

## SUMMARY OF PROCEEDINGS

### CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue  
Bakersfield, California 93301

***Regular Meeting***  
*Monday, June 9, 2014*  
5:30 p.m.

**PRESENT:** Commissioners Agbalog, Parli & Prince

**ABSENT:** Commissioner Rose

**OTHERS:** Devin Brown, Matt Constantine, Debbie Davis, Tracey Eldridge, Suzanne Evans, Michael Goulart, Christy Kennedy, Ginny Krebs, John Nilon, Keri Pharris, Margo Raison, Mark Rodriguez, Robb Seibly and others

NOTE: Ag, Pa, Pr, Ro are abbreviations for Commissioners Agbalog, Parli, Prince & 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 5:33 p.m.

#### PUBLIC SESSION

1. **Public Presentations**

None

2. **Approval of Minutes**

Regular meeting of May 12, 2014. **APPROVED**; Pr/Pa – 3 ayes/1 ab

3. First reading of amendment to Rule 404.10 of the Civil Service Commission.  
**WAIVED READING**; **APPROVED**; Pr/Pa – 3 ayes/1 ab

4. Second reading of amendment to Rules 1202.00, 1203.00 and 1204.00 of the Civil Service Commission. **WAIVED READING**; **APPROVED & ADOPTED**; Pr/Pa – 3 ayes/1 ab

5. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED**; Pr/Pa – 3 ayes/1 ab

6096) Sheriff's Program Specialist

6097) Assigned previously

- 6098) Automotive Services Worker I/II
- 6099) Technology Services Manager – DP – ITS
- 6100) Administrative Services Officer
- 6101) Fiscal Support Assistant
- 6102) Administrative Coordinator – DP – ITS
- 6103) Therapy Aide
- 6104) Public Health Project Specialist
- 6105) To be assigned at later date
- 6106) Office Services Technician - Bilingual (amended formerly #6096)

6. **New Specification(s):** The following job specification(s) have been created in accordance with Civil Service Rules and established procedures. **APPROVED;** *Pr/Pa – 3 ayes/1 ab*
- a) Billing Office Specialist I/II, Item Nos. 2355 & 2354
  - b) Billing Office Specialist III, Item No. 2353
7. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **RECEIVED AND FILED;** *Pr/Pa – 3 ayes/1 ab*
- a) Board of Trade Executive Director, Item No. 0050
  - b) Director of Aging and Adult Services, Item No. 0268
  - c) Chief Probation Officer, Item No. 0110
8. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED;** *Pr/Pa – 3 ayes/1 ab*
- a) Hospital Materials Manager, Item No. 2560
  - b) Director of Environmental Health (*formerly Director of Environmental Health Services Department*), Item No. 2159
9. **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;** *Pr/Pa – 3 ayes/1 ab*
- a) *Schedule 4113 – PUBLIC HEALTH SERVICES*

**RECLASSIFY**

|      |   |                                                                                 |         |            |
|------|---|---------------------------------------------------------------------------------|---------|------------|
| 2159 | 1 | Director of Environmental Health Services Department<br>(Delete Classification) | R. 73.5 | 8498-10379 |
|------|---|---------------------------------------------------------------------------------|---------|------------|

**TO**

|      |   |                                                         |         |            |
|------|---|---------------------------------------------------------|---------|------------|
| 2159 | 1 | Director of Environmental Health<br>(Title Change Only) | R. 73.5 | 8498-10379 |
|------|---|---------------------------------------------------------|---------|------------|

10. **Classification Deletion(s):** The following classification(s) resulting from corresponding actions presented to the Commission on this Agenda. **APPROVED;** *Pr/Pa – 3 ayes/1 ab*
  - a) Director of Environmental Health Services Department, Item No. 2159
11. Request from the County Administrative Office to establish a 12-month probationary period for the classification of Director of Libraries, Item No. 0100, and Director of Human Services, Item No. 0430. County Administrative Officer John Nilon Heard; **APPROVED;** *Pa/Pr – 3 ayes/1 ab*
12. Request from the County Administrative Office to establish a 12-month probationary period for the classification of Employee Relations Officer, Item No. 0786. County Administrative Officer John Nilon Heard; **APPROVED;** *Pa/Pr – 3 ayes/1 ab*
13. **Director of Personnel Items/Report of Closed Session Actions:**
  - There were eight Closed Session items during the Regular Meeting held on May 12, 2014. The reportable actions taken on those items are listed in the public minutes of that meeting.
  - We have scheduled one Displaced Employee Workshop for June 18<sup>th</sup>. A copy of the flyer which will be presented to impacted employees once the Board of Supervisors approves the layoff of county staff has been provided to you. At this time, we anticipate scheduling perhaps another one or two additional workshops in the near future.
  - She and Michael Goulart, the Equal Employment Opportunity Officer, participated in a WebEOC Semiannual Disaster Exercise on May 15<sup>th</sup> at the County's Emergency Operations Center on Panorama Blvd in East Bakersfield. The purpose of the exercise was to give Group members an opportunity to practice their electronic communication skills using the WebEOC software. Participants worked in WebEOC with injects borrowed from the Master Scenario Events List from the January 2013 Isabella Dam Failure functional exercise.
  - She, the Personnel Analysts and Michael Goulart attended Job Analysis training provided by Cooperative Personnel Systems (CPS) on May 29<sup>th</sup> in our office here. We are scheduled to receive 3 additional days of training on Exam Development and Administration, and Classification and Compensation, this month. Job Analysis is a mechanism for identifying the essential tasks or functions associated with a classification as well as to delineate the knowledge, skills, abilities and other characteristics required to perform that job. Once completed, the job analysis study and resulting data serves as the foundation to validate the agency's testing activities. A job analysis study should be completed at least every five years on each classification or series. In the past, our department has not performed job analysis on a consistent basis. Going forward we will be developing a plan to become current on job analysis. To bring ourselves current will require budgeting of resources to provide

additional training on a one-to-one basis with each analyst for at least one such project to ensure the analysis is completed appropriately. I will be providing additional information to your Commission as we move forward with this project.

- We recently purchased two new copiers for our office. She stated she wished to thank our Civil Service Division Manager Karen Kitchen who researched what we had and what we were currently spending and found that we could get two new copiers to replace those that were initially put in place in 2008. We are now paying \$250 less a month for two brand new copiers which equates to over \$3,000 in annual savings.
- We will have two interns over the summer from California State University Bakersfield: Wesley Bishop and Ruby Rivera. Both students are members of the student division of the Society of Human Resources Managers and will be graduating in 2015 so they are entering their senior year. We are partnering with the Human Services Department to provide these students with an internship program in county human resource functions that will expose them to both the Personnel Department and a large county operating department.

14. **Commission Member Presentations or Announcements:** None

15. **Adjourn to Closed Session:** At 5:46 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: *Pa/Pr – 3 ayes/1 ab*

**CLOSED SESSION (Government Code § 54957)**

16. PUBLIC EMPLOYMENT – Discrimination Appeal  
Animal Control Officer (Animal Services) - Case No. 2014-0007; **HEARING DATES SET FOR JULY 28, 29 AND 31, 2014**
17. PUBLIC EMPLOYMENT – Discrimination Appeal  
Human Services Technician 2 (Human Services) - Case No. 2014-0038; **APPEAL TAKEN OFF CALENDAR**; *Pa/Pr – 3 ayes/1 ab*
18. PUBLIC EMPLOYMENT – Personal Necessity Leave  
Social Service Worker III (Human Services) – Case No. 2014-0043; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH JULY 21, 2014**; *Pa/Pr – 3 ayes/1 ab*
19. PUBLIC EMPLOYEE APPOINTMENT – Removal from Certification Lists  
Office Services Technician (Human Services) – Case No. 2014-0044; **APPROVED**; *Pr/Pa – 3 ayes/1 ab*
20. Commission reconvened from closed session: *Pr/Pa – 3 ayes/1 ab*
21. Commission adjourned the meeting at 6:10 p.m. to reconvene at Special Meeting held Monday, July 7, 2014, at 5:00 p.m.; *Pr/Pa – 3 ayes/1 ab*