

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

Regular Meeting
Monday, October 14, 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, September 9, 2024, APPROVE*

***3. Approval of Minutes:** Special Meeting on *Wednesday, September 11, 2024, APPROVE*

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

- 9462 Fleet Services Supervisor
- 9481 Departmental Analyst - DP - Sheriff
- 9482 Office Services Technician - Shift - Boron
- 9484 Pre-Licensed Clinical Psychologist/Clinical Psychologist I/II-Department Promotional-BHRS
- 9483 Deputy Chief Communications Officer - Countywide Promotional
- 9485 Disposal Site Gate Attendent
- 9486 Human Resource Analyst - DP - CAO
- 9487 Legal Secretary - Delano
- 9488 Airport Police Officer
- 9489 Paralegal
- 9493 Security Attendant - Shift
- 9490 Forensic Laboratory Technician I/II
- 9491 Supervising Public Health Nurse
- 9494 Job Developer I/II-Bilingual-Delano
- 9496 Senior Legal Process Technician
- 9492 Real Property Agent I - DP - Public Works
- 9495 Social Service Supervisor II-DP-DHS
- 9498 Accountant / Sr. Accountant
- EH9499 Extra Help - Administrative Coordinator
- 9497 Office Services Specialist-Department Promotional-CAO
- 9498 Senior Office Services Specialist - DP - Probation
- 9500 Telecommunications Network Administrator
- 9501 Loss Prevention Specialist
- 9502 Office Services Technician - Shift - Buttonwillow
- 9503 Office Services Specialist - DP - Probation
- 9504 Accountant/Sr. Accountant - DP - Probation
- 9505 Assistant Public Health Laboratory Director
- 9506 Accountant - DP - Planning
- 9507 Social Service Supervisor I-DP-DHS-East Kern Regions (Mojave, Ridgecrest, Lake Isabella)
- 9508 Social Service Worker I/II-DHS
- 9465 Senior Youth Services Officer - DP - Probation
- 9509 Sheriff's Detentions Sergeant - Department Promotional

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. Behavioral Health Peer Specialist – Item No. 4395

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

- a. Health Care Fiscal Support Technician – Item No. 2273
- b. Behavioral health Human Resources Specialist – Item No. 2268
- c. Behavioral Health Mail Clerk – Item No. 2276

- d. Health Care Office Services Specialist – Item No. 2274
- e. Health Care Office Services Technician – Item No. 2275
- f. Health Care Program Technician – Item No. 2272

6. **Civil Service Rule 305:** Second reading of revised amendment to rule 305 of the Civil Service Commission. **WAIVE READING; APPROVE; ADOPT**
7. **Second Reading of Civil Service Rule 312-** Extra Help Service Credit. **WAIVE READING; APPROVE; ADOPT**
8. **Civil Service Officer:** Committee update on revisions to the Civil Service Officer job specification and salary.
9. **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.
10. **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.
11. **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. Assessors Employee- Schedule Hearing Dates
Senior Appraiser (Assessor's Office)- Case No. 2024-1010