



BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF JUNE 21, 2022

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

1. ROLL CALL

2. PUBLIC COMMENTS

A. Agenda Item Public Statements

B. Non-Agenda Item Public Statements

3. APPROVAL OF MINUTES

1. Minutes of the Misc. Civil Service Board Meeting held on May 17, 2022

Staff recommends approval of the Minutes from the Miscellaneous Civil Service Board Meeting held on May 17, 2022

4. NEW BUSINESS

A. Eligible List Certified by the Human Resources Director

1. Accounting Clerk I (O) #01710
2. Administrative Analyst I - General Services (P) #01717
3. Assistant Wastewater Lab Technician (O) #01719
4. Deputy City Clerk I (O) #01706
5. Development Services Technician (O) #01720
6. Economic & Community Development Manager (O) #01698
7. Electrical Technician I/II (O) #01724
8. Facility Worker (O) #01694
9. Fleet Equipment Mechanic II (O) #01684
10. Fleet Service Worker I (O) #01707
11. Heavy Equipment Operator-Solid Waste (P) #01712
12. Operations Support Specialist (O) #01713
13. Park Ranger Supervisor (O) #01729
14. Technology Systems Supervisor (O) #01716
15. Trades Maintenance Worker (O) #01704

B. Eligible List extended by the Human Resources Director

1. Water Resources Director (O) #01588 Extended Eligible List

C. Nepotism(s)

1. Kari Doolan, Administrative Analyst I #01717
2. Vanessa Vargas - Administrative Analyst I #01717
3. Fredy Martinez, Development Services Technician #01720
4. Thomas Tristan, Electrical Technician I/II #01724
5. Agustin Calderon Jr., Facility Worker #01694
6. Sara Perez, Operations Support Specialist #01713
7. Lou Roux, Operations Support Specialist #01713
8. Christopher Escobedo, Park Ranger Supervisor #01729
9. Ronald Wolfe, Park Ranger Supervisor #01729
10. Daniel R. Maldonado, Water Resources Superintendent #01711

5. COMMISSIONERS COMMENTS

6. ADJOURNMENT



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog H.R. Clerk

DATE: 6/21/2022

WARD:

SUBJECT: A. Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog H.R. Clerk

DATE: 6/21/2022

WARD:

SUBJECT: B. Non-Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

3.
1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Julie Houselog
CREATED BY: Julie Houselog H.R. Clerk
DATE: 6/21/2022
WARD:
SUBJECT: Minutes of the Misc. Civil Service Board Meeting held on May 17, 2022

STAFF RECOMMENDATION:

Staff recommends approval of the Minutes from the Miscellaneous Civil Service Board Meeting held on May 17, 2022

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Minutes of the Misc. Civil Service Board Meeting held on May 17, 2022	Backup Material

MINUTES

Miscellaneous Civil Service Board
Regular Meeting
1600 Truxtun, City Hall North, Conference Room A, 1st Floor
May 17, 2022
2:00 P.M.

The Miscellaneous Civil Service Board Regular Meeting commenced on May 17, 2022 at 2:00 p.m., City Hall North, Conference Room A, 1st Floor.

1. Roll Call:

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

Administration present:

Christi Tenter, Human Resources Director
Shayla Collins, Human Resources Manager
Isabel Farmer, Human Resources Analyst
Sandra Duncan, Human Resources Analyst
Tracy Sunkes, Human Resources Analyst
Asia Wofford, Human Resources Analyst
Viridiana Gallardo-King, Deputy City Attorney II
Matt Collom, Associate Attorney, Clifford & Brown
Elizabeth Villanueva, Associate Attorney
Julie Houselog, Human Resources Clerk
Rick Anthony, Director Recreation and Parks

2. Public Comments

None

3. Approval of Minutes

Upon a motion, by Commissioner Kevin Oliver and seconded by Commissioner Nila Hogan, the minutes for April 19, 2022 were APPROVED, ALL AYES

4. New Business

A. Eligible Lists Certified by the Human Resources Director

1. Administrative Analyst III (O) #01682
2. Associate Attorney (O) #01628
3. Associate Planner I (O) #01703
4. City Clerk Technician (O) #01697
5. Economic and Community Development Planner I/II (O) #01662

6. Engineer I/II (O) #01708
7. Engineering Aide I (O) #01663
8. Fleet Service Worker II (O) #01705
9. Human Resources Specialist (OO #01702
10. Payroll Technician (O) #01700
11. Service Maintenance Worker (O) #01699
12. Supervisor II-Solid Waste (P) #01695
13. Technology Systems Analyst I-Communications (O) #01642
14. Technology Systems Analyst I/II-Data Analysis (OO #01643

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

B. Eligible List extended by the Human Resources Director

1. Service Maintenance Worker-Solid Waste (O) #01590 extended from 6/15/22 to 12/15/2022

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

C. Nepotism(s)

1. Rebecca Rodriguez, Payroll Technician #01700
2. Adolfo Celedon III, Heavy Equipment Operator-Solid Waste #01712
3. Arthur Carmona Jr., Heavy Equipment Operator-Solid Waste #01712
4. Walter G. Cruz, Heavy Equipment Operator-Solid Waste #01712
5. Lisa Garcia-City Clerk Technician #01697
6. Sydney Youngblood-City Clerk Technician #01697
7. Lisa Garcia-Deputy City Clerk #01706

After discussion, a motion, by Commissioner Nila Hogan and seconded by Commissioner Kevin Oliver, was made to approve the recommendation of the Finance Director, Randy McKeegan, Public Works Director, Gregg Strakaluse, Assistant City Manager, Gary Hallen and/or Human Resources, to approve the Nepotism(s) for the above referenced items. APPROVED, ALL AYES

D. Job Specification Revised

1. Fiscal and Administrative Services Manager #87890
2. Maintenance Craftworker I/II #14200/14220

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, to approve the Revised Job Specification for the above referenced item. APPROVED, ALL AYES

E. New Job Specification(s)

1. Park Ranger I/II (Non-Safety) #27450/27460
2. Park Ranger Supervisor (Non-Safety) #57460
3. Senior Maintenance Craftworker #14205

After discussion, a motion, by Commissioner Roland Maier and seconded by Commissioner Nila Hogan, was made to approve the recommendation of the Human Resources Director, Christi Tenter, to approve the New Job Specification for Park Ranger I/II–(Non-Safety) #27450/27460. SPILT DECISION, TWO AYES, TWO NAYES; MOTION FAILED BY OPERATION OF LAW.

After discussion, a motion, by Commissioner Roland Maier and seconded by Commissioner Nila Hogan, was made to approve the recommendation of the Human Resources Director, Christi Tenter, to approve the New Job Specification for Park Ranger Supervisor (Non-Safety) #57460. SPILT DECISION, TWO AYES, TWO NAYES; MOTION FAILED BY OPERATION OF LAW

After discussion, a motion, by Commissioner Kevin Oliver and seconded by Commissioner Nila Hogan, was made to approve the recommendation of the Human Resources Director, Christi Tenter, to approve the New Job Specification for Senior Maintenance Craftworker #14205 APPROVED, ALL AYES

5. Commissioner's Comments

None

6. Adjournment

There being no further business to come before the Board, a motion was made by Commissioner Kevin Oliver and seconded by Commissioner Roland Maier to adjourn the meeting at 2:27 p.m. APPROVED, ALL AYES.

Respectfully submitted,

Nila Hogan, Secretary



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes

CREATED BY: Tracy Sunkes, Human Resources Analyst

DATE: 6/6/2022

WARD:

SUBJECT: Accounting Clerk I (O) #01710

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Accounting Clerk I (O) #01710	Backup Material

POSITION: ACCOUNTING CLERK I (OPEN) #01710

APPLIED.....	30
INVITED TO ORAL.....	8
ATTENDED ORAL.....	8
CERTIFIED.....	5

Eligible List Report
Accounting Clerk I (Open) #01710
Human Resources Analyst, Tracy Sunkes

Established	List Expiration	Candidate Name	Seq. Rank
5/31/2022	11/30/2022	Garcia, Jessica	1
5/31/2022	11/30/2022	Cruz, Alexandra	2
5/31/2022	11/30/2022	Sanchez, Maria	3
5/31/2022	11/30/2022	Marin Escarcega, Aaron	4
5/31/2022	11/30/2022	Pressley, Candice	5



Christi Tenter, Human Resources Director

May 31, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, Human Resources Analyst
DATE: 6/14/2022
WARD:
SUBJECT: Administrative Analyst I - General Services (P) #01717

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Administrative Analyst I - General Services (P) #01717 Eligible List	Backup Material

POSITION: ADMINISTRATIVE ANALYST I-GENERAL SERVICES (P)#01717

APPLIED.....05


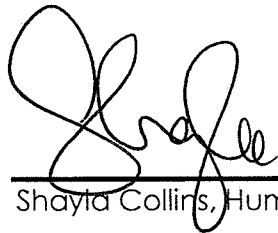
ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Administrative Analyst I-General Services (Promotional) #01717
Human Resources Analyst: Tracy Sunkes

Established	List Expiration	Candidate Name	Seq. Rank
6/14/2022	12/14/2022	Doolan, Kari	1
6/14/2022	12/14/2022	Nickell, Becky	1
6/14/2022	12/14/2022	Vargas, Vanessa	1



Shayla Collins, Human Resources Manager

June 14, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, Human Resources Analyst
DATE: 6/16/2022
WARD:
SUBJECT: Assistant Wastewater Lab Technician (O) #01719

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

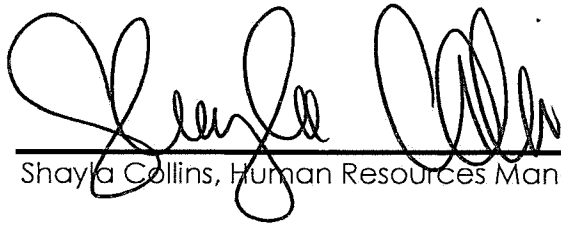
	Description	Type
▣	Assistant Wastewater Lab Technician (O) #01719 Eligible List	Backup Material

POSITION: ASSISTANT WASTEWATER LAB TECHNICIAN (OPEN) #01719

APPLIED.....	21
INVITED TO ORAL.....	09
ATTENDED ORAL.....	05
CERTIFIED.....	02

Eligible List Report
Assistant Wastewater Lab Technician (Open) #01719
Human Resources Analyst, Tracy Sunkes

Established	List Expiration	Candidate Name	Seq. Rank
6/16/2022	12/16/2022	Bassey, Katie	1
6/16/2022	12/16/2022	Eublera, Mark	2



Shayla Collins, Human Resources Manager

June 16, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

4.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Sandra Duncan

CREATED BY: Sandra Duncan, Human Resources Analyst

DATE: 5/16/2022

WARD:

SUBJECT: Deputy City Clerk I (O) #01706

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Deputy City Clerk I (O) #01706	Backup Material

POSITION: DEPUTY CITY CLERK I (OPEN) #01706

APPLIED.....	34
INVITED TO ORAL.....	10
ATTENDED ORAL.....	7
CERTIFIED.....	6

Eligible List Report
Deputy City Clerk I (Open) #01706
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
5/13/2022	11/13/2022	Najera, Lisa	1
5/13/2022	11/13/2022	Ascencio Garcia, Claudia	2
5/13/2022	11/13/2022	Garcia, Lisa	3
5/13/2022	11/13/2022	Ortega, Sara	4
5/13/2022	11/13/2022	Bennet, Jordawn	5
5/13/2022	11/13/2022	Blattenberg, Melissa	6



Christi Tenter, Human Resources Director

May 13, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 6/14/2022
WARD:
SUBJECT: Development Services Technician (O) #01720

STAFF RECOMMENDATION:

BACKGROUND:

Informational Item Only

ATTACHMENTS:

Description	Type
Development Services Technician (O) #01720	Backup Material

POSITION: DEVELOPMENT SERVICES TECHNICIAN (O) #01720

APPLIED.....18

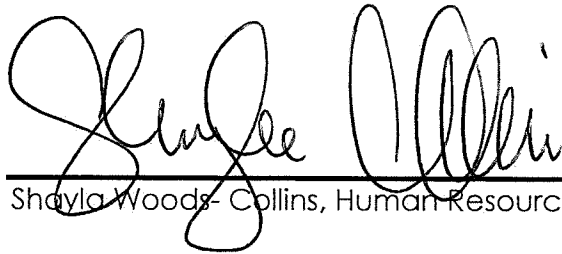
ACCEPTED.....04

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Development Services Technician (Open) #01720
Human Resources Analyst: Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
6/13/2022	12/13/2022	Iturralde, Marisa	1
6/13/2022	12/13/2022	Martinez, Fredy	1
6/13/2022	12/13/2022	Pen, Jenny	1



Shayla Woods-Collins, Human Resources Manager

6/13/2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

6.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, Human Resources Analyst
DATE: 6/6/2022
WARD:
SUBJECT: Economic & Community Development Manager (O) #01698

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Economic & Community Development Manager (O) #01698	Backup Material

POSITION:
ECONOMIC & COMMUNITY DEVELOPMENT MANAGER (OPEN) #01698

APPLIED.....	12
INVITED TO ORAL.....	4
ATTENDED ORAL.....	4
CERTIFIED.....	4

Eligible List Report
Economic & Community Development Manager (Open) #01698
Human Resources Analyst, Tracy Sunkes

Established	List Expiration	Candidate Name	Seq. Rank
5/24/2022	11/24/2022	Byers, Jennifer	1
5/24/2022	11/24/2022	Cater, Jason	2
5/24/2022	11/24/2022	Brown, Cody	3
5/24/2022	11/24/2022	Nino, Roque	4



Christi Tenter, Human Resources Director

May 24, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

7.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 6/14/2022
WARD:
SUBJECT: Electrical Technician I/II (O) #01724

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
Electrical Technician I/II (O) #01724	Backup Material

POSITION: ELECTRICAL TECHNICIAN I/II (OPEN) #01724

APPLIED.....32

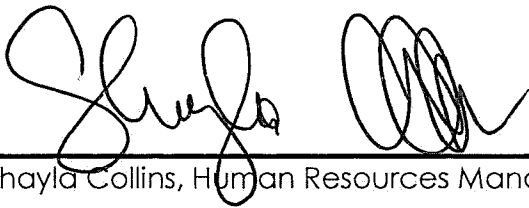
INVITED TO ORAL.....14

ATTENDED ORAL.....13

CERTIFIED.....11

Eligible List Report
Electrical Technician I/II (Open) #01724
Human Resources Analyst, Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
6/14/2022	12/14/2022	Velez, Mike	1
6/14/2022	12/14/2022	Cortez, Lorenzo	2
6/14/2022	12/14/2022	Hill, Nathan	3
6/14/2022	12/14/2022	Rich, Brian	4
6/14/2022	12/14/2022	Morales, Rafael	5
6/14/2022	12/14/2022	Yanez, Arturo	6
6/14/2022	12/14/2022	Galarza, Gustavo	7
6/14/2022	12/14/2022	Tristan, Thomas	8
6/14/2022	12/14/2022	Johnson, Terry	9
6/14/2022	12/14/2022	Vega, Cristian	10
6/14/2022	12/14/2022	Chaffelter, Nicolas	11



Shayla Collins, Human Resources Manager

June 14, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

8.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Sandra Duncan

CREATED BY: Sandra Duncan, Human Resources Analyst

DATE: 6/10/2022

WARD:

SUBJECT: Facility Worker (O) #01694

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Facility Worker (O) #01694	Backup Material

POSITION: FACILITY WORKER (OPEN) #01694

APPLIED.....	74
INVITED TO ORAL.....	17
ATTENDED ORAL.....	10
CERTIFIED.....	9

Eligible List Report
Facility Worker (Open) #01694
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
6/2/2022	12/2/2022	Champlin, Zachary	1
6/2/2022	12/2/2022	Villa, Richard	2
6/2/2022	12/2/2022	Courtright, Nicholas	3
6/2/2022	12/2/2022	Foley, Jeffrey	4
6/2/2022	12/2/2022	Flores, Arturo	5
6/2/2022	12/2/2022	Carcamo, Raymond	6
6/2/2022	12/2/2022	Maltos, Salvador	7
6/2/2022	12/2/2022	Murillo, Luis	8
6/2/2022	12/2/2022	Calderon, Agustin	9


Christi Tenter, Human Resources Director

June 2, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

9.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, H.R. Analyst
DATE: 6/21/2022
WARD:
SUBJECT: Fleet Equipment Mechanic II (O) #01684

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
📎 Fleet Equipment Mechanic II (O) #01684	Backup Material

POSITION: FLEET EQUIPMENT MECHANIC II (OPEN) #01684

APPLIED.....	26
INVITED TO ORAL.....	5
ATTENDED ORAL.....	3
CERTIFIED.....	1

Eligible List Report
Fleet Equipment Mechanic II (Open) #01684
Human Resources Analyst, Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
5/27/2022	11/27/2022	Fuentes, Juan	1



Christi Tenter, Human Resources Director

May 27, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

10.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer, H.R. Analyst

DATE: 6/21/2022

WARD:


SUBJECT: Fleet Service Worker I (O) #01707

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Fleet Service Worker I (O) #01707	Backup Material

POSITION: FLEET SERVICE WORKER I (OPEN) #01707

APPLIED.....	30
ACCEPTED.....	09
ATTENDED WRITTEN.....	06
PASSED WRITTEN.....	03
CERTIFIED.....	03

Eligible List Report
Fleet Service Worker I (Open) #01707
Human Resources Analyst - Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
5/27/2022	11/27/2022	Martinez, Francisco	1
5/27/2022	11/27/2022	Mitchell, Jason	1
5/27/2022	11/27/2022	Togiola, Titus	1



Christi Tenter, Human Resources Director

May 27, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

11.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 5/17/2022
WARD:
SUBJECT: Heavy Equipment Operator-Solid Waste (P) #01712

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Heavy Equipment Operator-Solid Waste (P) #01712	Backup Material

POSITION: HEAVY EQUIPMENT OPERATOR-SOLID WASTE (PROMOTIONAL) #01712

APPLIED.....19

INVITED TO ORAL.....13

ATTENDED ORAL.....13

CERTIFIED.....13

Eligible List Report
Heavy Equipment Operator- Solid Waste (Promotional) #01712
Human Resources Analyst, Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
5/17/2022	11/17/2022	Peralta, Mynor	1
5/17/2022	11/17/2022	Bobadilla Urrutia, Julio	2
5/17/2022	11/17/2022	Gutierrez Jr, Rafael	3
5/17/2022	11/17/2022	Martinez, Zekeio	3
5/17/2022	11/17/2022	Celedon, Adolfo III	4
5/17/2022	11/17/2022	Gonzales Jr, Jaime	5
5/17/2022	11/17/2022	Medina, Gustavo	6
5/17/2022	11/17/2022	Edwards, Ronnie	7
5/17/2022	11/17/2022	Carmona, Arthur	8
5/17/2022	11/17/2022	Coronel, Hector	9
5/17/2022	11/17/2022	Morales, Jaime	10
5/17/2022	11/17/2022	Aldaco, Rodrigo	11
5/17/2022	11/17/2022	Cruz, Walter	12


Christi Tenter, Human Resources Director

May 17, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

12.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 6/10/2022
WARD:
SUBJECT: Operations Support Specialist (O) #01713

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Operations Support Specialist (O) #01713	Backup Material

POSITION: OPERATIONS SUPPORT SPECIALIST (OPEN) #01713

APPLIED.....	53
ACCEPTED.....	12
ATTENDED ORAL.....	08
AFTER ORAL.....	06
CERTIFIED.....	06

Eligible List Report
Operations Support Specialist (Open) #01713
Human Resources Analyst: Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
6/3/2022	12/3/2022	Lewandowski, Mellisa	1
6/3/2022	12/3/2022	Perez, Sara	2
6/3/2022	12/3/2022	Perez, Salma	3
6/3/2022	12/3/2022	Roux, Lou	4
6/3/2022	12/3/2022	Lee, Shanteria	5
6/3/2022	12/3/2022	Ulloa, Silvia	6


Christi Tenter, Human Resources Director

June 3, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

13.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Asia Wofford
CREATED BY: Asia Wofford, Human Resources Analyst
DATE: 6/17/2022
WARD:
SUBJECT: Park Ranger Supervisor (O) #01729

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

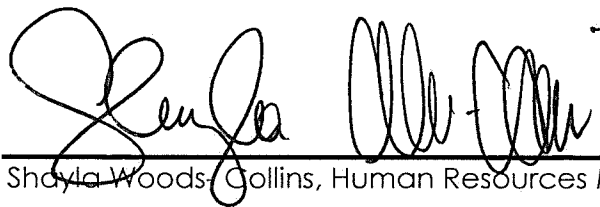
Description	Type
📎 Park Ranger Supervisor (O) #01729	Backup Material

POSITION: PARK RANGER SUPERVISOR (OPEN) #01729

APPLIED.....	30
INVITED TO ORAL.....	11
ATTENDED ORAL.....	10
CERTIFIED.....	9

Eligible List Report
Park Ranger Supervisor (Open) #01729
Human Resources Analyst, Asia Wofford

Established	List Expiration	Candidate Name	Seq. Rank
6/17/2022	12/17/2022	Dobbs, Michael	1
6/17/2022	12/17/2022	Martin, Jeffrey	2
6/17/2022	12/17/2022	Achorn, Robert	3
6/17/2022	12/17/2022	Wolfe, Ronald	4
6/17/2022	12/17/2022	Babbitt, Charles	5
6/17/2022	12/17/2022	McCuan, Jeffery	6
6/17/2022	12/17/2022	Escobedo, Christopher	7
6/17/2022	12/17/2022	Alvarado, Ernesto	8
6/17/2022	12/17/2022	Figueroa, Ralph	9



Shayla Woods-Collins, Human Resources Manager

June 17, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

14.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tracy Sunkes

CREATED BY: Tracy Sunkes, Human Resources Analyst

DATE: 6/6/2022

WARD:

SUBJECT: Technology Systems Supervisor (O) #01716

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Technology Systems Supervisor (O) #01716	Backup Material

POSITION: TECHNOLOGY SYSTEMS SUPERVISOR (OPEN) #01716

APPLIED..... 8

INVITED TO ORAL.....4

ATTENDED ORAL.....4

CERTIFIED.....3

Eligible List Report
Technology Systems Supervisor (Open) #01716
Human Resources Analyst, Tracy Sunkes

Established	List Expiration	Candidate Name	Seq. Rank
5/31/2022	11/30/2022	Tyus, Devin	1
5/31/2022	11/30/2022	Ellison, Bryan	2
5/31/2022	11/30/2022	Borders, Aylwin	3


Christi Tenter, Human Resources Director

May 31, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

15.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 5/16/2022
WARD:
SUBJECT: Trades Maintenance Worker (O) #01704

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

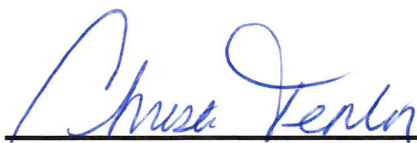
Description	Type
Trades Maintenance Worker (O) #01704	Backup Material

POSITION: TRADES MAINTENANCE WORKER (OPEN) #01704

APPLIED.....	62
INVITED TO ORAL.....	20
ATTENDED ORAL.....	15
CERTIFIED.....	10

Eligible List Report
Trades Maintenance Worker (Open) #01704
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
5/13/2022	11/13/2022	Hernandez, Carlos	1
5/13/2022	11/13/2022	Perez, Antonio	2
5/13/2022	11/13/2022	Shockley, Thomas	3
5/13/2022	11/13/2022	Guerrero Gonzalez, Luis	4
5/13/2022	11/13/2022	Adams, Michael	5
5/13/2022	11/13/2022	Ortega, Francisco	6
5/13/2022	11/13/2022	Leal, Reynaldo	7
5/13/2022	11/13/2022	Rodriguez, Victor	8
5/13/2022	11/13/2022	Freed, Jared	9
5/13/2022	11/13/2022	Newsom III, James	10



Christi Tenter, Human Resources Director

May 13, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, Human Resources Analyst
DATE: 6/14/2022
WARD:
SUBJECT: Water Resources Director (O) #01588 Extended Eligible List

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Water Resources Director (O) #01588 Extended Eligible List	Backup Material

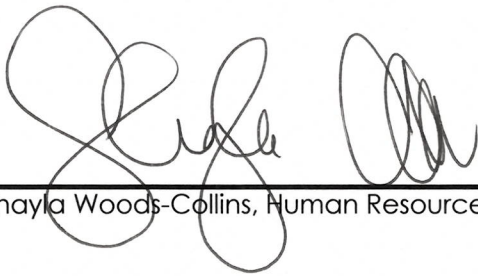
Eligible List Report

Water Resources Director (Open) #01588

Human Resources Analyst, Tracy Sunkes

Per Art Chianello, Water Resources Manager, extending list for two months to 8/16/22 - TS

Established	List Expiration	Candidate Name	Seq. Rank	Nepo	Refer	Status
12/16/2021	6/16/2022	Blue, Samuel	1		Art 12.16.21	Promoted 1.17.22
12/16/2021	6/16/2022	Gill, Sameena	2		Art 12.16.21	
12/16/2021	6/16/2022	Maldonado, Daniel	3		Art 12.16.21	
12/16/2021	6/16/2022	Kaufman, John	4			



Shayla Woods-Collins, Human Resources Manager

June 14, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, Human Resources Analyst
DATE: 6/16/2022
WARD:
SUBJECT: Kari Doolan, Administrative Analyst I #01717

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Kari Doolan, Administrative Analyst I #01717

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Kari Doolan, Administrative Analyst I #01717	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: TRACY SUNKES, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – KARI DOOLAN
CANDIDATE FOR ADMINISTRATIVE ANALYST I - #01717**

Kari Doolan has been placed on the **Administrative Analyst I** eligible list based on an examination of education, training, and experience. Her husband, **Ryan Doolan**, is currently employed as a **Code Enforcement Officer I** in the **Building Division** of the **Development Services Department** and her brother – in – law, **Michael Doolan** is currently employed as a **Technology Systems Technician I** in the **Technology Services Department**. Due to the possibility of **Kari** being considered for promotion to an **Administrative Analyst I**, the issue of nepotism must be addressed. **Kari Doolan** is currently employed as a **Secretary I** in the **Transportation (TRIP) Division** of the **Public Works Department**.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Administrative Analyst I** is as follows: Under direction, assists in providing administrative and budgetary guidance to department head and departmental administrative personnel regarding City services and business affairs; conducts administrative studies and analyses; submits recommendations and prepare reports; and performs other work as assigned.

A summary of the duties and responsibilities for the position of **Code Enforcement Officer I** is as follows: Under close supervision, as a Code Enforcement Officer wearing a badge, performs work of routine difficulty as an entry-level position to secure compliance with zoning regulations and the Municipal Building Codes (including the Uniform Housing Code, Uniform Code for the Abatement of Dangerous Buildings, and Property Maintenance Codes). Work involves resolving routine conservation issues within established policy. Incumbents are closely supervised daily by the Chief Code Enforcement Officer and Code Enforcement Officer III. Employees in this class do not have citation authority without supervisor's permission and having obtained a PC832 certificate or equivalent. Performs other work as required.

A summary of the duties and responsibilities for the position of **Technology Systems Technician I** is as follows: Under general supervision, incumbents may be assigned to perform a wide variety of duties to support the City's audio-visual, communications, desktop support, Geographic Information Systems (GIS), networking, programming, or security needs. Assists users, provides instruction, and installs hardware and software. The Technology Systems Technician I is an entry level position.

EMPLOYMENT OVERLAP

According to the **Public Works Director, Gregg Strakaluse**, if **Kari Doolan** is promoted to an **Administrative Analyst I** position in any division of the **Public Works Department**, performance appraisals would not be reviewed or conducted by any employee for the others, none of the employees would be directly supervised by the others; and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Public Works Director, Gregg Strakaluse, and the Human Resources Department 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: 6/21/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tracy Sunkes
CREATED BY: Tracy Sunkes, Human Resources Analyst
DATE: 6/16/2022
WARD:
SUBJECT: Vanessa Vargas - Administrative Analyst I #01717

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Vanessa Vargas, Administrative Analyst I #01717

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Vanessa Vargas - Administrative Analyst I #01717	Backup Material



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THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: TRACY SUNKES, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – VANESSA VARGAS
CANDIDATE FOR ADMINISTRATIVE ANALYST I - #01717**

Vanessa Vargas has been placed on the **Administrative Analyst I** eligible list based on an examination of education, training, and experience. Her husband, **Matthew Vargas**, is currently employed as a **Parts and Inventory Specialist** in the **Fleet Division** of the **Public Works Department**. Her uncle, **Alex Adona Jr.**, is currently employed as a **Traffic Painter III** in the **General Services Division** of the **Public Works Department**. Due to the possibility of **Vanessa** being considered for promotion to the position of **Administrative Analyst I**, the issue of nepotism must be addressed. **Vanessa** is currently employed as a **Secretary II** in the **General Services Division** of the **Public Works Department**.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Administrative Analyst I** is as follows: Under direction, assists in providing administrative and budgetary guidance to department head and departmental administrative personnel regarding City services and business affairs; conducts administrative studies and analyses; submits recommendations and prepare reports; and performs other work as assigned.

A summary of the duties and responsibilities for the position of **Parts and Inventory Specialist** is as follows: Under direct supervision, orders, receives, stores, and issues a variety of parts, equipment, materials, and supplies; and performs other work as required.

A summary of the duties and responsibilities for the position of **Traffic Painter III** is as follows: Under general supervision, acts as the crew leader; performs all aspects of traffic painting and marking; makes, installs, and maintains all signs and traffic control devices; drives and operates light equipment such as stencil trucks and heavy equipment such as the paint striper truck; and performs other work as required.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Vanessa Vargas** is promoted to an **Administrative Analyst I** position in any division of the **Public Works Department**, performance appraisals would not be reviewed or conducted by any of the employees for the others, none of the employees would be directly supervised by the others, and they would not report to each other within the chain

of command.

RECOMMENDATION

The Public Works Director, Gregg Strakaluse, and the Human Resources Department recommend approval of the nepotism. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 6/16/2022
WARD:
SUBJECT: Fredy Martinez, Development Services Technician #01720

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Fredy Martinez, Development Services Technician #01720

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Fredy Martinez, Development Services Technician #01720	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – FREDY MARTINEZ
CANDIDATE FOR DEVELOPMENT SERVICES TECHNICIAN - #01720**

Fredy Martinez has been placed on the **Development Services Technician** eligible list based on an examination of education, training, and experience. His brother-in-law, **Rogelio Martinez**, is currently employed as an **Economic and Community Planner II** in the **Economic and Community Development Department**. Due to the possibility of **Fredy** being considered for appointment to the position of **Development Services 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 **Development Services Technician** is as follows: Under supervision, performs duties within the Planning or Building Division of the Development Services Department requiring an understanding of land use and economic development and/or building activities; performs other work as required.

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

EMPLOYMENT OVERLAP

According to the Development Services Director, Christopher Boyle, if **Fredy Martinez** is appointed to a **Development Services Technician** position in the **Building 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 departments.

RECOMMENDATION

The Development Services Director, Christopher Boyle, 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: 6/21/2022

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 6/10/2022
WARD:
SUBJECT: Thomas Tristan, Electrical Technician I/II #01724

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver for Thomas Tristan, Electrical Technician I/II #01724

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Thomas Tristan, Electrical Technician I/II #01724	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: ISABEL FARMER, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – THOMAS TRISTAN
CANDIDATE FOR ELECTRICAL TECHNICIAN I/II #01724

Thomas Tristan has successfully competed in the examination process for the position of **Electrical Technician I/II**. His brother, **Joshua Tristan**, is currently employed as a **Canal Tender II** in the **Water Resources Department** and his father, **Miguel Calistro**, is currently employed as a **Fleet Mechanic II** in the **Fleet Division** of the **Public Works Department**. Due to the possibility of **Thomas** being considered for the **Electrical Technician 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 **Electrical Technician I** is as follows: Under general supervision, performs skilled journey-level work in maintaining, repairing and installing electrical equipment; reads and understands electrical blueprints; makes electrical installation decisions; operates heavy equipment such as 50 ft. aerial lift truck and hydro-crane; uses electrical tools and instruments; inspects street light installations; and performs other work as required.

A summary of the duties and responsibilities for the position of **Electrical Technician II** is as follows: Under general supervision, performs skilled work at the journey-level in the installation, repair, modification and maintenance of electrical circuits. This class maintains a large variety of electrical equipment, i.e. fleet wash systems, gate and door operators, generators, sewage pumping stations, a vast lighting system, motors and their control circuits, signaling devices, time clocks, and photo-controls. This class also maintains computer cable and operates light and heavy equipment such as a 50ft. aerial lift truck and hydro-crane; and performs other work as required.

A summary of the duties and responsibilities for the position of **Canal Tender II** are as follows: Under general supervision, performs Kern River dispatch functions; diverts, regulates, delivers, and measures irrigation water; performs directed canal maintenance; trains new regular and temporary employees; and performs other work as required.

A summary of the duties and responsibilities for the position of **Fleet Mechanic II** are as follows: 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.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Thomas Tristan** is appointed to an **Electrical Technician I/II** position in the **Public Works Department**, performance appraisals would not be reviewed or conducted by any employee for the other; no employee would be directly supervised by the other; and they would not report to each other within the chain of command as they would be assigned to different departments/divisions.

RECOMMENDATION

The Public Works Director, Gregg Strakaluse, and the Human Resources Department recommends approval of the nepotism. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 6/16/2022
WARD:
SUBJECT: Agustin Calderon Jr., Facility Worker #01694

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Agustin Calderon Jr., Facility Worker #01694

BACKGROUND:

ATTACHMENTS:

Description	Type
▢ Agustin Calderon Jr., Facility Worker #01694	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – AGUSTIN CALDERON JR.
CANDIDATE FOR FACILITY WORKER - #01694

Agustin Calderon Jr. has successfully competed in the examination process for the position of **Facility Worker** and placed on the eligible list for same. His uncle, **Jose Verduzco**, is currently employed as a **Solid Waste Equipment Operator** in the **Solid Waste Division** of the **Public Works Department**. Due to the possibility of **Agustin** being considered for appointment to a **Facility Worker** position, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

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

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

EMPLOYMENT OVERLAP

If **Agustin Calderon** is employed as a **Facility Worker** in any division/department other than the **Solid Waste Division** of the **Public Works Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different divisions/departments.

RECOMMENDATION

The Human Resources Department recommends approval of the nepotism waiver provided that **Agustin** not be appointed to a **Facility Worker** position in the **Solid Waste Division** of the **Public Works Department**. If this request is approved, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

6.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 6/10/2022
WARD:
SUBJECT: Sara Perez, Operations Support Specialist #01713

STAFF RECOMMENDATION:

Staff Recommends approval of Nepotism Waiver Request for Sara Perez, Operations Support Specialist #01713

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Sara Perez, Operations Support Specialist #01713	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: SANDY DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – SARA PEREZ
CANDIDATE FOR OPERATIONS SUPPORT SPECIALIST #01713**

Sara Perez has successfully competed in the examination process for the position of **Operations Support Specialist** and placed on the eligible list for same. Her husband, **Rudy Perez**, is currently employed as a **Solid Waste Equipment Operator** in the **Solid Waste Division** of the **Public Works Department**. Due to the possibility of **Sara** being considered for promotion to a **Operations Support Specialist**, the issue of nepotism must be addressed. **Sara Perez** is currently employed as a **Clerk Typist I** in the **Administration Division** of the **Public Works Department**.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Operations Support Specialist** is as follows: Under general supervision, provides a variety of routine to difficult administrative and operational support to various City services and programs, which may include customer service, utilization of specialized computer software, record keeping, and filing; contributes to continuous service improvement efforts; and performs related duties as assigned.

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

EMPLOYMENT OVERLAP

If **Sara Perez** is promoted to an **Operations Support Specialist** in any division / department, 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 / divisions.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

7.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 6/14/2022
WARD:
SUBJECT: Lou Roux, Operations Support Specialist #01713

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Lou Roux, Operations Support Specialist #01713

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Lou Roux, Operations Support Specialist #01713	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: SANDY DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – LOU ROUX
CANDIDATE FOR OPERATIONS SUPPORT SPECIALIST #01713**

Lou Roux has successfully competed in the examination process for the position of **Operations Support Specialist** and placed on the eligible list for same. Her sister, **Debra Taliaferro**, is currently employed as a **Human Resources Specialist** in the **Human Resources Department**. Due to the possibility of **Lou** being considered for appointment to an **Operations Support Specialist**, 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 **Operations Support Specialist** is as follows: Under general supervision, provides a variety of routine to difficult administrative and operational support to various City services and programs, which may include customer service, utilization of specialized computer software, record keeping, and filing; contributes to continuous service improvement efforts; and performs related duties as assigned.

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

EMPLOYMENT OVERLAP

If **Lou Roux** is appointed to an **Operations Support Specialist** in any division / department, 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 / divisions.

Christi Tenter, Human Resources Director indicated there would be no conflict of interest because Debra Taliaferro will not be involved in any employment or recruitment actions. There are sufficient internal controls to ensure this takes place, and this nepotism does not create an adverse impact on supervision, safety, security or morale, or involve a significant potential for conflict of interest.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

8.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Asia Wofford
CREATED BY: Asia Wofford, Human Resources Analyst
DATE: 6/8/2022
WARD:
SUBJECT: Christopher Escobedo, Park Ranger Supervisor #01729

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Christopher Escobedo, Park Ranger Supervisor #01729

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Christopher Escobedo, Park Ranger Supervisor #01729	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: ASIA WOFFORD, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – CHRISTOPHER ESCOBEDO
CANDIDATE FOR PARK RANGER SUPERVISOR #01729

Christopher Escobedo has successfully competed in the examination process for the position of **Park Ranger Supervisor**, and placed on the eligible list for same. His wife, **Laura Escobedo**, is currently employed as a **Code Enforcement Officer II** in the **Building Division** of the **Development Services Department**. Due to the possibility of **Christopher** being considered for appointment to a **Park Ranger Supervisor**, 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 **Park Ranger Supervisor** is as follows: Under general direction, plans, coordinates, supervises, and administers the daily operations of Park Ranger Section staff in the Recreation & Park Department. Duties require specialized skills to enforce applicable City ordinances, government codes, and state laws relating to the use of parks and public facilities in the city. Duties include Incumbents intervene in the more difficult and complex park ranger issues and exercise discretionary authority to bring matters to resolution and performs other work as required.

A summary of the duties and responsibilities for the position of **Code Enforcement Officer II** is as follows: Under general supervision, as a Code Enforcement Officer wearing a badge, performs work of considerable difficulty as a journey-level position requiring specialized skills to secure compliance with zoning regulations and the Municipal Building codes (including Uniform Housing Code, Uniform Code for the Abatement of Dangerous Buildings, and Property Maintenance Codes). Work involves resolving difficult and complex conservation issues within established policy. Incumbents periodically receive direction from the Chief Code Enforcement Officer and Code Enforcement Officer III. Assignments are usually received in broad outline form and incumbents are expected to act with considerable independence in setting priorities and obtaining solutions. Employees in this class issue citations. Performs other work as required.

EMPLOYMENT OVERLAP

According to Rick Anthony, Director of Recreation & Parks, if **Christopher Escobedo** is appointed to a **Park Ranger Supervisor** in the **Recreation and Parks Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither of the employees 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 Recreation & Parks, Rick Anthony, and the Human Resources Department recommend approval of the nepotism waiver. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

9.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Asia Wofford
CREATED BY: Asia Wofford, Human Resources Analyst
DATE: 6/8/2022
WARD:
SUBJECT: Ronald Wolfe, Park Ranger Supervisor #01729

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Ronald Wolfe, Park Ranger Supervisor #01729

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Ronald Wolfe, Park Ranger Supervisor #01729	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: ASIA WOFFORD, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – RONALD WOLFE
CANDIDATE FOR PARK RANGER SUPERVISOR #01729

Ronald Wolfe has successfully competed in the examination process for the position of **Park Ranger Supervisor**, and placed on the eligible list for same. His cousin, **Paul Bender**, is currently employed as a **Police Sergeant** in the **Bakersfield Police Department**. Due to the possibility of **Ronald** being considered for appointment to a **Park Ranger Supervisor**, 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 **Park Ranger Supervisor** is as follows: Under general direction, plans, coordinates, supervises, and administers the daily operations of Park Ranger Section staff in the Recreation & Park Department. Duties require specialized skills to enforce applicable City ordinances, government codes, and state laws relating to the use of parks and public facilities in the city. Duties include Incumbents intervene in the more difficult and complex park ranger issues and exercise discretionary authority to bring matters to resolution and performs other work as required.

A summary of the duties and responsibilities for the position of **Police Sergeant** is as follows: Under general supervision performs work of considerable difficulty including general and specialized supervisory police work in field and office involving responsibility for supervision and assistance in the management of police patrol, traffic regulation, criminal investigation, fugitive transportation, and control in the field and the performance of related administrative duties at police headquarters; and performs other work as required.

EMPLOYMENT OVERLAP

According to Rick Anthony, Director of Recreation & Parks, if **Ronald Wolfe** is appointed to a **Park Ranger Supervisor** in the **Recreation and Parks Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither of the employees 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 Recreation & Parks, Rick Anthony, and the Human Resources Department recommend approval of the nepotism waiver. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers or promotional opportunities.

ADMINISTRATIVE REPORT

MEETING DATE: 6/21/2022

10.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 6/15/2022
WARD:
SUBJECT: Daniel R. Maldonado, Water Resources Superintendent #01711

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Daniel R. Maldonado, Water Resources Superintendent #01711

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Daniel R. Maldonado, Water Resources Superintendent #01711	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: JUNE 21, 2022

FROM: ISABEL FARMER, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – DANIEL R. MALDONADO
CANDIDATE FOR WATER RESOURCES SUPERINTENDENT – #01711**

Daniel R. Maldonado is competing in the examination process for the position of **Water Resources Superintendent**. 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 Superintendent**, the issue of nepotism must be addressed. **Daniel R. Maldonado** is currently employed as a **Water Resources Planner** 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 Superintendent** is as follows: Under general direction, plans and administers the day-to-day operations and maintenance of the Water Resources Department's facilities. Such facilities may include, but not be limited to, canals, diversion structures, measuring structures, the Kern River channel, stormwater basins, and the City's domestic water system. Also monitors and coordinates personnel-related activities; performs administrative work as assigned in planning, managing, and evaluating City water operations; makes public presentations and responds to public inquiries; and performs other work as required.

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 inquiries; participates in budget preparation; participates in the development and implementation of goals, objectives, policies, procedures and work standards; performs special projects or other work as required.

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 Superintendent** position in the **Water Resources Department**, performance appraisals would not be reviewed or conducted by any employee for the other; no employee would be directly supervised

by the other; and they would not report to each other within the chain of command as they would be assigned to different departments/divisions.

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.