

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, December 9, 2019

5:30 p.m.

PRESENT: Commissioners Holt, Price, and Rose

ABSENT: Agbalog and Burrow

OTHERS: Devin Brown, Valentina Chavez, Michael Goulart, Maria Murbach, Keri Pharris, Deonka Rufus, Mary Stewart, Kimberlyn Stillwell, Brian Van Wyk, and others.

NOTE: Ag, Bu, Ho, Pri, and Ro are abbreviations for Commissioners Agbalog, Burrow, Holt, 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 Price called the meeting to order at 5:31

PUBLIC SESSION

1. Public Presentations

None

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on November 12, 2019; NO PUBLIC COMMENT; **APPROVED**; Ro/Ho – 3 ayes/2 ab (Ag/Bu)

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. NO PUBLIC COMMENT; **APPROVED**; Ro/Ho – 3 ayes/ 2 ab (Ag/Bu)

7746) Program Support Supervisor

7747) Program Coordinator

7748) Agriculture Biologist/Weights and Measures Inspector I

7749) Deputy Chief Probation Officer-DP-Probation

7750) Fire Battalion Chief-DP-Fire

7751) Building Services Worker III

7752) Environmental Health Specialist-In Training-Public Health

7753) Deputy District Attorney I/II/III/IV/V

7754) Airports Operations and Security Manager

7755) Sheriff's Support Specialist-Shift

7756) Chief District Attorney's Investigator**

7757) Electronic Health Record Specialist I/II

7758) Programmer I/II

- 7759) Senior Legal Secretary
- 7760) Local Area Network Systems Administrator
- 7761) Public Health Fleet Specialist
- 7762) Senior Legal Process Technician-DP-Assessor/Recorder
- 7763) Medical Assistant II-Bilingual
- 7764) Office Services Assistant-Part Time-Shift-Tehachapi/Cal City-Library
- 7765) Elections Process Coordinator
- 7766) Fiscal Support Supervisor-DP-Fire
- 7767) Program support Supervisor
- 7767) Fiscal Support Specialist
- 7768) Supervising Microbiologist-DP
- 7769) Probation Division Director-DP-Probation
- 7770) Assistant District Attorney-DP**
- 7771) Administrative Services Officer-Countywide Promotional
- 7772) Child Support Customer Service Representative
- 7773) Veterinarian
- 7774) Office Services Specialist-DP
- 7775) Behavioral Health Recovery Specialist Aide-Bilingual
- 7776) Behavioral Health Therapist Trainee

4. **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) Fire Prevention Inspector I/II, Items No. 1179 and 1178; *Ho/Ro – 3 ayes / 2 ab (Ag/Bu)*
Devin Brown, Chief Human Resources Officer, Provided a brief overview. Susan Price, SEIU representative asked Mr. Brown for the date of the email notification. President Price noted there was no relation between himself and Ms. Price.

Commissioner Rose asked if the date affected anything under consideration this evening. Mr. Brown explained that the date the proposed revisions were sent to SEIU were October 22, 2019. They make an effort to send them out 30 days in advance of the meeting to give a full opportunity for the affected union to ask questions or meet and confer with us on the items. In this particular case, they were sent out well in advance. Concurrence was received from SEIU but it was not included in the letter because it arrived after the deadline for the agenda.

- b) Fire Helicopter Pilot, Item No. 4476; *Ro/Ho – 3 ayes / 2 ab (Ag/Bu)*

Devin Brown, Chief Human Resources Officer, provided a brief overview. No public comment.

Commissioner Rose noted that the revisions now required a certificate with a rotocraft – helicopter rating, she asked if it was different. Mr. Brown explained that it was just the strikethroughs were rewording the changes that they need.

5. Civil Service Rule 1800 Update

Brian Van Wyk, Deputy County Counsel, reported he had reviewed the materials provided by HRD and all Civil Service Rule 1800 investigations were within the timelines.

6. Commission Secretary Monthly Report

None

7. Human Resources Division Items/Report:

None

8. Commission Member Presentations or Announcements:

None

9. Adjourn to Closed Session: at 5:43 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)

10. PUBLIC EMPLOYMENT – Personal Necessity Leave Request

Vocational Nurse II (Public Health) – Case No. 2019-0016; **REQUEST APPROVED WITH NO FURTHER EXTENSION**; *Ho/Ro – 3 ayes/2 ab (Ab/Bu)*

11. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1)); **NO REPORTABLE ACTION**

12. President Price adjourned the meeting at 6:02 p.m. to the next Regular Meeting to be held on Monday, January 13, 2019 at 5:30 p.m.