President Rose called the meeting to order at 5:31 p.m.

PUBLIC SESSION

1. Public Presentations
   None

2. Approval of Minutes
   Regular meeting of August 10, 2015 and special meetings of August 11, 20, 24, 25 and September 3 and 8, 2015. APPROVED; Ag/Bu – 4 ayes/1 ab

3. Second reading of proposed revisions to Rule 704.30 of the Civil Service Commission. WAIVED READING; ADOPTED; Ab/Bu – 4 ayes/1 ab

4. Examination Schedule: The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. APPROVED; Ag/Bu – 4 ayes/1 ab
   6458) Registered Veterinary Technician
   6459) Electrodiagnostic Technician – Part-Time
   6460) Health Plan Administration Coordinator – Countywide Promotional
   6461) Light Vehicle Driver
   6462) Human Services Aide
6463) Librarian I – Shift – DP
6464) Health Information Specialist I – Shift
6465) Senior Pharmacist – DP – Kern Medical Center
6466) Highway Painting Equipment Superintendent – DP – Public Works
6467) Elections Process Clerk I
6468) Departmental Aide – Part-Time – Boron
6469) Sheriff’s Detentions Senior Deputy – DP
6470) Youth Prevention Specialist I/II – Shift – Bilingual
6471) Wastewater Treatment Plant Operator II/III
6472) Health Plan Services Representative I/II
6473) Fiscal Support Specialist – KCERA – DP
6474) County Veterans Services Officer – Veterans Services Department – DP
6475) Discharge Facilitator – Shift
6476) Civil Service Commission Secretary
6477) Health Information Specialist III – Shift – DP – KMC
6478) Hospital Staff Nurse II – Shift
6479) Building Services Worker I/II – PT – Shift
6480) Fiscal Support Technician
6481) Storekeeper I
6482) Victim/Witness Services Specialist I/II – East Kern
6483) Fiscal Support Assistant
6484) Park Ranger I
6485) Clinical Director – Trauma Program – KMC – DP
6486) Tree Trimmer III – Parks – DP
6487) Pharmacy Technician I – Shift – Lerdo
6488) Clinical Pharmacist

5. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED; Ag/Bu – 4 ayes/1 ab**

   a) Chief Child Support Attorney, Item No. 1200

6. **Reclassification(s):** The following reclassification recommendations are based upon analysis conducted by the Human Resources Division in accordance with Civil Service Rules and established procedures. **APPROVED: Pri/Ag – 4 ayes/1 ab**

   a) *Schedule 5120 – HUMAN SERVICES*

   **RECLASSIFY**

   3250 1 Reprographics Production Technician III R. 48.8 2529-3088

   **TO**

   2820 1 Graphic Artist R. 52.2 2937-3586
7. Human Resources Division Items/Report:

Devin Brown informed the Commission that on August 25th he announced to County Department Heads that the Human Resources Division was reorganizing the workflow of the recruitment process and utilizing a team concept. Staff has been placed into four teams: Public Safety, Social Services, Health and Public Services. Each team consists of two Personnel Analysts, a Personnel Assistant and a Fiscal Support Specialist. Teams are in the process of scheduling meet and greets with their departments to introduce themselves and to attempt to better understand the individual department’s needs.

The Lean Six Sigma Team is currently looking at the County’s recruitment process. They are currently mapping out the entire recruitment process. Their next step will be to ask staff and departments to look at the steps and identify unnecessary duplication of some of the current processes. The team is looking at making significant changes to the recruitment process in an effort to make it more efficient.

Mr. Brown provided an update on the Civil Service Secretary recruitment. The recruitment was opened for a three-week period and closed last Friday. Applications are currently being reviewed for minimum qualifications. It is anticipated the performance exam will be scheduled as soon as next week. Those that pass that portion will then be scheduled for the oral exam. It is hoped a certified list will be provided to the Commission by early October.

Mr. Brown commended the staff of the Human Resources Division for all their hard work during the transition.

8. Commission Member Presentations or Announcements:

Commissioner Price reported that he and Commissioner Rose visited the Department of Agriculture & Measurements. He stated that the Department Head, Ruben Arroya, was a gracious host. He was amazed at the amount of work the department is charged with and was impressed with the staff.

Commissioner Rose stated she is grateful for the dedicated employees that work every day to ensure we are safe.

9. 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)

10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release – Status Update
Deputy Sheriff (Sheriff’s Office) - Case No. 2014-0064; ITEM CONTINUED TO JANUARY 11, 2016 REGULAR CSC AGENDA; Ag/Bu – 4 ayes/1ab
11. PUBLIC EMPLOYMENT – Personal Necessity Leave  
Juvenile Correction Officer 2 (Probation) - Case No. 2015-0037; **DENIED**;  
Pri/Ag – 4 ayes/1 ab

12. PUBLIC EMPLOYMENT – Personal Necessity Leave  
Waste Management Technician II (Public Works) - Case No. 2015-0036; **ITEM PULLED**

13. PUBLIC EMPLOYMENT – Personal Necessity Leave  
Road Maintenance Worker 1 (Public Works) - Case No. 2015-0040; **APPROVED EXTENSION THROUGH SEPTEMBER 22, 2015**; Ag/Pri – 4 ayes/1 ab

14. PUBLIC EMPLOYMENT – Personal Necessity Leave  
Social Services Worker 3 (Human Services) - Case No. 2015-0038; **APPROVED EXTENSION THROUGH NOVEMBER 9, 2015; MATTER TO BE PLACED ON NOVEMBER 9, 2015 REGULAR CSC AGENDA FOR UPDATE**; Ag/Bu – 3 ayes/1 nay/1 ab

15. PUBLIC EMPLOYMENT – Personal Necessity Leave  
Human Service Technician (Human Services) - Case No. 2015-0039; **MATTER TABLED TO OCTOBER 12, 2015 REGULAR CSC AGENDA WITH OPPORTUNITY TO PARTICIPATE TELEPHONICALLY SHOULD TRANSPORTATION CONTINUE TO BE AN ISSUE**; Ag/Pri – 4 ayes/1 ab

16. PUBLIC EMPLOYMENT – Personal Necessity Leave  
Child Support Officer 3 (Child Support Services) - Case No. 2015-0035; **MATTER TABLED TO OCTOBER 12, 2015 REGULAR CSC AGENDA**; Ag/Bu – 4 ayes/1 ab

17. PUBLIC EMPLOYMENT – Re-Employment List  
Child Support Officer (Child Support Services) - Case No. 2015-0034; **REQUEST DENIED**; Pri/Ag – 4 ayes/1 ab

18. Commission adjourned the meeting at 7:08 p.m. to reconvene at Special Meeting to be held Thursday, September 17, 2015, at 5:00 p.m.