



BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF JULY 8, 2021

1600 Truxtun Ave Conference Room A
Special Meeting For Miscellaneous Civil Service Board
Meeting At 11:30am.

1. ROLL CALL

2. PUBLIC COMMENTS

3. APPROVAL OF MINUTES

1. Minutes from the Miscellaneous Civil Service Board Regular Meeting on June 15, 2021.

Staff recommends approval of Minutes from the Miscellaneous Civil Service Board Regular Meeting on June 15, 2021.

4. NEW BUSINESS

Eligible List 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) #01501
4. Technology Systems Technician I - Infrastructure (O) #01496
5. Water Resources Planner (O) #01499
6. Traffic Signal Technician (O) #01497

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

Job Specifications Revised and/or Title Changes

1. Economic Development Planner I/II to Economic & Community Development Planner I #25065 and Economic & Community Development Planner II #25055
2. Economic Development Specialist to Economic & Community Development Specialist #25025
3. Facility Worker #13500
4. Fleet Mechanic I and Fleet Mechanic II to Fleet Equipment Mechanic I/II #14330/14280

5. COMMISSIONERS COMMENTS

6. ADJOURNMENT



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

3.
1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Julie Houselog
CREATED BY: Julie Houselog, Human Resources Clerk
DATE: 7/8/2021
WARD:
SUBJECT: Minutes from the Miscellaneous Civil Service Board Regular Meeting on June 15, 2021.

STAFF RECOMMENDATION:

Staff recommends approval of Minutes from the Miscellaneous Civil Service Board Regular Meeting on June 15, 2021.

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Minutes	Backup Material

MINUTES

Miscellaneous Civil Service Board
Regular Meeting
1600 Truxtun, City Hall North, Conference Room A, 1st Floor
June 15, 2021
2:00 P.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
Roland Maier
Kevin Oliver

Administration present:

Christi Tenter- Human Resources Director
Shayla Woods-Collins- Human Resources Supervisor
Sandra Duncan, Human Resources Analyst
Tracy Sunkes, Human Resources Analyst
Isabel Farmer, Human Resources Analyst
Viridiana Gallardo-King, Deputy City Attorney II
Zoe Finch, Human Resources Clerk
Adriana Pena, Human Resources Clerk

2. Public Comments

None

3. Approval of Minutes

Upon a motion, by Commissioner Roland Maier and seconded by Commissioner Kevin Oliver, the minutes for May 18, 2021 were APPROVED, ALL AYES

4. New Business

A. Eligible Lists Certified by the Human Resources Director

1. Civil Engineer III (O) #01445
2. Economic and Community Development Director (O) #01444
3. Engineering Aide I (O) #01460
4. Heavy Equipment Operator-Water Resources (P) #04131
5. Industrial Waste Inspector (O) #01466
6. Light Equipment Operator (O) #01461
7. Maintenance Craftworker I-General Services (O) #01470
8. Operations Support Specialist (P) #01463

9. Plan Checker-Electrical Specialist-Revised (O) #01443
10. Recreation Specialist (O) #01465
11. Secretary II (O) #01480
12. Service Maintenance Worker (O) #01475
13. Solid Waste Director (O) #01440
14. Technology Systems Analyst I-Communications (O) #01477

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

After discussion, a motion, by Commissioner Kevin Oliver and seconded by Commissioner Roland Maier, was made to approve the recommendation of the Assistant Recreation and Parks Director, Darin Budak, Acting Public Works Director, Stuart Patteson and/or Human Resources, to approve the Nepotism(s) for the above referenced items. APPROVED, ALL AYES

C. New Job Specification

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

After discussion, a motion, by Commissioner Roland Maier and seconded by Commissioner Patrick Bowers, was made to approve the recommendation of the Human Resources Director, Christi Tenter and approve the New Job Specification. APPROVED, ALL AYES.

D. Request for Reclassification(s)

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

After discussion, a motion, by Commissioner Nila Hogan and seconded by Commissioner Kevin Oliver, was made to approve the recommendation of the Human Resources Director, Christi Tenter and approve the Request for Reclassifications. APPROVED, ALL AYES.

E. Request for General Classification Specification Audit and Revisions

1. Class Specification Audit and General Updates

After discussion, a motion, by Commissioner Roland Maier and seconded by Commissioner Kevin Oliver, was made to approve the recommendation of the Human Resources Director, Christi Tenter and approve the Request for Reclassifications. APPROVED, ALL AYES.

5. Commissioner's Comments

Novus was well received by the Commissioners

6. Adjournment

There being no further business to come before the Board, a motion was made by Commissioner Kevin Oliver and seconded by Commissioner Roland Maier to adjourn the meeting at 2:15p.m. APPROVED, ALL AYES.

Respectfully submitted,

Nila Hogan, Secretary



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes, HR Analyst

CREATED BY: Tracy Sunkes, HR Analyst

DATE: 7/8/2021

WARD:

SUBJECT: Recreation Coordinator (O) #01490

STAFF RECOMMENDATION:

Informational Item only

BACKGROUND:

ATTACHMENTS:

Description	Type
Recreation Coordinator (O) #01490	Backup Material

POSITION: RECREATION COORDINATOR (OPEN) #01490

APPLIED.....	81
ACCEPTED.....	14
ATTENDED ORAL.....	12
AFTER ORAL.....	12
CERTIFIED.....	12

Eligible List Report
Recreation Coordinator (Open) #01490
Human Resources Analyst: Tracy Sunkes

Established	List Expiration	Candidate Name	Seq. Rank
6/11/2021	12/11/2021	Lozano, Jose	1
6/11/2021	12/11/2021	Yates, Aaron	2
6/11/2021	12/11/2021	Harrell, Jachi	3
6/11/2021	12/11/2021	Hluza, Ryan	4
6/11/2021	12/11/2021	Acevedo, Armando	5
6/11/2021	12/11/2021	Diaz, Natalie	6
6/11/2021	12/11/2021	Walter, Erin	6
6/11/2021	12/11/2021	Fittro, Molly	7
6/11/2021	12/11/2021	Portillo, Marissa	8
6/11/2021	12/11/2021	Avila, Leslie	9
6/11/2021	12/11/2021	Crown, Nikolaus	10
6/11/2021	12/11/2021	Stratton, Adrey	11


Christi Tenter, Human Resources Director

June 11, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer, Human Resources Analyst

DATE: 6/25/2021

WARD:

SUBJECT: Survey Party Chief I/II (O) #01485

STAFF RECOMMENDATION:

Informational Item

BACKGROUND:

ATTACHMENTS:

Description	Type
 Survey Party Chief I/II (O) #01485	Cover Memo

POSITION: SURVEY PARTY CHIEF I/II (O)#01485

APPLIED.....06

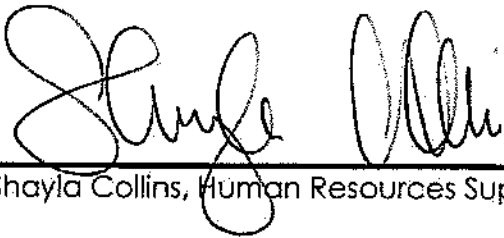
ACCEPTED.....01

TRAINING AND EXPERIENCE.....01

CERTIFIED.....01

Eligible List Report
Survey Party Chief I/II (Open) #01485
Human Resources Analyst: Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
6/25/2021	12/25/2021	Burdick, James	1



Shayla Collins, Human Resources Supervisor

June 25, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 6/24/2021
WARD:
SUBJECT: Technology Systems Analyst I - GIS (O) #01501

STAFF RECOMMENDATION:

Informational Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Technology Systems Analyst I - GIS (O) #01501	Cover Memo

POSITION: TECHNOLOGY SYSTEMS ANALYST I-GIS (O) #01501

APPLIED.....08

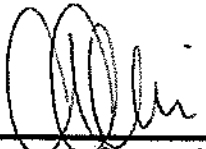

ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Technology Systems Analyst I-GIS (Open) #01501
Human Resources Analyst: Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
6/21/2021	12/21/2021	Valerie Gomez	1
6/21/2021	12/21/2021	Chaitanya Mulye	1
6/21/2021	12/21/2021	Paul O'Brien	1


Shayla Collins, Human Resources Supervisor June 21, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 6/25/2021
WARD:
SUBJECT: Technology Systems Technician I - Infrastructure (O) #01496

STAFF RECOMMENDATION:

Informational Item

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Technology Systems Technician I - Infrastructure (O) #01496	Backup Material

POSITION: TECHNOLOGY SYSTEMS TECHNICIAN-INFRASTRUCTURE (OPEN) #01496

APPLIED.....23

ACCEPTED.....10

ATTENDED ORAL.....08

AFTER ORAL..... 05

CERTIFIED..... 05

Eligible List Report
Technology Systems Technician-Infrastructure (Open) #01496
Human Resources Analyst: Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
6/25/2021	12/25/2021	Oliveros, Andrew	1
6/25/2021	12/25/2021	Rezac, David	2
6/25/2021	12/25/2021	Rivera, Uriel	3
6/25/2021	12/25/2021	Valladolid, Fabian	4
6/25/2021	12/25/2021	Sosa, Justin	5



Shayla Collins, Human Resources Supervisor

June 25, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

5.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer, Human Resources Analyst

DATE: 6/24/2021

WARD:


SUBJECT: Water Resources Planner (O) #01499

STAFF RECOMMENDATION:

Informational Only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Water Resources Planner (O) #01499	Cover Memo

POSITION: WATER RESOURCES PLANNER (OPEN) #01499

APPLIED.....11

ACCEPTED.....04

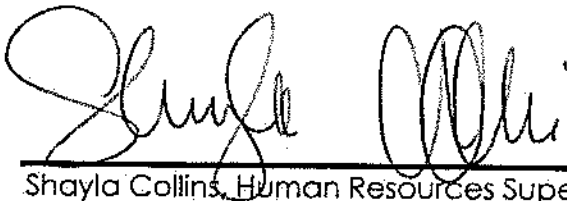
ATTENDED ORAL.....04

AFTER ORAL.....03

CERTIFIED.....03

Eligible List Report
Water Resources Planner (Open) #01499
Human Resources Analyst: Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
6/23/2021	12/23/2021	Maldonado, Daniel	1
6/23/2021	12/23/2021	Hinds, Christopher	2
6/23/2021	12/23/2021	Perez, Jose Dante	3



Shayla Collins, Human Resources Supervisor

June 23, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

6.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Sandra Duncan

CREATED BY: Sandra Duncan, Human Resources Analyst

DATE: 7/8/2021

WARD:

SUBJECT: Traffic Signal Technician (O) #01497

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Traffic Signal Technician (O) #01497	Backup Material

POSITION: TRAFFIC SIGNAL TECHNICIAN (OPEN) #01497

APPLIED.....	21
ACCEPTED.....	06
ATTENDED ORAL.....	06
AFTER ORAL.....	06
CERTIFIED.....	06

Eligible List Report
Traffic Signal Technician (Open) #01497
Human Resources Analyst: Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
7/1/2021	1/1/2022	Frickson, Ricky	1
7/1/2021	1/1/2022	Salva, Fernando	2
7/1/2021	1/1/2022	Rushing, Kyle	3
7/1/2021	1/1/2022	Linenberger, Erik	4
7/1/2021	1/1/2022	Alamillo, Elias	5
7/1/2021	1/1/2022	Cortez, Lorenzo	5



Christi Tenter, Human Resources Director

July 1, 2021



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer, Human Resources Analyst

DATE: 7/6/2021

WARD:

SUBJECT: Sarah Flores, Accountant I #01502

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Sarah Flores, Accountant I #01502

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Sarah Flores, Accountant I #01502	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: ISABEL FARMER, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – SARAH FLORES
CANDIDATE FOR ACCOUNTANT I – #01502

Sarah Flores is competing in the examination process for the position of **Accountant I**. Her mother, **Josephine Montijo**, is currently employed as a **Clerk Typist II** in the **Planning Division** of the **Development Services Department**. Due to the possibility of **Sarah** being considered for appointment to an **Accountant I** 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 **Accountant I** is as follows: Under direction, supervises and assists with the maintenance of the financial records and accounts for a departmental or other accounting system.

A summary of the duties and responsibilities for the position of **Clerk Typist II** is as follows: Under general supervision, performs general typing and a variety of moderately difficult clerical work; and performs other work as required.

EMPLOYMENT OVERLAP

If **Sarah Flores** is appointed as an **Accountant I** in any division/department other than the **Planning Division** of the **Development 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 divisions/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: 7/8/2021

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer, Human Resources Analyst

DATE: 7/6/2021

WARD:

SUBJECT: Deana Ortiz, Accountant I #01502

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Deana Ortiz, Accountant I #01502

BACKGROUND:

ATTACHMENTS:

Description	Type
 Deana Ortiz, Accountant I #01502	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: ISABEL FARMER, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – DEANA ORTIZ
CANDIDATE FOR ACCOUNTANT I – #01502

Deana Ortiz is competing in the examination process for the position of **Accountant I**. Her cousin, **Roani Sandoval**, is currently employed as an **Engineer I** in the **Roads Division** of the **Public Works Department**. Due to the possibility of **Deana** being considered for appointment to an **Accountant I** 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 **Accountant I** is as follows: Under direction, supervises and assists with the maintenance of the financial records and accounts for a departmental or other accounting system.

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.

EMPLOYMENT OVERLAP

If **Deana Ortiz** is appointed as an **Accountant I** in any division/department other than the **Roads 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. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, Human Resources Analyst
DATE: 7/6/2021
WARD:
SUBJECT: Rebecca Andrade - Clerk Typist I-II #01505

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Rebecca Andrade - Clerk Typist I-II #01505

BACKGROUND:

ATTACHMENTS:

Description	Type
▢ Andrade, Rebecca - Clerk Typist I-II #01505	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: TRACY SUNKES, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – REBECCA ANDRADE
CANDIDATE FOR CLERK TYPIST I/II #01505

Rebecca Andrade is competing in the examination process for **Clerk Typist I/II**. Her daughter, **Eleana Andrade**, is currently employed as a **Clerk Typist I** in the **Police Department**. Due to the possibility of **Rebecca** 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.

EMPLOYMENT OVERLAP

If **Rebecca Andrade** 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 as they would be assigned to different departments.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, Human Resources Analyst
DATE: 7/6/2021
WARD:
SUBJECT: Elizabeth Fagatele - Clerk Typist I-II #01505

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Elizabeth Fagatele - Clerk Typist I-II #01505

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Fagatele, Elizabeth - Clerk Typist I-II #01505	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: TRACY SUNKES, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – ELIZABETH FAGATELE
CANDIDATE FOR CLERK TYPIST I/II #01505

Elizabeth Fagatele is competing in the examination process for **Clerk Typist I/II**. Her cousin, **Crystal Keila**, is currently employed as an **Accounting Clerk I** in the **Financial Services Department**. Due to the possibility of **Elizabeth** 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 **Accounting Clerk I** 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.

EMPLOYMENT OVERLAP

If **Elizabeth Fagatele** 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 **Elizabeth Fagatele**. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, Human Resources Analyst
DATE: 7/6/2021
WARD:
SUBJECT: Amanda Gracia - Clerk Typist I-II #01505

STAFF RECOMMENDATION:

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

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

6.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes

CREATED BY: Tracy Sunkes, Human Resources Analyst

DATE: 7/6/2021

WARD:

SUBJECT: Mayra Velasquez, Clerk Typist I-II #01505

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Mayra Velasquez, Clerk Typist I-II #01505

BACKGROUND:

ATTACHMENTS:

Description	Type
Mayra Velasquez, Clerk Typist I-II #01505	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: TRACY SUNKES, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – MAYRA VELASQUEZ
CANDIDATE FOR CLERK TYPIST I/II #01505**

Mayra Velasquez is competing in the examination process for **Clerk Typist I/II**. Her husband, **Juan R. 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 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 **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 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 **Mayra Velasquez**. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

7.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes, HR Analyst

CREATED BY: Tracy Sunkes, HR Analyst

DATE: 7/6/2021

WARD:

SUBJECT: Amy Wilson - Clerk Typist I-II #01505

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Amy Wilson - Clerk Typist I-II #01505

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Amy Wilson - Clerk Typist I-II #01505	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: TRACY SUNKES, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – AMY WILSON
CANDIDATE FOR CLERK TYPIST I/II #01505

Amy Wilson is competing in the examination process for **Clerk Typist I/II**. Her sister, **Michelle Nelson**, is currently employed as a **Secretary I** in the **Police Department**. Due to the possibility of **Amy** 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 **Secretary I** is as follows: Under general supervision, is responsible for performing secretarial and varied clerical work of considerable difficulty and performs other work as required.

EMPLOYMENT OVERLAP

If **Amy Wilson** 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 as they would be assigned to different departments.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

8.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Mari Blowers
CREATED BY: Mari Blowers, Human Resources Supervisor
DATE: 7/6/2021
WARD:
SUBJECT: Kelsey Brackett, Human Resources Analyst II #01508

STAFF RECOMMENDATION:

Staff recommends approval of nepotism waiver request for Kelsey Brackett, Human Resources Analyst II #01508

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Kelsey Brackett, Human Resources Analyst II #01508	Backup Material



BAKERSFIELD

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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: MARI BLOWERS, HUMAN RESOURCES SUPERVISOR

SUBJECT: NEPOTISM RULING – KELSEY BRACKETT
CANDIDATE FOR HUMAN RESOURCES ANALYST II – #01508

Kelsey Brackett is competing in the examination process for the position of **Human Resources Analyst II**. Her spouse, **Nickolas Brackett**, is currently employed as a **Police Officer** in the **Bakersfield Police Department**. Due to the possibility of **Kelsey** being considered for appointment to a **Human Resources Analyst II** 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 **Human Resources Analyst II** is as follows: Under direction, performs generalist, journey-level professional human resources services in recruitment, selection, classification, compensation, employee relations, equal employment opportunity, training, benefits and other areas of human resources administration as assigned; and performs other work as assigned.

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

According to the Human Resources Director, Christi Tenter, if **Kelsey Brackett** is appointed to the **Human Resources Analyst II** position in the **Human Resources 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: 7/8/2021

9.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Mari Blowers
CREATED BY: Mari Blowers, Human Resources Supervisor
DATE: 7/6/2021
WARD:
SUBJECT: Asia Wofford, Human Resources Analyst II #01508

STAFF RECOMMENDATION:

Staff recommends approval of the nepotism waiver for Asia Wofford, Human Resources Analyst II.

BACKGROUND:

ATTACHMENTS:

Description	Type
▣ Asia Wofford, Human Resources Analyst II #01508	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: MARI BLOWERS, HUMAN RESOURCES SUPERVISOR

SUBJECT: NEPOTISM RULING – ASIA WOOFORD
CANDIDATE FOR HUMAN RESOURCES ANALYST II – #01508

Asia Wofford is competing in the examination process for the position of **Human Resources Analyst II**. Her sister, **Taylor Wofford**, is currently employed as an **Administrative Analyst I** in the **Risk Division** of the **City Manager's Office**. Due to the possibility of **Asia** being considered for appointment to a **Human Resources Analyst II** 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 **Human Resources Analyst II** is as follows: Under direction, performs generalist, journey-level professional human resources services in recruitment, selection, classification, compensation, employee relations, equal employment opportunity, training, benefits and other areas of human resources administration as assigned; and performs other work as assigned.

A summary of the duties and responsibilities for the position of **Administrative Analyst I** is as follows: Under direction, to assist in providing administrative and budgetary guidance to department head and departmental administrative personnel regarding City services and business affairs; to conduct administrative studies and analyses; to submit recommendations and prepare reports; and to do related work as required.

EMPLOYMENT OVERLAP

According to the Human Resources Director, Christi Tenter, if **Asia Wofford** is appointed to the **Human Resources Analyst II** position in the **Human Resources 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: 7/8/2021

10.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes, HR Analyst
CREATED BY: Tracy Sunkes, HR Analyst
DATE: 7/6/2021
WARD:
SUBJECT: Arthur Carmona III, Light Equipment Operator - Water Resources
#01503

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Arthur Carmona III, Light Equipment Operator - Water Resources #01503

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

11.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 6/24/2021
WARD:
SUBJECT: David Rezac, Technology Systems Technician I - Infrastructure #01496

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for David Rezac, Technology Systems Technician I #01496

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	David Rezac, Technology Systems Technician I-Infrastructure #01496	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: ISABEL FARMER, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – DAVID REZAC
CANDIDATE FOR TECHNOLOGY SYSTEMS TECHNICIAN I – INFRASTRUCTURE – #01496**

David Rezac has successfully competed in the examination process for the position of **Technology Systems Technician I** and placed on the eligible list for same. His brother – in - law, **Zachary Meyer**, is currently employed as an **Assistant Public Works Director** in the **Public Works Department**. Due to the possibility of **Daniel** being considered for appointment to a **Technology Systems 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 **Technology Systems Technician I** 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 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 **Assistant Public Works Director** is as follows: Under general direction, performs administrative work at an advanced level, and assists the Public Works Director in planning, organizing, directing, and coordinating the various divisions of the department. Prepares budget, financial, and statistical reports regarding department operations. Supervises staff. Provides policy guidance and maintains cooperative relationships with community groups, intergovernmental agencies, and City staff. Performs other work as required.

EMPLOYMENT OVERLAP

According to the Director of Technology Services, Greg Pronovost, if **David Rezac** is appointed to the **Technology Systems Technician I** 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 Director of Technology Services, 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: 7/8/2021

12.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Ricky Frickson, Traffic Signal Technician #01497
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 7/7/2021
WARD:
SUBJECT: Ricky Frickson, Traffic Signal Technician #01497

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Ricky Frickson, Traffic Signal Technician #01497

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Ricky Frickson, Traffic Signal Technician #01497	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – RICKY FRICKSON
TRAFFIC SIGNAL TECHNICIAN #01497

Ricky Frickson has successfully competed in the examination process for the position of **Traffic Signal Technician**, and placed on eligible list for same. His brother, **Randy Frickson**, is employed as a **Firefighter** in the **Bakersfield Fire Department**. Due to the possibility of **Ricky** being considered for appointment to a **Traffic Signal Technician**, 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 **Traffic Signal Technician** is as follows: Under general supervision, this class performs skilled work at the journey-level, in the installation, repair and maintenance of complex, computer-controlled traffic signal systems; and performs other work as required.

A summary of the duties and responsibilities for the position of **Firefighter** is as follows: Under general supervision, responds to emergency calls for the purpose of combating and extinguishing fires; responds to emergency medical calls; participates in fire prevention programs; and performs other work as required.

EMPLOYMENT OVERLAP

According to the Acting Public Works Director, Stuart Patteson, if **Ricky Frickson** is appointed to a **Traffic Signal Technician** 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: 7/8/2021

13.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 6/24/2021
WARD:
SUBJECT: Daniel R. Maldonado, Water Resources Planner #01499

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Daniel R. Maldonado, Water Resources Planner #01499

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Daniel R. Maldonado, Water Resources Planner #01499	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JULY 8, 2021

FROM: ISABEL FARMER, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – DANIEL R. MALDONADO
CANDIDATE FOR WATER RESOURCES PLANNER – #01499

Daniel R. Maldonado has successfully competed in the examination process for the position of **Water Resources Planner** and placed on the eligible list for same. His father, **Daniel H. Maldonado**, is currently employed as a **Supervisor II** in the **Parks Division** of the **Recreation and Parks Department** and his brother-in-law **Christopher Shaw** is currently employed as a **Police Service Technician** in the **Police Department**. Due to the possibility of **Daniel** being considered for promotion to a **Water Resources Planner**, the issue of nepotism must be addressed. **Daniel R. Maldonado** is currently employed as an **Engineering Technician** in the **Water Resources 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 **Water Resources Planner** is as follows: Under general direction, is responsible for directing and participating in major water resources planning functions of the City including supervision of other Water Resources Department personnel in performing planning activities. The Water Resources Planner may have a variety of responsible water planning duties in terms of reviewing and preparing staff reports for current and advanced water planning functions

A summary of the duties and responsibilities for the position of **Supervisor II** is as follows: 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 inquires; 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.

A summary of the duties and responsibilities for the position of **Police Service Technician** is as follows: Under general supervision as an unarmed, non-sworn employee, performs work of average difficulty involving specific phases of police work on an assigned shift and performs other work as required.

EMPLOYMENT OVERLAP

According to the Water Resources Manager, Art Chianello, if **Daniel R. Maldonado** is promoted to the **Water Resources Planner** position in the **Water Resources 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 Water Resources Manager, Art Chianello, 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: 7/8/2021

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Shayla Collins
CREATED BY: Shayla Collins, Human Resources Manager
DATE: 7/6/2021
WARD:
SUBJECT: Economic Development Planner I/II to Economic & Community Development Planner I #25065 and Economic & Community Development Planner II #25055

STAFF RECOMMENDATION:

Staff recommends approval of the revised job specifications and title changes of the Economic Development Planner I/II to be separated into two job specifications Economic & Community Development Planner I #25065 and Economic & Community Development Planner II #25055. Subsequently, eliminating the Economic Development Planner I/II job specification.

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Economic & Community Development Planner I #25065	Backup Material
□ Economic & Community Development Planner II #25055	Backup Material
□ Economic Development Planner I/II	Backup Material

CLASS TITLE: ECONOMIC & COMMUNITY DEVELOPMENT PLANNER I**CLASS SUMMARY:**

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

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions in the class. They are descriptive, not limiting.

Essential Duties:

- Performs assignments pertaining to economic development, redevelopment, community development, homeless services, affordable housing, historic preservation and/or adaptive reuse;
- Assists with implementation of local, State, and Federal program regulations relating to economic development, community development, homeless services and/or affordable housing;
- Coordinates with other City Departments and government agencies involved with economic development, community development, homeless services and/or affordable housing projects and programs, including legal counsel, public works, and consultants;
- Conducts environmental review determinations, under supervision, (California Environmental Quality Act/ National Environmental Policy Act) and coordinates with consultants/developers on environmental compliance;
- Performs research and prepares a variety of comprehensive reports, proposals, and studies;
- Performs assignments pertaining to activities for economic and community development, affordable housing and homeless services programs, including but not limited to CDBG, HOME, ESG, HOPWA and other Federal or State programs;
- Provides staff support to the Historic Preservation Commission in their related functions.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level professional class in the Economic & Community Development Planner series in the Economic & Community Development Department. Economic & Community Development Planner I incumbents initially work under close supervision and are expected to become progressively more knowledgeable and carry out assignments with increasing independence. An Economic & Community Development Planner I is distinguished from an Economic & Community Development Planner II in that the latter is responsible for performing complex, specialized planning and providing a wider scope of services involving the exercise of broader independent judgment and decision making due to the scope of assigned duties, project management responsibilities, financial underwriting, and analysis.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Fiscal, social, and economic implications involved in economic development including land acquisition procedures and relocation;
- Local, state or federally funded homeless services;
- Principles and practices of public administration, including purchasing, contracting, and maintenance of public records;
- Contract, grant, and financial management and administration;
- Related computer applications including word processing and spreadsheet software;
- Marketing and business incentive coordination;
- Fiscal, social and economic implications that are involved in economic and community development, including the development of urban and suburban environmental and social needs and related land use implications;
- Resources and requirements to acquire private and governmental funding;
- Basic business controls, business ethics, basic arithmetic and data review and reconciliation techniques;
- Service provisions to the homeless; with working application of social, economic, and political issues relevant to low income communities; and trends in the field of homeless and social services.

Ability to:

- Research, analyze, and summarize data;
- Establish and maintain effective relationships with citizen groups, business groups, community-based organizations, City and governmental agency staff, and the public;
- Meet challenging project deadlines;
- Perform routine and moderately difficult assignments under decreasing degrees of supervision;
- Delivers clear presentations of ideas and recommendations both orally and in writing;
- Prepare clear, concise and complete technical documents, reports, correspondence, and other written materials.

Training and Experience:

- Graduation from an accredited college or university with a Bachelor's degree in Economics, Business, Public Administration, Planning or related field; **AND**
- Two (2) years of professional planning, economic development, community development, and / or real estate experience preferably at the local government level; **OR**
- An equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Licenses: Certificates: Special Requirements:

- Possession of a valid Class "C" California driver's license.
- Must be able to pass a background check.
- Highly Desirable: Certification via the International Economic Development Council (IEDC), or similar.

Physical Conditions or Special Working Conditions:

- Primarily standard office environment and working conditions; **AND**
- Must be willing to work in various neighborhoods in the City including both businesses and private residences.

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council:

CLASS TITLE: ECONOMIC & COMMUNITY DEVELOPMENT PLANNER II**CLASS SUMMARY:**

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

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions in the class. They are descriptive, not limiting.

Essential Duties:

- Plans, organizes, and performs assignments pertaining to economic development, redevelopment, community development, homeless services, affordable housing, historic preservation and/or adaptive reuse;
- Implements local, State, and Federal program regulations relating to economic development, community development, homeless services and/or affordable housing;
- Coordinates with other City Departments and government agencies involved with economic development, community development, homeless services and/or affordable housing projects and programs, including legal counsel, public works, and consultants;
- Conducts complex environmental review determinations (California Environmental Quality Act/ National Environmental Policy Act) and coordinates with consultants/developers on environmental compliance;
- Performs research and prepares a variety of comprehensive reports, proposals, and studies;
- Organizes and performs assignments pertaining to activities for economic and community development, affordable housing and homeless services programs, including but not limited to CDBG, HOME, ESG, HOPWA and other Federal or State programs;
- Investigates difficult or complex planning problems;
- Represents the City at community meetings and public meetings as directed by supervisor;
- Serves as liaison between City Departments and various community organizations;
- Markets programs through community meetings, workshops, and forums in various neighborhoods, business meetings, and other marketing outlets;
- Provides staff support to the Historic Preservation Commission in their related functions;
- Performs detailed financial analysis of proposed projects for economic feasibility;
- Coordinates all aspects of project management including financial management and subrecipient monitoring to ensure compliance with financial and program regulations;

DISTINGUISHING CHARACTERISTICS:

This is the advanced professional class in the Economic & Community Development Planner series within the Economic & Community Development Department. This position is distinguished from an Economic & Community Development Planner I in that Economic & Community Development Planner II is responsible for performing complex, specialized planning and providing a wider scope of services involving the exercise of broader independent judgment and decision making due to the scope of assigned duties, project management responsibilities, financial underwriting, and analysis.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Overall organization and operation of City government including governmental procedures and policies;
- Local, state or federally funded homeless services;
- Fiscal, social, and economic implications involved in economic and community development including land acquisition procedures and relocation and related land use implications;
- Financial analysis as it relates to real estate and commercial development;
- Principles and practices of public administration, including purchasing, contracting, and maintenance of public records;
- Contract, grant, and financial management and administration;
- Community Development Block Grant Program and related Federal / State housing programs including related Federal law and regulations;
- Real estate lending and mortgage underwriting or related experience;
- Federal and State environmental review procedures;
- Related computer applications including word processing and spreadsheet software;
- Principles and best practices of effective project management;
- Business loans / grant incentive programs;
- Affordable housing and rehabilitation loan programs with real estate lending and mortgage underwriting activities or related experience;
- Marketing and business incentive coordination;
- Site acquisition and relocation activities including coordination of real estate information, title reports, and appraisals or related experience;
- Real Estate Development and / or real estate lending or related experience;
- Pertinent Federal, State, and local policies, laws, codes, and regulations;
- Basic business controls, business ethics, basic arithmetic and data review and reconciliation techniques;
- Service provisions to the homeless; with working application of social, economic, and political issues relevant to low income communities; and trends in the field of homeless and social services.

Ability to:

- Understand and apply Federal, State, and local laws, regulations, policies, procedures, and standards that pertain to economic development, community development, redevelopment, and housing development;
- Research, analyze, and summarize complex data;

- Establish and maintain effective relationships with citizen groups, business groups, community-based organizations, City and governmental agency staff, and the public;
- Use initiative and independent judgment in the performance of job duties;
- Meet challenging project deadlines;
- Work effectively with the general public and on a one-on-one basis and give oral presentations to citizen groups, Historic Preservation Commission, and other City Officials;
- Perform routine and moderately difficult assignments under decreasing degrees of supervision;
- Make clear presentations of ideas and recommendations both orally and in writing;
- Prepare clear, concise and complete technical documents, reports, correspondence, and other written materials.

Training and Experience:

- Graduation from an accredited college or university with a Bachelor's degree in Economics, Business, Public Administration, Planning or related field; **AND**
- Three (3) years of professional planning, economic development, community development, and / or real estate experience preferably at the local government level; **OR**
- An equivalent combination of education, training and experience which provides the capabilities to perform the described duties.
- Highly Desirable: Master's Degree in Business, Economics, Public Administration, Planning or related field.

Licenses; Certificates; Special Requirements:

- Possession of a valid Class "C" California driver's license
- Must be able to pass a background check
- Highly Desirable: Certification via the International Economic Development Council (IEDC), or similar.

Physical Conditions or Special Working Conditions:

- Primarily standard office environment and working conditions; **AND**
- Must be willing to work in various neighborhoods in the City including both businesses and private residences.

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

CLASS TITLE: ECONOMIC DEVELOPMENT PLANNER I/II**CLASS SUMMARY:**

Under supervision is responsible for performing general economic, redevelopment, community and housing development work, including specific development project tasks and general planning tasks, or other work as required.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions in the class. They are descriptive, not limiting.

Essential Duties:

- Plans, organizes and performs assignments pertaining to economic development, redevelopment, community development, affordable housing and historic preservation and adaptive reuse;
- Implements local, state and federal program regulations relating to economic and community development;
- Coordinates with other City Departments involved with economic and community development projects and programs, including legal counsel, public works, and consultants;
- Conducts environmental review determinations (CEQA/NEPA) and coordinates with consultants/developers on environmental compliance;
- Establishes and maintains effective relationships with private and non-profit development corporations;
- Conducts background work for special planning and economic development studies;
- Organizes and performs assignments pertaining to activities for community development programs, including but not limited to CDBG, HOME, ESG, and HOPWA;
- Investigates difficult or complex planning problems;
- Serves as liaison between City Departments and various community organization;
- Conducts community meetings and forums in various neighborhoods;
- Provides staff support to the Historic Preservation Commission in their related functions;
- Performs detailed financial analysis of proposed projects for economic feasibility

DISTINGUISHING CHARACTERISTICS:

The Development Planner Classification is the highest level of development staff level series in the City's economic and community development series. Development Planner I incumbents initially work under close supervision and are expected to become increasingly knowledgeable and carry out assignments with increasing independence. A Development Planner I is distinguished from a Development Planner II in that the latter is responsible for performing complex, specialized planning and for providing a wider scope of services involving the exercise of broader independent judgment and decision making due to the scope of assigned duties and project management responsibilities, financial underwriting and analysis.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Overall organization and operation of City government including governmental procedures and policies;
- Fiscal, social and economic implications involved in economic development including land acquisition procedures and relocation;
- Financial analysis as it relates to real estate and commercial development;

- Principles;
- Community Development Block Grant Program and related federal / state housing programs including related federal law and regulations;
- Legal functions of planning, in particular General plan adoptions and updates;
- Real estate lending and mortgage underwriting;
- Federal environmental review procedures;
- Related computer applications including work processing and spreadsheet software.
- Business loans / grant incentive programs
- Affordable housing and rehabilitation loan programs with real estate lending and mortgage underwriting activities
- Marketing and business incentive coordination
- Site acquisition and relocation activities including coordination of real estate information, title reports and appraisals
- Real Estate Development and / or real estate lending

Ability to:

- Understand and apply those aspects of federal, state and local laws, regulations, policies, procedures, and standards that pertain to economic development, community development, redevelopment and housing development;
- Research, analyze and summarize data
- Establish and maintain effective working relationships;
- Use initiative and independent judgment in the performance of job duties;
- Meet challenging project development deadlines;
- Work and communicate effectively with the public and public agencies;
- Work effectively with the general public and on a one-on-one basis and give oral presentations to citizen groups, Historic Preservation Commission and other City Officials.
- Perform routine and moderately difficult assignments under decreasing degrees of supervision;
- Make clear presentations of ideas and recommendations both orally and in writing;
- Prepare clear, concise and complete technical documents, reports, correspondence and other writing;
- Prepare clear, concise and complete technical documents, reports, correspondence and other written materials.

Training and Experience:

- Graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration, Planning or related field
- For Development Planner II, at least three (3) years of professional planning, economic development, community development, and / or real estate experience preferably at the local government level; **OR**
- An equivalent combination of education, training and experience which provides the capabilities to perform the described duties

Licenses; Certificates; Special Requirements:

- Possession of a valid Class "C" California driver's license
- Must be able to pass a background check

Physical Conditions or Special Working Conditions:

- Primarily standard office environment and working conditions; **AND**
- Must be willing to work in various neighborhoods in the City including both businesses and private residences.

Approved by the Miscellaneous Civil Service Board: June 20, 2019

Approved by the City Council: June 28, 2019



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Shayla Collins
CREATED BY: Shayla Collins, Human Resources Manager
DATE: 7/6/2021
WARD:
SUBJECT: Economic Development Specialist to Economic & Community Development Specialist #25025

STAFF RECOMMENDATION:

Staff recommends approval of revised job specification and title change to the Economic Development Specialist to Economic & Community Development Specialist #25025.

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Economic & Community Development Specialist #25025 - Revised Job Specification	Backup Material
□ Economic & Community Development Specialist #25025 - with underline and crossouts	Backup Material

CLASS TITLE: ECONOMIC & COMMUNITY DEVELOPMENT SPECIALIST**CLASS SUMMARY:**

Under general supervision is responsible for performing a variety of subjects based on assignment within the Department; including general economic and community development, redevelopment, housing development, homeless services, and administrative work, including specific real estate and escrow related tasks, general project planning assignments and other work as assigned. Incumbents in this classification perform increasingly complex para-professional, technical, financial, real estate and administrative tasks which are typically in support of a specific project or housing related program; and others 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:

- Prepares loan files; orders any and all documentations necessary to complete loan files; review verifications and credit history; completes borrower's analysis; witness/notarize borrower's signature on loan documents as necessary; submits accurate and complete loan packages; coordinates and facilitates the closing of loans.
- Keeps abreast of all current loan underwriting guidelines issued by the City, private lenders working with the City, and others, in order to accurately process and package a variety of loans.
- Assists in the preparation of reports, agenda items and agreements relating to assigned phases of various projects and programs; coordinate and prepare public notices as required for all departmental hearings and other regulatory required actions.
- Assists in compiling and analyzing data on a variety of assigned projects and programs; compiles and maintains status reports on assigned project/program activities.
- Coordinates meetings with community groups to discuss and plan projects and community events Related to program/project activities.
- Prepares presentations for boards, commissions and community events.
- Assists in budget preparation in relationship to various loan programs.
- Maintains records and databases.
- Assists in the coordination, dissemination, and presentation of program/project informational materials; participates in the updates of program/project activities.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the Economic & Community Development Planner I in that the latter exercises a greater degree of independent judgment due to the scope of assigned duties, responsibilities, loan underwriting and qualifying responsibility.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principles and practices of real estate, lending and mortgage underwriting;
- Community and housing development;

- Fiscal, social and economic implications of community development and redevelopment governmental procedures; policies and function of public agencies; including the roles of the Redevelopment Agency and related interface with the City Manager; department heads; City Council, and appointed boards and commissions;
- City ordinances, policies and operating procedures;
- Budgetary practices;
- Related computer applications including word processing and spreadsheet software.

Ability to:

- Understand and apply those aspects of federal, state and local laws, regulations, policies, procedures and standards that pertain to community and housing development;
- Research, analyze and summarize data;
- Assist in the preparation of clear, concise and complete technical documents including agreements and written materials;
- Work with a variety of real estate and escrow related service providers;
- Establish and maintain effective working relationships;
- Use initiative and independent judgment in the performance of job duties;
- Meet challenging loan processing deadlines;
- Communicate effectively both orally and in writing.

Training and Experience:

- Graduation from an accredited college or university with a Associate's degree in Public Administration, Business Administration, Planning & Land Use or related field **OR**
- Four years mortgage, escrow, real estate or related experience **OR**
- An equivalent combination of training and experience which provides the capabilities to perform the described duties.

Physical Conditions or Special Requirements:

- Standard office environment and working conditions
- Must be willing to work in various neighborhoods in the City including both businesses and private residences.

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

CLASS TITLE:**ECONOMIC & COMMUNITY DEVELOPMENT SPECIALIST****CLASS SUMMARY:**

Under general supervision is responsible for performing a variety of subjects based on assignment within the Department; including general economic and community development, redevelopment, housing development, homeless services, and administrative work, including specific real estate and escrow related tasks, general project planning assignments and other work as assigned. Incumbents in this classification perform increasingly complex para-professional, technical, financial, real estate and administrative tasks which are typically in support of a specific project or housing related program; and others 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:

- Prepares loan files; orders any and all documentations necessary to complete loan files; review verifications and credit history; completes borrower's analysis; witness/notarize borrower's signature on loan documents as necessary; submits accurate and complete loan packages; coordinates and facilitates the closing of loans.
- Keeps abreast of all current loan underwriting guidelines issued by the City, private lenders working with the City, and others, in order to accurately process and package a variety of loans.
- Assists in the preparation of reports, agenda items and agreements relating to assigned phases of various projects and programs; coordinate and prepare public notices as required for all departmental hearings and other regulatory required actions.
- Assists in compiling and analyzing data on a variety of assigned projects and programs; compiles and maintains status reports on assigned project/program activities.
- Coordinates meetings with community groups to discuss and plan projects and community events Related to program/project activities.
- Prepares presentations for boards, commissions and community events.
- Assists in budget preparation in relationship to various loan programs.
- Maintains records and databases.
- Assists in the coordination, dissemination, and presentation of program/project informational materials; participates in the updates of program/project activities.
- ~~Uses computerized systems for providing reports, statements, data or other projects and program information.~~

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the [Economic & Community Development Planner I Development Assistant](#) in that the latter exercises a greater degree of independent judgment due to the scope of assigned duties, responsibilities, loan underwriting and qualifying responsibility. ~~The position is also distinguished from Secretary I/II in that it requires knowledge and expertise in loan processing, escrow processes and procedures, and real estate related activities.~~

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principles and practices of real estate, lending and mortgage underwriting;
- Community and housing development;

CLASS TITLE: ECONOMIC & COMMUNITY DEVELOPMENT SPECIALIST (continued)

25025

- Fiscal, social and economic implications of community development and redevelopment governmental procedures; policies and function of public agencies; including the roles of the Redevelopment Agency and related interface with the City Manager; department heads; City Council, and appointed boards and commissions;
- City ordinances, policies and operating procedures;
- Budgetary practices;
- Related computer applications including word processing and spreadsheet software.

Ability to:

- Understand and apply those aspects of federal, state and local laws, regulations, policies, procedures and standards that pertain to community and housing development;
- Research, analyze and summarize data;
- Assist in the preparation of clear, concise and complete technical documents including agreements and written materials;
- Work with a variety of real estate and escrow related service providers;
- Establish and maintain effective working relationships;
- Use initiative and independent judgment in the performance of job duties;
- Meet challenging loan processing deadlines;
- Communicate effectively both orally and in writing.

Training and Experience:

- Graduation from an accredited college or university with a [Associate Bachelor's](#) degree in Public Administration, Business Administration, Planning & Land Use or related field **OR**
- Four years mortgage, escrow, real estate or related experience **OR**
- An equivalent combination of training and experience which provides the capabilities to perform the described duties.

Physical Conditions or Special Requirements:

- Standard office environment and working conditions
- Must be willing to work in various neighborhoods in the City including both businesses and private residences.

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council:



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Shayla Collins
CREATED BY: Shayla Collins, Human Resources Manager
DATE: 7/6/2021
WARD:
SUBJECT: Facility Worker #13500

STAFF RECOMMENDATION:

Staff recommends approval of the revised job specification.

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Facility Worker #13500 - Revised Job Specification	Backup Material
☐ Facility Worker #13500 - Revised with Underline and Crossouts	Backup Material

CLASS TITLE: FACILITY WORKER

CLASS SUMMARY:

This is an entry-level, multi-divisional classification for use in Recreation & Parks, and Public Works or other related departments. Under direct supervision, performs routine and semi-skilled manual work of limited difficulty in the maintenance and improvement of: municipal parks and streetscapes including grounds and City buildings, solid waste, recycling or related areas. Performs a wide variety of manual work related to general maintenance activities. Employees in this class are not required to drive commercial vehicles. Performs other work as required.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of this class. They are descriptive, not limiting.

Essential Duties:

General Services Division:

- Maintains interiors of City buildings including the cleaning of floors, furniture, walls, woodwork, windows, etc.;
- Vacuums and shampoos rugs and carpet; sanitizes and services restrooms, and high touch areas (such as light switchers, counters, door knobs, elevator buttons etc.); other public facilities;
- Strips, waxes and buffs different types of flooring;
- Disposes of trash;
- Performs non-technical work in construction, installation and repair of equipment including wall mounted dispensers for paper towel and soap, and facilities;
- Operates a variety of floor care equipment including vacuums (back pack, upright, and wide-area), floor scrubbers (orbital, dual speed, and walk behind), high speed burnishers, and carpet extractors (spotter and walk behind);
- May be assigned other staff to assist in completion of assignments.

Parks Division:

- Rakes, cleans and waters park areas; cleans courts, theaters, walks and other paved areas;
- Plants trees, shrubs and turf; weeds and cultivates shrubs and flower beds;
- Trims, fertilizes, renovates and maintains turf and plant areas;
- Regulates and adjusts automatic sprinkler and lighting controllers;
- Grades and levels sand or dirt in play areas, game areas, ball diamonds and courts;
- Sanitizes and services restrooms, and high touch areas (such as light switchers, counters, door knobs, elevator buttons etc.); other public facilities;
- Disposes of trash;
- Performs non-technical work in construction, installation and repair of equipment and facilities;

- Operates a variety of hand/power tools, walk-behind power equipment and small riding lawn mowers up to 60";
- May be assigned other staff to assist in completion of assignments.

Solid Waste Division:

- Performs non-technical work in construction, installation and repair of equipment and facilities;
- Performs manual labor such as breaking concrete, loading trucks, etc.;
- Monitors gate at Wood Waste Recycling Facility;
- Conducts sales of materials;
- Performs basic surveys such as load counts and origin, weights, etc.;
- Steam washes and cleans equipment;
- Answers telephones and responds to public inquiries;
- Operates a variety of hand/power tools, walk-behind power equipment;
- May be assigned other staff to assist in completion of assignments.

DISTINGUISHING CHARACTERISTICS:

Both Facility Worker and Service Maintenance Worker are entry-level classes responsible for performing maintenance work. This class is distinguished from Service Maintenance Worker in that Facility Workers are not required to possess a commercial driver's license. In addition, Service Maintenance Workers may be required to oversee and handle more complex assignments requiring greater knowledge and abilities.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Common tools, equipment, materials and methods used in grounds keeping, cleaning, custodial service, and maintenance;
- Operation and maintenance of hand/power tools walk-behind power equipment, small riding lawn mowers, and floor and carpet maintenance equipment.

Ability to:

- Make minor field repairs and adjustments to tools and equipment;
- Safely perform a variety of routine grounds and building maintenance;
- Follow oral and written instructions;
- Interact courteously with the public and other City staff;
- Prepare basic records and reports.
- Willingness to perform required manual tasks.

Training and Experience:

- One year of experience in the performance of grounds or building maintenance and repair, general labor or other related experience. **OR**
- Three (3) months or 400 hours continuous assignment in a general temporary labor capacity with the City of Bakersfield within the last twelve months.

Licenses and Certificates:

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

Physical Requirements:

- Must possess sufficient strength and stamina to lift and remove objects weighing up to 50-80 pounds, depending on job assignment.
- Must be willing to work outdoors in all weather conditions, from heights and with exposure to unpleasant and potentially hazardous conditions.
- May be required to work nights, weekends and holidays.

Approved by the City Council: April 22, 1998

Approved by the Miscellaneous Civil Service Board: March 17, 1998

Approved by the City Council:

Approved by the Miscellaneous Civil Service Board:

CLASS TITLE: FACILITY WORKER**CLASS SUMMARY:**

This is an entry-level, multi-divisional classification for use in Recreation & Parks, and Public Works or other related departments. Under direct supervision, performs routine and semi-skilled manual work of limited difficulty in the maintenance and improvement of: municipal parks and streetscapes including grounds and City buildings, solid waste, recycling or related areas. Performs a wide variety of manual work related to general maintenance activities. Employees in this class are not required to drive commercial vehicles. Performs other work as required.

REPRESENTATIVE DUTIES:

~~In addition to the above, The following typical tasks and responsibilities are representative of this class.~~the essential duties of the position. They are descriptive, not limiting.

Essential Duties:**General Services Division:**

- Maintains interiors of City buildings including the cleaning of floors, furniture, walls, woodwork, windows, etc.;
- Vacuums and shampoos rugs and carpet; sanitizes and services restrooms, and **high touch areas (such as light switchers, counters, door knobs, elevator buttons etc.);** other public facilities;
- **Strips, waxes and buffs different types of flooring;**
- Disposes of trash;
- **Performs non-technical work in construction, installation and repair of equipment including wall mounted dispensers for paper towel and soap, and facilities;**
- Operates a variety of floor care equipment including vacuums (back pack, upright, and wide-area), floor scrubbers (orbital, dual speed, and walk behind), high speed burnishers, and carpet extractors (spotter and walk behind);
- ~~Operates a variety of hand/power tools, walk-behind power equipment,~~
- May be assigned other staff to assist in completion of assignments.

Parks Division:

- Rakes, cleans and waters park areas; cleans courts, theaters, walks and other paved areas;
- Plants trees, shrubs and turf; weeds and cultivates shrubs and flower beds;
- Trims, fertilizes, renovates and maintains turf and plant areas;
- Regulates and adjusts automatic sprinkler and lighting controllers;
- Grades and levels sand or dirt in play areas, game areas, ball diamonds and courts;
- Sanitizes and services restrooms, and high touch areas (such as light switchers, counters, door knobs, elevator buttons etc.); other public facilities;
- Disposes of trash;

- Performs non-technical work in construction, installation and repair of equipment and facilities;
- Operates a variety of hand/power tools, walk-behind power equipment- and small riding lawn mowers up to 60";
- May be assigned other staff to assist in completion of assignments.

Solid Waste Division:

- Performs non-technical work in construction, installation and repair of equipment and facilities;
- Performs manual labor such as breaking concrete, loading trucks, etc.;
- Monitors gate at Wood Waste Recycling Facility;
- Conducts sales of materials;
- Performs basic surveys such as load counts and origin, weights, etc.;
- Steam washes and cleans equipment;
- Answers telephones and responds to public inquiries;
- Operates a variety of hand/power tools, walk-behind power equipment;
- May be assigned other staff to assist in completion of assignments.

DISTINGUISHING CHARACTERISTICS:

Both Facility Worker and Service Maintenance Worker are entry-level classes responsible for performing maintenance work. This class is distinguished from Service Maintenance Worker in that Facility Workers are not required to possess a commercial driver's license. In addition, Service Maintenance Workers may be required to oversee and handle more complex assignments requiring greater knowledge and abilities.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Common tools, equipment, materials and methods used in grounds keeping, cleaning, custodial service, and maintenance;
- Operation and maintenance of hand/power tools walk-behind power equipment, ~~and~~ small riding lawn mowers, and floor and carpet maintenance equipment.

Ability to:

- Make minor field repairs and adjustments to tools and equipment;
- Safely perform a variety of routine grounds and building maintenance;
- Follow oral and written instructions;
- Interact courteously with the public and other City staff;
- Prepare basic records and reports.
- Willingness to perform required manual tasks.

Training and Experience:

- One year of experience in the performance of grounds or building maintenance and repair, general labor or other related experience. **OR**

- Three (3) months or 400 hours continuous assignment in a general temporary labor capacity with the City of Bakersfield within the last twelve months.

Licenses and Certificates:

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

Physical Requirements:

- Must possess sufficient strength and stamina to lift and remove objects weighing up to 50-80 pounds, depending on job assignment.
- Must be willing to work outdoors in all weather conditions, from heights and with exposure to unpleasant and potentially hazardous conditions.
- May be required to work nights, weekends and holidays.

Approved by the City Council: April 22, 1998

Approved by the Miscellaneous Civil Service Board: March 17, 1998



ADMINISTRATIVE REPORT

MEETING DATE: 7/8/2021

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Shayla Collins
CREATED BY: Shayla Collins, Human Resources Manager
DATE: 7/6/2021
WARD:
SUBJECT: Fleet Mechanic I and Fleet Mechanic II to Fleet Equipment Mechanic I/II #14330/14280

STAFF RECOMMENDATION:

Staff recommends approval of the revised job specification and title change of Fleet Mechanic I and II to Fleet Equipment Mechanic I/II #14330/14280. Subsequently, eliminating the Fleet Mechanic I and Fleet Mechanic II job specifications.

BACKGROUND:

ATTACHMENTS:

Description	Type
❑ Fleet Equipment Mechanic I/II #14330/14280	Backup Material
❑ Fleet Mechanic I #14330	Backup Material
❑ Fleet Mechanic II #14280	Backup Material

CITY OF BAKERSFIELD

CLASS SPECIFICATION: 14330/14280

UNIT: BLUE COLLAR

EEO4: SKILLED CRAFT WORKERS

CLASS TITLE: FLEET EQUIPMENT MECHANIC I/II

CLASS SUMMARY:

Under minimal supervision, performs maintenance, repairs and overhauls of the City's light and/or heavy equipment including trucks, construction equipment, automobiles, fire vehicles, police vehicles, small engine equipment, refuse vehicles, street sweepers, generators, recycling equipment, and similar equipment; and performs other duties as required.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Diagnoses, inspects, maintains, and repairs all City equipment from bumper to bumper and attachments using best available practices and following all safety procedures;
- Diagnoses and performs major and minor repairs;
- Performs shop and field inspections to determine repair needs, estimate time and cost of repairs; and make repairs as needed within established time standards;
- Installs, replaces, and repairs a variety of original equipment manufacturer (OEM) and aftermarket parts and devices;
- Performs welding, fabricating, and modifications as needed;
- Utilizes all diagnostic equipment such as scanners and laptops to perform repairs, programming, and updates as needed to complete the repair;
- Updates and maintains equipment records;
- Monitors and communicates parts and supplies for equipment repairs and facility needs;
- Ensures parts ordered are received and processed correctly;
- Assists and trains personnel;
- Maintains a clean work area and assists with the cleaning of shop areas and equipment;
- Provides exceptional customer service to those contacted in the course of work.

DISTINGUISHING CHARACTERISTIC:

(FLEET EQUIPMENT MECHANIC I) Fleet Equipment Mechanic I is the entry level position in the Fleet Equipment Mechanic series that allows the incumbent to develop journey level knowledge, experience, and abilities on a full range of municipal equipment. Fleet Equipment Mechanic I and II are differentiated in that Fleet Equipment Mechanic I is an entry level mechanic position, while Fleet Equipment Mechanic II is a journey level fleet mechanic. As knowledge, experience, and abilities are gained, there is greater independence of action within established guidelines.

(FLEET EQUIPMENT MECHANIC II) Fleet Equipment Mechanic II is the journey-level fleet mechanic position in the Fleet Equipment Mechanic series. Incumbents are fully skilled and required to independently perform maintenance and repair of a full range of municipal equipment. Incumbents perform the full range of assigned duties and assist in the training of other employees in a variety of fleet maintenance and repair work.

This class is distinguished from Fleet Equipment Mechanic III in that it is not a lead position. In addition, the work of Fleet Equipment Mechanic III involves planning, assigning, and leading the work of a variety of employees engaged in a full range of municipal equipment maintenance and repair.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, techniques, parts, tools and materials used in the maintenance and repair of vehicles, related equipment, and tools;
- Operations and maintenance of a wide variety of hand, power, shop tools and equipment related to this field;
- Troubleshooting and diagnostic practices and techniques for a full range of vehicles and equipment;
- Principles and methods of preventive maintenance;
- Modern practices of exceptional customer service;
- Inventory and purchasing procedures;
- Industry trends and technology in addressing repair and maintenance for a full range of vehicles and equipment;
- Hydraulic, pneumatic and electrical systems, etc.;
- Basic principles of mathematics;
- Safe work methods and safety regulations pertaining to work;
- Methods and techniques of shop and field welding and fabricating.

Ability to:

- Diagnose, inspect, maintain, and repair a full range of vehicles and equipment including but not limited to electric, diesel, gasoline, Compressed Natural Gas (CNG), Liquefied Compressed Natural Gas (LCNG), and propane-powered vehicles equipment and other equipment etc;
- Operate and maintain a wide variety of hand, power and shop tools and equipment;
- Understand and follow oral and written instructions;
- Estimate necessary materials, time, and cost required to properly repair equipment;
- Exercise independent judgment and initiative without close supervision;
- Prepare basic records and reports; read and interpret manuals, specifications and drawings;
- Calculate shop mathematics;
- Fabricate and repair a wide variety of parts, equipment, and tools;
- Operate computers and related software to carry out assigned work duties;
- Maintain effective communication and working relationship with those contacted in the course of work.

Training and Experience:

FLEET EQUIPMENT MECHANIC I:

- Graduation from high school or attainment of a satisfactory score on a G.E.D. test; **AND**
- Three (3) years of experience in the maintenance and repair of a variety of vehicles and/or equipment.; **OR**
- An equivalent combination of training and experience which provides the capabilities to perform the described job duties. Successful completion of appropriate trade school or technical course work in related area may be substituted for up to one year of the required work experience.

FLEET EQUIPMENT MECHANIC II:

- Graduation from high school or attainment of a satisfactory score on a G.E.D. test; **AND**
- Five (5) years of experience in the maintenance and repair of fleet vehicles and/or equipment. **OR**
- An equivalent combination of training and experience which provides the capabilities to perform the described job duties. Successful completion of appropriate trade school or

technical course work in related area may be substituted for up to one year of the required work experience.

Licenses, Certificates or Special Requirements:**FLEET EQUIPMENT MECHANIC I:**

- Possession of a valid Class "C" California driver's license. A Class "B" California driver's license must be obtained within the six month probationary period. Some positions may be required to possess a valid smog license. May require certain State certifications or licenses as needed to perform job duties;
- Must provide own tools as per established guidelines;
- Automotive Service Excellence (ASE) certifications are highly desirable.

FLEET EQUIPMENT MECHANIC II:

- Possession of valid Class "C" California driver's license. A Class "A" California driver's license must be obtained within the six month probationary period. Some positions may be required to possess a valid smog license. May require certain State certifications or licenses as needed to perform job duties;
- Must provide own tools as per established guidelines;
- Automotive Service Excellence (ASE) certifications are highly desirable.

Physical Conditions or Special Working Conditions:

- Must possess sufficient strength and stamina to lift and remove objects of moderate weight and force depending on job assignment.
- Must be willing to work outdoors in all weather conditions and to work in confined areas and from heights and with exposure to unpleasant and potentially hazardous conditions.
- Employees are on-call for emergencies after regular hours and must be willing to work overtime and holidays.

Promotions to Fleet Equipment Mechanic II:

This classification is flexibly staffed with Fleet Equipment Mechanic I and incumbents may advance to the higher level after gaining knowledge, experience, and abilities and demonstrating a level of proficiency that meets the qualifications of the higher-level class and recommendation of the Supervisor. Under normal conditions, an employee may be considered for promotion one year after appointment to the fifth salary step and completion of a minimum of three years as a Fleet Equipment Mechanic I.

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

CITY OF BAKERSFIELD

**CLASS SPECIFICATION: 14330
UNIT: BLUE COLLAR
EEO4: SKILLED CRAFT WORKERS**

CLASS TITLE: FLEET MECHANIC I

CLASS SUMMARY:

Under direct supervision, maintains, repairs and overhauls heavy and light trucks, construction equipment, automobiles, fire vehicles, police vehicles, small gasoline engines and similar equipment; operates basic hand, power and shop tools.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions of the class. They are descriptive, not limiting.

Essential Duties:

Diagnoses and performs repairs to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrist pins, gaskets, etc; diagnoses and repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring switches, batteries, and radiators, thermostats, water pumps, etc.; diagnose, repairs and overhauls power transmission systems including such parts as clutches, automatic and standard transmissions, differential units, gears, bearing, universal joints and hydraulic units; diagnoses and repairs and adjusts steering mechanisms and other controls, checking and aligning wheels; repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxy-acetylene welding equipment; road tests vehicles; drives trucks or equipment as required; inspects vehicles in the shop and field; diagnoses engine electronic computer using diagnostic scope; smog checks and certifies vehicles; diagnoses and performs electrical, hydraulic and other repairs in the field; performs preventive maintenance work on fire and police equipment, construction equipment, heavy trucks, street sweepers, automobiles, light trucks and other equipment; reads and interprets manuals, drawings and specifications; maintains and repairs small gasoline engines and similar equipment found on mowers, chain saws, etc.; completes forms and keeps accurate maintenance records; diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment; modifies and fabricates new parts for truck bodies and similar equipment; installs and repairs power take-off equipment such as small electric cranes, hoists and small hydraulic lift equipment; performs welding work of vehicles, equipment and tools; fabricates metal parts for vehicles, equipment, tools, plates, grates, rubbish bins, etc.; straightens and repairs bent vehicles, equipment, and tools; fabricates and installs bumpers, tow bars, ladder racks, tool boxes, pipe railings, etc.; reads and interprets blueprints, sketches, and rough drawings; ensures proper safety precautions are observed; performs preventive maintenance and service work, including tune-ups, checking and replenishing fluid levels, replacing hoses, belts, batteries, wiper blades, bulbs, lamps; may clean vehicles.

DISTINGUISHING CHARACTERISTICS:

Fleet Mechanic I is the entry level class in the Fleet Mechanic series. Under direct supervision, incumbents learn and perform a variety of duties in the maintenance and repair of a wide variety of motorized equipment. Fleet Mechanic I and II are differentiated in that Fleet Mechanic I is a journey level automotive mechanic while Fleet Mechanic II is a journey level fleet mechanic in the maintenance and repair of a wide variety of municipal equipment such as refuse, fire and heavy construction equipment.

QUALIFICATIONS GUIDE:**Knowledge of:**

Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline-powered vehicles and equipment; operation and maintenance of basic hand, power and shop tools and equipment common to the field; safe work methods and safety regulations pertaining to work; use and operation of oxyacetylene and electric arc welding equipment and materials; practices and procedures of shop and field welding; welding properties of various metals and alloys.

Ability to:

Diagnose and repair, with some direction, a wide variety of diesel and gasoline-powered vehicles and equipment and related components; operate and maintain basic hand, power and shop tools and equipment used in the work; understand and follow oral and written instructions; prepare basic records and reports; read and interpret manuals, specifications and drawings; calculate shop mathematics; establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is:

Three years of experience in the maintenance and repair of vehicles or heavy construction equipment. Successful completion of appropriate trade school or technical course work in diesel or gasoline-powered mechanics may be substituted for up to one year of the required work experience.

Licenses, Certificates or Special Requirements:

Possession of a valid Class "C" California driver's license. A Class "B" California driver's license must be obtained within the six month probationary period. Some positions may be required to possess a valid Class A smog license. May require certain State certifications or licenses as needed to perform job duties (i.e. Hazmat).

Physical Conditions or Special Working Conditions:

Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 80 pounds. Must be willing to work outdoors in all weather conditions and to work in confined areas and from heights and with exposure to unpleasant and potentially hazardous conditions.

Approved by the Miscellaneous Civil Service Board: 6-17-2008

Approved by the City Council: 6-25-2008

CITY OF BAKERSFIELD

**CLASS SPECIFICATION: 14280
UNIT: BLUE COLLAR
EEO4: SKILLED CRAFT WORKERS**

CLASS TITLE: FLEET MECHANIC II

CLASS SUMMARY:

Under minimal supervision, maintains, repairs and overhauls heavy and light trucks, construction equipment, automobiles, fire vehicles, police vehicles, small gasoline engines and similar equipment; operates a variety of hand, power and shop tools.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions in the class. They are descriptive, not limiting.

Essential Duties:

Diagnoses and performs major repairs and overhauls to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearing, fittings, wrist pins, gaskets, etc.; diagnoses and repairs, cleans adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring switches, batteries, and radiators, thermostats, water pumps, etc.; diagnose, repairs and overhauls power transmission systems including such parts as clutches, automatic and standard transmissions, differential units, gears, bearing, universal joints and hydraulic units; diagnoses and repairs and adjusts steering mechanisms and other controls, checking and aligning wheels; repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxy-acetylene welding equipment; road tests vehicles; drives trucks or equipment as required; inspects vehicles in the shop and field; diagnoses engine electronic computer using diagnostic scope; smog checks and certifies vehicles; diagnoses and performs electrical, hydraulic and other repairs in the field; performs preventive maintenance work on fire and police equipment, construction equipment, heavy trucks, street sweepers, automobiles, light trucks and other equipment; reads and interprets manuals, drawings and specifications; estimates labor, material and equipment required to complete assignments; makes oral and written reports of work performed; completes forms and keeps accurate maintenance records; diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment; modifies and fabricates new parts for truck bodies and similar equipment; installs and repairs power take-off equipment such as small electric cranes, hoists and small hydraulic lift equipment; performs welding work of vehicles, equipment and tools; fabricates metal parts for vehicles, equipment, tools, plates, grates, rubbish bins, etc.; straightens and repairs bent vehicles, equipment, and tools; fabricates and installs bumpers, tow bars, ladder racks, tool boxes, pipe railings, etc.; reads and interprets blueprints, sketches, and rough drawings; may direct and instruct other employees in the work; ensures proper safety precautions are observed; performs preventive maintenance and service work, including tune-ups, checking and replenishing fluid levels, replacing hoses, belts, batteries, wiper blades, bulbs, lamps; may clean vehicles.

DISTINGUISHING CHARACTERISTIC:

This is the skilled, journey-level fleet mechanic class in this series. Under minimal supervision, incumbents perform the full range of assigned duties and assist in the training of other employees in a variety of fleet maintenance and repair work. This class is distinguished from Mechanic III in that it is not a lead position.

QUALIFICATIONS GUIDE:

Knowledge of: Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline-powered vehicles and equipment; operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field; safe work methods and safety regulations pertaining to work; use and operation of oxyacetylene and electric arc welding equipment and materials; practices and procedures of shop and field welding; welding properties of various metals and alloys.

Ability to: Diagnose and repair a wide variety of diesel and gasoline-powered vehicles and equipment and related equipment; operate and maintain a wide variety of hand, power and shop tools and equipment used in the work; understand and follow oral and written instructions; estimate necessary materials and equipment to complete assignments; exercise independent judgment and initiative without close supervision; prepare basic records and reports; read and interpret manuals, specifications and drawings; calculate shop mathematics; establish and maintain effective working relationships with those encountered in the course of the work; fabricate and repair a wide variety of metal parts, equipment, and tools.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is:

Five years of experience in the maintenance and repair of vehicles or heavy construction equipment including two years experience at a level equivalent to the Fleet Mechanic I class is required. Successful completion of appropriate trade school or technical coursework in diesel or gasoline-powered mechanics may be substituted for up to one year of the general work experience.

Licenses, Certificates or Special Requirements:

Possession of valid Class "C" California driver's license. A Class "A" California driver's license must be obtained within the six month probationary period. Some positions may be required to possess a valid Class A smog license. May require certain State certifications or licenses as needed to perform job duties. Must provide own tools as per established guidelines.

Physical Conditions or Special Working Conditions:

Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 80 pounds. Must be willing to work outdoors in all weather conditions and to work in confined areas and from heights and with exposure to unpleasant and potentially hazardous conditions.

Approved by the Miscellaneous Civil Service Board: December 20, 1994

Approved by the City Council: February 22, 1995