

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting
Monday, July 14, 2014
5:30 p.m.

PRESENT: Commissioners Agbalog, Parli, Prince & Rose

ABSENT: None

OTHERS: Bryan Alba, Vicki Avila, Wesley Bishop, Debbie Davis, Jordan Kaufman, Christy Kennedy, Ginny Krebs, Kelly Levig, Linda O'Neil, Susan Saelee, Robb Seibly, Mary Stewart, Jason Wiebe, Ken Yuwiler 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 5:30 p.m.

PUBLIC SESSION

1. Public Presentations

Susan Saelee appeared on behalf of the Director of Child Support, Phyllis Nance. She expressed their sincere gratitude to Jason Wiebe for all his hard work on behalf of Child Support and that he will be sincerely missed.

Ken Yuwiler addressed the Commission advocating utilizing outside counsel to represent the Civil Service Commission.

2. Approval of Minutes

Regular meeting of June 9, 2014. **APPROVED**; Ro/Pa – All ayes

3. Second reading of amendment to Rule 404.10 of the Civil Service Commission. WAIVED READING; APPROVED; Ro/Pa – All ayes

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

6105) Departmental Analyst I – DP – Probation

6106) Previously assigned

- 6107) Animal Care Worker
- 6108) District Attorney's Investigator I/II/III
- 6109) District Attorney's Lieutenant
- 6110) Light Vehicle Driver
- 6111) Child Support Staff Development Specialist
- 6112) Fiscal Support Technician
- 6113) Mental Health Nurse I/II
- 6114) Park Ranger Manager
- 6115) Mental Health Therapist I/II
- 6116) Supervising Mental Health Clinician/Mental Health Unit Supervisor
- 6117) Supervising Engineer
- 6118) Engineer III
- 6119) Hospital Material's Manager
- 6120) Sr. Office Services Specialist – DP – Public Health
- 6121) Fiscal Support Supervisor
- 6122) Human Services Program Specialist – DP – DHS
- 6123) Worker's Compensation Claims Adjuster I/II
- 6124) Building Services Worker III
- 6125) Vocational Nurse I/II
- 6126) Emergency Medical Services Coordinator
- 6127) Auditor-Appraiser I
- 6128) Clinical Director – DP – KMC
- 6129) Pharmacist
- 6130) Patient Access Services Representative I/II – DP – KMC
- 6131) Personnel Analyst I
- 6132) Accountant III
- 6133) Local Area Network Systems Administrator
- 6134) Park Supervisor – DP – Parks
- 6135) Departmental Aide – PT – Shift – Frazier Park
- 6136) Fire Equipment Mechanic

5. **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 – All ayes

a) *Schedule 9149 – EASTERN KERN AIR POLLUTION CONTROL DISTRICT*

RECLASSIFY

0840	1	Administrative Coordinator	R. 58.6-E	4042-4937
------	---	----------------------------	-----------	-----------

TO

0820	1	Business Manager	R. 64.1-A	5318-6492
------	---	------------------	-----------	-----------

6. Request from the Treasurer-Tax Collector a 12-month probationary period for the classification of Principal Treasury Investment Officer, Item No. 0586. **APPROVED;** *Ro/Pa – All ayes*
7. Proposed retention of outside conflicts counsel for personnel issues involving County Counsel. **TABLED; SEPARATE MEETING TO BE SET;** *Ro/Pa – All ayes*
8. **Director of Personnel Items/Report of Closed Session Actions:**
 - There were four Closed Session items during the Regular Meeting held on June 9, 2014. The reportable actions taken on those items are listed in the public minutes of that meeting.
 - We have hired a new Fiscal Support Specialist, Joshua Lynch. Joshua is assigned to our 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. Joshua was promoted from Mental Health.
 - The department has closed our books for FY 2013-2014. We ended the year spending a little over 96% of our appropriations for Salaries & Benefits, and a little over 85% of our Services and Supplies budget. Because we came in below our anticipated expenses for Services & Supplies, we earned Budget Savings Incentive (aka BSI) credits of \$7200. This represents a percentage of unused spending appropriations in our Services & Supplies account. I think this is the first time, or the first time in a very long time, that this department has earned BSI in credits which we can bank to use in the future. She wished to thank Civil Service Division Manager, Karen Kitchen, for her hard work and oversight on last year's budget as well as the preparation of our budget for the coming fiscal year, as well as all the staff of the Personnel Department who continue to look for creative ways to reduce our ongoing expenses. This past year we were able to purchase some replacement equipment, software, and pay for training.
 - On June 18, 2014 we held our first Displaced Worker Workshop for employees of the Public Health Department that had received layoff notices. Though we only had four employees participate, the workshop went very well and included presentations from the Personnel Department provided by Personnel Analyst Kelly Levig, Health Benefits, Deferred Compensation, Retirement, EDD (Employment Development Department) and ETR (Employer's Training Resource). She thanked Kelly for her excellent work on this very important project. As reported out last month, we anticipate scheduling several additional sessions in the coming weeks.

- She announced that Senior Personnel Analyst Jason Wiebe will be leaving us and going to work in the County Administrative Office on July 28th. Jason began his career with Employer's Training Resource in 1998. After ETR, he worked for KMC until he became a Personnel Analyst in 2007. Since 2007, Jason has consistently provided quality customer service on behalf of the Personnel Department and we will miss him very much. This past year, in addition to his permanent assignment as analyst for the Sheriff's Department, General Services, Child Support Services and Roads, he was instrumental in our transition to our new Applicant Tracking System and assisted with training our newest analyst staff. Since 2008, Jason has also completed the Annual Report for your Commission. We are very excited for him as he takes this next step in his career.

9. **Commission Member Presentations or Announcements:** None
10. **Adjourn to Closed Session:** At 6:14 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/Ro – All ayes*

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) - Case No. 2014-0047; **HEARING DATES SET FOR AUGUST 14, 18 AND SEPTEMBER 4, 9 AND 11, 2014;** *Pr/Pa – All ayes*
12. PUBLIC EMPLOYMENT – Personal Necessity Leave
Human Services Technician 3 (Human Services) – Case No. 2014-0041; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH JULY 31, 2014;**
Pa/Pr – All ayes
13. PUBLIC EMPLOYMENT – Personal Necessity Leave
Office Services Technician (Human Services) – Case No. 2014-0045; **DENIED;**
Ro/Pa – All ayes
14. PUBLIC EMPLOYEE APPOINTMENT – Removal from Certification Lists
Social Service Worker I/II (Human Services) – Case No. 2014-0046; **APPROVED;**
Pr/Ro – All ayes
15. Commission reconvened from closed session: *Pr/Ro – All ayes*
16. Commission adjourned the meeting at 6:34 p.m. to reconvene at Special Meeting held Tuesday, July 15, 2014, at 5:00 p.m.