

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, October 10, 2022
5:30 p.m.

PRESENT: Commissioners Price, Rose, and Holt

ABSENT: Commissioners Agbalog and Oliver

OTHERS: Devin Brown, Brian Van Wyk, Keri Pharris, and Kimberlyn Stillwell

PUBLIC SESSION

1. Public Presentations

None

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular meeting on September 12, 2022; No public comment. **APPROVED**; Pri/Ro – 3 ayes/2ab (Ag/OI)

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; No public comment. **APPROVED**; Pri/Ro – 3 ayes/2ab (Ag/OI)

- 8573) Youth Services Officer I/II - Shift
- 8564) Social Service Worker III – Aging and Adult
- 8664) Administrative Coordinator – DP – General Services
- 8665) Behavioral Health Recover Specialist I/II
- 8666) Senior Child Support Specialist
- 8667) Public Health Laboratory Assistant I/II
- 8668) Physical Therapist – California Children Services
- 8669) Sheriff's Records Unit Supervisor
- 8670) Deputy Chief Probation Officer – DP
- 8671) Deputy Probation Officer I/II
- 8672) Sheriff's Detentions Sergeant – DP
- 8673) Fiscal Support Supervisor – DP – Auditor-Controller
- 8674) Electronic Health Record Specialist
- 8675) Real Property Agent I/II/III
- 8676) Contracts Administration Assistant
- 8677) Deputy Chief Information Technology Office – CWP
- 8678) Maintenance Plumber – DP
- 8679) Geographic Information Systems Specialist – DP – Planning
- 8680) Appraiser I

- 8681) Deputy Coroner
- 8682) Job Developer I/II
- 8683) Groundskeeper
- 8684) Stock Clerk I
- 8685) Graphic Artist
- 8686) Workforce Development Program Manager – DP
- 8687) Sheriff's Program Specialist
- 8688) Sheriff's Senior Support Specialist – Shift
- 8689) Sheriff's Detentions Senior Deputy – Shift – DP
- 8690) Public Works Maintenance Worker I/II/III
- 8691) Social Service Worker I - Bilingual – Aging
- 8692) Human Services Supervisor – Bilingual – Delano – DP
- 8693) Human Services Supervisor – Shafter – DP
- 8694) Departmental Aide – Library – PT – Shift – Delano
- 8695) Departmental Aide – Library – PT – Shift – Bakersfield
- 8696) Group Counselor I/II – Shift
- 8697) Vocational Nurse I/II
- 8698) Sheriff's Records Specialist – Shift – Lamont
- 8699) Sheriff's Records Specialist – Shift – Rosamond
- 8700) Sheriff's Sergeant – DP
- 8701) Fiscal Support Supervisor
- 8702) Contract Administrator
- 8703) Programmer I
- 8704) Senior Human Resources Specialist – Non-confidential – DP
- 8705) Behavioral Health and Recovery Services Deputy Director – DP
- 8707) Senior Office Services Specialist
- 8708) Supervising Child Support Specialist
- 8709) Therapy Aide
- 8710) Automotive Services Worker
- 8711) Public Works Maintenance Technician I/II
- 8712) Auditor-Controller's Division Chief – DP
- 8713) Utility Worker
- 8714) Park Ranger Manager – DP
- 8716) Administrative Coordinator – DP – Probation

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 Director of Workforce Development, Item No. 0821; Pri/Ro – 3 ayes/2ab (Ag/OI); Devin Brown, Chief Human Resources Officer, provided a summary. 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) KCERA Deputy Chief Member Services Officer, Item No. 0013, KCERA Member Services Manager, Item No. 2544, and KCERA Senior Member Services Analyst, No. 2545; Pri/Ro – 3 ayes/2ab (Ag/OI); Keri Pharris, Deputy Chief Human Resources Officer, provided a summary. No public comment.
 - b) Youth Services Officer – Food Services Supervisor, Item No. 3582, Youth Services Officer – Warehouse Supervisor, Item No. 2595, Youth Services Officer – Senior Cook, Item No. 3586, Youth Services Officer – Custodian, Item No. 3595, and Youth Services Officer – Support Services Worker, Item No. 3599; Ro/Pri – 3 ayes/2ab (Ag/OI); Devin Brown, Chief Human Resources Officer, provided a summary. No public comment.
6. **Revised Specification(s):** The following job specification(s) have been revised by the Chief Human Resources Officer and are submitted for the Commission's approval in accordance with Civil Service Rule 204.21; **APPROVED**
- a) Supervising Engineer, Item No. 1054; Pri/Ro – 3 ayes/2ab (Ag/OI); Devin Brown, Chief Human Resources Officer, provided a summary. No public comment.
7. Second Reading of Amendment to Rule 400 of the Civil Service Commission; **WAIVED READING; APPROVED**; Pri/Ro – 3 ayes/2ab (Ag/OI); Brian Van Wyk, Deputy County Counsel, provided a summary. No public comment.
8. **Civil Service Commission Annual Report: APPROVED; DIRECTED STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS**; Ro/Pri – 3 ayes/2ab (Ag/OI); Devin Brown, Chief Human Resources Officer, provided a summary. No public comment.
9. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions. Brian Van Wyk, Deputy County Counsel, advised the Commission that he had not received an update from Human Resources. Devin Brown, Chief Human Resources Officer, provided the Commission with the update. One outstanding investigation is beyond the timeline and will be completed in the coming weeks. There are two new complaints and all other complaint investigations are within the timeline.
10. **Civil Service Rules Revisions Update:** Ad Hoc Committee to provide report on status pertaining to Civil Service Rules revisions. Commissioner Price provided there is nothing to update.
11. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business. Devin Brown, Chief Human Resources Officer, provided the Commission an update on the Kern County Career Expo held on September 17, 2022.
12. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)). Commissioner Holt thanked County Counsel and Human Resources for filling in while the Commission seeks to fill its vacant Civil Service Commission Secretary.

Adjourn to Closed Session: The Commission will adjourn 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. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957)

13. Public Employment – Personal Necessity Leave Request
Medical Assistant (Public Health) – Case No. 2022-0104; **No reportable action.**
14. Public Employee – Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105; **No reportable action.**
15. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary.
(Government Code § 54957(b)); **No reportable action.**
16. President Holt adjourned the meeting to the next Regular Meeting to be held on Monday, November 14, 2022, at 5:30 p.m.