

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1115 Truxtun Avenue
Bakersfield, California 93301

Special Meeting
Tuesday, January 9, 2018
5:00 p.m.

PRESENT: Commissioners Agbalog, Burrow, Price, and Rose

ABSENT: None

OTHERS: Maria Murbach, Margo Raison, Brian Van Wyk, and others.

NOTE: Ag, Bu, Pri, and Ro are abbreviations for Commissioners Agbalog, Burrow, Price, and Rose. For example, Bu/Pri denotes Commissioner Burrow made the motion and Commissioner Price seconded the motion. The abbreviations “ab” means absent and “abd” abstained.

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

President Burrow called the meeting to order at 5:02 p.m.

PUBLIC SESSION

1. Public Presentations

None

*CONSENT AGENDA

*2. Approval of Minutes

Regular Meeting on December 11, 2017; NO PUBLIC COMMENT; **APPROVED**; Ag/Ro – All ayes

*3. Examination Schedule: The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. NO PUBLIC COMMENT; **APPROVED**; Ag/Ro – All ayes

7105) Local Area Network Systems Administrator-DP-Probation

7106) Assistant Director of Child Support Services

7107) Health Assessment & Epidemiology Manager – DP

7108) Supervising Workers' Compensation Claims Adjuster

7109) Program Technician

7110) Senior Legal Process Technician-Department Promotional – Assessor

7111) Maintenance Worker II – CWP

7112) Firefighter

4. Abolish Eligible List(s); Abolishment of the following eligible list(s) is recommended by the Chief Human Resources Officer and by the affected Department Head; **APPROVED**; Ag/Pri – All ayes

- Mental Health Recovery Specialist I/II/III, Exam No. 6922
- Mental Health Recovery Specialist I, Exam No. 6923
- Mental Health Recovery Specialist III, Exam No. 6815

Keri Pharris, Chief Deputy Human Resources Officer, provided a brief overview. No Public comment.

Commissioner Price asked the Secretary if there were any challenges to this request. Commission Secretary informed the Commission that there had been one call regarding the matter asking for information but the caller did not want to challenge the request to abolish.

5. **New Specification(s):** The following job specification(s) have been created and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. **REVIEWED, RECEIVED, AND FILED**

- a) Veterans Service Assistant, Item No. 0902; *Pri/Ag – All ayes*
- b) Senior Talent Recruiter, Item No. 2321; *Ag/Pri – All ayes*
- c) Investigative Technician I/II, Item No. 4443; *Pri/Ro – All ayes*

Ms. Pharris and Michael Goulart provided a brief overview. No public comment. Vice President Price asked if a background check is standard practice for positions with the District Attorney's office as the specifications did not mention it. Mr. Goulart informed the Commission a background check is conducted and the Commission responded they would like the specifications to include that a background check will be conducted.

6. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. **REVIEWED, RECEIVED, AND FILED**

- a) Veterans Service Assistant/Veterans Services Representative I/Veterans Services Representative II, Item No. 0890 and 0891; *Ag/Ro – All ayes*
- b) Deputy County Counsel I/II/III/IV/V, Items No. 1262, 1256, 1250, 1244, and 1238; *Ag/Ro – All ayes*
- c) Human Services Program Director, Item No. 3625; *Ag/Pri – All ayes*
- d) Public Health Nurse III, Item No. 1997; *Pri/Ro – All ayes*
- e) Supervising Therapist, Item No. 1820; *Pri/Ag – All ayes*

Mr. Goulart provided a brief overview. Commissioner Rose noted that some of these items had not been revised in thirty years and asked if there is a mechanism in place to revise on a more frequent basis. Mr. Goulart mentioned that HR is working on developing a systematic approach to revising specifications on a regular basis. No public comment.

Brian Van Wyk, Deputy County Counsel, informed the Commission that in the interest of time, some items on the January 8, 2018 agenda were not added to this meeting's agenda, and requested the Commission continue those items to the next regular meeting. Commissioner

Agbalog motioned to continue and place Items 7, 8, and closed session items on the February 12, 2018 meeting agenda. Commissioner Rose seconded the motion, all ayes.

7. Commission Member Presentations or Announcements:

None

- 8. Adjourn to Closed Session:** at 5:28 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.

CLOSED SESSION (Government Code § 54957)

9. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Detentions Deputy (Sheriff's Office) – Case No. 2017-0019; **NO REPORTABLE ACTION**
10. President Burrow adjourned the meeting at 8:09 p.m. to the next Special Meeting to be held on Thursday, January 11, 2018 at 5:00 p.m.