

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, October 13, 2014
5:30 p.m.

PRESENT: Commissioners Agbalog, Parli, Prince & Rose

ABSENT: None

OTHERS: Bryan Alba, Linda Connor, Tracey Eldridge, Michael Goulart, Christy Kennedy, Ginny Krebs, Kelly Levig, Brian Marshall, Chris Mobley, Linda O'Neil, Keri Pharris, Margo Raison, Debbie Rodriguez, Robb Seibly, Mary Stewart, Scott Tunncliffe, Brenda Villanueva, Susan Wells 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 meeting of September 8, 2014 and special meetings of September 25, 29, 30 and October 2 and 6, 2014. **APPROVED;** Ro/Pa – All ayes

3. Civil Service Commission Annual Report. **APPROVED;** **SECRETARY TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS;** Ro/Pa – All ayes

4. First reading of amendment to Rule 602.00 of the Civil Service Commission. **WAIVED READING;** **APPROVED;** Ro/Pa – All ayes

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

6183) Evidence Technician I/II
6184) Geographic Information Systems Technician I
6185) Patient Access Services Manager
6186) Supervising Road Maintenance Worker II- DP – DSA
6187) Park Ranger
6188) Hospital Charging Nurse
6189) Office Services Specialist – DP – KMC
6190) Human Services Technician I – Shift
6191) Food Service Worker I/II – Part-Time – Shift
6192) Technology Services Supervisor – Countywide Promotional
6193) Automotive Mechanic I/II
6194) Cook III – DP – Aging & Adult Services
6195) Planner
6196) Medical Investigator, Option II – AIDS Program
6197) Human Services Supervisor – DHS – DP
6198) Senior Nutrition Site Coordinator – PT – Taft
6199) Senior Nutrition Site Coordinator – PT – Rosamond
6200) Senior Nutrition Site Coordinator – PT – Lake Isabella
6201) Senior Nutrition Site Coordinator – PT – Delano
6202) Food Service Worker I/II – PT – Lake Isabella
6203) Food Service Worker I/II – PT – Shafter
6204) Public Defender's Investigative Aide
6205) Building Plans Technician
6206) Building Inspector
6207) Senior Pharmacist
6208) Manager Clinical Laboratory Services – DP – KMC
6209) Emergency Medical Services Coordinator
6210) Billing Office Specialist I/II
6211) Billing Office Specialist III
6212) Accountant I – DP – Treasurer-Tax Collector
6213) Substance Abuse Specialist I/II
6214) Deputy Director of Mental Health Services Department for Clinical Services
6215) Mental Health System Administrator
6216) Fire Equipment Service Worker
6217) Office Services Technician – PT – Shift Mojave (Library)
6218) Systems Analyst I/II
6219) Programmer I

6. **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) Chief Information Officer – Kern Medical Center – Item No. 2379
b) Medical Assistant I/II, Item Nos. 3422 & 3421

- c) Patient Care Technician, Item No. 3543
- d) Supervising Fire Helicopter Pilot-C-A, Item No. 4481
- e) Supervising Fire Helicopter Pilot-C, Item No. 4480
- f) Supervising Fire Helicopter Pilot-A, Item No. 4479
- g) Supervising Fire Helicopter Pilot, Item No. 4478

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

- a) Fire Helicopter Pilot (*Formerly Fire Aircraft Pilot*), Item No. 4476

8. **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 4110 – PUBLIC HEALTH SERVICES

RECLASSIFY

2845	1	Fiscal Support Specialist	R. 53.9	3197-3903
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TO

No Change

- b) Schedule 4110 – PUBLIC HEALTH SERVICES

RECLASSIFY

2865	3	Fiscal Support Technician	R. 50.8	2739-3344
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TO

2354	3	Billing Office Specialist II	OR	R. 50.8	2739-3344
2355		Billing Office Specialist I		R. 48.8	2479-3027
(Title Change Only)					

- c) Schedule 4110 – PUBLIC HEALTH SERVICES

RECLASSIFY

2845	2	Fiscal Support Specialist	R. 54.3	3262-3982
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TO

2353	2	Billing Office Specialist III	R. 54.3	3262-3982
(Title Change Only)				

d) Schedule 2415 – FIRE DEPARTMENT

RECLASSIFY

4476	2	Fire Aircraft Pilot (Delete Classification Title)	R. 67.5	6300-8085
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TO

4476	2	Fire Helicopter Pilot (Title Change Only)	R. 67.5	6300-8085
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e) Schedule 2340 – PROBATION DEPARTMENT

RECLASSIFY

0895	5	Assistant Probation Division Director	R. 65.2	5618-6858
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TO

0888	5	Assistant Probation Division Director-C-A	OR	R. 67.6	6332-7730
0887		Assistant Probation Division Director-C	OR	R. 66.2	5905-7209
0895		Assistant Probation Division Director		R. 65.2	5618-6858

RECLASSIFY

3474	7	Probation Division Director		R. 66.8	6084-7427
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TO

3473	7	Probation Division Director-C-A	OR	R. 69.2	6858-8372
3472		Probation Division Director-C	OR	R. 67.8	6395-7807
3474		Probation Division Director		R. 66.8	6084-7427

RECLASSIFY

0543	2	Deputy Chief Probation Officer		R. 71.0	7502-9158
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TO

0545	2	Deputy Chief Probation Officer-C-A	OR	R. 73.2	8372-10255
0544		Deputy Chief Probation Officer-C	OR	R. 72.0	7886-9631
0543		Deputy Chief Probation Officer		R. 71.0	7502-9158

9. **Classification Deletion(s):** The following classification(s) resulting from corresponding actions presented to the Commission on this Agenda. **APPROVED;**
Ro/Pr – All ayes

- a) Fire Aircraft Pilot, Item No. 4476

10. **Abolish Eligible List(s):** Abolishment of the following eligible list(s) is recommended by both the Personnel Department and the affected Department Head. **APPROVED;**
Ro/Pr – All ayes

a) District Attorney's Investigator I/II, Examination No. 5892

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

- There were two items heard in Closed Session during the Regular Meeting held on September 8, 2014. The reportable actions taken on those items are listed in the public minutes of that meeting.
- We have hired a new Office Services Technician. Adrenne Lane began working in our department on October 6th. She has been training on the front desk.
- She and President Agbalog met with a candidate for the Commission earlier today. This is the second person we have met with since the vacancy came open in May of this year. We are also scheduled to meet with Supervisor Maggard on October 20th to discuss the open seat on the Commission.
- On September 17, 18, and 19th, she attended the Fall Conference of the County Personnel Administrators Association of California in Lodi. This conference, held semiannually, is important as it provides networking opportunities for Kern County to share with our peers' issues, ideas and solutions that impact our profession.
- The Personnel Department was recently audited by the Kern County Auditor's Office. While we do not yet have the final report, the verbal report received was that the auditor found no weaknesses or deficiencies within the areas reviewed. We expect the final report to have no current significant findings. She wished to thank Civil Service Division Manager Karen Kitchen who is primarily responsible for the areas audited.
- We have just completed three sessions of New Employee Orientation, held in July, August and September. A total of 616 new employees participated in this mandatory training facilitated by the Personnel Department. We had not provided this training since the Fall of 2012. A big thank you to Personnel Analyst Kelly Levig who coordinated and led this training effort.
- On August 22nd, your Commission interviewed candidates to perform Conflict Counsel duties and selected the firm of Atkinson, Andelson, Loya, Ruud and Roma in Fresno. She informed our County Counsel of the selection that same day and asked that she negotiate and set up a contract on behalf of your Commission with this firm. As of this date, I have not seen the draft agreement. She suggested that the Commission send a letter to County Counsel asking for a status update.

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

None

13. **Adjourn to Closed Session:** At 5:34 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: *Pr/Ro – All ayes*

CLOSED SESSION (Government Code § 54957)

14. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Building Service Worker II (Kern Medical Center) - Case No. 2014-0057; **ITEM CONTINUED TO NOVEMBER 10, 2014 REGULAR CSC MEETING; ORDER EXCLUDING BACK PAY DURING PERIOD FROM OCTOBER 13, 2014 TO NOVEMBER 10, 2014 SHOULD ACTION BE OVERTURNED; APPROVED; Pa/Ro – All ayes**
15. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Social Service Worker III (Human Services) - Case No. 2014-0060; **DISMISSED DUE TO FAILURE OF APPELLANT TO APPEAR; Pr/Ro – All ayes**
16. PUBLIC EMPLOYMENT – Personal Necessity Leave
Social Service Worker IV (Human Services) – Case No. 2014-0058; **REQUEST FOR PERSONAL NECESSITY LEAVE DENIED; Pr/Pa – All ayes**
17. PUBLIC EMPLOYMENT – Personal Necessity Leave
Mental Health Recovery Specialist III (Mental Health) – Case No. 2014-0061

No action – item was pulled at the department's request.
18. PUBLIC EMPLOYMENT – Personal Necessity Leave
Fiscal Support Technician (Fire) – Case No. 2014-0059; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH NOVEMBER 29, 2014; Pa/Ro – All ayes**
19. At 6 p.m., a motion was made to adjourn the meeting to reconvene at Special Meeting held Monday, October 20, 2014, at 5:00 p.m.; *Pr/Pa – All ayes*