

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, February 10, 2020

5:30 p.m.

PRESENT: Commissioners Agbalog, Burrow, Holt, Price, and Rose

ABSENT: None

OTHERS: Devin Brown, Michael Goulart, Kendra Graham, Maria Murbach, Keri Pharris, Deonka Rufus, Mary Stewart, 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 Agbalog called the meeting to order at 5:30 p.m.

PUBLIC SESSION

1. Public Presentations

None

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on January 13, 2020 and Special meeting on January 27, 2020; NO PUBLIC COMMENT; **APPROVED**; Ro/Ho – all ayes

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

7158) Medical Assistant II
7268) Fiscal Support Technician-Ridgecrest
7479) Vocational Nurse I/II
7480) Human Services Technician I-Shift
7516) Office Services Technician
7562) Fiscal Support Technician-Bilingual
7753) Deputy District Attorney I/II/III/IV/V
7795) Health Education Assistant I/II-Bilingual
7796) Sheriff's Report Technician
7797) Sheriff's Commander-DP-Sheriff
7798) Chief Appraiser-Department Promotional-Assessor
7799) Office Services Specialist-DP-Fire
7800) Real Property Agent I/II/III

- 7801) Retirement Services Specialist
- 7802) Retirement Services Technician
- 7803) Substance Use Prevention Specialist
- 7804) Senior Auto Mechanic
- 7805) Contract Administrator
- 7806) Juvenile Corrections Officer II-DP-Probation
- 7807) BH Recover Specialist Aide
- 7808) Registered Veterinary Technician
- 7809) Wastewater System Manager-DP
- 7810) Code Compliance DP-Public-Purse
- 7811) Maintenance Supervisor.
- 7812) Probation Supervisor-DP-Probation
- 7813) Public Health Program Specialist-DP
- 7814) Maintenance Electrician
- 7815) Building Letter
- 7816) Building Inspector
- 7817) Sheriff's Aide
- 7818) Human Services Technician-Mojave
- 7819) Office Services Technician-Shift-Tehachapi/Cal City
- 7820) Heavy Equipment Mechanic
- 7821) Deputy District Attorney
- 7822) Deputy Sheriff Trainee-Shift
- 7823) Legal Process Technician I/II
- 7824) Light Vehicle Driver-Shift
- 7825) Sheriff's Lieutenant-Shift-Department Promotional
- 7826) Elections Process Clerk I
- 7827) Administrative Coordinator-DP
- 7828) Program Specialist I/II Bilingual-Department Promotional-Child Support Services
- 7829) Supervising Public Health Nurse-Department Promotional
- 7830) Senior Office Services Specialist
- 7831) Office Services Coordinator-DP-BHRS

4. **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) Assistant Emergency Services Manager, Item No. 1210; *Ro/Ho – all ayes*

President Agbalog announced Items b and c were withdrawn at this time and Devin Brown, Chief Human Resources Officer, stated that was correct. At the request of the union, they had tabled those items for future consideration. Mr. Brown provided a brief overview for item a. No public comment.

5. **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) Supervising Aircraft Mechanic, Item No. 5080; *Ro/Bu – all ayes*
Devin Brown, Chief Human Resources Officer, provided a brief overview. No public comment.

b) Emergency Services Manager, Item No. 0705; *Ro/Ho – all ayes*

Devin Brown, Chief Human Resources Officer, provided a brief overview. Commissioner Rose asked if this would help bring Kern County to where it needed to be as the third largest geographical county. Mr. Brown stated Kern County is already where it needs to be, as it already has a wonderful Emergency Services Manager who's been in the position titled Special Projects Manager holding this function for many years. This will certainly bring her classification scope into updated standards although she's acting in this capacity right now. She is a talented individual for the Fire Department. If that person were to move on, we would certainly use this classification to hire a replacement with the capabilities necessary to continue that function. Commissioner Rose thanked Mr. Brown.

6. Civil Service Rule 1800 Update

Brian Van Wyk, Deputy County Counsel, reported that Commission staff met with the HRD team and there were two cases which are behind what the timelines provide for in Civil Service Rule 1800. HRD has notified the employees.

- With the first investigation - HRD expects to complete it within ten days. The employee has been notified as this is a complex case.
- There is an additional case involving the Peace Officers' Bill of Rights (POBAR) which makes it more difficult for HR to conduct their investigation and not duplicate anything relating to POBAR.

President Agbalog asked if the estimated time frame to complete the first investigation was 10 days.

Mr. Brown reported that the department had conducted an investigation at the same time that HR's timeline was running on the employee's particular complaint. It is a very in-depth investigation that HR was relying on to receive the information from the department. They received the needed information from the department this past month, reviewed it, and interviewed additional witnesses required for their particular investigation. They are completing the report to provide recommended findings and recommendations to the department and the employee/complainant and expect to have that completed early next week.

The other investigation is another employee complaint filed with the department. The department has started conducted their investigation. As Mr. Van Wyk stated, there is a requirement under the Peace Officer Bill of Rights, which certainly entitles the employee to have a certain type of investigation done by the department. They are in the middle of conducting that investigation. In this particular case, the employee did not file a formal complaint with our office, we simply met with the employee and had an intake interview. HRD is actually pulling back from that particular complaint. The department is already investigating it under their internal investigation process, and as Peace Officers go, they are better equipped to handle that investigation to completion.

President Agbalog asked if the investigation would be completed in 10 days or less. Mr. Brown stated that was correct. President Agbalog asked for clarification on the outcome of the investigation if the employee is contacted, notified about an extension, disagrees, and does not want the extension. Mr. Brown explained that HRD still continues on through the investigation process unless they need something from the complainant and they are not willing to provide it. Then, they will complete the investigation based on the information that they have.

President Agbalog requested that the moment they have a status update as to these issues becoming resolved, they notify the Commission Secretary and the Secretary let the Commission know as they will have a meeting in another month. Mr. Brown stated their office will notify Secretary Murbach when the investigation has been completed.

7. Commission Secretary Monthly Report

Commission Secretary, Mrs. Murbach, reported she is currently developing a pamphlet with information on Civil Service Commission services. This informational pamphlet will be available to employees and anyone interested in learning what the Commission does. Mrs. Murbach looks forward to present it to the Commission at the next meeting.

8. Human Resources Division Items/Report:

None

9. Commission Member Presentations or Announcements:

Vice President Holt and Commissioner Rose thanked Mrs. Murbach for all her work.

10. **Adjourn to Closed Session:** at 5:51 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)

11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2019-0013; **CONTINUED TO THE NEXT REGULAR MEETING ON MARCH 09, 2020; Ro/Pri – all ayes**
12. Reconvened from Closed Session. President Agbalog adjourned the meeting at 5:56 p.m. to Special Meeting to be held on Monday, February 24, 2020 at 5:30 p.m.