

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, December 8, 2014
5:30 p.m.

PRESENT: Commissioners Parli, Prince & Rose

ABSENT: Agbalog

OTHERS: Russ Albro, Brittany Boykin, Matt Constantine, Debbie Davis, Tracey Eldridge, Ginny Krebs, Brian Marshall, Keri Pharris, Margo Raison, Debbie Rodriguez, Robb Seibly, Brenda Villanueva 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 November 10, 2014 and special meetings of November 11 and 20, 2014. **APPROVED**; Ro/Pr – All ayes

*3. **Second reading of amendment to Rule 904.00 of the Civil Service Commission.**
WAIVE READING; **APPROVED**; Ro/Pr – All ayes

- * 4. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures.

APPROVED; Ro/Pr – All ayes

6249) Maintenance Painter
6250) Office Services Technician-Shift-East Kern
6251) Office Services Assistant-Part-Time-Shift-East Kern
6252) Chief Information Officer-Kern Medical Center-County-Wide Promotional
6253) Senior Deputy Sheriff-DP-Sheriff
6254) Supervising Construction Project Inspector-DP-CAO
6255) Medical Assistant I-DP-KMC
6256) Medical Assistant II-DP-KMC
6257) Human Services Technician I-East Kern- Bilingual
6258) Deputy Sheriff Trainee
6259) Fiscal Support Specialist-DHS-DP
6260) Ag. Biologist/Wgts. & Meas. Inspector Trainee I/II/III
6261) Central Supply Assistant
6262) Clinical Supervisor-Opt I- Inpatient Services-Shift
6263) Physical Therapist-California Children Services
6264) Deputy Public Defender I/II/III/IV/V
6265) Child Support Officer IV
6266) Paralegal
6267) Departmental Analyst

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 2210 – SHERIFF'S OFFICE

RECLASSIFY

3272	1	Sheriff's Support Specialist	R. 51.1-B	2781-3394
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TO

0840	1	Administrative Coordinator	R. 58.6	4042-4934
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6. **Establish a Job Family for the Child Support Officer Classifications:**
APPROVED; Ro/Pr – All ayes

7. Director of Personnel Items/Report of Closed Session Actions:

- There were six items heard in Closed Session during the Regular Meeting held on November 10, 2014. The reportable actions taken on those items are listed in the public minutes of that meeting.
- Ms. Krebs has been informed that the opening on your Commission for Supervisorial District 3 will be filled on December 16, 2014. Krebs will watch for the action on the December 16th board of Supervisors agenda and will report to the Commission when it has been finalized.
- The Personnel Department is working closely with Kern Medical Center on the personnel transition plan to the Hospital Authority. The first formal action will be the establishment of an ordinance by the Board of Supervisors creating the Hospital Authority. While a final timeline has not been decided, eventually all existing Kern Medical Center employees will become employees of the Hospital Authority and will no longer be covered by the County's Civil Service System. As of November 25th there were 1,692 full time and 131 part time positions allocated to Kern Medical Center. Krebs will keep the Commission updated on this process as time goes on.
- Krebs recently attended the CalPELRA conference in Monterey from November 18th to November 21st. Also in attendance from Kern County were the Employee Relations Officer and the Deputy Employees Relations Officer. CalPELRA is the California Public Employees Labor Relations association and annually holds a very large conference which provides attendees the choice of many fine sessions given by high-quality presenters from around the state covering topics related to both labor relations and employment law.
- On Friday, November 21st, the Personnel Department hosted a HIRE Job Club which featured Kern County employment opportunities and informed attendees on how to navigate the hiring process of the county's largest employer. The HIRE acronym stands for "Helping Incorporate Reliable Employees" and is a public-private partnership which brings together job seekers with disabilities and employers. Both Michael Goulart and Kelly Levig from the Personnel Department did an excellent job hosting and presenting at this event.
- Ms. Krebs will be on vacation from Thursday December 11th through Tuesday, December 16th. In her absence both Michael Goulart, our Equal Employment Officer and Karen Kitchen, our Civil Service Division Manager will take good care of the office.

8. Commission Member Presentations or Announcements:

Commissioner Rose asked for additional information regarding the HIRE Job Club such as what was done at the event, how many people were in attendance, and what HIRE is all about. Ms. Krebs will place Michael Goulart and Kelly Levig of the Personnel Department on the January 12th agenda to make a presentation.

10. Jean Gutierrez requested this item to be heard in public session for the Commission to reconsider her request for an appeal; Discipline/Dismissal/Release – Social Service Worker III(Human Services)- Case No. 2014-0060; **HEARING DATES SET FOR JANUARY 13, 20, 26 and 27, 2015**; *Pa/Pr – All ayes*
9. **Adjourn to Closed Session:** At 6:00 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee:

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYMENT– Discipline/Dismissal/Release
Deputy Sheriff (Sheriff) - Case No. 2014-0064; **POSTPONE SETTING HEARING DATES**; **RESCHEDULED TO THE FEBRUARY 9, 2015 GENERAL MEETING**
12. PUBLIC EMPLOYMENT – Personal Necessity Leave
Program Technician (Public Health) – Case No. 2014-0068;
REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH JANUARY 5, 2015; *Pr/Ro – All ayes*;
13. PUBLIC EMPLOYMENT – Personal Necessity Leave
Detentions Senior Deputy (Sheriff) - Case No. 2014-0069; **REQUEST FOR PERSONAL NECESSITY LEAVE DENIED**; *Pr/Ro – All ayes*
14. PUBLIC EMPLOYMENT – Personal Necessity Leave
Sheriff Support Technician (Sheriff) – Case No. 2014-0071;
REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH FEBRUARY 16, 2015 WITH NO FURTHER EXTENSIONS; *Pa/Pr – All ayes*
15. At 6:40 p.m., a motion was made to adjourn the meeting to reconvene to the Special Meeting scheduled for Tuesday, December 9, 2014, at 5:00 p.m.; *Pr/Ro-All ayes*