

County of Kern

Civil Service Commission

ANNUAL REPORT



Fiscal Year 2022-2023

INTRODUCTION

The Kern County Civil Service Commission is pleased to present its Fiscal Year 2022-2023 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 reporting period, the Civil Service Commission conducted a total of 21 meetings, 12 regular meetings, and 9 special meetings were held to complete business directed to the Civil Service Commission and to consider employee appeals.

Commission Staff

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. The Civil Service Commission appointed Robyn Lipscomb as the Commission Officer, effective February 25, 2023. The Commission Officer is the only administrative staff to the Commission and is responsible for daily management of the Commission's activities.

2022/23 Commission Members:



Romeo Agbalog – Vice President, Supervisorial District 1

Vice President Agbalog was appointed to the Commission for a term that expires in 2025.



Jeremy Price – President, Supervisorial District 2

President Price was appointed to the Commission for a term that expires in 2027.



Michael Bowers – Supervisorial District 3

Commissioner Bowers was appointed to the Commission June 13, 2023, for a term that expires in 2025.

*Kevin Oliver resigned April 18, 2023.



NaTasha Johnson – Supervisorial District 4

Commissioner Johnson was appointed to the Commission September 12, 2023, for a term that expires in 2026.

*Commissioner Rose resigned September 11, 2023.



Brian Holt – Supervisorial District 5

Commissioner Holt was appointed to the Commission for a term that expires in 2025.

BUDGET

The Civil Service Commission approved their operating budget for the next fiscal year, which includes salaries and benefits for the Commission Officer, 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 current and useful information. Web pages include *Home, Commission Contact, Commission Members, Special Vacancies, 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, as well as the Civil Service Rules. The site is updated regularly by the Commission Officer to ensure that information is current and accessible.

While Civil Service covers most County employees, many are unaware of the role the Civil Service Commission performs or what rights and protections it affords. To foster strong relationships and to promote awareness with County department heads, the Commission visits and meets with various departments and their management teams throughout the year as time allows. Commission members met with Aging & Adult Services, Public Health, Human Services and Airports so far this year. Department visits are a vital tool in establishing open communication and accessibility to the Commission for all County departments.

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 was one Civil Service Rule amendment in Fiscal Year 2022-2023.

SCHEDULE OF AMENDMENTS FOR FISCAL YEAR 2022-2023

RULE	Regarding	Date Amended	Date Distributed
200	Classification & Compensation	In Process	
300	Applications and Examinations	August 8, 2022	July 10, 2023
400	Examinations	October 10, 2022	July 10, 2023
500	Eligible Lists	In Process	
1100	Vacations	July 10, 2023	July 10, 2023
1800	Discrimination Appeals	In Process	

CLASSIFICATION ACTIVITY

Standard classification activity included 72 items that were considered by the Commission during this fiscal year.

Items	Classification Activity
21	New Specifications
50	Revised Specifications
1	12-month Probationary Period
7	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 could 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 two of these appeal requests.

Appeal requests may be withdrawn during the scheduling process and some appeals are settled between the parties before the scheduled hearings take place. There was one CSR 1800 evidentiary appeal request during Fiscal Year 2022-23. There was one disciplinary appeal request appeal hearing granted and one disciplinary hearing heard by the Commission during Fiscal Year 2022-23.

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