

ANNUAL REPORT

FISCAL YEAR 2012 – 2013
CIVIL SERVICE COMMISSION



COUNTY OF KERN
DEPARTMENT OF PERSONNEL

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HISTORICAL DATA OF THE PERSONNEL DEPARTMENT

The Personnel Department was established by the Board of Supervisors as a part of the Administrative Office on July 1, 1945, under provisions set forth in Ordinance A-24. In May 1948, the duties of the County Administrative Officer and Personnel Director were separated.

Ordinance A-24 established the "Merit System" of personnel selection, headed by a Personnel Board of five (5) members. The Personnel Board formulated the various rules and regulations pertaining to County employees. The rules and regulations of the Personnel Board were written and adopted by the Personnel Board on January 7, 1946, and adopted by the County Board of Supervisors on January 14, 1946.

In June 1956, by vote of the electorate of Kern County, the Civil Service System was approved and made effective on July 9, 1956. The system was adopted under Sections 31100-31113 of the State of California Government Code, known as the County Civil Service Enabling Law. The vote of the electorate was formalized by County Ordinance A-126.

Under provisions of Ordinance A-126, the Civil Service Commission replaced the Personnel Board as previously established. The Commission's Rules and Regulations, which served to implement the Civil Service Law, were formally adopted on September 24, 1956.

The Kern County Personnel Department is the staff organization for the Civil Service Commission. The Department exists to assist the Commission and the Board of Supervisors in the administration of the Civil Service Ordinance and other responsibilities as assigned.

The Civil Service Commission appointed Ms. Ginny Krebs as the County Personnel Director, effective January 26, 2013. She also serves as the Secretary of the Civil Service Commission.

The office of the Personnel Department is located at:

Kern County Administrative Center
1115 Truxtun Avenue, First Floor
Bakersfield, CA 93301

The department is required to oversee such services as recruitment, test and measurement, preparation of eligible lists for prospective employees, administration of a compensation and classification system, maintenance of personnel and pay records, and, counseling County departments, employees and the general public regarding personnel procedures and regulations.

HUMAN RELATIONS COMMISSION

In addition to its regular duties, the Personnel Department continues to provide staffing to the Human Relations Commission.

Established by the Board of Supervisors in 1990, the purpose of the Kern County Human Relations Commission is to study, evaluate and recommend to the Board of Supervisors plans and programs to eliminate prejudice and discrimination. The Commission also serves to promote and safeguard the equal rights of and respect for all people within Kern County in the areas of employment, education and social and economic justice, and serves as the Kern County Equal Opportunity Program Advisory body.

CIVIL SERVICE COMMISSION

The Civil Service Commission consists of five (5) members appointed by the Kern County Board of Supervisors. They operate a governing body in monitoring provisions of the Kern County Civil Service Ordinance, including Civil Service Rules and Regulations. Commissioners have responsibility for considering such personnel matters as classification, development and maintenance of examination procedures, employee appeals and applicant complaints.

Commission Members for 2012/2013:

	Romeo Agbalog President Supervisory District 1		Frederick Prince Vice President Supervisory District 5
	Jacquelyn Parli Supervisory District 2		Jeffrey Thorn Supervisory District 3
	Joy Rose Supervisory District 4		Ginny Krebs Secretary to the Commission

The Commission meets regularly on the second Monday of each month with other meetings scheduled as necessary. During this fiscal year, 47 regular and special meetings were held to complete business directed to the Civil Service Commission.

Personnel Department employees are the administrative staff to the Civil Service Commission and are responsible for daily management of the Personnel Department and Commission activities. In addition to monitoring personnel transactions, the department certifies eligible lists of prospective employees to operating departments for the filling of existing job vacancies. The Personnel Department has responsibility for test and measurement, position classification studies, wage and salary surveys, and preparation of reports and materials for special hearings before the Commission. In addition, the department oversees the employment drug screening and medical examination process, administers the County Equal Employment Opportunity program, and offers in-depth training sessions for payroll clerks as well as employee orientation workshops.

PERSONNEL DEPARTMENT

The following list describes the Personnel Department staff as of the last day of fiscal year 2012/2013:

<u>Name</u>	<u>Position</u>
Ginny Krebs	Director of Personnel
Michael Goulart	Equal Employment Opportunity Officer
Karen Kitchen	Civil Service Division Manager
Debbie Rodriguez	Senior Personnel Analyst
Keri Pharris	Senior Personnel Analyst
Linda O'Neil	Senior Personnel Analyst
Mary Anne Steele	Senior Personnel Analyst
Robb Seibly	Senior Personnel Analyst*
Jason Wiebe	Senior Personnel Analyst
Mary Stewart	Personnel Analyst II
Maribel Galvan	Personnel Analyst I – Extra Help
Adelina Rodriguez	Personnel Assistant
Iliana Sanchez	Personnel Assistant – Extra Help*
Marcy Crosby	Sheriff's Support Technician**
Christine Kennedy	Office Services Coordinator-Confidential
Roseann Jones	Fiscal Support Specialist-Confidential
Judy Beggs	Fiscal Support Specialist-Confidential
Barbara Lynch	Fiscal Support Specialist-Confidential
Reva Pena	Fiscal Support Specialist-Confidential
Debbie Muth	Fiscal Support Specialist-Confidential
Krystal Lopez	Office Services Technician-Confidential
Pearl Garcia	Office Services Assistant-Confidential

*Staff of Human Services Department, with contractual agreement to serve Civil Service Commission and Personnel Department.

**Staff of the Kern County Sheriff's Office with verbal agreement to serve the Civil Service Commission and Personnel Department on a part-time basis.

MISSION STATEMENT

The mission of the Kern County Personnel Department is to provide a full-range of personnel services to our customers in a timely and professional manner, and in accordance with accepted personnel management practices and applicable personnel laws, to ensure a diversified and productive work force.

Functional Areas

- Administration of Civil Service Commission directives
- Custodian of Civil Service Commission records
- Development and maintenance of the County's classification system
- Development and administration of competitive examinations
- Administration of equal employment opportunity
- Administration of payroll and certification
- Custodian of all County personnel records
- Assist County departments in achieving their personnel goals
- Assist County departments in the resolution of personnel issues
- Provide staff support and counsel to the Human Relations Commission
- Provide training to County staff as requested pertaining to various topics in human resources

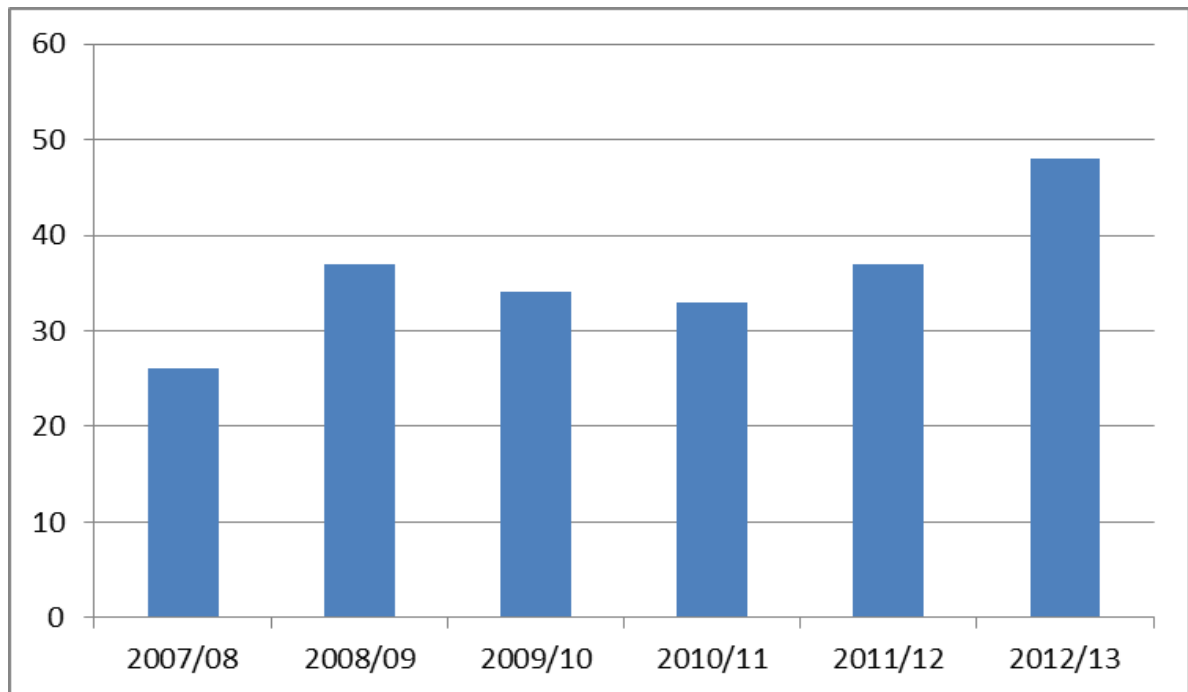
PERFORMANCE MEASURES

1. *Average number of days for completion of eligible lists from date of the receipt of a requisition.*

This measure captures the median number of days for completion of eligible lists, when an eligible list does not already exist, from date of the receipt of a requisition by the Personnel Department. Eligible lists contain the names of candidates meeting minimum criteria for hire. This indicator captures the amount of time required to develop an eligible list. The timeframe includes recruitment elements such as consultation with the department head about recruitment strategies, time for advertising, review of applications, administration of test components and calculation of final scores for each candidate. The median number of days for recruitments from FY 2009-10 through 2011-12 is 35 days and is being used as a comparison index.

The Test and Measurement process is the most basic Personnel Department function. This indicator will allow us to track our progress in this fundamental area, which determines the timeframe for identifying candidates to fill vacancies in County Departments.

Average Number of Days for Completion of Eligible Lists from Date of the Receipt of a Requisition.

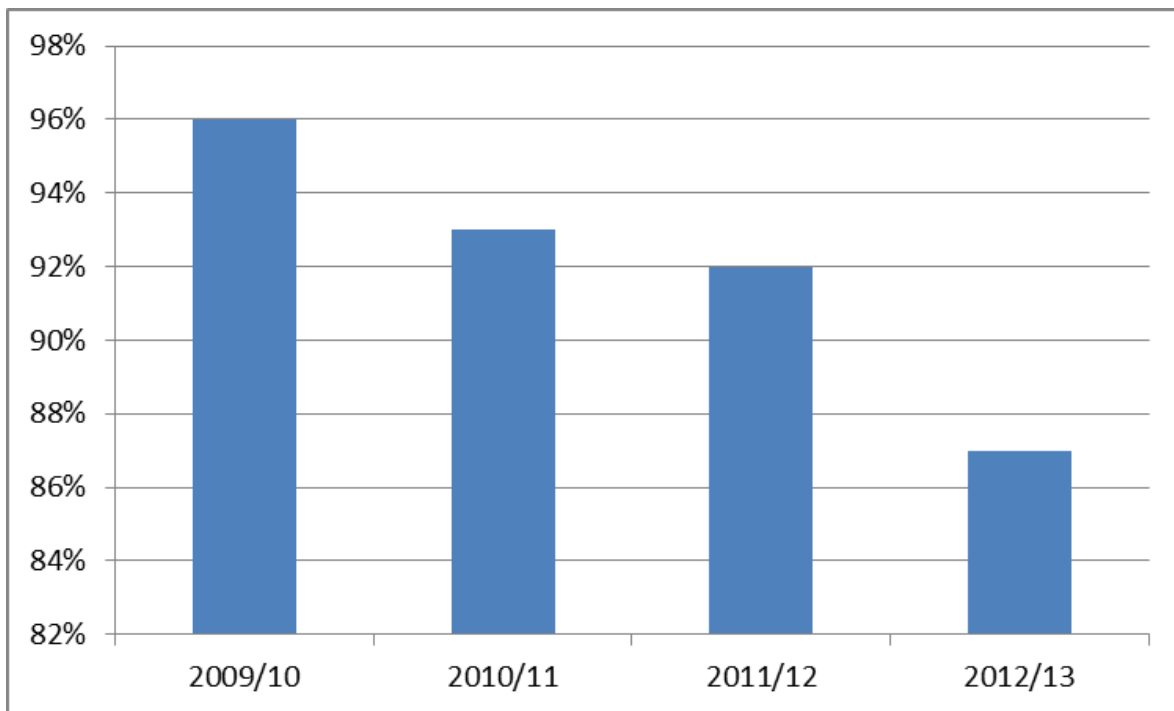


2. *Percentage of certifications made within five days of the availability of an eligible list.*

This measure indicates the timeliness with which the Personnel Department provides names to departments for hiring consideration. It is the process of providing certified names from the eligible list to departments. Our goal is to have names to departments as soon as possible, but at least within five working days of an eligible list completion.

This indicator will allow us to capture a very specific component of the recruitment process – the time it takes to certify names from an eligible list to the requisitioning department. It will help us refine the process.

Percentage of Certifications Made Within Five Days of the Availability of an Eligible List

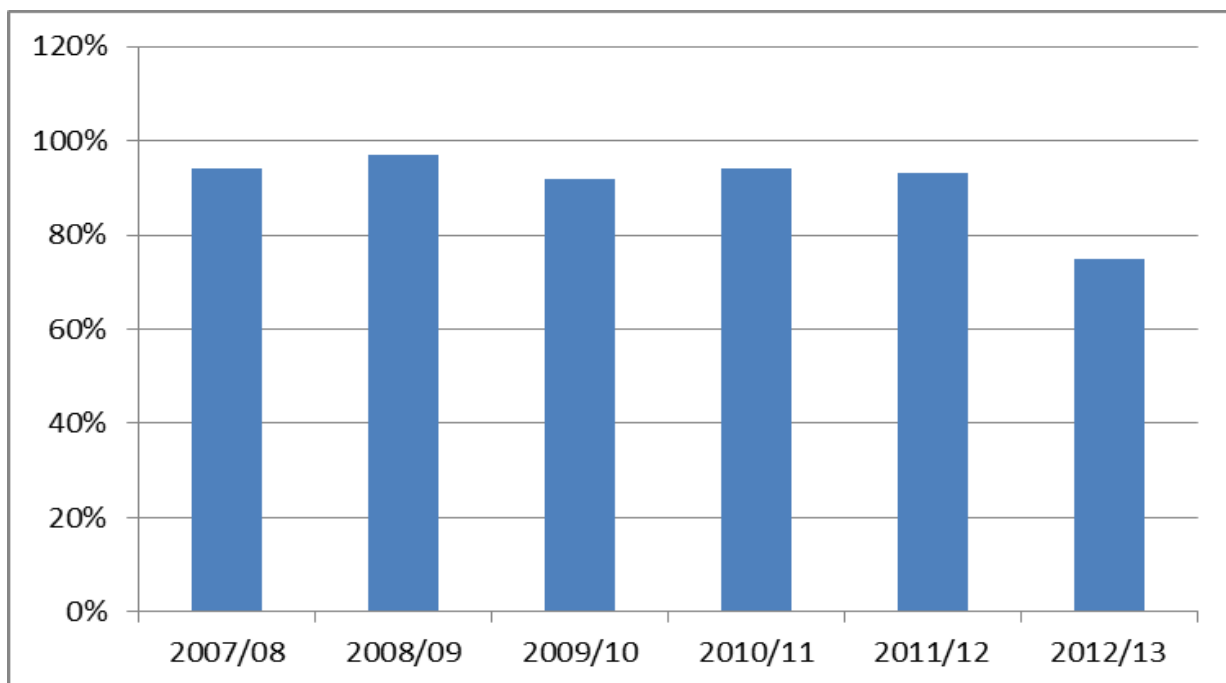


3. *Percentage of classification actions completed within six months of receipt of request.*

This measure indicates the timeliness with which the Personnel Department addresses requests from departments to evaluate and change and change various components of the classification system. The requested actions include development of new classifications, revisions of existing classification specifications, and the review of individual positions to determine whether the incumbents are properly classified. Sometimes this comes with job specification revisions and/or title changes. Given the complexity of this process, six months is felt to be a reasonable goal.

Classification is a key component of personnel administration. This indicator will help us evaluate our processes in managing the County classification goal.

Percentage of Classification Actions Completed Within Six (6) Months of Receipt of Request



CLASSIFICATION ACTIVITY

The County's classification plan is the foundation of an active personnel system. It provides the basis for recruitment and testing activities and a method of comparing and evaluating different jobs for basic compensation purposes.

Standard classification activity included a total of **992** items that were considered by the Commission during this fiscal year. The items were as follows:

13 – New Specifications

40 – Revised Specifications

8 – Deleted Specifications

931 – Reclassifications

POSITION RECLASSIFICATIONS

8 – Reclassified Upward

1 – No Change in Classification following appropriate study and evaluation by staff

922 – Title Change Only

0 – Reclassified Downward/Y-Grade

EQUAL EMPLOYMENT OPPORTUNITY DIVISION STATISTICS 2012/13

At the beginning of fiscal year 2012/2013 full-time minority representation in the Kern County Civil Service was **48.4%**. Minority representation in the County's workforce continues to increase and exceeds the targeted minority labor force percentage of 33.3% (based upon 1990 Census figures) by **7.9%**. The minority group hiring rate during this fiscal year was **46.8%**.

Kern County has achieved its equal employment opportunity goals for the professional, paraprofessional, clerical, service, maintenance, protective services and technical classifications. Efforts continue to achieve skilled craft and technical classifications. Minority representation in the administrative category at the end of the fiscal year was **48.4%**.

The County's female full-time employee representation was **55.6%** of the total County Civil Service workforce at the end of the fiscal year 2012/2013. The female hiring rate was **46.6%**. Female representation in the official and administrative classifications was **50.7%** at the end of the fiscal year. Parity representation for women exists in the professional, paraprofessional and clerical job categories.

TRAINING AND DISCRIMINATION COMPLAINTS

The Equal Employment Opportunity Division of the Personnel Department conducted seven (7) training sessions for employees on workforce diversity issues. A total of 482 employees participated in the training sessions.

During the reporting period the Division investigated ten (10) complaints of discrimination. Of the (10) complaints investigated, (14) individual issues were addressed as follows: age (3), sex (3), disability (4), race (1), medical condition (1), failure to accommodate (1), and working conditions (1).

The Equal Employment Opportunity Division coordinated seven (7) regular meetings during the 2012/2013 fiscal year for the Human Relations Commission. In addition, the Equal Employment Opportunity Division reviewed and processed 586 extra help applications and Notices of Employment.

RECRUITMENT RELATED DATA, FISCAL YEAR 2012/13

Fiscal Year	Total Applications	Total Certifications	Total Exams Announced	Total NOE
2008/09	17,356	816	161	1,888
2009/10	8,797	520	130	1,536
2010/11	16,486	732	201	1,512
2011/12	17,438	1,168	197	2,475
2012/13	27,177	1,237	274	2,824