

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

Regular Meeting
Tuesday, November 12, 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, October 14, 2024*, **APPROVE**

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

9511 Sheriff's Lieutenant - DP
9512 Sheriff's Sergeant - DP
9513 Senior Deputy Sheriff - DP
9514 Fiscal Support Technician
9515 Supervising PlannerOpen
9516 Building Inspector Specialist
9517 Crime Prevention Specialist - Shift
9518 Probation Technician
9519 Senior Patients Rights Advocate-DP- Behavioral Health & Recovery Services
9520 Supervising Child Support Customer Service Representative
9521 Departmental Analyst - DP - Sheriff
9522 Office Services Technician - Part-Time - Shift
9523 Librarian II - Shift
9524 Program Technician - DP
9525 Departmental Aide - Part-Time - Shift - Arvin
9526 Program Coordinator
9527 Veterinary Assistant - Shift
9528 Information Technology Services Manager
9529 Contract Administrator
9531 Program Specialist II - Shift - DP
9532 Behavioral Health Program Supervisor-DP-Behavioral Health & Recovery Services
9533 Assistant Fire Marshal - Department Promotional
9534 Public Defender's Investigator I - DP
9535 Senior Systems Analyst - DP - Sheriff
9536 Agricultural Biologist Weights and Measures Inspector I
9537 Park Caretaker - Delano
9538 Deputy Coroner Manager
9539 Group Counselor III-Shift-Department of Human Services
9540 Program Support Supervisor - Shift - DP
9541 Fleet Services Supervisor
9542 Fiscal Support Specialist-DP

4. **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. Crime Analyst – Item No. 4513
5. **Civil Service Officer:** Update on revisions to the Civil Service Officer job specification and salary.
6. **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.
7. **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.

- 8. 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.

- 9. Sheriff Employee- Schedule Hearing Dates**
Sergeant (Sheriff's Office) – Case No. 2022-0032
- 10. Sheriff Employee- Schedule Hearing Dates**
Sheriff Dispatcher Assistant (Sheriff's Office)- Case No. 2024-0054
- 11. Sheriff Employee- Schedule Hearing Dates**
Sheriff's Deputy (Sheriff's Office)- Case No. 2023-0004