



BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF MARCH 19, 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 Misc. Civil Service Board Meeting February 20, 2024
Staff recommends approval of the Minutes of the Misc. Civil Service Board Meeting February 20, 2024

4. NEW BUSINESS

A. Eligible List Certified by the Human Resources Director

- 1. Fleet Service Worker I (O) #02082
- 2. Technology Systems Analyst I - Fleet (O) #02075
- 3. Technology Systems Analyst I/II - Security Administration (O) #02054
- 4. Technology Services Manager (O) #02058
- 5. Trades Maintenance Worker - General Services (O) #02072

B. Eligible List extended by the Human Resources Director

- 1. Clerk Typist I/II (Open) #01971 extended from 3/8/2024 to 4/8/2024

C. Nepotism(s)

- 1. Timothy Armijo, Accounting Specialist I/II #02601
- 2. Isaac Garza, Engineer I/II #02065
- 3. Elvis Pena, Engineer I/II #02065
- 4. Tyler Davis, Technology Systems Analyst I/II - Fleet #02075
- 5. Malachi Payne, Technology Systems Analyst I/II – Security Administration #02054
- 6. Francisco J Ramirez, Trades Maintenance Worker #02072
- 7. Anthony Acosta, Trades Maintenance Worker #02072

5. COMMISSIONERS COMMENTS

6. ADJOURNMENT



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog, H.R. Specialist

DATE: 3/19/2024

WARD:

SUBJECT: A. Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog, H.R. Specialist

DATE: 3/19/2024

WARD:

SUBJECT: B. Non-Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

3.
1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Julie Houselog
CREATED BY: Julie Houselog, H.R. Specialist
DATE: 3/19/2024
WARD:
SUBJECT: Minutes of the Misc. Civil Service Board Meeting February 20, 2024

STAFF RECOMMENDATION:

Staff recommends approval of the Minutes of the Misc. Civil Service Board Meeting February 20, 2024

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Minutes of the Misc. Civil Service Board Meeting February 20, 2024	Backup Material

MINUTES

Miscellaneous Civil Service Board
Regular Meeting
1600 Truxtun, City Hall North, Conference Room A, 1st Floor
February 20, 2024
2:00 P.M.

The Miscellaneous Civil Service Board Meeting commenced on February 20, 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
Asia Wofford, Human Resources Analyst
Tanya Wilson, Human Resources Analyst
Kevin Mendoza, Human Resources Analyst
Viridiana Gallardo-King, Deputy City Attorney II

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 Hay the minutes for January 25, 2023, Special Meeting were APPROVED, ALL AYES

4. New Business

A. Eligible Lists Certified by the Human Resources Director

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

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

B. Eligible List extended by the Human Resources Director

1. Supervisor II-Solid Waste (O) #01964 extended from 3/01/24 to 9/01/24

Eligible List extended, for the above referenced position, was submitted as an informational item to the Board and placed on file.

C. Nepotism(s)

1. Cervantes, Sergio- Budget Analyst #02051
2. Ayala, Celina-Economic and 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

After discussion, a motion, by Commissioner Hay and seconded by Commissioner Bowers, was made to approve the recommendation of the City Manager, Christian Clegg, Acting Economic and Community Development Director, Jennifer Byers and/or Human Resources, to approve the Nepotism Requests for the above referenced items. APPROVED, ALL AYES

D. Report

1. Staff Report: Recruitment Activities and Statistical Update

Christi Tenter, Human Resources Director, presented Staff Report. Received and Filed

6. Commissioner's Comments

7. Adjournment

There being no further business to come before the Board, a motion was made by Commissioner Hogan to adjourn the meeting at 3:16p.m. APPROVED, ALL AYES.



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 3/12/2024
WARD:
SUBJECT: Fleet Service Worker I (O) #02082

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
📎 Fleet Service Worker I (O) #02082	Backup Material

POSITION: FLEET SERVICE WORKER I (OPEN) #02082

APPLIED.....61

INVITED TO ORAL.....5

ATTENDED ORAL.....3

CERTIFIED.....2

Eligible List Report
Fleet Service Worker I (Open) #02082
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
3/8/2024	9/8/2024	Galeana, Anthony	1
3/8/2024	9/8/2024	Garcia, Gilbert	2


Christi Tenter, Human Resources Director

March 8, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 3/12/2024
WARD:
SUBJECT: Technology Systems Analyst I - Fleet (O) #02075

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Technology Systems Analyst I - Fleet (O) #02075	Backup Material

POSITION: TECHNOLOGY SYSTEMS ANALYST I - FLEET (OPEN) #02075

APPLIED.....32

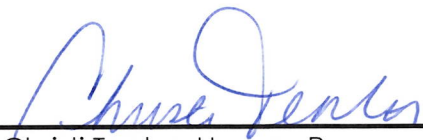
INVITED TO ORAL.....14

ATTENDED ORAL.....8

CERTIFIED.....6

Eligible List Report
Technology Systems Analyst I - Fleet (Open) #02075
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
3/8/2024	9/8/2024	Davis, Tyler	1
3/8/2024	9/8/2024	Ramos, Carlos	2
3/8/2024	9/8/2024	Bobadilla, Eduardo	3
3/8/2024	9/8/2024	Ho, Charles	4
3/8/2024	9/8/2024	Barbosa, Salvador	5
3/8/2024	9/8/2024	Racicot, Steven	6



Christi Tenter, Human Resources Director

March 8, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 3/12/2024
WARD:
SUBJECT: Technology Systems Analyst I/II - Security Administration (O) #02054

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

	Description	Type
▣	Technology Systems Analyst I/II - Security Administration (O) #02054	Backup Material

POSITION: TECHNOLOGY SYSTEMS ANALYST I/II – SECURITY ADMINISTRATION
(OPEN) #02054

APPLIED.....	46
INVITED TO ORAL.....	7
ATTENDED ORAL.....	5
CERTIFIED.....	2

Eligible List Report
Technology Systems Analyst I/II - Security Administration (Open) #02054
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
3/6/2024	9/6/2024	Payne, Malachi	1
3/6/2024	9/6/2024	Bathini Sankaran, Kishorekuma	2


Christi Tenter, Human Resources Director

March 6, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 3/1/2024
WARD:
SUBJECT: Technology Services Manager (O) #02058

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
Technology Services Manager (O) #02058	Backup Material

POSITION: TECHNOLOGY SERVICES MANAGER (OPEN) #02058

APPLIED.....32

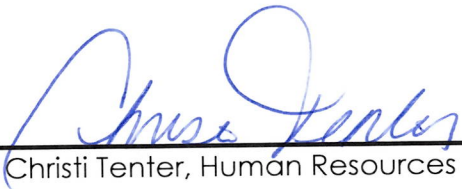
INVITED TO ORAL.....6

ATTENDED ORAL.....5

CERTIFIED.....2

Eligible List Report
Technology Services Manager (Open) #02058
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
3/1/2024	9/1/2024	Rubio, Crystal	1
3/1/2024	9/1/2024	Reis, Sean	2



Christi Tenter, Human Resources Director

March 1, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 3/14/2024
WARD:
SUBJECT: Trades Maintenance Worker - General Services (O) #02072

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Trades Maintenance Worker - General Services (O) #02072	Backup Material

POSITION: TRADE MAINTENANCE WORKER – GENERAL SERVICES (OPEN) #02072

APPLIED.....171

INVITED TO ORAL.....18

ATTENDED ORAL.....14

CERTIFIED.....9

Eligible List Report
Trades Maintenance Worker - General Services (Open) #02072
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
3/14/2024	9/14/2024	White, Jeremy	1
3/14/2024	9/14/2024	Williams, Shane	1
3/14/2024	9/14/2024	Pressley, Robert	2
3/14/2024	9/14/2024	Beltran, Anthony	3
3/14/2024	9/14/2024	Jimenez Ramirez, Francisco	4
3/14/2024	9/14/2024	Vergara, Alfredo	5
3/14/2024	9/14/2024	Huntington, Steven	6
3/14/2024	9/14/2024	Cifuentes, Carlos	7
3/14/2024	9/14/2024	Acosta, Anthony	8


Christi Tenter, Human Resources Director

March 14, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 3/19/2024
WARD:
SUBJECT: Clerk Typist I/II (Open) #01971 extended from 3/8/2024 to 4/8/2024

STAFF RECOMMENDATION:

Staff recommends approval of Clerk Typist I/II (Open) #01971 extended from 3/8/2024 to 4/8/2024

BACKGROUND:

ATTACHMENTS:

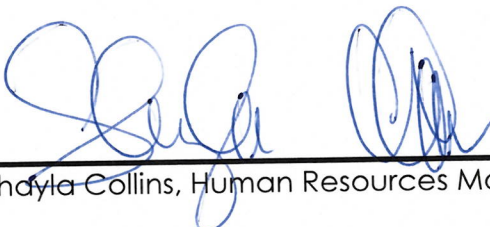
Description	Type
☐ Clerk Typist I/II (Open) #01971 extended from 3/8/2024 to 4/8/2024	Backup Material

Eligible List Report
Clerk Typist I/II (Open) #01971

Human Resources Analyst, Kevin Mendoza

On March 7, 2024, Human Resources, requested to extend list to 4/8/2024

Established	List Expiration	Candidate Name	Seq. Rank
9/8/2023	3/8/2024	Criollo, Jessica	1
9/8/2023	3/8/2024	Barker, Macalla	2
9/8/2023	3/8/2024	Cabrera, Lourdes	3
9/8/2023	3/8/2024	Christolear, Nicole	4
9/8/2023	3/8/2024	Youngblood, Sydney	5
9/8/2023	3/8/2024	Ortiz, Lorraine	6
9/8/2023	3/8/2024	Esparza, Roxanne	7
9/8/2023	3/8/2024	Sandoval, Viridiana	8
9/8/2023	3/8/2024	Hernandez, Stacy	9
9/8/2023	3/8/2024	Vasquez, Vanessa	10
9/8/2023	3/8/2024	Carrillo, Miguel	11
9/8/2023	3/8/2024	Guzman, Michelle	12
9/8/2023	3/8/2024	Ramirez, Yadira	12
9/8/2023	3/8/2024	Ulloa, Diana	13
9/8/2023	3/8/2024	Alvarado Espinosa, Nestor	14
9/8/2023	3/8/2024	Llamas, Maria	15
9/8/2023	3/8/2024	Whitson, Cody	16
9/8/2023	3/8/2024	Gieg, Abigayle	17
9/8/2023	3/8/2024	Love, Avion	18
9/8/2023	3/8/2024	Guzman, Jaqueline	19
9/8/2023	3/8/2024	Macedo, Julie	19
9/8/2023	3/8/2024	Macknicki, Krystal	19
9/8/2023	3/8/2024	Lopez, Christian	20
9/8/2023	3/8/2024	Rubio, Alyssa	21


Shayla Collins, Human Resources Manager

March 7, 2024



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 2/28/2024
WARD:
SUBJECT: Timothy Armijo, Accounting Specialist I/II #02601

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Timothy Armijo, Accounting Specialist I/II #02601

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Timothy Armijo, Accounting Specialist I/II #02601	Backup Material



BAKERSFIELD

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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: MARCH 19, 2023

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – TIMOTHY ARMIJO
CANDIDATE FOR ACCOUNTING SPECIALIST I/II #02061

Timothy Armijo has successfully competed in the examination process for the position of **Accounting Specialist I/II** and placed on the eligible list for same. His stepfather, **Luis Contreras**, is currently employed as a **Maintenance Craftworker I** in the **General Services Division** of the **Public Works Department**. Due to the possibility of **Timothy** being considered for appointment to **Account Specialist 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 **Accounting Specialist I/II** is as follows: Under supervision, coordinates and performs duties related to preparing, processing, maintaining, and checking financial, statistical, or fiscal records for citywide finance programs; and performs related work as required.

A summary of the duties and responsibilities for the position of **Maintenance Craftworker I** is as follows: Under general supervision, performs skilled journey-level work in the construction, remodeling, maintenance and repair of City facilities, properties and equipment; prepares basic records and reports; purchases materials and supplies; may lead others in a small crew setting; and performs other work as required.

EMPLOYMENT OVERLAP

According to the Finance Director Randy McKeegan, if **Timothy Armijo** is appointed as an **Accounting Specialist I/II** in the **Finance 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 Finance Director, Randy McKeegan, and the Human Resources Department, recommends approval of the nepotism waiver. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 3/19/2024

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 3/12/2024
WARD:
SUBJECT: Isaac Garza, Engineer I/II #02065

STAFF RECOMMENDATION:

Staff recommends approval of nepotism waiver request for Isaac Garza, Engineer I/II #02065

BACKGROUND:

ATTACHMENTS:

Description	Type
Isaac Garza, Engineer I/II #02065	Backup Material



BAKERSFIELD

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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: MARCH 19, 2024

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – ISAAC GARZA
CANDIDATE FOR ENGINEER I/II (P) #02065**

Isaac Garza has successfully competed in the examination process for the position of **Engineer I/II** and placed on the eligible list for same. His brother, **Antonio Garza**, is currently employed as a **Heavy Equipment Operator** in the **Solid Waste Division** of the **Public Works Department**. Due to the possibility of **Isaac** being considered for promotion to an **Engineer I/II**, the issue of nepotism must be addressed. **Isaac** is currently employed as an **Engineering Technician I** in the **Engineering Division** of the **Public Works 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 **Engineer I** is as follows: Under general supervision, performs entrance-level professional civil engineering work in connection with surveying, designing, construction, and maintenance of Public Works projects and surface water and groundwater projects; and performs other work as required. **Engineer II**: Under supervision, this class performs work of average difficulty involving technical and professional work making design layouts, engineering calculations, and miscellaneous studies in the City Engineering Department; work involves the preparation of design layouts, sketched details for construction work, and the performing of engineering calculations for areas, loads, stresses, flows, and other technical criteria; tasks include the inspection of construction or maintenance work on public streets and other facilities; work is performed under the general supervision of an advanced engineering position that reviews accomplishments through conferences and inspections; and performs other work as required.

A summary of the duties and responsibilities for the position of **Heavy Equipment Operator – Solid Waste** is as follows: Under general supervision, performs manual and skilled work in the operation of heavy and complex refuse collection and recycling equipment; performs lead work directing crews in the completion of daily schedules and special projects and performs other work as required.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Isaac Garza** is promoted to an **Engineer I/II** position in the **Public Works 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.

RECOMMENDATION

The Public Works Director, Gregg Strakaluse, 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: 3/19/2024

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 3/12/2024
WARD:
SUBJECT: Elvis Pena, Engineer I/II #02065

STAFF RECOMMENDATION:

Staff recommends approval of nepotism waiver request for Elvis Pena, Engineer I/II #02065.

BACKGROUND:

ATTACHMENTS:

Description	Type
Elvis Pena, Engineer I/II #02065	Backup Material



BAKERSFIELD

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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: MARCH 19, 2024

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – ELVIS PENA
CANDIDATE FOR ENGINEER I/II (P) #02065**

Elvis Pena has successfully competed in the examination process for the position of **Engineer I/II** and placed on the eligible list for same. His brother, **Joshua Pena**, is currently employed as a **Detective** in the **Bakersfield Police Department**. Due to the possibility of **Elvis** being considered for promotion to an **Engineer II**, the issue of nepotism must be addressed. **Elvis** is currently employed as an **Engineer I** in the **Engineering Division** of the **Public Works 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 **Engineer I** is as follows: Under general supervision, performs entrance-level professional civil engineering work in connection with surveying, designing, construction, and maintenance of Public Works projects and surface water and groundwater projects; and performs other work as required. **Engineer II**: Under supervision, this class performs work of average difficulty involving technical and professional work making design layouts, engineering calculations, and miscellaneous studies in the City Engineering Department; work involves the preparation of design layouts, sketched details for construction work, and the performing of engineering calculations for areas, loads, stresses, flows, and other technical criteria; tasks include the inspection of construction or maintenance work on public streets and other facilities; work is performed under the general supervision of an advanced engineering position that reviews accomplishments through conferences and inspections; and performs other work as required.

A summary of the duties and responsibilities for the position of **Detective** is as follows: Under general supervision performs work of considerable difficulty involving specialized police work in the investigation of criminal offenses and related police problems on full-time and on-call assignments that requires considerable discretion and experience in the application of specialized knowledge to the investigation and detection of crime; and performs other work as required.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Elvis Pena** is promoted to an **Engineer II** position in the **Public Works 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 Public Works Director, Gregg Strakaluse, 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: 3/19/2024

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 3/19/2024
WARD:
SUBJECT: Tyler Davis, Technology Systems Analyst I/II - Fleet #02075

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Tyler Davis, Technology Systems Analyst I/II - Fleet #02075

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Tyler Davis, Technology Systems Analyst I/II - Fleet #02075	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: MARCH 19, 2024

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – TYLER DAVIS
CANDIDATE FOR TECHNOLOGY SYSTEMS ANALYST I/II – FLEET –
#02075

Tyler Davis has successfully competed in the examination process for the position of **Technology Systems Analyst I/II – Fleet** and placed on the eligible list for same. His uncle, **Mark W. Davis**, is currently employed as a **Transcribing Typist** in the **Bakersfield Police Department**. Due to the possibility of **Tyler** being considered for promotion to a **Technology Systems Analyst I/II**, the issue of nepotism must be addressed. **Tyler Davis** is currently employed as a **Technology Systems Technician I** in the **Technology Services 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 **Technology Systems Analyst I/II** is as follows: This is a multi-discipline classification for use in Technology Services (TS) Division. Under general supervision, incumbents may be assigned to perform a wide variety of duties in the support, planning, design, implementation, and security of the specified discipline. This class performs tasks of a more technical and analytical nature for areas in the City's communication, data analysis, geographic information systems, networking, infrastructure, server, systems administration, programming, project administration, research and development improvement, security, server and systems administration, training, web, and media. The Technology Systems Analyst I is an intermediate level position. The Technology Systems Analyst II is an advanced level position.

A summary of the duties and responsibilities for the position of **Transcribing Typist** is as follows: Under general supervision, performs a variety of clerical duties, which involve the application of specialized training, knowledge, or certification. In addition to the preparation and maintenance of records, the primary duty will be the transcription of dictated reports and other documents using word processing and digital recording equipment and software. Performs related work as assigned.

EMPLOYMENT OVERLAP

According to the Technology Services Director, Greg Pronovost, if **Tyler Davis** is promoted to the **Technology Systems Analyst I/II** position in the **Technology Services Department**, performance appraisals would not be reviewed or conducted by any 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.

RECOMMENDATION

The Technology Services Director, Greg Pronovost 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: 3/19/2024

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 3/19/2024
WARD:
SUBJECT: Malachi Payne, Technology Systems Analyst I/II – Security Administration #02054

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Malachi Payne, Technology Systems Analyst I/II – Security Administration #02054

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Malachi Payne, Technology Systems Analyst I/II – Security Administration #02054	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: MARCH 19, 2024

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – Malachi Payne
Candidate For Technology Systems Analyst I/II – Security Administration –
#02054**

Malachi Payne has successfully competed in the examination process for the position of **Technology Systems Analyst I/II – Security Administration** and placed on the eligible list for same. His brother, **Graham Payne**, is currently employed as a **Police Dispatcher I** in the **Bakersfield Police Department**. He is residing under the same household as **Christian Combs**, who is currently employed as a **Technology Systems Analyst I – Security Administration** in the **Technology Services Department**. Due to the possibility of **Malachi** being considered for appointment to a **Technology Systems Analyst 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 **Technology Systems Analyst I/II** is as follows: This is a multi-discipline classification for use in Technology Services (TS) Division. Under general supervision, incumbents may be assigned to perform a wide variety of duties in the support, planning, design, implementation, and security of the specified discipline. This class performs tasks of a more technical and analytical nature for areas in the City's communication, data analysis, geographic information systems, networking, infrastructure, server, systems administration, programming, project administration, research and development improvement, security, server and systems administration, training, web, and media. The Technology Systems Analyst I is an intermediate level position. The Technology Systems Analyst II is an advanced level position.

A summary of the duties and responsibilities for the position of **Police Dispatcher I** is as follows: Under general supervision performs skilled work in receiving calls at the Communications Center, including requests for police, fire and medical aid services or to provide information. Dispatches personnel and equipment for emergency service by telephone, radio, computer-aided dispatch system and other communications equipment. Disposition of calls is done in accordance with established procedures; however, an employee of this class must be knowledgeable of local government operations, and police, fire, and medical aid systems, and the geographical layout of the city. Performs related work as assigned.

EMPLOYMENT OVERLAP

According to the Technology Services Director, Greg Pronovost, if **Malachi Payne** is promoted to the **Technology Systems Analyst I/II** position in the **Technology Services Department**, performance appraisals would not be reviewed or conducted by any 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.

RECOMMENDATION

The Technology Services Director, Greg Pronovost 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: 3/19/2024

6.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 3/12/2024
WARD:
SUBJECT: Francisco J Ramirez, Trades Maintenance Worker #02072

STAFF RECOMMENDATION:

Staff recommends approval of nepotism waiver request for Francisco J Ramirez, Trades Maintenance Worker #02072

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Francisco J Ramirez, Trades Maintenance Worker #02072	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: MARCH 19, 2024

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – FRANCISCO JIMENEZ RAMIREZ
CANDIDATE FOR TRADES MAINTENANCE WORKER – GENERAL SERVICES (O) #02072**

Francisco Jimenez Ramirez has successfully competed in the examination process for the position of **Trades Maintenance Worker – General Services** and placed on the eligible list for same. His brother-in-law, **Jose Luis Verduzco**, is currently employed as a **Solid Waste Equipment Operator** in the **Solid Waste Division** of the **Public Works Department**. Due to the possibility of **Francisco** being considered for promotion to a **Trades Maintenance Worker**, the issue of nepotism must be addressed. **Francisco** is currently employed as a **Service Maintenance Worker** in the **Parks Division** of the **Recreation and Parks 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 **Trades Maintenance Worker** is as follows: This is a multi-divisional classification for use in the Fire, Public Works, Recreation and Parks, and Water Resources or other related departments. Under general supervision, performs semi-skilled work in communications, construction, maintenance, or repair; and under direction, works with and develops knowledge and experience from a Maintenance Craftworker in developing a variety of skilled trade or craft work; operates a variety of power and hand tools, and equipment; and performs other work as required.

A summary of the duties and responsibilities for the position of **Solid Waste Equipment Operator** is as follows: Under general supervision, performs manual and semi-skilled work in the operation of heavy and complex automotive refuse collection and recycling equipment such as (but not limited to) front loader, roll-off, grinder, screen plant, and compost turner; and performs other work as required.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Francisco** is promoted to a **Trades Maintenance Worker** position in the **General Services Division**, 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.

RECOMMENDATION

The Public Works Director, Gregg Strakaluse, 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: 3/19/2024

7.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 3/12/2024
WARD:
SUBJECT: Anthony Acosta, Trades Maintenance Worker #02072

STAFF RECOMMENDATION:

Staff recommends approval of nepotism waiver request for Anthony Acosta, Trades Maintenance Worker #02072

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Anthony Acosta, Trades Maintenance Worker #02072	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: MARCH 19, 2024

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – ANTHONY ACOSTA
CANDIDATE FOR TRADES MAINTENANCE WORKER – GENERAL SERVICES (O) #02072**

Anthony Acosta has successfully competed in the examination process for the position of **Trades Maintenance Worker – General Services** and placed on the eligible list for same. His cousin, **Jeremy Grimes**, is currently employed as a **Police Captain** in the **Bakersfield Police Department**. Due to the possibility of **Anthony** being considered for appointment to a **Trades Maintenance Worker**, 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 **Trades Maintenance Worker** is as follows: This is a multi-divisional classification for use in the Fire, Public Works, Recreation and Parks, and Water Resources or other related departments. Under general supervision, performs semi-skilled work in communications, construction, maintenance, or repair; and under direction, works with and develops knowledge and experience from a Maintenance Craftworker in developing a variety of skilled trade or craft work; operates a variety of power and hand tools, and equipment; and performs other work as required.

A summary of the duties and responsibilities for the position of **Police Captain** is as follows: Captains perform administrative duties assisting the Chief of Police in planning, organizing, and directing the activities of the Police Department. Captains are assigned to command divisions or sections within the Police Department.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Anthony** is appointed to a **Trades Maintenance Worker** position in the **General Services Division**, 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 Public Works Director, Gregg Strakaluse, 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.