

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, May 12, 2014

5:30 p.m.

PRESENT: Commissioners Parli, Prince, Rose & Thorn

ABSENT: Commissioner Agbalog

OTHERS: Bryan Alba, Vicki Avila, Devin Brown, Debbie Davis, Tracey Eldridge, Christy Kennedy, Ginny Krebs, Helen Lara, Keri Pharris, Margo Raison, Robb Seibly, Bill Walker 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 April 28, 2014. **APPROVED**; Ro/Pr – 3 ayes/1 nay (Th)/1 ab

3. Proposed Ordinance Change to 3.04.050 Civil Service Commission - Officials – Compensation – Administration. **APPROVED; MADE RECOMMENDATION TO THE BOARD OF SUPERVISORS; Ro/Pr – 3 ayes/1 nay (Th)/1 ab**

4. First reading of amendment to Rules 1202.00, 1203.00 and 1204.00 of the Civil Service Commission. **WAIVED READING; APPROVED; Ro/Pr – 3 ayes/1 nay (Th)/1 ab**

5. Second reading of amendment to Rules 1735.00 and 1830.00 of the Civil Service Commission. **WAIVED READING; APPROVED; Ro/Pr – 3 ayes/1 nay (Th)/1 ab**

6. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED;**
Ro/Pr – 3 ayes/1 nay (Th)/1 ab

6082) Chief Deputy County Counsel – DP – County Counsel
6086) Sewer Maintenance Worker I/II
6087) Human Services Program Director – DP – DHS
6088) Juvenile Correction Cook – Shift
6089) Fire Engineer – DP – Fire
6090) Sheriff Aide
6091) Supervising Departmental Analyst
6092) Human Services Aide
6093) Human Services Aide – Bil
6094) Human Services Aide – East Kern
6095) Human Services Aide – East Kern – Bil
6096) Office Services Technician – Bilingual
6097) Senior Emergency Medical Services Coordinator

7. **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/1 nay (Th)/1 ab

- a) Human Services Supervisor, Item No. 3695
- b) Social Services Supervisor I, Item No. 3651
- c) Mental Health Therapist I, Item No. 3711
- d) Mental Health Therapist II, Item No. 3710
- e) Supervising Mental Health Clinician, Item No. 3704

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

- There were six Closed Session items during the Regular Meeting held on April 28, 2014. The reportable actions taken on those items are listed in the public minutes of that meeting.
- Applicant Tracking System; 1st Quarter Update
 - ✓ One quarter, or 13 weeks into going live with NeoGov, we have received 7,624 applications: 7,553 of which were submitted on-line, which is just over 99%. At the end of the first quarter if these numbers continue we would be looking at an annualized total of over 30,000 applications.
 - ✓ Also in the first quarter of NeoGov operations, we opened 98 recruitment examinations; or about 7.5 a week on average. The number of eligible lists established during our first quarter was 51, with a total of 691 candidates on those lists. Of the 691 eligibles, 276 candidates have been certified out to the departments.

- ✓ Under NeoGov, we have scheduled 41 written exams, 14 oral exams and 7 performance exams. Of those exams, over 1600 applicants have participated in a written exam, 62 applicants have participated in oral exams and 68 in performance exams. Overall, 1,730 applicants have participated in at least one (1) exam component.
- Previously, she was asked by the Commission to explore the possibility of having a joint meeting between the Board of Supervisors and the Commission as we have had three times in the past: April 2007, April 2008 and May 2011. She learned that these meetings were held to discuss specific issues that needed joint consensus at the time such as the Strategic Workforce Planning Taskforce recommendations that required Board approval (2007); policy recommendations by the Strategic Workforce Planning Taskforce (2008); and proposed ballot measures put forth by the Personnel Department Head Subcommittee (2011). No need exists for joint consensus at this time, but may come up again in the future. Her suggestion to the Commission was that they consider providing a short presentation to the Board on the Personnel Department's Annual Report for FY 2013-2014, which should be completed in the Fall of 2014. The CAO's office concurs with this suggestion.

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

Commissioner Thorn announced this would be his last meeting as he is resigning from the Commission. He wished to thank all Department Heads, Personnel staff and County Counsel for all their hard work.

Commissioner Prince thanked Commissioner Thorn for his many years of service. He stated he has done a great job and brought a unique perspective.

Commissioner Rose expressed this thanks for his help and support in leading the Commission.

10. **Adjourn to Closed Session:** At 5:40 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 – Discrimination Appeal
Human Services Technician 2 (Human Services)- Case No. 2014-0038; **REQUEST FOR HEARING DENIED**; Pr/Ro – 4 ayes/1 ab
12. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Social Service Worker 2 (Human Services) – Case No. 2014-0040; **CONTINUED TO JUNE 9, 2014 REGULAR CSC MEETING**; Pr/Ro – 4 ayes/1 ab

13. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff) – Case No. 2014-0030; **NO REPORTABLE ACTION**
14. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff) – Case No. 2014-0031; **NO REPORTABLE ACTION**
15. PUBLIC EMPLOYMENT – Personal Necessity Leave
Human Services Technician 3 (Human Services) – Case No. 2014-0041; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH JULY 11, 2014 – TO BE PLACED ON THE JULY 11, 2014 CSC AGENDA; Pr/Ro – 3 ayes/1 nay (Th)/1 ab**
16. PUBLIC EMPLOYMENT – Personal Necessity Leave
Mental Health Planning Analyst (Mental Health) – Case No. 2014-0039; **REQUEST WITHDRAWN; Th/Pr – 4 ayes/1 ab**
17. PUBLIC EMPLOYEE APPOINTMENT – Removal from Certification Lists
Social Service Worker IV (Human Services) – Case No. 2014-0035; **APPROVED; Th/Pr – 4 ayes/1 ab**
18. PUBLIC EMPLOYEE APPOINTMENT – Removal from Certification Lists
Office Services Technician (Human Services) – Case No. 2014-0037; **APPROVED; Th/Pr – 4 ayes/1 ab**
19. Vice President Parli adjourned the meeting at 6:38 p.m. to reconvene at Special Meeting held Monday, May 19, 2014, at 5:00 p.m.