



BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF FEBRUARY 20, 2024

1600 Truxtun Ave Conference Room A
Miscellaneous Civil Service Regular Meeting At 2:00pm

1. ROLL CALL

2. PUBLIC COMMENTS

- A. Agenda Item Public Statements
- B. Non-Agenda Item Public Statements

3. APPROVAL OF MINUTES

- 1. Minutes of the Special Misc. Civil Service Board Meeting January 25, 2024
Staff recommends approval of the Minutes of the Special Misc. Civil Service Board Meeting January 25, 2024

4. NEW BUSINESS

A. Eligible List Certified by the Human Resources Director

- 1. Accountant I (P) #02059
- 2. Economic and Community Development Director (O) #02033
- 3. Economic & Community Development Planner I/II (O) #02045
- 4. Service Maintenance Worker (O) #02053
- 5. Streets Equipment Operator (P) #02056

B. Eligible List extended by the Human Resources Director

- 1. Supervisor II- Solid Waste (O) #01964 extended from 3/1/24 to 9/1/24

C. Nepotism(s)

- 1. Cervantes, Sergio- Budget Analyst #02051
- 2. Ayala, Celina - Economic & Community Development Planner I/II #02045
- 3. Legorreta, Adriana - Economic and Community Development Planner I/II #02045
- 4. Banuelos, Ethan- Service Maintenance Worker #02053
- 5. Pinedo, Keith- Service Maintenance Worker #02053

D. Report

1. Staff Report: Recruitment Activities and Statistical Update

5. COMMISSIONERS COMMENTS

6. ADJOURNMENT



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog, H.R. Specialist

DATE: 2/20/2024

WARD:

SUBJECT: A. Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog, H.R. Specialist

DATE: 2/20/2024

WARD:

SUBJECT: B. Non-Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

3.
1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Julie Houselog
CREATED BY: Julie Houselog, H.R. Specialist
DATE: 2/20/2024
WARD:
SUBJECT: Minutes of the Special Misc. Civil Service Board Meeting January 25, 2024

STAFF RECOMMENDATION:

Staff recommends approval of the Minutes of the Special Misc. Civil Service Board Meeting January 25, 2024

BACKGROUND:

ATTACHMENTS:

Description	Type
▢ Minutes of the Misc. Civil Service Board Meeting January 25, 2024	Backup Material

MINUTES

Miscellaneous Civil Service Board
Special Meeting
1600 Truxtun, City Hall North, Conference Room A, 1st Floor
January 25, 2024
2:00 P.M.

The Miscellaneous Civil Service Board Special Meeting commenced on January 25, 2024 at 2:06 p.m., City Hall North, Conference Room A, 1st Floor.

1. Commissioners Present

James Hay
Nila Hogan
Patrick Bowers

Administration Present:

Christi Tenter, Human Resources Director
Shayla Collins, Human Resources Manager
Isabel Farmer, Human Resources Analyst
Sandra Duncan, Human Resources Analyst
Tanya Wilson, Human Resources Analyst
Kevin Mendoza, Human Resources Analyst
Viridiana Gallardo-King, Deputy City Attorney II
Caryn Claiborne, Fiscal and Admin. Services Officer
Luda Fishman, Solid Waste Director
James Leonard, Assistant Solid Waste Director
Phil Burns, Building Director

2. Public Comments

- A. Agenda Item Public Statements-None**
- B. Non-Agenda Item Public Statements-None**

3. Approval of Minutes

Upon a motion, by Commissioner Bowers and seconded by Commissioner Hogan the minutes for December 12, 2023 were APPROVED, ALL AYES

4. Election of Officers

Upon a motion, by Commissioner Hay, to appoint Commissioner Hogan as Chair, APPROVED, ALL AYES

Upon a motion, by Commissioner Bowers to appoint Commissioner Hay as Secretary, APPROVED, ALL AYES

5. New Business

A. Eligible Lists Certified by the Human Resources Director

1. Assistant Planning Director (O) #02046
2. Civil Engineer III (O) #02041
3. Communications and Marketing Manager (O) #02028
4. Fleet Equipment Mechanic I/II (O) #02039
5. Fleet Service Worker I/II (O)#02040
6. Marketing and Events Specialist (O) #02027
7. Service Maintenance Worker-Solid Waste (O) #02043
8. Streets Operation Lead (P) #01831
9. Supervisor I/II-Water Resources (O) #02036
10. Technology Systems Technician I-GIS (O) #020244

Eligible Lists for the above referenced position(s), were submitted as informational items to the Board and placed on file.

B. Nepotism(s)

1. Lilian Vance, Supervisor I/II #02036

After discussion, a motion, by Commissioner Hay and seconded by Commissioner Bowers, was made to approve the recommendation of the Water Resources Director, Kristina Budak and/or Human Resources, to approve the Nepotism Request for the above referenced item. APPROVED, ALL AYES

C. Job Specification(s) Revised

1. Assistant Building Director #88330

After discussion, a motion, by Commissioner Bowers and seconded by Commissioner Hay, was made to approve the recommendation of the Human Resources Manager, Shayla Collins, to approve the Job Specification Revised for the above referenced item. APPROVED, ALL AYES

D. New Job Specification(s)

1. Accounting Specialist I/II #26055/26065
2. Customer Service Representative #26215
3. Customer Service Supervisor #57090

After discussion, a motion, by Commissioner Hay and seconded by Commissioner Bowers, was made to approve the recommendation of the Human Resources Director, Christi Tenter, to approve the New Job Specification(s) for the above referenced items. APPROVED, ALL AYES

6. Commissioner's Comments

Commissioner Hay asked about steps in the hiring process and whether Staff tracks Demographics on applicant pools. Human Resources will bring a Reports item at the next meeting that will break down the hiring process.

7. Adjournment

There being no further business to come before the Board, a motion was made by Commissioner Hogin to adjourn the meeting at 2:29p.m. APPROVED, ALL AYES.



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 2/13/2024
WARD:
SUBJECT: Accountant I (P) #02059

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
Accountant I (P) #02059	Backup Material

POSITION: ACCOUNTANT I (PROMOTIONAL) #02059

APPLIED.....6

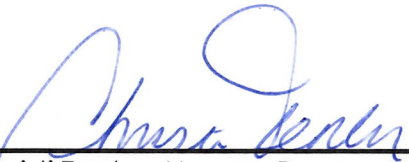
INVITED TO ORAL.....5

ATTENDED ORAL.....4

CERTIFIED.....3

Eligible List Report
Accountant I (Promotional) #02059
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
2/7/2024	8/7/2024	Marin Escarcega, Aaron	1
2/7/2024	8/7/2024	Woolston, Reginald	2
2/7/2024	8/7/2024	Kays-Mauck, Jessica	3



Christi Tenter, Human Resources Director

February 7, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 1/31/2024
WARD:
SUBJECT: Economic and Community Development Director (O) #02033

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

	Description	Type
▢	Economic and Community Development Director (O) #02033	Backup Material

POSITION: ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR (OPEN)
#02033

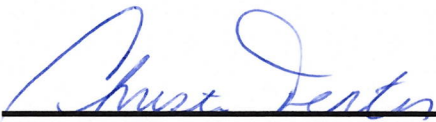
APPLIED.....	39
INVITED TO ORAL.....	7
ATTENDED ORAL.....	5
CERTIFIED.....	5

Eligible List Report

Economic And Community Development Director (Open) #02033

Human Resources Analyst, Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
1/30/2024	7/30/2024	Byers, Jennifer	1
1/30/2024	7/30/2024	Day, Joel	2
1/30/2024	7/30/2024	Valdez, Daniel	3
1/30/2024	7/30/2024	Cater, Jason	4
1/30/2024	7/30/2024	Griego, Cecelia	5



Christi Tenter, Human Resources Director

January 30, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 2/13/2024
WARD:
SUBJECT: Economic & Community Development Planner I/II (O) #02045

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Economic & Community Development Planner I/II (O) #02045	Backup Material

POSITION: ECONOMIC AND COMMUNITY DEVELOPMENT PLANNER I/II (OPEN)
#02045

APPLIED.....59

INVITED TO ORAL.....17

ATTENDED ORAL.....17

CERTIFIED.....14

Eligible List Report
Economic & Community Development Planner I/II (Open) #02045
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
2/2/2024	8/2/2024	Garcia, Zechariah	1
2/2/2024	8/2/2024	Rodriguez, Juan	2
2/2/2024	8/2/2024	Legorreta, Adriana	3
2/2/2024	8/2/2024	Robertson, Tony	4
2/2/2024	8/2/2024	Ayala, Celina	5
2/2/2024	8/2/2024	Hernandez, John	6
2/2/2024	8/2/2024	Fowler, Meliza	7
2/2/2024	8/2/2024	Rosica, Hannah	8
2/2/2024	8/2/2024	Calderon, Andrea	9
2/2/2024	8/2/2024	Carreno, Sergio	9
2/2/2024	8/2/2024	Peterson, Daniel	10
2/2/2024	8/2/2024	Gonzalez, Belen	11
2/2/2024	8/2/2024	Brockman-Velazquez, Michael	12
2/2/2024	8/2/2024	Tran, Kim	13
2/2/2024	8/2/2024	Gaeta, Daisy	14


Christi Tenter, Human Resources Director

February 2, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 2/13/2024
WARD:
SUBJECT: Service Maintenance Worker (O) #02053

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Service Maintenance Worker (O) #02053	Backup Material

POSITION: SERVICE MAINTENANCE WORKER (OPEN) #02053

APPLIED.....	278
INVITED TO ORAL.....	48
ATTENDED ORAL.....	32
CERTIFIED.....	27

Eligible List Report
Service Maintenance Worker (Open) #02053
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
2/9/2024	8/9/2024	Silva, Tremell	1
2/9/2024	8/9/2024	Banuelos, Ethan	2
2/9/2024	8/9/2024	Stuntebeck, Joshua	3
2/9/2024	8/9/2024	Espinoza Jr, Manuel	4
2/9/2024	8/9/2024	Madrigal, Fernando	5
2/9/2024	8/9/2024	Pinedo, Keith	6
2/9/2024	8/9/2024	Lopez, Joseph	7
2/9/2024	8/9/2024	Limonos, Gilbert	8
2/9/2024	8/9/2024	Castillo, Roberto	9
2/9/2024	8/9/2024	Aguilar, Pedro	10
2/9/2024	8/9/2024	Cantu, Eric	10
2/9/2024	8/9/2024	Gutierrez, Armando	11
2/9/2024	8/9/2024	Martinez, Johnny	11
2/9/2024	8/9/2024	Flores, Carlos	12
2/9/2024	8/9/2024	Tirado Soto, Manuel	13
2/9/2024	8/9/2024	Luna Jr, Pascual	14
2/9/2024	8/9/2024	Preston, Mitchell	15
2/9/2024	8/9/2024	Cisneros, Rene	16
2/9/2024	8/9/2024	Aguirre-Richardson, Ty	17
2/9/2024	8/9/2024	Villa, Richard	17
2/9/2024	8/9/2024	Whitmore, Robert	17
2/9/2024	8/9/2024	Gauthier, Nicholas	18
2/9/2024	8/9/2024	Wood, Donny	19
2/9/2024	8/9/2024	Godinez, Daniel	20
2/9/2024	8/9/2024	Mendoza, Richard	20
2/9/2024	8/9/2024	Meza, Salvador	21
2/9/2024	8/9/2024	Perez, Rodney	22


Christi Tenter, Human Resources Director

February 12, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 2/13/2024
WARD:
SUBJECT: Streets Equipment Operator (P) #02056

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
▣ Streets Equipment Operator (P) #02056	Backup Material

POSITION: STREETS EQUIPMENT OPERATOR (PROMOTIONAL) #02056

APPLIED.....9

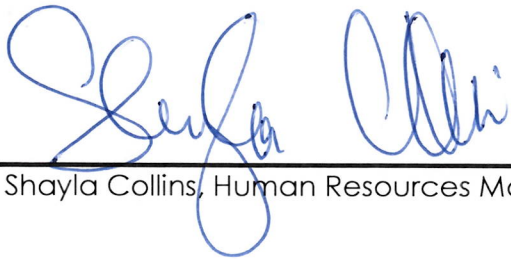
INVITED TO ORAL.....5

ATTENDED ORAL.....5

CERTIFIED.....4

Eligible List Report
Streets Equipment Operator (Promotional) #02056
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
2/13/2024	8/13/2024	Monsibais, Adam	1
2/13/2024	8/13/2024	Khounn, Sophannath	2
2/13/2024	8/13/2024	Moreno, Rodrigo	3
2/13/2024	8/13/2024	Granados, Carlos	4



Shayla Collins, Human Resources Manager

February 13, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 2/7/2024
WARD:
SUBJECT: Supervisor II- Solid Waste (O) #01964 extended from 3/1/24 to 9/1/24

STAFF RECOMMENDATION:

Staff recommends approval of the Supervisor II- Solid Waste (O) #01964 extended from 3/1/24 to 9/1/24

BACKGROUND:

ATTACHMENTS:

	Description	Type
▢	Supervisor II- Solid Waste (O) #01964 extended from 3/1/24 to 9/1/24	Backup Material

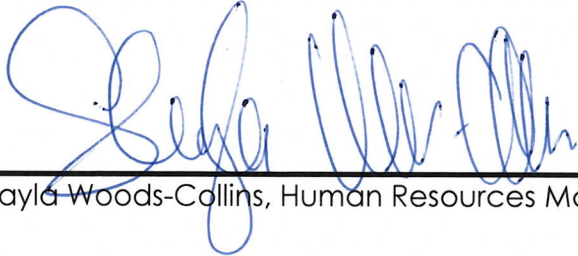
Eligible List Report

Supervisor II-Solid Waste (Open) #01964

Human Resources Analyst, Sandra Duncan

On February 9, 2024, James Leonard, Assistant Solid Waste Director requested to extend list to 9/1/2024

Established	List Expiration	Candidate Name	Seq. Rank	Nepo	Referred	Notes
8/30/2023	3/1/2024	Friday, Brian	1		8/30/23 R.Ramirez/J. Leonard	Promoted 9/25/23
8/30/2023	3/1/2024	Garza Jr, Antonio	2	Yes	R.Ramirez/J.	
8/30/2023	3/1/2024	Peralta, Mynor	3		R.Ramirez/J.	
8/30/2023	3/1/2024	Garcia, Matthew	4	Yes		
8/30/2023	3/1/2024	Martinez, Zekeio	5			



Shayla Woods-Collins, Human Resources Manager

February 14, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 2/14/2024
WARD:
SUBJECT: Cervantes, Sergio- Budget Analyst #02051

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Sergio Cervantes, Budget Analyst #02051

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Sergio Cervantes, Budget Analyst #02051	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: FEBRUARY 20, 2024

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – SERGIO CERVANTES
CANDIDATE FOR BUDGET ANALYST - #02051**

Sergio Cervantes is competing in the examination process for the position of **Budget Analyst**. His sister **Andreina Cruz** is currently employed as a **Risk Management Specialist** in the **Risk Division** of the **City Manager's Office**. Due to the possibility of **Sergio** being considered for appointment to a Budget Officer in the **City Manager's Office**, the issue of nepotism must be addressed.

The following information has been compiled for your review and determination of whether nepotism creates an adverse impact on supervision, safety, security or morale.

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Budget Analyst** is as follows: Under administrative direction, performs professional-level assignments related to the City budget functions in the development, implementation, and administration of citywide financial programs or projects; conducts organizational analysis, budget review, and analysis; and coordinates activities of the Budget Office with other departments, divisions, and/or outside agencies; and performs other work as required.

A summary of the duties and responsibilities for the position of **Risk Management Specialist** is as follows: Under general supervision, performs a variety of responsible technical, administrative and paraprofessional duties in support of risk management programs and projects. Duties include maintenance and monitoring of industrial disability retirement case files, support for industrial return to work programs, support of citywide safety programs, coordinates activities and communications with identified stakeholders; and performs related work as assigned.

EMPLOYMENT OVERLAP

According to the City Manager, Christian Clegg, if **Sergio Cervantes** is appointed to a **Budget Analyst** position in the **City Manager's Office**, performance appraisals would not be reviewed or conducted by either employee for the other, no employee would be directly supervised by the other; and they would not report to each other within the chain of command as they would be assigned to different departments/divisions.

RECOMMENDATION

The City Manager, Christian Clegg and the Human Resources Department recommends approval of the nepotism. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 2/14/2024
WARD:
SUBJECT: Ayala, Celina - Economic & Community Development Planner I/II #02045

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Ayala, Celina - Economic & Community Development Planner I/II #02045

BACKGROUND:

ATTACHMENTS:

	Description	Type
▢	Ayala, Celina - Economic & Community Development Planner I/II #02045	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: FEBRUARY 20, 2024

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – CELINA AYALA
CANDIDATE FOR ECONOMIC AND COMMUNITY DEVELOPMENT PLANNER I/II #02045**

Celina Ayala has successfully competed in the examination process for the position of **Economic and Community Development Planner I/II**. Her sister-in-law, **Viridiana Gallardo-King**, is currently employed as a **Deputy City Attorney II** in the **City Attorney's Department**. Due to the possibility of **Celina** being considered for appointment to a **Economic and Community Development Planner I/II**, the issue of nepotism must be addressed.

The following information has been compiled for your review and determination of whether nepotism creates an adverse impact on supervision, safety, security or morale.

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Economic and Community Development Planner I** is as follows: Under general supervision, is responsible for performing office and field work related to a variety of subjects based on assignment within the Department; including economic development, redevelopment, community development, low income/affordable housing development, environmental planning/compliance and homeless services; including planning, financial management, monitoring grant compliance, contract administration, subrecipient and development monitoring, preparation of plans and reports, and serving as a resource to other City staff, outside agencies, and the public in answering questions, providing information, and assistance; and performs other duties as assigned

A summary of the duties and responsibilities for the position of **Economic and Community Development Planner II** is as follows: Under general direction, is responsible for performing complex, specialized office and field work related to a variety of subjects based on assignment within the Department; including: economic development, redevelopment, community development, low income/affordable housing development, environmental planning/compliance and homeless services; including planning, financial management, monitoring grant compliance, contract administration, subrecipient and development monitoring, preparation of plans and reports, and serving as a resource to other City staff, outside agencies, and the public in answering questions, providing information, and assistance; and performs other duties as assigned.

A summary of the duties and responsibilities for the position of **Deputy City Attorney II** is as follows: Under general direction, performs legal work involving a wide range of municipal and criminal law topics; handles routine professional legal tasks; attends meetings of various Boards and Commissions in an advisory capacity; performs related work as required.

EMPLOYMENT OVERLAP

According to the Acting Economic and Community Development Director, Jennifer Byers, if **Celina Ayala** is appointed as an **Economic and Community Development Planner I/II** in the **Economic and Community Development Department**. Performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Acting Economic and Community Development Director, Jennifer Byers, and the Human Resources Department recommend approval of the nepotism. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 2/14/2024
WARD:
SUBJECT: Legorreta, Adriana - Economic and Community Development Planner I/II #02045

STAFF RECOMMENDATION:

BACKGROUND:

Staff recommends approval of Nepotism Waiver Request for Legorreta, Adriana - Economic and Community Development Planner I/II #02045

ATTACHMENTS:

Description	Type
▢ Legorreta, Adriana - Economic and Community Development Planner I/II #02045	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: FEBRUARY 20, 2024

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – ADRIANA LEGORRETA
CANDIDATE FOR ECONOMIC AND COMMUNITY DEVELOPMENT PLANNER I/II #02045**

Adriana Legorreta has successfully competed in the examination process for the position of **Economic and Community Development Planner I/II**. Her father **Teodoro Legorreta**, is currently employed as a **Service Maintenance Worker** in the **Solid Waste Division** of the **Public Works Department**. Due to the possibility of **Adriana** being considered for promotion to an **Economic and Community Development Planner I/II** position, the issue of nepotism must be addressed. **Adriana** is currently employed as an **Economic and Community Development Planner I** in the **Economic and Community Development Department**.

The following information has been compiled for your review and determination of whether nepotism creates an adverse impact on supervision, safety, security, or morale.

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Economic and Community Development Planner I** is as follows: Under general supervision, is responsible for performing office and field work related to a variety of subjects based on assignment within the Department; including economic development, redevelopment, community development, low income/affordable housing development, environmental planning/compliance and homeless services; including planning, financial management, monitoring grant compliance, contract administration, subrecipient and development monitoring, preparation of plans and reports, and serving as a resource to other City staff, outside agencies, and the public in answering questions, providing information, and assistance; and performs other duties as assigned

A summary of the duties and responsibilities for the position of **Economic and Community Development Planner II** is as follows: Under general direction, is responsible for performing complex, specialized office and field work related to a variety of subjects based on assignment within the Department; including: economic development, redevelopment, community development, low income/affordable housing development, environmental planning/compliance and homeless services; including planning, financial management, monitoring grant compliance, contract administration, subrecipient and development monitoring, preparation of plans and reports, and serving as a resource to other City staff, outside agencies, and the public in answering questions, providing information, and assistance; and performs other duties as assigned.

A summary of the duties and responsibilities for the position of **Service Maintenance Worker** is as follows: Under direct supervision, performs routine and semiskilled manual work of limited difficulty in the maintenance of water canals, storm drainage basins, parks/trees, sewers, solid waste, streets, traffic painting, or related areas. Performs a wide variety of duties related to maintenance and equipment operation. A broad range of equipment may be operated. Employees may be required to work on a 24-hour rotational shift basis including weekends, holidays and declared emergencies. Employees are on-call for emergencies after regular hours and must be willing to work overtime. Performs related duties as required.

EMPLOYMENT OVERLAP

According to the Acting Economic and Community Development Director, Jennifer Byers, if **Adriana Legorreta** is

promoted as an **Economic and Community Development Planner I/II** in the **Economic and Community Development Department**. performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Acting Economic and Community Development Director, Jennifer Byers, and the Human Resources Department recommend approval of the nepotism. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 2/14/2024
WARD:
SUBJECT: Banuelos, Ethan- Service Maintenance Worker #02053

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Banuelos, Ethan Service Maintenance Worker #02053

BACKGROUND:

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Banuelos, Ethan Service Maintenance Worker #02053	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: FEBRUARY 20, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – ETHAN BANUELOS
CANDIDATE FOR SERVICE MAINTENANCE WORKER - #02053**

Ethan Banuelos has successfully competed in the examination process for the position of **Service Maintenance Worker** and placed on the eligible list for same. He lives under the same household as **Sara Jewell**, she is currently employed as a **Recreation Specialist** in the **Recreation Division** of the **Recreation and Parks Department**. Due to the possibility of **Ethan** being considered for appointment to the **Service Maintenance Worker** position, the issue of nepotism must be addressed.

The following information has been compiled for your review and determination whether nepotism creates an adverse impact on supervision, safety, security, or morale.

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Service Maintenance Worker** is as follows: This is an entry-level, multi-divisional classification for use in Recreation & Parks, Public Works, Water Resources, or other related departments. Under direct supervision, performs routine and semiskilled manual work of limited difficulty in the maintenance of water canals, storm drainage basins, parks/trees, sewers, solid waste, streets, traffic painting, or related areas. Performs a wide variety of duties related to maintenance and equipment operation. A broad range of equipment may be operated. Employees may be required to work on a 24-hour rotational shift basis including weekends, holidays and declared emergencies. Employees are on-call for emergencies after regular hours and must be willing to work overtime. Performs related duties as required.

A summary of the responsibilities for **Recreation Specialist** is as follows: Under direction, assists in the planning and delivery of selected recreation programs and activities to the community; provides assistance and support of recreation facilities and sites; performs other duties as required. May be assigned limited programming tasks for adult and youth sports, after-school programs, leisure classes, special events and educational programs.

EMPLOYMENT OVERLAP

If **Ethan** is appointed to a **Service Maintenance Worker** in any division/department other than the **Recreation Division** of the **Recreation and Parks Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different divisions/departments.

RECOMMENDATION

The Human Resources Department recommends approval of the nepotism waiver. If this request is approved, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 2/14/2024
WARD:
SUBJECT: Pinedo, Keith- Service Maintenance Worker #02053

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Pinedo, Keith Service Maintenance Worker #02053

BACKGROUND:

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Pinedo, Keith Service Maintenance Worker #02053	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: FEBRUARY 20, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – KEITH PINEDO
CANDIDATE FOR SERVICE MAINTENANCE WORKER - #02053**

Keith Pinedo has successfully competed in the examination process for the position of **Service Maintenance Worker** and placed on the eligible list for same. His father, **Antonio Pinedo**, is currently employed as a **Building Maintainer II** in the **General Services Division** of the **Public Works Department**. His brother, **Arcadio Pinedo**, is currently employed as a **Facility Worker** in the **Parks Division** of the **Recreation and Parks Department**. Due to the possibility of **Keith** being considered for promotion to the **Service Maintenance Worker** position, the issue of nepotism must be addressed. Keith is currently employed as a **Facility Worker** in the **Parks Division** of the **Recreation and Parks Department**.

The following information has been compiled for your review and determination whether nepotism creates an adverse impact on supervision, safety, security, or morale.

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Service Maintenance Worker** is as follows: This is an entry-level, multi-divisional classification for use in Recreation & Parks, Public Works, Water Resources, or other related departments. Under direct supervision, performs routine and semiskilled manual work of limited difficulty in the maintenance of water canals, storm drainage basins, parks/trees, sewers, solid waste, streets, traffic painting, or related areas. Performs a wide variety of duties related to maintenance and equipment operation. A broad range of equipment may be operated. Employees may be required to work on a 24-hour rotational shift basis including weekends, holidays and declared emergencies. Employees are on-call for emergencies after regular hours and must be willing to work overtime. Performs related duties as required.

A summary of the responsibilities for **Facility Worker** is as follows: Under direct supervision, performs routine and semi-skilled manual work of limited difficulty in the maintenance and improvement of: municipal parks and streetscapes including grounds and City buildings, solid waste, recycling or related areas. Performs a wide variety of manual work related to general maintenance activities. Employees in this class are not required to drive commercial vehicles. Performs other work as required.

A summary of the responsibilities for **Building Maintainer II** is as follows: Under general supervision, leads a small crew of Facility Worker's in maintaining City buildings, facilities, and surrounding areas in a clean, sanitary, and orderly condition; performs other work as required.

EMPLOYMENT OVERLAP

If **Keith** is promoted to a **Service Maintenance Worker** in any division/department other than the **General Services Division** of the **Public Works Department**, or the **Parks Division** of the **Recreation and Parks Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different divisions/departments.

RECOMMENDATION

The Human Resources Department recommends approval of the nepotism waiver. If this request is approved, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 2/20/2024

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Julie Houselog
CREATED BY: Julie Houselog, H.R. Specialist
DATE: 2/20/2024
WARD:
SUBJECT: Staff Report: Recruitment Activities and Statistical Update

STAFF RECOMMENDATION:

BACKGROUND: