

County of Kern

Civil Service Commission

ANNUAL REPORT



Fiscal Year 2019-2020

INTRODUCTION

The Kern County Civil Service Commission is pleased to present its Fiscal Year 2019-2020 annual report. This report provides an overview of the Commission's activities for the past year.

Commission Established by Ordinance

The voters of Kern County Adopted a Civil Service Ordinance in 1956 under the authority of Civil Service Enabling Law as set forth in the government Code of the State of California. The Civil Service System provides for employment on a merit basis and equitable and uniform procedures for dealing with personnel matters through a Civil Service Commission.

To administer its Civil Service System, the Board of Supervisors appoints citizens to serve as Commissioners. The Civil Service Commission maintains the integrity of Kern County's Civil Service System. It is an independent ruling body, which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments and employees.

CIVIL SERVICE COMMISSION

The Civil Service Commission consists of five members appointed by the Kern County Board of Supervisors. They operate a governing body in monitoring provisions of the Kern County Civil Service Ordinance, including Civil Service Rules and Regulations. Commissioners have responsibility for considering such personnel matters as classification, development and maintenance of examination procedures, employee appeals and applicant complaints.

The Commission meets regularly on the second Monday of each month with other meetings scheduled as necessary. During the year, eighteen meetings, twelve regular and six special meetings, were held to complete business directed to the Civil Service Commission.

Commission Staff

The Commission Secretary is the administrative staff to the Commission and is responsible for daily management of the Commission's activities. On May 19, 2015, the Board of Supervisors approved the realignment of the Personnel Department, the County Administrative Office Employee Relations, and the Health Benefits Divisions into a consolidated Human Resources Division. Because of this realignment, the Civil Service Commission appointed Maria Murbach as the Commission Secretary, effective January 25, 2016.

2019/20 Commission Members:



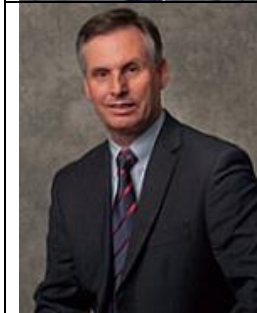
Romeo Agbalog, President – Supervisorial District 1

President Agbalog was appointed to the Commission for a term that expires in 2021.



Jeremy Price – Supervisorial District 2

Commissioner Price was appointed to the Commission for a term that expires in 2023.



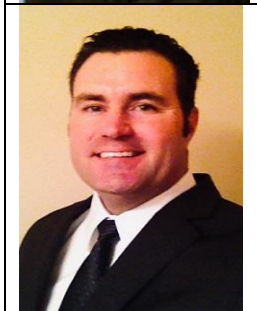
Kevin Oliver – Supervisorial District 3

Commissioner Oliver was appointed to the Commission for a term that expires in 2021.



Joy Rose – Supervisorial District 4

Commissioner Rose was appointed to the Commission for a term that expires in 2022.



Brian Holt, Vice President – Supervisorial District 5

Vice President Holt was appointed to the Commission for a term that expires in 2021.

BUDGET

The Civil Service Commission approved their operating budget for the next fiscal year, which includes salaries and benefits for the Commission Secretary, Commissioner stipends, and office operating costs. The Commission's recommended operating budget is included in the Human Resources Division's budget and submitted to the Board of Supervisors as part of the County budget process.

OUTREACH

The Civil Service Commission (CSC) website provides useful and helpful information. Web pages include *Home, Commission Contact, Commission Members, Regular Meeting Minutes, Joint/Special Meeting Minutes, and Reports*. The CSC website also includes links to the regular monthly meeting agenda, deadline for agenda items, and Civil Service Rules. The site is updated by the Commission Secretary to ensure that the website always offers current information.

While Civil Service covers the majority of County employees, some may not be aware of the role of the Civil Service Commission or what rights and protections it affords. In an effort to facilitate the communication process with County department heads, the Commission visits and meets with various departments and their management teams throughout the year as time allows. These visits are a vital tool in assisting County executives with their departmental Civil Service System needs.

CIVIL SERVICE RULES

The Civil Service Commission evaluates the Civil Service Rules on a continual basis and makes revisions as needed to ensure the rules reflect the latest processes and technologies. There were no Civil Service Rules amendments in Fiscal Year 2018-2019.

SCHEDULE OF AMENDMENTS FOR FISCAL YEAR 2019-2020

RULE	Regarding	Date Amended	Date Distributed
500	Eligible Lists	In Process	
1800	Discrimination Appeals	In Process	

CLASSIFICATION ACTIVITY

Standard classification activity included 53 items that were considered by the Commission during this fiscal year.

Items	Classification Activity
12	New Specifications
37	Revised Specifications
2	12-month Probationary period
3	Abolished Eligible Lists

EMPLOYEE APPEALS

Civil Service Rule (CSR) 1705.00 sets forth the procedures to be followed any time an appointing authority takes action to dismiss, suspend, or reduce in rank or compensation any regular, non-probationary officer or employee in the classified civil service. The officer or employee may, within ten business days after presentation to him of the order, appeal through the Human Resources Officer to the Commission from the order (CSR 1730.00). Within 20 calendar days from the filing of the appeal, the Commission shall commence a hearing and affirm, modify, or revoke the order. The appellant may appear personally, produce evidence, and have counsel and a public hearing (CSR 1735.10). Appeal Hearings are scheduled for 3-8 weeknights from 5:00 PM – 8:00 PM or 5:30 PM – 8:30 PM as schedules allow.

Civil Service Rule (CSR) 1800.00 sets forth the complaint procedures to be followed any time an employee believes they have experienced unlawful discrimination or harassment treatment in the workplace. The complainant may file a complaint within 180 days of the occurrence of the acts giving rise to the complaint. Upon completion of the complaint investigation, the complainant or the affected County department have 20 calendar days to review and either accept or reject the findings and recommendations. If either party rejects the findings and recommendations, they may file a request for an evidentiary hearing before the Civil Service Commission.

In addition to disciplinary and evidentiary appeal requests, the Commission receives and considers other appeal requests, some of which include reinstatement to re-employment and lay-off re-employment lists, removal from eligible and certification lists, reclassification, and personal necessity leave requests. The Commission considered 7 of these appeal requests.

Some of the appeal requests are withdrawn during the scheduling process and some appeals are settled between the parties before the scheduled hearings take place.

There were 4 CSR 1800 evidentiary appeal requests however, there were no CSR 1800 evidentiary hearings heard by the Commission during Fiscal Year 2019-20.

There were 4 disciplinary appeal requests with 4 disciplinary appeal hearings granted. There were no disciplinary hearings heard by the Commission during Fiscal Year 2019-20.

The Civil Service Commission takes great pride in delivering the best service possible to Kern County departments and employees.