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

Regular Meeting
Monday, September 09, 2024
5:30 p.m.

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS

AMERICANS WITH DISABILITIES ACT
(Government Code Section 54953.2)

The Board of Supervisors Chambers is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Civil Service Commission may request assistance at the Human Resources Division – County of Kern or by calling (661) 868-3910. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance, whenever possible.

All Civil Service Commission agenda item supporting documentation is available for public review at the County of Kern Human Resources Division, 1115 Truxtun Avenue First Floor, Bakersfield, CA, 93301 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the 72-hour posting period and prior to the meeting will also be available for review. This disclosure does not pertain to closed session items and/or those that are not otherwise public.

PUBLIC SESSION

1. **Public Presentations**
   This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on this agenda or wishing to place the item on the next agenda and over which the Commission has jurisdiction. Please note that no response is required from the Commission or staff and no action can be taken on non-agenda items; however, the Commission may instruct staff to place the item on the agenda for a future meeting. Speakers are limited to three minutes. Please state and spell your name for the record before making your presentation.

***CONSENT AGENDA:** All items listed with asterisk (*) are considered routine and non-controversial by Commission staff. Consent items will be considered first and may be approved by one motion if no member of the Commission or public comments were submitted for discussion. If discussion is desired, the item will be removed from the consent agenda and will be considered in listed sequence.

*2. **Approval of Minutes:** Regular Meeting on *Monday, August 12, 2024,* **APPROVE**

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVE**

9445 Office Services Coordinator - DP - Probation
9446 Youth Services Officer - Cook
9447 Senior Human Resources Specialist-Non Confidential-Department Promotional-BHRS
9448 Human Resources Specialist I/II - Non-Confidential
9449 Business Manager - DP - Public Defender
9450 Library Associate - Shift - Boron - DP
9451 Health Plan Services Coordinator-Department Promotional
9452 Probation Program Specialist
9453 Physical Therapist - CCS
9454 Assessment Technician - Bilingual
9455 Senior Grounsdkeeper - Buena Vista
9456 Maintenance Carpenter - DP - CAO-General Services
9457 Program Technician
9458 Assistant Director of Public Works
9459 Senior Maintenance Worker
9460 Office Services Technician - Shift - Arvin
9461 Office Services Assistant - PT - Shift - DP - Library
9463 Victim/Witness Services Specialist I/II
9464 Supervising Public Health Nurse
9465 Senior Youth Services Officer - DP - Probation
9466 Detentions Sergeant - DP - Sheriff
9467 Detentions Senior Deputy - DP - Sheriff
9468 Social Service Supervisor I - Department Promotional - Aging and Adult Services
9469 Social Service Worker I
9470 Communicable Disease Investigator - Bilingual
9471 Administrative Coordinator - DP - County Counsel - Risk Management
PD9472 Per Diem Elections Process Aide
9473 Administrative Services Officer
9474 Utility Worker
9476 Sheriff's Community Services Technician
9477 Administrative Coordinator
9478 Auditor-Controller's Division Chief - Departmental Promotional - Auditor-Controller
9479 Health Education Assistant I/II - Bilingual
9480 Departmental Analyst

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. **APPROVE**
    a. Deputy Coroner – Item No. 4395
    b. Park Ranger Trainee- Item No. 5250
    c. Park Ranger- Item No. 5249
    d. Senior Park Ranger- Item No. 5246
    e. Supervising Park Ranger- Item No.5243

5. **Civil Service Rule 305:** First reading of revised amendment to rule 305 of the Civil Service Commission.

6. **First Reading of Civil Service Rule 312-** Extra Help Service Credit

7. **Civil Service Officer:** Committee update on revisions to the Civil Service Officer job specification and salary.

8. **Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities.

9. **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.

10. **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)).

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.

1. Conference with legal counsel re formally initiated litigation, Gov't Code Section 54956.9(d)(1) and (g), case name *Service Employees International Union Local 521 v. County of Kern and Kern County Civil Service Commission.*

2. Sheriff Employee- Schedule Hearing Dates
   Deputy Sheriff (Sheriff's Office)- Case No. 2023-0105

3. Sheriff Employee- Scheduling Hearing Dates
   Sheriff Sergeant (Sheriff's Office)- Case No. 2022-0105

4. Sheriff Employee- Scheduling Hearing Dates
   Deputy Sheriff (Sheriff's)- Case No. 2021-0106

5. Public Health Employee- Scheduling Hearing Dates
   System Analyst (Public Health)- Case No. 2024-0107

6. Sheriff Employee- Schedule Hearing Dates
   Deputy Sheriff (Sheriff's Office)- Case No. 2023-0024