personnel Department is quite lean. While noting that our department does not have the responsibility for all human resource functions as is found in most other California counties, the ratio of Personnel Department staff to the number of employees employed by the county is substantially outside the norm observed in local government. The review team also noted the vacancy in the employee relations division in the

County Administrative Office which left one deputy employee relations officer primarily responsible for labor relations and countywide training.

3. Due to budget reductions there has been limited training and development opportunities for Personnel Department staff. Since receiving this report, we have been able to schedule several days of training for our staff on topics such as Job Analysis, Classification and Compensation, and Testing and Measurement. These courses will be provided to our analysts and EEO Officer in May and June of this year.

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

Commissioner Rose announced she will be visiting Animal Services.

Commissioner Rose requested that the importance of policies and procedures be addressed in an upcoming meeting with Departments. It is their responsibility to ensure they are current and signed by the employee.

Commissioner Rose also wished to publicly thank the staff of the Personnel Department for the exceptional outstanding they perform under the constraints placed on them.

11. **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)

12. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Office Services Technician (Public Health) – Case No. 2014-0028; GABE GODINEZ AND MARGO RAISON HEARD; **HEARING DATES SET FOR JUNE 17, 18, 19, 23 AND 24, 2014**
13. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Deputy Sheriff I (Sheriff) – Case No. 2014-0029; BRYAN ALBA, WILLIAM HADDEN AND MARGO RAISON HEARD; **HEARING DATES SET FOR JULY 7, 8, 15, 16 & 17, 2014**
14. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff) – Case No. 2014-0030; BRYAN ALBA, WILLIAM HADDEN AND DEVIN BROWN HEARD; **HEARING DATES SET FOR SEPTEMBER 22, 23, 25, 29, 30 AND OCTOBER 2, 6, 7, 9, 20, 21, 23, 27, 28 AND 30, 2014**

15. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff) – Case No. 2014-0031; BRYAN ALBA, WILLIAM HADDEN AND DEVIN BROWN HEARD; **HEARING DATES SET FOR SEPTEMBER 22, 23, 25, 29, 30 AND OCTOBER 2, 6, 7, 9, 20, 21, 23, 27, 28 AND 30, 2014**
16. PUBLIC EMPLOYMENT – Personal Necessity Leave
Sheriff Support Technician (Sheriff) – Case No. 2014-0034; **REQUEST FOR PERSONAL NECESSITY LEAVE DENIED**; *Pa/Ro – 3 ayes/2 ab*
17. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Director of Personnel; **NO REPORTABLE ACTIONS**
18. Vice President Parli adjourned the meeting at 7 p.m. to reconvene at regular meeting held Monday, May 12, 2014.

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

**1115 Truxtun Avenue
Bakersfield, California 93301**

Regular Meeting

Monday, April 14, 2014

5:30 p.m.

PRESENT: Commissioners Parli & Rose

ABSENT: Commissioners Agbalog, Prince & Thorn

OTHERS: Vicki Avila, Mike Christy Kennedy, Ginny Krebs, Kelly Levig, Margo Raison, Susan Wells, Brenda Villanueva, 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. Due to a lack of quorum, the meeting was adjourned at 5:31 p.m. to April 28, 2014 at 5:30 p.m.