



BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF JUNE 15, 2021

1600 Truxtun Ave Conference Room A
Regular Miscellaneous Civil Service Board Meeting 2 P.M.

- 1. ROLL CALL**
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF MINUTES**
- 4. NEW BUSINESS**

A. Eligible List Certified by the Human Resources Director

1. Electrical Technician I (O) #01479
2. Senior Electrical Technician (P) #01494
3. Technology Systems Analyst I-Security Administration (O) #01478
4. Technology Systems Supervisor (O) #01481
5. Technology Systems Technician I-GIS (O) #01482

B. Nepotism(s)

1. Adrey Stratton, Recreation Coordinator #01490
2. Jared Aguilar, Electrical Technician I #01479

C. New Job Specification(s)

1. Human Resources Manager #89970
2. Human Resources Specialist #26445

D. Request for Reclassification(s)

1. Human Resources Clerk Position to Human Resources Specialist
2. Human Resources Supervisor Position to Human Resources Manager
3. Supervisor I Position to Supervisor II (Water)

E. Request for General Classification Specification Audit and Revisions

1. Class Specification Audit and General Updates

- 5. COMMISSIONERS COMMENTS**
- 6. ADJOURNMENT**



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes

CREATED BY: Tracy Sunkes, H.R. Analyst

DATE: 6/21/2021

WARD:

SUBJECT: Electrical Technician I (O) #01479

STAFF RECOMMENDATION:

Informational Item only.

BACKGROUND:

ATTACHMENTS:

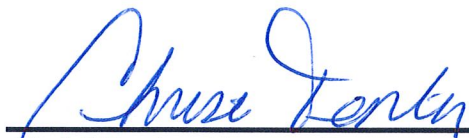
| Description | Type |
|------------------------------------|------------|
| Electrical Technician I (O) #01479 | Cover Memo |

POSITION: ELECTRICAL TECHNICIAN I (OPEN) #01479

| | |
|--------------------|----|
| APPLIED..... | 21 |
| ACCEPTED..... | 05 |
| ATTENDED ORAL..... | 05 |
| AFTER ORAL..... | 05 |
| CERTIFIED..... | 05 |

Eligible List Report
Electrical Technician I (Open) #01479
Human Resources Analyst: Tracy Sunkes

| Established | List Expiration | Candidate Name | Seq. Rank |
|-------------|-----------------|---------------------|-----------|
| 6/2/2021 | 12/2/2021 | Martinez, Gregory | 1 |
| 6/2/2021 | 12/2/2021 | Aguilar, Jared | 2 |
| 6/2/2021 | 12/2/2021 | Polkinghorne, Casey | 3 |
| 6/2/2021 | 12/2/2021 | Francisco, Steven | 4 |
| 6/2/2021 | 12/2/2021 | Castellanos, Rafael | 5 |



Christi Tenter, Human Resources Director

June 2, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer

DATE: 6/15/2021

WARD:

SUBJECT: Senior Electrical Technician (P) #01494

STAFF RECOMMENDATION:

Informational Item only.

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|---|-----------------|
| ☐ Senior Electrical Technician (P) #01494 | Backup Material |

POSITION: SENIOR ELECTRICAL TECHNICIAN (PROMOTIONAL) #01494

APPLIED.....02

ACCEPTED.....02

TRAINING AND EXPERIENCE.....02

CERTIFIED.....02

Eligible List Report
Senior Electrical Technician (Promotional) #01494
Human Resources Analyst: Isabel Farmer

| Established | List Expiration | Candidate Name | Seq. Rank |
|-------------|-----------------|----------------|-----------|
| 5/18/2021 | 11/18/2021 | Grimes, Jeff | 1 |
| 5/18/2021 | 11/18/2021 | Obrien, Andrew | 1 |


Christi Tenter, Human Resources Director

May 18, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, H.R. Analyst
DATE: 6/15/2021
WARD:
SUBJECT: Technology Systems Analyst I-Security Administration (O) #01478

STAFF RECOMMENDATION:

Informational Item only

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|--|-----------------|
| Technology Systems Analyst I-Security Administration | Backup Material |

POSITION: TECHNOLOGY SYSTEMS ANALYST I-SECURITY ADMINISTRATION
(O) #01478

APPLIED.....14

ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED..... 03

Eligible List Report

Technology Systems Analyst I-Security Administration (Open) #01478

Human Resources Analyst: Tracy Sunkes

| Established | List Expiration | Candidate Name | Seq. Rank |
|-------------|-----------------|---------------------|-----------|
| 5/20/2021 | 11/20/2021 | Brown, Scott | 1 |
| 5/20/2021 | 11/20/2021 | Chaidez, Jonathan | 1 |
| 5/20/2021 | 11/20/2021 | Relangi, Sriharitha | 1 |



Christi Tenter, Human Resources Director

May 20, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, H.R. Analyst
DATE: 6/15/2021
WARD:
SUBJECT: Technology Systems Supervisor (O) #01481

STAFF RECOMMENDATION:

Informational Item only.

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|--|-----------------|
| ☐ Technology Systems Supervisor (O) #01481 | Backup Material |

POSITION: TECHNOLOGY SYSTEMS SUPERVISOR (OPEN) #01481

| | |
|--------------------|----|
| APPLIED..... | 14 |
| ACCEPTED..... | 10 |
| ATTENDED ORAL..... | 10 |
| AFTER ORAL..... | 04 |
| CERTIFIED..... | 04 |

Eligible List Report
Technology Systems Supervisor (Open) #01481
Human Resources Analyst: Tracy Sunkes

| Established | List Expiration | Candidate Name | Seq. Rank |
|-------------|-----------------|-------------------|-----------|
| 5/27/2021 | 11/27/2021 | Ford, Damon | 1 |
| 5/27/2021 | 11/27/2021 | Rubio, John | 2 |
| 5/27/2021 | 11/27/2021 | Fullmer, David | 3 |
| 5/27/2021 | 11/27/2021 | Misir, Purneshwar | 4 |



Christi Tenter, Human Resources Director

May 27, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 6/15/2021
WARD:
SUBJECT: Technology Systems Technician I-GIS (O) #01482

STAFF RECOMMENDATION:

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|--|-----------------|
| □ Technology Systems Technician I-GIS (O) #01482 | Backup Material |

POSITION: TECHNOLOGY SYSTEMS TECHNICIAN I-GIS (OPEN) #01482

| | |
|--------------------|----|
| APPLIED..... | 44 |
| ACCEPTED..... | 09 |
| ATTENDED ORAL..... | 06 |
| AFTER ORAL..... | 04 |
| CERTIFIED..... | 04 |

Eligible List Report
Technology Systems Technician I-GIS (Open) #01482
Human Resources Analyst: Sandra Duncan

| Established | List Expiration | Candidate Name | Seq. Rank |
|-------------|-----------------|------------------|-----------|
| 6/9/2021 | 12/9/2021 | Clough, Megan | 1 |
| 6/9/2021 | 12/9/2021 | O'Brien, Paul | 2 |
| 6/8/2021 | 12/9/2021 | Mendoza, Celina | 3 |
| 6/9/2021 | 12/9/2021 | Mohammadi, Obeyd | 4 |



Christi Tenter, Human Resources Director

June 9, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, H.R. Analyst
DATE: 6/15/2021
WARD:
SUBJECT: Adrey Stratton, Recreation Coordinator #01490

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Adrey Stratton, Recreation Coordinator #01490

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|---|-----------------|
| Adrey Stratton, Recreation Coordinator #01490 | Backup Material |



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 15, 2021

FROM: TRACY SUNKES, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – ADREY STRATTON
CANDIDATE FOR RECREATION COORDINATOR #01490

Adrey Stratton is competing in the examination process for the position of **Recreation Coordinator**. Her father, **Brent Stratton**, is employed as a **Police Captain** in the **Police Department**. Due to the possibility of **Adrey** being considered for appointment to a **Recreation Coordinator**, 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 **Recreation Coordinator** is as follows: Under direction, conducts recreation programs at a community center, park or other facility including adult and youth sports, after-school programs, aquatics, program recreation classes, special events and education programs; maintains records and promotes program activities; and performs other duties 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 Assistant Recreation and Parks Director, Darin Budak, if **Adrey Stratton** is appointed to a **Recreation Coordinator** position, 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 Assistant Recreation and Parks Director, Darin Budak, and the Human Resources Department recommends approval of the nepotism waiver. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes

CREATED BY: Tracy Sunkes, H.R. Analyst

DATE: 6/15/2021

WARD:

SUBJECT: Jared Aguilar, Electrical Technician I #01479

STAFF RECOMMENDATION:

Staff recommends approval of nepotism waiver request for Jared Aguilar, Electrical Technician I #01479

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|---|-----------------|
| □ Jared Aguilar, Electrical Technician I #01479 | Backup Material |



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 15, 2021

FROM: TRACY SUNKES, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – JARED AGUILAR
CANDIDATE FOR ELECTRICAL TECHNICIAN I #01479**

Jared Aguilar has successfully competed in the examination process for the position of **Electrical Technician I** and placed on eligible list for same. His spouse, **Ashleigh Aguilar**, is employed as a **Clerk Typist I** in the **Technology Services Department**. Due to the possibility of **Jared** being considered for appointment to an **Electrical Technician I**, 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 **Electrical Technician I** is as follows: Under general supervision, performs skilled journey-level work in maintaining, repairing and installing electrical equipment; reads and understands electrical blueprints; makes electrical installation decisions; operates heavy equipment such as 50 ft. aerial lift truck and hydro-crane; uses electrical tools and instruments; inspects street light installations; and performs other work as required.

A summary of the duties and responsibilities for the position of **Clerk Typist I** is as follows: Under immediate supervision, performs routine and repetitive typing and clerical duties; and performs other work as required.

EMPLOYMENT OVERLAP

According to Acting Public Works Director, Stuart Patteson, if **Jared Aguilar** is appointed to an **Electrical Technician I** position, 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 Public Works Director, Stuart Patteson, and the Human Resources Department recommends approval of the nepotism waiver. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Christi Tenter, H.R. Director

CREATED BY: Christi Tenter H.R. Director

DATE: 6/15/2021

WARD:

SUBJECT: Human Resources Manager #89970

STAFF RECOMMENDATION:

Staff recommends approval of the new job specification for Human Resources Manager #89970

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|--------------------------------|-----------------|
| Human Resources Manager #89970 | Backup Material |

CLASS TITLE: HUMAN RESOURCES MANAGER

CLASS SUMMARY:

Under general direction, performs complex managerial and analytical work in the management of a major program or section of the Human Resources Department; plans, administers, and directs one or more program areas including recruitment, employee relations, training, equal employment, or other personnel program area; directs the work of human resources professionals; assures Division compliance with applicable laws, ordinances, and codes; may act in the absence of the Director; and performs other duties as assigned.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting.

Essential Duties:

- Develops and administers the implementation of goals, objectives, policies, procedures and work standards for the section;
- Selects and appoints section staff and provides for their morale, productivity, and professional development;
- Plans, organizes, evaluates, coordinates, and directs the work of human resource professionals and technical;
- Assesses and approves citywide personnel actions for payroll processing and record management programs;
- Provides expert professional personnel consultant services to the senior management team, employees and supervisory staff;
- Supervises preparation of items for Civil Service agendas and represents the Human Resources Director before Civil Service Boards;
- Evaluates and implements changes in work methods, determines workload methods and standards, and establishes measures of effectiveness;
- Consults with staff on priorities and issues in need of resolution and advises on appropriate course of action;
- Identifies, evaluates and/or delivers workforce training needs citywide;
- Interprets and applies laws, regulations, rules, and policies; drafts, reviews, and analyzes existing and proposed codes, rules, and ordinances affecting area of specialty, and recommends and implements changes as needed;
- Investigate and prepare responses to appeals, complaints and grievances;
- Conducts complex research; prepare and present reports including recommendations and conclusions to City Council and the City Manager;
- Consults on policy issues, the interpretation of various rules and agreements; and participates in the development of new or revised policies;

DISTINGUISHING CHARACTERISTICS:

Manages a major program or section of the Human Resources Department, assists the Director in administering the City's Human Resources Program, and acts for the Director during absences. This classification is distinguished from the Human Resources Analyst II in that the Human Resources Manager manages one or more programs or sections while the Human Resources Analyst II performs technical and professional duties in one or more programs or sections of human resources.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principles, practices, and techniques of public human resources administration, including recruitment, testing, and selection, equal employment opportunity, labor relations, classification and job analysis, training, employee development, and performance planning and evaluation;
- Principles and practices of leadership, motivation, team building, and conflict resolution;
- Principles and practices of supervision, training, and personnel management.
- Principles and practices of labor relations and employee relations;
- Administrative principles and methods, including goal setting, and program development and implementation;
- Applicable federal, state and local laws and regulations;
- Research methods, market analysis techniques, and report preparation;
- Basic computer applications and software.

Ability to:

- Plan, organize, and direct the work of program staff;
- Select, train, motivate and evaluate assigned staff;
- Develop, implement and interpret goals, objectives, policies, procedures, work standards, and internal controls;
- Analyze complex problems, evaluate alternatives and make sound, creative recommendations;
- Prepare and present clear, concise and accurate reports;
- Communicate effectively in both oral and written form, sometimes to large groups;
- Gain cooperation through discussion and persuasion;
- Exercise sound independent judgment and initiative within established guidelines;
- Build and maintain positive working relationships with the senior management team, co-workers, other City employees, and those encountered in the course of work using principles of good customer and public service;
- Represent the department effectively and professionally in meetings with others;
- Prepare clear, concise and accurate reports, correspondence, analytical studies, and other written materials
- Meet critical work deadlines under difficult and stressful conditions.
- Utilize computer systems and related software programs.

CLASS TITLE: HUMAN RESOURCES MANAGER

89970

- Interpret City personnel policies and procedures, including civil service system rules and regulations, and applicable local, state, and federal legislation.

Training and Experience:

- A Bachelor's Degree from an accredited college or university with major coursework in public or business administration, human resources management, psychology, or a related field; **AND**
- Four (4) years of increasingly responsible human resources program management experience, including experience in employee supervision and program development and implementation. **OR**
- An equivalent combination of training and experience which provides the capabilities to perform the described job duties.

Licenses, Certificates, or Special Requirements:

- A valid California Class "C" driver's license
- Must be able to pass a police background check.

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions.
- Remote site visits may be required.

Approved by the City Council:

Approved by the Miscellaneous Civil Service Board:



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Christi Tenter, H.R. Director

CREATED BY: Christi Tenter H.R. Director

DATE: 6/15/2021

WARD:

SUBJECT: Human Resources Specialist #26445

STAFF RECOMMENDATION:

Staff Recommends approval of new job specification for Human Resources Specialist #26445

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|--|-----------------|
|  Human Resources Specialist | Backup Material |

CLASS TITLE: HUMAN RESOURCES SPECIALIST**CLASS SUMMARY:**

Under general supervision, as assigned performs a variety of responsible technical, administrative and paraprofessional duties in support of human resources system and workflow implementation and projects. Duties include configuration for implementing software applications for areas such as human resources management, on-boarding, off-boarding, employee and manager self-service, benefits enrollment, time and attendance, absence management. Assists in completing various human resources studies and reports; coordinates assigned activities with other divisions; supports benefit administration; and performs related work as assigned.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting.

Essential Duties:

- Provides information regarding human resources programs, forms and processes to employees and the public;
- Documents business system processes and workflow to identify specific areas of necessary change and opportunities for improvement;
- Answers routine correspondence and questions relating to the human resources program;
- Responds verbally and in writing to salary survey requests and other questions relating to the City's employment practices;
- Assists with inquiries about benefits and processes leave of absence requests;
- Reviews, verifies and processes documents; corrects errors and enters information into applicable information system]
- Conducts group and individual orientation sessions to inform employees of their benefits;
- Develops program materials including promotional flyers and user guides;
- Conducts basic research and surveys, collects and summarizes information, and prepares written reports and recommendations;
- Coordinates activities with other departments or external agencies as required;
- Provides support to end-users in the use of human resources system and assigned programs;
- Identifies and documents functional business system requirements and required business processes by collaborating with project team members;
- Conducts system unit and integration testing;
- Collaborates with management and functional subject matter experts to determine business needs and requirements automation;
- Conducts system unit and integration testing.

DISTINGUISHING CHARACTERISTICS:

This is a para-professional class performing technical and administrative functions in one or more areas of in the human resources, responsible for developing system requirements, administering system tests, and acting as a liaison with subject matter experts. Work focuses on one or more human resources program areas and individuals are expected to complete assignments with substantial independence.

MINIMUM QUALIFICATIONS:**Training and Experience:**

- Graduation from an accredited college or university with a Associate's degree in Human Resources, Public or Business Administration, or a related field; and
- Three (3) years experience in human resources; or
- An equivalent combination of training and experience which provides the capabilities to perform the described job duties.

Knowledge of:

- Principles of organization and human resources management;
- Related computer applications including applicant tracking, word processing and spreads sheet software;
- Policies, procedures, ordinances and resolutions governing City human resource activities, conditions of employment and/or employee benefits;
- Basic research and statistical methods;
- Basic research, data gathering, and report writing methods and technique;
- Standard office practices and procedures, including filing and the operation of standard office equipment;
- Payroll and human resources record keeping principles and practices;
- Principles and practices of human capital management functional areas including: recruitment, applicant tracking, on-boarding, off-boarding, talent management, benefits enrollment, time and labor, absence and leave management, employee and manager self-service, and/or position control;
- Computer-based project management, data management, and analysis systems and principles.

Ability to:

- Communicate effectively and write clear, concise reports;
- Gather and translate data;
- Develop and maintain effective working relationships;
- Maintain accurate records and files;
- Plan, organize and recommend programs and related activities;
- Establish and maintain a variety of personnel and related records requiring confidentiality and security;
- Perform complex and detailed processing work in a database system, including entering data with speed and accuracy, auditing work, and running routine reports;
- Apply and explain applicable codes and regulations;
- Effectively present information to individuals and groups.

- Conduct group and individual meetings related to the area to which assigned;
- Use initiative and independent judgment within established procedural guidelines;
- Set priorities and meet critical deadlines in a fast-paced environment;
- Analytically and logically evaluate information;
- Apply technical subject matter to the job;
- Focus on the details of work content, work steps, and final work products;
- Attend to the needs and expectation of customers;
- Collaborate with others to achieve shared goals;
- Define and assess operational processes and workflow;
- Apply technology for improvements in organizational efficiency and effectiveness.

Licenses; Certificates; and Special Requirements:

- Possession of a valid California Class "C" driver's license.

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions.
- Off-site travel may be required for meetings, training and staff interaction.

Approved by the Miscellaneous Civil Service Board:**Approved by City Council:**



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter, H.R. Director
CREATED BY: Christi Tenter H.R. Director
DATE: 6/15/2021
WARD:
SUBJECT: Human Resources Clerk Position to Human Resources Specialist

STAFF RECOMMENDATION:

Staff recommends approval of request for reclassification of Human Resources Clerk position to Human Resources Specialist

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|---|-----------------|
| Human Resources Clerk to Human Resources Specialist | Backup Material |



BAKERSFIELD

TO: Miscellaneous Civil Service Board

FROM: Christi Tenter, Human Resources Director

SUBJECT: Reclassification of Human Resources Clerk position to Human Resources Specialist

DATE: June 15, 2021

The Municipal Code provides that if the duties and responsibilities of an employee within a class are sufficiently like the duties and responsibilities of a position of another class, the position may be reclassified to an appropriate position (Section 2.72.070 – Reclassification). Such actions are subject to certification of the appropriate civil service board.

The flow and assessment of data are key in understanding workforce needs and determining effective programs. Over the past year HR has taken several steps to automate routine, but very essential, work functions. The HR Specialist will serve in a project management capacity and facilitates process improvement in various workflows. In 2020, eForms was implemented and has provided a citywide tool to automate forms and processes. Over the next 2 years performance evaluations, leave of absences and onboarding functions will also be added to these platforms. This role will be the “coordinator” to work with vendors, HR and department staff to understand work rules and implement these processes. The position will be a key contact with implementation of a new ERP system and facilitate data reporting needs.

HR is recommending the reclassification of one (1) Human Resources Clerk position to the classification of Human Resources Specialist. The current incumbent, Zoe Finch, is employed with the Human Resources Department. Upon research and review of the employee’s job duties, it has been determined that the employee has been performing the duties within the job scope of the new classification:

“Under general supervision, as assigned performs a variety of responsible technical, administrative and paraprofessional duties in support of human resources system and workflow implementation and projects. Duties include configuration for implementing software applications for areas such as human resources management, on-boarding, off-boarding, employee and manager self-service, benefits enrollment, time and attendance, absence management. Assists in

completing various human resources studies and reports; coordinates assigned activities with other divisions; supports benefit administration; and performs related work as assigned.”

The HR Clerk is primarily responsible for providing clerical and technical support for recruitment and benefit activities where the HR Specialist is distinguished as follows:

“This is a para-professional class performing technical and administrative functions in one or more areas of in the human resources, responsible for developing system requirements, administering system tests, and acting as a liaison with subject matter experts. Work focuses on one or more human resources program areas and individuals are expected to complete assignments with substantial independence.”

Therefore, based on the above, I recommend this employee be reclassified from Human Resources Clerk position to Human Resources Specialist because of the nature of the work duties and complexity of assignments. Ms. Finch has fully demonstrated the skills required of the proposed position and performs essential job duties.

Budget allocations for the Human Resources Specialist position were included in the FY 2021-22 budget and no additional allocations are required based on the reclassification request.



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter, H.R. Director
CREATED BY: Christi Tenter H.R. Director
DATE: 6/15/2021
WARD:
SUBJECT: Human Resources Supervisor Position to Human Resources Manager

STAFF RECOMMENDATION:

Staff recommends approval of request for reclassification of Human Resources Supervisor position to Human Resources Manager

BACKGROUND:

ATTACHMENTS:

| | Description | Type |
|---|---|-----------------|
| 📎 | Human Resources Supervisor to Human Resources Manager | Backup Material |



BAKERSFIELD

TO: Miscellaneous Civil Service Board

FROM: Christi Tenter, Human Resources Director

SUBJECT: Reclassification of Human Resources Supervisor position to Human Resources Manager

DATE: June 15, 2021

The Municipal Code provides that if the duties and responsibilities of an employee within a class are sufficiently like the duties and responsibilities of a position of another class, the position may be reclassified to an appropriate position (Section 2.72.070 – Reclassification). Such actions are subject to certification of the appropriate civil service board.

With adoption of the 2020-2021 budget, Human Resources (HR) was appointed as a department within the City's organization structure. While previously an operating division of the City Manager's Office, increases to citywide headcount, core program duties and responsibilities, regulatory environment and general employee support programs continue to expand and evolve which require organizational restructure and support. To meet goals and objectives a Human Resources Manager class specification has been created and proposed for the 2021-22 fiscal budget.

HR is recommending the reclassification of one (1) Human Resources Supervisor position to the classification of Human Resources Manager. The current incumbent, Shayla Collins, is employed with the Human Resources Department. Upon research and review of the employee's job duties, it has been determined that the employee has been performing the duties within the job scope of a management classification:

"Under general direction, performs complex managerial and analytical work in the management of a major program or section of the Human Resources Department; plans, administers, and directs one or more program areas including recruitment, employee relations, training, equal employment, or other personnel program area; directs the work of human resources professionals; assures Division compliance with applicable laws, ordinances, and codes; may act in the absence of the Director; and performs other duties as assigned."

The HR Supervisor and HR Manager are distinguished by:

"Manages a major program or section of the Human Resources Department, and is responsible for planning, organizing, implementing goals and assessing performance. This classification is distinguished from the Human Resources Supervisor in that the Human Resources Supervisor directs the work of division staff members as well as performs a wide variety of professional level duties. The class is further distinguished from the Human Resources Director who has full oversight and direction of the department."

Therefore, based on the above, I recommend this employee be reclassified from Human Resources Supervisor position to Human Resources Manager because of the independence, advanced nature of the work duties and complexity of assignments. Ms. Collins has fully demonstrated the skills required of the proposed position and performs essential job duties.

Budget allocations for the Human Resources Manager position were included in the FY 2021-22 budget and no additional allocations are required based on the reclassification request.



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter, H.R. Director
CREATED BY: Christi Tenter H.R. Director
DATE: 6/15/2021
WARD:
SUBJECT: Supervisor I Position to Supervisor II (Water)

STAFF RECOMMENDATION:

Staff recommends approval of Reclassification of Supervisor I to Supervisor II (Water)

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|---|-----------------|
| ☐ Supervisor I to Supervisor II (Water) | Backup Material |



BAKERSFIELD

TO: Miscellaneous Civil Service Board

FROM: Christi Tenter, Human Resources Director

SUBJECT: Reclassification of Supervisor I position to Supervisor II

DATE: June 15, 2021

Human Resources Department is recommending the reclassification of one (1) Supervisor I position to the classification of Supervisor II. The current incumbent, Tylor Hester, is employed with the Water Resources Department. Upon research and review of the employee's job duties, it has been determined that the employee has been performing the duties within the job scope of the Supervisor II classification:

"Under general direction, performs supervision and technical work in the operation, maintenance or repair of municipal facilities and equipment; participates in staff selection, training and development; organizes, assigns and reviews the work of skilled, semi-skilled and unskilled employees; oversees assignment of equipment; evaluates employee performance; recommends progressive discipline; prepares technical reports, correspondence and other written materials; maintains records; identifies and resolves problems; performs administrative analyses in support of department or division activities; responds to emergencies and public inquiries; participates in budget preparation; participates in the development and implementation of goals, objectives, policies, procedures and work standards; performs special projects or other work as required."

As background, the Supervisor I and Supervisor II positions are part of a career ladder but not considered a "flex" promotion. A flex promotion provides potential movement to the higher position upon recommendation due to obtainment and performance of required skills. The Supervisor I and II may have different assignments that justify the allocation, and are distinguished by:

"This class is distinguished from Supervisor I in that the latter is an entry-level supervisory position that does not require college education or lead/supervisory experience. Supervisor I is a "supervisor-in-training" position not required to perform the more complex report writing, analytical, administrative or budgetary tasks. The focus of the Supervisor I is that of a "working supervisor" who oversees field operations. The Supervisor II position is intended to function both as an "operations" and "administrative" supervisor requiring previous lead/supervisory experience, college education, administrative, analytical, computer and report writing skills, or

an equivalent combination of training and experience which provides the capabilities to perform the described job duties."

In review with the Art Chianello, Water Resources Manager and Kris Budak, Water Resources Director, Mr. Hester has demonstrated the skills required of the level-II position and performed essential job duties.

Therefore, based on the above, I recommend this employee be reclassified from Supervisor I to Supervisor II because of the independence, advanced nature of the work duties and complexity of assignments.

Budget allocations for the Supervisor II position were included in the approved FY 2020-21 budget and no additional allocations are required based on the reclassification request.



ADMINISTRATIVE REPORT

MEETING DATE: 6/15/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Shayla Collins
CREATED BY: Shayla Collins, Human Resources Supervisor
DATE: 6/15/2021
WARD:
SUBJECT: Class Specification Audit and General Updates

STAFF RECOMMENDATION:

Staff recommends approval of request for general classification specification audit and revisions.

BACKGROUND:

ATTACHMENTS:

| Description | Type |
|---|-----------------|
| ❏ Class Specification Audit and General Updates | Backup Material |
| ❏ Exhibit-Accountant I | Exhibit |



BAKERSFIELD

TO: Miscellaneous Civil Service Board

FROM: Christi Tenter, Human Resources Director

SUBJECT: Class Specification Audit and General Updates

DATE: June 15, 2021

The Rules and Regulations of the Civil Service Board for Miscellaneous Departments defines a "class specification" as:

"1.11 CLASS SPECIFICATION shall mean a written description of a class or position which includes title, class number, a general statement of nature of work, duties, responsibilities and minimum or desirable qualifications."

Rule 3.11 provides that Human Resources is authorized to classify all positions in the classified service, maintain a schematic list of all classes in the classification plan, and prepare and maintain specifications for each class.

Periodically class specifications require updates to reflect changes and/or modernization to job duties and minimum qualifications. These updates provide an accurate description of the job duties, which is essential in providing candidates accurate descriptions of positions during recruitment efforts. In review of all class specification it appears formatting has differed throughout the years (e.g., font, type size, headers, etc.) providing an inconsistent "template" of active class specifications.

Currently, 81 class specifications require template updates, which encompasses mirroring the template format as it relates to grammar, punctuation, and/or organizational changes. An example of an update is attached. The substantive matter of the 81 class specifications will remain the same.

Based on the above, staff recommends approval of a general class specification update for the classes listed in Table 1, in-lieu-of class specifications returning for Board approval individually.

Table 1 – Class Speciation Listing

| Code | Title | Code | Title |
|-------|---|-------|---|
| 26030 | Accountant I | 13500 | Facility Worker |
| 57950 | Accountant II | 14330 | Fleet Mechanic I |
| 26050 | Accounting Clerk I | 14280 | Fleet Mechanic II |
| 26060 | Accounting Clerk II | 14300 | Fleet Mechanic III |
| 57960 | Accounting Supervisor | 14060 | Fleet Service Worker I |
| 26040 | Administrative Analyst I (Options 1 & 2) | 14460 | Fleet Service Worker II |
| 26110 | Administrative Analyst II | 88400 | Fleet Superintendent |
| 22010 | Administrative Assistant I | 88510 | General Services Superintendent |
| 22020 | Administrative Assistant II | 25140 | Geographic Information Systems (GIS) Analyst |
| 14140 | Air Conditioning Technician I | 13210 | Heavy Equipment Operator- Parks |
| 17570 | Air Conditioning Technician II | 13220 | Heavy Equipment Operator- Water |
| 14210 | Aquatics Maintenance Technician | 26440 | Human Resources Clerk |
| 88330 | Assistant Building Director | 57020 | Human Resources Supervisor |
| 88900 | Assistant Director of Recreation & Parks | 56990 | Hydrographic Supervisor |
| 88070 | Assistant Finance Director | 24350 | Industrial Waste Inspector |
| 88050 | Assistant Public Works Director- Engineering | 14200 | Maintenance Craftworker I |
| 87890 | Assistant to the Public Works Director | 14220 | Maintenance Craftworker II |
| 26470 | Benefits Technician | 59800 | Park Construction & Facilities Planner |
| 89150 | Building Director | 13310 | Park Services Coordinator |
| 57880 | Business Manager | 88480 | Parks Superintendent |
| 27520 | Buyer I | 24340 | Parts & Inventory Specialist |
| 27540 | Buyer II | 89450 | Planning Director |
| 89960 | City Treasurer | 59920 | Purchasing Officer |
| 58360 | Civil Engineer III | 26020 | Recreation Specialist |
| 88380 | Civil Engineer IV | 26450 | Secretary I |
| 26220 | Clerk Typist I | 26490 | Secretary II |
| 26230 | Clerk Typist II | 89130 | Solid Waste Director |
| 89940 | Communications Engineer | 88560 | Solid Waste Superintendent |
| 21500 | Community Relations Specialist | 88640 | Street Maintenance Superintendent |
| 25200 | Computer Drafting Technician I | 57110 | Supervisor I |
| 25240 | Computer Drafting Technician II | 57080 | Supervisor I- Centennial Garden & Convention Center |
| 25250 | Construction Inspector I | 57120 | Supervisor II |
| 25260 | Construction Inspector II | 57830 | Supervisor II- Recreation |
| 88460 | Construction Superintendent | 25280 | Survey Party Chief I |
| 14130 | Electrical Technician I | 25300 | Survey Party Chief II |
| Code | Title | Code | Title |

| | | | |
|-------|---------------------------|-------|---|
| 14100 | Electrical Technician II | 14470 | Trades Maintenance Worker |
| 25120 | Engineer I | 88370 | Traffic Engineer |
| 25150 | Engineer II | 13620 | Tree Maintainer II |
| 58300 | Engineer III - Wastewater | 14360 | Wastewater Treatment Plant Lab Technician |
| 25180 | Engineering Aide I | 14290 | Wastewater Plant Mechanic |
| 25210 | Engineering Aide II | 88680 | Wastewater Treatment Superintendent |

CITY OF BAKERSFIELD

CLASS SPECIFICATION:
UNIT: WHITE COLLAR
EEO4: PARA-PROFESSIONALS

26030

CLASS TITLE: ACCOUNTANT I

CLASS SUMMARY CHARACTERISTICS:

Under direction, supervises and assists with the maintenance of the financial records and accounts for a departmental or other accounting system.

EXAMPLES OF DUTIES:

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting.

Essential Duties:

- Work involves responsibility for the maintenance of a complex cost accounting system in addition to the normal accounting records of the department and for preparing a variety of financial and statistical reports.
- Work is carried out under the general supervision of the department head but calls for considerable independent judgement on technical matters.
- Plans, assigns and reviews the work of employees engaged in financial record keeping, analyzes and interprets accounts and records and budgetary allotments;
- assists in the preparation, analysis and review of revenue estimates, expenditures and fund conditions involving administering budgets;
- sets up and supervises financial record keeping systems;
- prepares periodic financial statements and reports and performs other duties as directed.

DESIRABLE MINIMUM QUALIFICATIONS:

Knowledge of:

- Accounting principles and procedures;
- Governmental accounting and budgeting.

Ability to:

- establish and maintain fiscal records and procedures;
- prepare comprehensive financial reports ability to supervise and maintain effective working relationships.

Training and Experience:

- Graduation from college with a major in accounting including at least 24 units of accounting, OR
- Completion of an equivalent advanced accounting curriculum; OR
- Any equivalent combination of training and experience.

Knowledge, Abilities, and Skills: ~~Knowledge of accounting principles and procedures;~~
~~knowledge of governmental accounting and budgeting.~~

~~Ability to establish and maintain fiscal records and procedures; ability to prepare~~
~~comprehensive financial reports ability to supervise and maintain effective working~~
~~relationships.~~

9/84

Approved by the City Council: September 12, 1984

Approved by the Civil Service Board: September 18, 1984

CITY OF BAKERSFIELD

CLASS SPECIFICATION:
UNIT: WHITE COLLAR
EEO4: PARA-PROFESSIONALS

26030

CLASS TITLE: ACCOUNTANT I

CLASS SUMMARY:

Under direction, supervises and assists with the maintenance of the financial records and accounts for a departmental or other accounting system.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting.

Essential Duties:

- Work involves responsibility for the maintenance of a complex cost accounting system in addition to the normal accounting records of the department and for preparing a variety of financial and statistical reports.
- Work is carried out under the general supervision of the department head but calls for considerable independent judgement on technical matters.
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- assists in the preparation, analysis and review of revenue estimates, expenditures and fund conditions involving administering budgets;
- sets up and supervises financial record keeping systems;
- prepares periodic financial statements and reports and performs other duties as directed.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Accounting principles and procedures;
- Governmental accounting and budgeting.

Ability to:

- establish and maintain fiscal records and procedures;
- prepare comprehensive financial reports ability to supervise and maintain effective working relationships.

Training and Experience:

- Graduation from college with a major in accounting including at least 24 units of accounting, OR
- Completion of an equivalent advanced accounting curriculum; OR
- Any equivalent combination of training and experience.

Approved by the City Council: September 12, 1984

Approved by the Civil Service Board: September 18, 1984