



BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF JULY 20, 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

1. Minutes from the Miscellaneous Civil Service Board Special Meeting, July 8, 2021

Staff Recommends approval of Minutes from the Miscellaneous Civil Service Board Special Meeting, July 8, 2021

4. NEW BUSINESS

Eligible List Certified by the Human Resources Director

1. Human Resources Analyst II (O) #01508
2. Light Equipment Operator (P) #01503
3. Accountant I (O) #01502
4. Clerk Typist I/II (O) #01505

Nepotism(s)

1. Claudia Galagaza, Communications Coordinator #01522
2. Amanda Gracia, Clerk Typist I/II #01505
3. Michael Doolan, Technology Systems Technician I-Desktop #01511
4. Kari Pressler, Administrative Assistant I/II # 01511
5. Erwin Edwards, Administrative Assistant I/II # 01511
6. Nicole Castro, Accounting Clerk I/II #01510
7. Mayra Velasquez, Accounting Clerk I/II #01510

5. COMMISSIONERS COMMENTS

6. ADJOURNMENT



ADMINISTRATIVE REPORT

MEETING DATE: 7/20/2021

3.
1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Julie Houselog
CREATED BY: Julie Houselog, Human Resources Clerk
DATE: 7/20/2021
WARD:
SUBJECT: Minutes from the Miscellaneous Civil Service Board Special Meeting,
July 8, 2021

STAFF RECOMMENDATION:

Staff Recommends approval of Minutes from the Miscellaneous Civil Service Board Special Meeting, July 8, 2021

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Minutes from Special Meeting	Backup Material

MINUTES

Miscellaneous Civil Service Board
Special Meeting
1600 Truxtun, City Hall North, Conference Room A, 1st Floor
July 8, 2021
11:30 A.M.

The Miscellaneous Civil Service Board Regular Meeting commenced on, June 15, 2021 at 2:00 p.m., City Hall North, Conference Room A, 1st Floor.

1. Roll Call:

Ron Wolfe, Chair
Nila Hogan-Secretary
Patrick Bowers-Absent
Roland Maier
Kevin Oliver

Administration present:

Shayla Woods-Collins- Human Resources Supervisor
Tracy Sunkes, Human Resources Analyst
Isabel Farmer, Human Resources Analyst
Viridiana Gallardo-King, Deputy City Attorney II
Julie Houselog, Human Resources Clerk

2. Public Comments

None

3. Approval of Minutes

Upon a motion, by Commissioner Kevin Oliver and seconded by Commissioner Nila Hogan, the minutes for June 15, 2021 were APPROVED, ALL AYES

4. New Business

A. Eligible Lists Certified by the Human Resources Director

1. Recreation Coordinator (O) #01490
2. Survey Party Chief I/II (O) #01485
3. Technology Systems Analyst I-GIS (O) #1501
4. Technology Systems Technician I-Infrastructure (O) #01496
5. Water Resources Planner (O) #01499
6. Traffic Signal Technician (O) #01497

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

B. Nepotism(s)

1. Sarah Flores, Accountant I #01502
2. Deana Ortiz, Accountant I #01502
3. Rebecca Andrade-Clerk Typist I/II #01505
4. Elizabeth Fagatele-Clerk Typist I/II #01505
5. Amanda Gracia-Clerk Typist I/II #01505
6. Mayra Velasquez, Clerk Typist I/II #01505
7. Amy Wilson-Clerk Typist I/II #01505
8. Kelsey Brackett, Human Resources Analyst II #01508
9. Asia Wofford, Human Resources Analyst II #01508
10. Arthur Carmona III, Light Equipment Operator-Water Resources #01503
11. David Rezac, Technology Systems Technician I-Infrastructure #01496
12. Ricky Frickson, Traffic Signal Technician #01497
13. Daniel R. Maldonado, Water Resources Planner #01499

After discussion, a motion, by Commissioner Roland Maier and seconded by Commissioner Kevin Oliver, was made to approve the recommendation of the Director of Technology Services, Gregory Pronovost, Acting Public Works Director, Stuart Patteson, Water Resources Manager, Art Chianello, and/or Human Resources, to approve the Nepotism(s) for the above referenced items. APPROVED, ALL AYES

C. Job Specifications Revised and/or Title Change.

1. Economic Development Planner I/II to Economic & Community Development Planner I #25065 and Economic & Community Development Planner II #25055

After discussion, a motion, by Commissioner Roland Maier and seconded by Commissioner Kevin Oliver, was made to approve the recommendation of the Human Resources Manager, Shayla Collins and approve the Job Specification Revised and/or Title Change. APPROVED, ALL AYES.

2. Economic Development Specialist to Economic & Community Development Specialist #25025

After discussion, a motion, by Commissioner Kevin Oliver and seconded by Commissioner Nila Hogan, was made to approve the recommendation of the Human Resources Manager, Shayla Collins and approve the Job Specification Revised and/or Title Change. APPROVED, ALL AYES.

3. Facility Worker #13500

After discussion, a motion, by Commissioner Kevin Oliver and seconded by Commissioner Roland Maier, was made to approve the recommendation of the Human Resources Manager, Shayla Collins and approve the Job Specification Revised and/or Title Change. APPROVED, ALL AYES.

4. Fleet Mechanic I and Fleet Mechanic II to Fleet Equipment Mechanic I/II
#14330/14280

After discussion, a motion, by Commissioner Roland Maier and seconded by Commissioner Kevin Oliver, was made to approve the recommendation of the Human Resources Manager, Shayla Collins and approve the Job Specification Revised and/or Title Change. APPROVED, ALL AYES.

5. Commissioner's Comments

None

6. Adjournment

There being no further business to come before the Board, a motion was made by Commissioner Nila Hogan and seconded by Commissioner Kevin Oliver to adjourn the meeting at 11:45 a.m. APPROVED, ALL AYES.

Respectfully submitted,

Nila Hogan, Secretary



ADMINISTRATIVE REPORT

MEETING DATE: 7/20/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Mari Blowers

CREATED BY: Mari Blowers, Human Resources Supervisor

DATE: 7/20/2021

WARD:


SUBJECT: Human Resources Analyst II (O) #01508

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Human Resources Analyst II (O) #01508	Backup Material

POSITION: HUMAN RESOURCES ANALYST II (OPEN) #01508

APPLIED.....	34
INVITED TO ORAL.....	09
AFTER ORAL.....	04
CERTIFIED.....	02

Eligible List Report
Human Resources Analyst II (Open) #01508
Human Resources Supervisor: Mari Blowers

Established	List Expiration	Candidate Name	Seq. Rank
7/12/2021	1/12/2022	Brackett, Kelsey	1
7/12/2021	1/12/2022	Wofford, Asia	2



Christi Tenter, Human Resources Director

July 12, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/20/2021

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes

CREATED BY: Tracy Sunkes, Human Resources Analyst

DATE: 7/9/2021

WARD:

SUBJECT: Light Equipment Operator (P) #01503

STAFF RECOMMENDATION:

Informational Item only

BACKGROUND:

ATTACHMENTS:

Description	Type
Light Equipment Operator (P) #01503	Backup Material

POSITION: LIGHT EQUIPMENT OPERATOR (PROMOTIONAL) #01503

APPLIED.....07

INVITED TO ORAL.....05

AFTER ORAL.....03

CERTIFIED.....03

Eligible List Report
Light Equipment Operator (Promotional) #01503
Human Resources Analyst: Tracy Sunkes

Established	List Expiration	Candidate Name	Seq. Rank
7/8/2021	1/8/2022	Advincula, John Globezekie	1
7/8/2021	1/8/2022	Yasania, Andrew	2
7/8/2021	1/8/2022	Wood, Michael	3


Christi Tenter, Human Resources Director

July 8, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/20/2021

3.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer, Human Resources Analyst

DATE: 7/15/2021

WARD:

SUBJECT: Accountant I (O) #01502

STAFF RECOMMENDATION:

Informational item only.

BACKGROUND:

ATTACHMENTS:

Description	Type
Accountant I (O) #01502	Backup Material

POSITION: ACCOUNTANT I (OPEN) #01502

APPLIED.....	30
ACCEPTED.....	14
ATTENDED ORAL.....	11
AFTER ORAL.....	08
CERTIFIED.....	08

Eligible List Report
Accountant I (Open) #01502
Human Resources Analyst: Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
7/14/2021	1/14/2022	Lo, Cheyanne Alzen	1
7/14/2021	1/14/2022	Stane, Annie	2
7/14/2021	1/14/2022	Ramirez, Mary	3
7/14/2021	1/14/2022	Keila, Crystal	4
7/14/2021	1/14/2022	Ortiz, Deana	5
7/14/2021	1/14/2022	Beltran, Henry	6
7/14/2021	1/14/2022	Rodriguez, Lizbeth	7
7/14/2021	1/14/2022	Flores, Sarah	8


Christi Tenter, Human Resources Director

July 14, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/20/2021

4.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes

CREATED BY: Tracy Sunkes, Human Resources Analyst

DATE: 7/15/2021

WARD:

SUBJECT: Clerk Typist I/II (O) #01505

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
📎 Clerk Typist I/II (O) #01505	Backup Material

POSITION: CLERK TYPIST I/II (OPEN) #01505

APPLIED.....	50
ACCEPTED.....	31
ATTENDED ORAL.....	21
AFTER ORAL.....	18
CERTIFIED.....	18

Eligible List Report
Clerk Typist I/II (Open) #01505
Human Resources Analyst: Tracy Sunkes

Established	List Expiration	Candidate Name	Seq. Rank
7/15/2021	1/15/2022	Palmer, Fabiola	1
7/15/2021	1/15/2022	Salcedo, Jocelyn	2
7/15/2021	1/15/2022	Harju, Terisa	3
7/15/2021	1/15/2022	Slater, Robin	4
7/15/2021	1/15/2022	Rivera, Esther	5
7/15/2021	1/15/2022	Stotler, Amanda	6
7/15/2021	1/15/2022	Gracia, Amanda	7
7/15/2021	1/15/2022	Aswad, Deborah	8
7/15/2021	1/15/2022	Jimenez, Donna	9
7/15/2021	1/15/2022	Besenthal Clayton, Bayly	10
7/15/2021	1/15/2022	Andrade, Rebecca	11
7/15/2021	1/15/2022	Fagatele, Elizabeth	11
7/15/2021	1/15/2022	Hernandez, Elvia	12
7/15/2021	1/15/2022	Ulloa, Cynthia	12
7/15/2021	1/15/2022	Hernandez, Mayeli	13
7/15/2021	1/15/2022	Pineda, Cynthia	13
7/15/2021	1/15/2022	Benavides, Maria	14
7/15/2021	1/15/2022	Leon, Enrique	15


Christi Tenter, Human Resources Director

July 15, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/20/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 7/15/2021
WARD:
SUBJECT: Claudia Galagaza, Communications Coordinator #01522

STAFF RECOMMENDATION:

Staff Recommends approval of Nepotism Waiver Request for Claudia Galagaza, Communications Coordinator #01522

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Claudia Galagaza, Communications Coordinator #01522	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 20, 2021

FROM: ISABEL FARMER, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – CLAUDIA GALAGAZA
CANDIDATE FOR COMMUNICATIONS COORDINATOR – #01522

Claudia Galagaza is competing in the examination process for the position of **Communications Coordinator**. Her husband, **Anthony Galagaza**, is currently employed as the **Fire Chief** in the **Fire Department**. Due to the possibility of **Claudia** being considered for appointment to a **Communications Coordinator** position; 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 **Communications Coordinator** is as follows: Under general direction, performs professional and administrative work in the coordination and dissemination of citywide information internally and to the media and general public; creates a variety of outreach materials for projects and programs in support of communications plans and strategies; develops timely and appropriate content; acts as a resource and liaison with the city's technology staff to provide technical assistance to City officials and departments in preparation of internal and external publications and social media; and performs other related work as required.

A summary of the duties and responsibilities for the position of **Fire Chief** is as follows: Under administrative direction, of the City Manager, directs all the activities of the Fire Department. Work involves planning, organizing, directing and coordinating activities of the City's comprehensive fire services and fire related programs, including administrative and fire command responsibilities, and performs other work as required.

EMPLOYMENT OVERLAP

According to the Assistant City Manager, Chris Huot, if **Claudia Galagaza** is appointed to a **Communications Coordinator** position in the **City Manager's Office**, 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 City Manager, Chris Huot, 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: 7/20/2021

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes

CREATED BY: Tracy Sunkes, Human Resources Analyst

DATE: 7/15/2021

WARD:

SUBJECT: Amanda Gracia, Clerk Typist I/II #01505

STAFF RECOMMENDATION:

Staff recommends approval of the Nepotism Waiver Request for Amanda Gracia, Clerk Typist I/II #01505

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Amanda Gracia, Clerk Typist I/II #01505	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 20, 2021

FROM: TRACY SUNKES, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – AMANDA GRACIA
CANDIDATE FOR CLERK TYPIST I/II #01505

Amanda Gracia is competing in the examination process for **Clerk Typist I/II**. Her husband, **Jesse Gracia**, is currently employed as a **Police Officer** in the **Police Department**. Due to the possibility of **Amanda** being considered for appointment to a **Clerk Typist I/II** position, the issue of nepotism must be addressed and reviewed prior to appointment.

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 **Clerk Typist I/II** is as follows: **Clerk Typist I:** Under immediate supervision, performs routine and repetitive typing and clerical duties; and performs other work as required. **Clerk Typist II:** Under general supervision, performs general typing and a variety of moderately difficult clerical work; and performs other work as required.

A summary of the duties and responsibilities for the position of **Police Officer** is as follows: Under general supervision performs work of average difficulty involving general duty police work in the protection of life and property through the enforcement of laws and ordinances in a designated area of the city or an assigned shift; and performs other work as required.

EMPLOYMENT OVERLAP

If **Amanda Gracia** is appointed to a **Clerk Typist I/II**, there would be no potential for creating an adverse impact on supervision, safety, security or morale, or involve a significant potential for conflict of interest. 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.

RECOMMENDATION

The Human Resources Department recommends approval of the nepotism waiver for **Amanda Gracia**. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 7/20/2021

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 7/15/2021
WARD:
SUBJECT: Michael Doolan, Technology Systems Technician I-Desktop #01511

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Michael Doolan, Technology Systems Technician I-Desktop #01511

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Michael Doolan, Technology Systems Technician I-Desktop #01511	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 20, 2021

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – MICHAEL DOOLAN
CANDIDATE FOR TECHNOLOGY SYSTEMS TECHNICIAN I-DESKTOP - #01511**

Michael Doolan is competing in the examination process for the position of **Technology Systems Technician I- Desktop**. His brother, **Ryan Doolan**, is currently employed as a **Light Equipment Operator** in the **Development Services Department**. Due to the possibility of **Michael Doolan** being considered for appointment to a **Technology Systems Technician I-Desktop**, 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 Technician I- Desktop** is as follows: Under general supervision, incumbents may be assigned to perform a wide variety of duties to support the City's audio-visual, communications, desktop support, Geographic Information Systems (GIS), networking, programming or security needs. Assists users, provides instruction, and installs hardware and software. The Technology Systems Technician I is an entry level position. The Technology Systems Technician II is an intermediate level position.

A summary of the duties and responsibilities for the position of **Light Equipment Operator** is as follows: This is a multi-departmental classification for use in assigned divisions and/or sections. Under general supervision, performs semiskilled work in the operation of light and heavy equipment and complex equipment and performs other work as required.

EMPLOYMENT OVERLAP

According to the Director of Technology Services, Greg Pronovost, if **Michael Doolan** is appointed to the **Technology Systems Technician I- Desktop** position in the **Technology Services 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 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: 7/20/2021

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 7/15/2021
WARD:
SUBJECT: Kari Pressler, Administrative Assistant I/II # 01511

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Kari Pressler, Administrative Assistant I/II # 01511

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Kari Pressler, Administrative Assistant I/II # 01511	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 20, 2021

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – KARI PRESSLER
CANDIDATE FOR ADMINISTRATIVE ASSISTANT I/II - #01511

Kari Pressler is competing in the examination process for the position of **Administrative Assistant I/II**. She currently resides under the same household as **Ryan Doolan**, who is currently employed as a **Light Equipment Operator** in the **Development Services Department**. Due to the possibility of **Kari** being considered for promotion to an **Administrative Assistant I/II**, the issue of nepotism must be addressed. **Kari Pressler** is currently employed as a **Secretary I** in the **Transportation (TRIP) 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 **Administrative Assistant I/II** is as follows: Under direction, performs difficult, and often sensitive and confidential secretarial and office administrative duties for the City Manager or Department Head; oversees a small group of office support staff in a lead capacity.

A summary of the duties and responsibilities for the position of **Light Equipment Operator** is as follows: This is a multi-departmental classification for use in assigned divisions and/or sections. Under general supervision, performs semiskilled work in the operation of light and heavy equipment and complex equipment and performs other work as required.

EMPLOYMENT OVERLAP

According to the Assistant City Manager, Chris Huot, if **Kari Pressler** is promoted to an **Administrative Assistant I/II** 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.

RECOMMENDATION

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: 7/20/2021

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 7/15/2021
WARD:
SUBJECT: Erwin Edwards, Administrative Assistant I/II # 01511

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Erwin Edwards, Administrative Assistant I/II # 01511

BACKGROUND:

ATTACHMENTS:

Description	Type
Erwin Edwards, Administrative Assistant I/II # 01511	Cover Memo



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 20, 2021

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – ERWIN EDWARDS
CANDIDATE FOR ADMINISTRATIVE ASSISTANT I/II - #01511

Erwin Edwards is competing in the examination process for the position of **Administrative Assistant I/II**. His brother, **Franklin Edwards**, is currently employed as a **Construction Inspector I** in the **Engineering Division** of the **Public Works Department**. Due to the possibility of **Erwin** being considered for appointment to an **Administrative Assistant 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 **Administrative Assistant I/II** is as follows: Under direction, performs difficult, and often sensitive and confidential secretarial and office administrative duties for the City Manager or Department Head; oversees a small group of office support staff in a lead capacity.

A summary of the duties and responsibilities for the position of **Construction Inspector I** is as follows: Under general supervision, performs detailed inspection of Public Works construction projects; interprets plans and specifications to ensure contract compliance; prepares and recommends change orders and cost estimates.

EMPLOYMENT OVERLAP

According to the Assistant City Manager, Chris Huot, if **Erwin Edwards** is appointed to an **Administrative Assistant I/II** 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.

RECOMMENDATION

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: 7/20/2021

6.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Sandra Duncan

CREATED BY: Sandra Duncan, Human Resources Analyst

DATE: 7/15/2021

WARD:

SUBJECT: Nicole Castro, Accounting Clerk I/II #01510

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Nicole Castro, Accounting Clerk I/II #01510

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Nicole Castro, Accounting Clerk I/II #01510	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: July 20, 2021

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – NICOLE CASTRO
CANDIDATE FOR ACCOUNTING CLERK I/II - #01510

Nicole Castro is competing in the examination process for the position of **Accounting Clerk I/II**. Her husband, **Mason Talhelm**, is currently employed as a **Streets Equipment Operator** in the **Streets Division** of the **Public Works Department**. Due to the possibility of **Nicole** being considered for the position of **Accounting Clerk 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 Clerk I/II** is as follows: Under supervision, coordinates and performs duties related to preparing, processing, maintaining, and checking financial, statistical or fiscal records; performs related work as required.

A summary of the duties and responsibilities for the position of **Streets Equipment Operator** is as follows: Under general supervision, performs semi-skilled work in the operation of heavy and complex automotive equipment such as graders, backhoes, and heavy dump trucks; front loading dump trucks, clamshell skip loaders, and performs other work as required.

EMPLOYMENT OVERLAP

If **Nicole Castro** is appointed as a **Accounting Clerk I/II** in any division/department other than the **Streets Division** of 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/departments.

RECOMMENDATION

The Human Resources Department recommends approval of the nepotism waiver with the condition that **Nicole Castro** not be appointed to a position in the **Streets Division** of the **Public Works Department**. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 7/20/2021

7.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 7/15/2021
WARD:
SUBJECT: Mayra Velasquez, Accounting Clerk I/II #01510

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Mayra Velasquez, Accounting Clerk I/II #01510

BACKGROUND:

ATTACHMENTS:

Description	Type
Mayra Velasquez, Accounting Clerk I/II #01510	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: July 20, 2021

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – MAYRA VELASQUEZ
CANDIDATE FOR ACCOUNTING CLERK I/II - #01510

Mayra Velasquez is competing in the examination process for the position of **Accounting Clerk I/II**. Her husband, **Juan Velasquez**, is currently employed as a **Light Equipment Operator** in the **Streets Division** of the **Public Works Department**. Due to the possibility of **Mayra** being considered for the position of **Accounting Clerk 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 Clerk I/II** is as follows: Under supervision, coordinates and performs duties related to preparing, processing, maintaining and checking financial, statistical or fiscal records; performs related work as required.

A summary of the duties and responsibilities for the position of **Light Equipment Operator** is as follows: Under general supervision, performs semiskilled work in the operation of light and heavy equipment and complex equipment and performs other work as required.

EMPLOYMENT OVERLAP

If **Mayra Velasquez** is appointed as an **Accounting Clerk I/II** in any division/department other than the **Streets Division** of 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/departments.

RECOMMENDATION

The Human Resources Department recommends approval of the nepotism waiver with the condition that **Mayra Velasquez** not be appointed to a position in the **Streets Division** of the **Public Works Department**. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers or promotional opportunities.