PROPOSED NEW CLASSIFICATION AND ADDITION OF ONE CIVIL SERVICE
COMMISSION SECRETARY POSITION AT SALARY RANGE 63.7
(Fiscal Impact: $126,555; FY 2015-16 $84,370; General Fund; Budgeted; Discretionary)

On June 16, 2015, your Board enacted Ordinance No. G-8573, which created the Human Resources Division of the County Administrative Office. The ordinance realigned the human resources functions of the County, including the Personnel Department, into the new division. The ordinance maintained the Civil Service Commission's role as an appellate body and its authority to create and amend its rules. The ordinance also retained the Civil Service Commission's authority to appoint a Secretary. Formerly, the position of Director of Personnel had served ex officio as the Secretary of the Civil Service Commission. However, after the realignment, the role of Secretary has been left vacant. The purpose of this proposal is to add a new classification titled Civil Service Commission Secretary to fill this vital and important need.

Currently, the role of Secretary is being filled on an interim basis by former Director of Personnel Virginia Krebs. The Civil Service Commission, with the assistance of the Human Resources Division, has opened the recruitment for a full-time Secretary, and will fill this important need upon your Board’s approval of this proposal.

The new position is proposed at salary range 63.7, which is commensurate with the salary range and experience of a Senior Personnel Analyst. The Civil Service Commission has approved the attached job specification for this position. The desired candidate will be able to provide independent review of all matters that come before the Civil Service Commission and assist them with nighttime disciplinary appeal hearings. The position is also proposed to be included in Bargaining Unit D and will thus be exempt from overtime compensation. It will also be an appointed non-civil service position that serves at the pleasure of the Civil Service Commission.

The estimated annual cost of salary and benefits is $126,555.
Members, Board of Supervisors  
September 1, 2015  
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Therefore, IT IS RECOMMENDED that your Board approve the creation and addition of one Civil Service Commission Secretary (Item No. 1171) position at Salary Range 63.7, effective September 5, 2015, and refer to the Human Resources Division to amend the Departmental Positions and Salary Schedule.

Sincerely,

[Signature]

Devin Brown  
Employee Relations Officer

Attachment

CC:  John Nilon, County Administrative Officer  
Theresa A. Goldner, County Counsel  
Members, Civil Service Commission
CIVIL SERVICE COMMISSION SECRETARY

DEFINITION

Under direction of the Civil Service Commission, plans, organizes, and facilitates the activities of the Civil Service Commission; works cooperatively with the Human Resources Division of the County Administrative Office to administer and enforce the rules of the Civil Service Commission.

DISTINGUISHING CHARACTERISTICS

This is a single class position characterized by responsibility to administer all functions and operations of the Civil Service Commission. The position is appointed by, and serves at the pleasure of, the Kern County Civil Service Commission.

ESSENTIAL FUNCTIONS

- Interprets policies and procedures and acts as liaison between the Commission and the Human Resources Division of the County Administrative Office, recognized employee organizations, appellants and others having business before the Commission.

- Acts as designated agent of the Commission in matters not requiring a public hearing.

- At the direction of the Commission investigates issues within the jurisdiction of the Commission and reports findings to the Commission.

- Reviews analyses presented to the Commission pertaining to matters such as proposed rule and ordinance changes, job specification revisions, new job specifications, requests to abolish eligible lists, reclassification actions, exam question appeals and discrimination appeal hearings and advises Commission.

- Oversees timely preparation and posting of Commission agenda and dissemination of back-up information to Commissioners.

- Attends all meetings of the Commission, records official actions, furnishes summary of proceedings where required and maintains statistics on Commission activities.

- Receives disciplinary and other appeals to the Commission and facilitates all aspects of such hearings, including duplication of Bills of Particulars, coordination of security, providing all hearing documentation to the Commission, making an accurate record of the hearings and preparing findings of fact and decision for Commission approval at the conclusion of the hearing.
ESSENTIAL FUNCTIONS (continued)

- Maintains all Commission records, including its meeting and hearing calendar.

- Prepares and administers the Commission budget including approval of Commission time cards and mileage reimbursement.

- Prepares and distributes the Commission's annual report to the Board of Supervisors.

- Oversees orientation of new Commissioners, tracks mandatory training compliance for Commissioners and provides documentation of such to the Clerk of the Board.

- Issues subpoenas on behalf of the Commission.

- Coordinates with clerical staff as to those clerical duties that pertain to Commission business.

OTHER FUNCTIONS

- Performs other related duties as required.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

EMPLOYMENT STANDARDS

Bachelor's degree from an accredited college or university and three (3) years of professional experience in human resources, OR any equivalent combination of education and experience.

Possession of a valid California Motor Vehicle Driver's License.

A background check may be conducted for this classification.

Knowledge of: budget preparation; accepted principles of public personnel administration; principles of organization, management and labor relations; practices relating to equal employment opportunity and test validation procedures; open meeting and public records laws of the State of California.
Ability to: prepare meeting agendas, and minutes; use good judgment and make recommendations; communicate effectively orally and in writing; conduct research and compile data, analyze findings and make effective recommendations; write reports in a logical, comprehensive and concise manner; read and understand rules, regulations, statutes, and case law; develop and maintain effective working relationships; use a personal computer to write reports, perform statistical data analysis, and conduct research.

New
August 2015
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