

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, August 11, 2014

5:30 p.m.

PRESENT: Commissioners Agbalog, Parli, Prince & Rose

ABSENT: None

OTHERS: Vicki Avila, Shaun Beasley, Devin Brown, Jennifer Bulter, Elizabeth Chavez, Debbie Davis, Tracey Eldridge, Bill Hadden, Christy Kennedy, Robert Kilgore, Ginny Krebs, Bob Lerude, Kelly Levig, Laura Lopez, Michelle McFarland, Linda O'Neil, Lisa Porter, Margo Raison, Norma Sanchez, Robb Seibly, Susan Snelee, Dennis Smith, Eleanor Smith, Mary Stewart, Brenda Villanueva, Jason Wiebe 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**

None

2. **Approval of Minutes**

Regular meeting of July 14, 2014 and special meetings of July 8, 15, 17, 24 and 28, 2014. **APPROVED**; Ro/Pa – All ayes

3. First reading of amendment to Rule 310.00 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

6137) Deputy County Counsel I/II/III
6138) Senior Air Quality Control Specialist – DP – EKAPCD
6139) Surgical Technician I/II
6140) Clinical Director – Correctional Medicine
6141) Health Informational Services Specialist II – DP – KMC
6142) Health Informational Services Specialist III – DP – KMC
6143) Building Service Worker I/II
6144) Groundskeeper III – KRV – DP - Parks
6145) Senior Office Service Specialist – DP – Mental Health
6146) Behavioral Health & Recovery System Administrator
6147) Sheriff's Support Technician – Shift – Ridgecrest
6148) Groundskeeper III
6149) Hospital Material Manager
6150) Accountant I/II
6551) Social Service Worker IV/V
6552) Social Service Worker IV/V – East Kern
6553) Property Control Officer
6554) Medical Transcriptionist
6555) Nurse Practitioner

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

- a) Child Support Customer Service Representative, Item No. 1280
b) Senior Child Support Customer Service Representative, Item No. 1279
c) Supervising Child Support Customer Service Representative, Item No. 1278

6. **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;** *Pa/Ro – All ayes*

- a) Schedule 2210– SHERIFF

RECLASSIFY

2865	1	Fiscal Support Technician	R. 50.4	2685-3278
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TO

2845	1	Fiscal Support Specialist	R.53.9	3197-3903
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b) Schedule 2183 – CHILD SUPPORT SERVICES

RECLASSIFY

3265	1	Senior Office Services Specialist	R. 53.0	3057-3732
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TO

1278	1	Supervising Child Support Customer Service Representative	R. 55.6	3480-4249
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RECLASSIFY

3270	2	Office Services Specialist	R. 51.1	2781-3394
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TO

1279	2	Senior Child Support Customer Service Representative	R. 53.3	3103-3788
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RECLASSIFY

3275	13	Office Services Technician	R. 48.6	2455-2997
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TO

1280	13	Child Support Customer Service Representative	R. 51.0	2767-3378
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7. **Director of Personnel Items/Report of Closed Session Actions:**

- There were four Closed Session items during the Regular Meeting held on July 14, 2014. The reportable actions taken on those items are listed in the public minutes of that meeting.
- We are scheduled to hold our second Displaced Worker Workshop for employees of Kern Medical Center that either have, or shortly will be, receiving layoff notices on Wednesday afternoon, August 13th. We will also be stationing a Personnel Analyst at KMC tomorrow morning for a couple of hours to answer questions.
- Budget Hearings are scheduled to begin at 9:00 am on Tuesday, August 26th. We expect our budget to be approved as recommended. As a reminder our budget for FY 2014/2015 is being recommended with a net general fund contribution of \$2,496,974 which represents a 5% reduction from last year.

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

None

9. ELEANOR SMITH – Personal Necessity Leave (Closed Session Item No. 15 heard in Open Session at the request of the employee)
Legal Process Technician II (Auditor-Controller-County Clerk) – Case No. 2014-0050; Eleanor Smith and Susan Rooney heard; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH OCTOBER 13, 2014; Pa/Ro – All ayes**
10. **Adjourn to Closed Session:** At 5:45 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: *Ro/Pa – All ayes*

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) - Case No. 2014-0029; **HEARING DATE SET FOR SEPTEMBER 18, 2014**
12. PUBLIC EMPLOYMENT – Personal Necessity Leave
Senior Detentions Officer (Sheriff) – Case No. 2014-0051; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH SEPTEMBER 30, 2014; Pa/Pr – All ayes**
13. PUBLIC EMPLOYMENT – Personal Necessity Leave
Detentions Deputy (Sheriff) – Case No. 2014-0052; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH OCTOBER 2, 2014; Pr/Ro – All ayes**
14. PUBLIC EMPLOYMENT – Personal Necessity Leave
Juvenile Corrections Officer II (Probation) – Case No. 2014-0048 ; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH SEPTEMBER 25, 2014; Pa/Ro – All ayes**
15. PUBLIC EMPLOYMENT – Personal Necessity Leave
Human Service Technician III (Human Services) – Case No. 2014-0049; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH SEPTEMBER 8, 2014 – TO BE PLACED ON THE SEPTEMBER 8, 2014 CSC AGENDA; Pa/Pr – 3 ayes; 1 nay (Ro)**
16. PUBLIC EMPLOYEE APPOINTMENT – Removal from Certification Lists
Groundskeeper III (Parks & Recreation) – Case No. 2014-0053; **APPROVED; Pa/Ro – All ayes**
17. Commission adjourned the meeting at 6:36 p.m. to reconvene at Special Meeting held Thursday, August 14, 2014, at 5:00 p.m.