



BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF NOVEMBER 15, 2022

1600 Truxtun Ave Conference Room A
Miscellaneous Civil Service Meeting At 2:00pm

1. ROLL CALL

2. PUBLIC COMMENTS

- A. Agenda Item Public Statements
- B. Non-Agenda Item Public Statements

3. APPROVAL OF MINUTES

- 1. Minutes of the Misc. Civil Service Board Meeting October 18, 2022
Staff recommends approval of the Minutes of the Misc. Civil Service Board Meeting October 18, 2022

4. NEW BUSINESS

A. Eligible List Certified by the Human Resources Director

- 1. Assistant to the City Manager (P) #01801
- 2. Civil Engineer III (O) #01769
- 3. Engineering Technician I - Water Resources (P) #01806
- 4. Fleet Equipment Mechanic I/II (O) #01795
- 5. Maintenance Craftworker I/II (O) #01805
- 6. Service Maintenance Worker - Solid Waste (O) #01800
- 7. Solid Waste Director (O) #01817
- 8. Water Resources Director (O) #01816

B. Eligible List extended by the Human Resources Director

- 1. Supervisor II - Solid Waste (P) #01695 extended from 10/22/22 to 4/22/23

C. Nepotism(s)

- 1. Ashleigh Aguilar, Accounting Clerk I/II #01812
- 2. Sarelle Wandick, Accounting Clerk I/II #01812
- 3. Irma Hilton, Accounting Clerk I/II #01812
- 4. Bianca Arvizu, City Clerk Technician #01803

5. Jessica Tafolla, City Clerk Technician #01803
6. Fredy Martinez, Development Services Technician #01802
7. Joshua Tristan, Engineering Technician I #01806
8. Lilian Amaya, Engineering Technician I #01806
9. Marcos Fajardo, Fleet Service Worker II #01791

D. Job Specification Title Change

1. Water Resources Manager to Water Resources Director #89160
2. Water Resources Director to Assistant Water Resources Director #89110

E. Proposed New Job Specification(s)

1. Risk Management Specialist #26455
2. Fiscal and Administrative Services Officer I #57882
3. Fiscal and Administrative Services Officer II #57885
4. Fiscal and Administrative Services Officer III #57895

F. Reinstatement Request(s)

1. Reinstatement Request for Gary Ou
2. Reinstatement request for Cristian Cruz

5. COMMISSIONERS COMMENTS

6. ADJOURNMENT



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog H.R. Clerk

DATE: 11/15/2022

WARD:

SUBJECT: A. Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog H.R. Clerk

DATE: 11/15/2022

WARD:

SUBJECT: B. Non-Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

3.
1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Julie Houselog
CREATED BY: Julie Houselog H.R. Specialist
DATE: 11/15/2022
WARD:
SUBJECT: Minutes of the Misc. Civil Service Board Meeting October 18, 2022

STAFF RECOMMENDATION:

Staff recommends approval of the Minutes of the Misc. Civil Service Board Meeting October 18, 2022

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Minutes of the Misc. Civil Service Board Meeting October 18, 2022	Backup Material

MINUTES

Miscellaneous Civil Service Board
Regular Meeting
1600 Truxtun, City Hall North, Conference Room A, 1st Floor
October 18, 2022
2:00 P.M.

The Miscellaneous Civil Service Board Regular Meeting commenced on October 18, 2022 at 2:02 p.m., City Hall North, Conference Room A, 1st Floor.

1. Roll Call:

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

Administration present:

Christi Tenter, Human Resources Director
Shayla Collins, Human Resources Manager
Asia Wofford, Human Resources Analyst
Sandra Duncan, Human Resources Analyst
Tanya Wilson, Human Resources Analyst
Kevin Mendoza, Human Resources Analyst
Viridiana Gallardo-King, Deputy City Attorney II
Elizabeth Villanueva, Associate Attorney

Others Present

Drashara Martin-Dennis, H.R. Fellow

2. Public Comments

Agenda Item Public Statements-None

Non-Agenda Item Public Statements-None

3. Approval of Minutes

Upon a motion, by Commissioner Roland Maier and seconded by Commissioner Ronald Wolfe, the minutes for September 20, 2022 were APPROVED, ALL AYES

4. New Business

A. Eligible Lists Certified by the Human Resources Director

1. Accountant I (O) #01768
2. Assistant Planning Director (O) #01781
3. Assistant to the City Manager (O) #01801
4. Code Enforcement Officer I/II (O) #01721A
5. Economic & Community Development Planner I/II (O) #01765
6. Economic & Community Development Principal Planner (O) #01765

7. Facility Worker (O) #01694C
8. Fleet Service Worker II (O) #01791
9. Fleet Mechanic III (O) #01709
10. Legal Secretary (O) #01785
11. Light Equipment Operator (O) #01786
12. Maintenance Craftworker I (O) E01775
13. Secretary I/II (O) #01788
14. Service Maintenance Worker (O) #01779
15. Technology Systems Analyst I-GIS (O) #01782
16. Technology Systems Analyst I/II-Security Administration (O) #01752
17. Technology Systems Supervisor-Data Management (O) #01772
18. Technology Systems Technician (O) #01763
19. Wastewater Treatment Plant Operator I/II (O) #01764

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

B. Nepotism(s)

1. Christopher Escobedo, Code Enforcement Officer I/II #01721A
2. Priscilla C. Martinez, Economic and Community Development Principal Planner #01784
3. Ascension Ochoa, Wastewater Treatment Plant Operator I/II (O) #01764
4. Daniel Howard, Wastewater Treatment Plant Operator I/II (O) #01764

After discussion, a motion, by Commissioner Kevin Oliver and seconded by Commissioner Roland Maier, was made to approve the recommendation of the Development Service Director, Chris Boyle, Public Works Director, Gregg Strakaluse, Economic and Community Development Director, Paul Saldana and/or Human Resources, to approve the Nepotism(s) for the above referenced items. APPROVED, ALL AYES

C. Job Specification Revised

1. Supervisor II-Recreation #57830

After discussion, a motion, by Commissioner Kevin Oliver and seconded by Commissioner Ronald Wolfe, was made to approve the recommendation of the Human Resources Director, Christi Tenter, to approve the Revised Job Specifications for the above referenced item. APPROVED, ALL AYES

D. New Job Specification

1. Technology Service Project Coordinator #57165

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, to approve the New Job Specification for the above referenced items. APPROVED, ALL AYES

E. Selection of new date for Personnel Appeal Hearing

After discussion, a motion, by Commissioner Kevin Oliver and seconded by Commissioner Ronald Wolfe, was made to approve the change of date, due to Employee's request for continuance. New Hearing date will be February 6-10, 2023. Hearing Officer, time of session, and place will remain as previously approved. APPROVED, ALL AYES

6. Commissioner's Comments

Human Resources Christi Tenter introduced Drashara Martin-Dennis, H.R. Fellow, to the Board, the Fellowship is a welcome opportunity to bring in talent and serve the City of Bakersfield.

7. Adjournment

There being no further business to come before the Board, a motion was made by Commissioner Nila Hogan to adjourn the meeting at 2:13 p.m. APPROVED, ALL AYES.

Respectfully submitted,

Patrick Bowers, Secretary



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Shayla Collins

CREATED BY: Shayla Collins, H.R. Manager

DATE: 11/15/2022

WARD:

SUBJECT: Assistant to the City Manager (P) #01801

STAFF RECOMMENDATION:

Informational item only.

BACKGROUND:

ATTACHMENTS:

Description	Type
Assistant to the City Manager (P) #01801	Backup Material

POSITION: ASSISTANT TO THE CITY MANAGER (PROMOTIONAL) #01801

APPLIED.....06

ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Assistant to the City Manager (Promotional) #01801
Human Resources Manager: Shayla Collins

Established	List Expiration	Candidate Name	Seq. Rank
10/13/2022	4/13/2023	Carter, Adelina	1
10/13/2022	4/13/2023	Fishman, Luda	1
10/13/2022	4/13/2023	Rubio, Crystal	1

 Christi Tenter, Human Resources Director	10/13/2022
--------------------------------------------------------------------------------------------------------------------------------	------------



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Sandra Duncan

CREATED BY: Sandra Duncan, Human Resources Analyst

DATE: 11/4/2022

WARD:

SUBJECT: Civil Engineer III (O) #01769

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
📎 Civil Engineer III (O) #01769	Backup Material

POSITION: CIVIL ENGINEER III (Open) #01769

APPLIED.....04

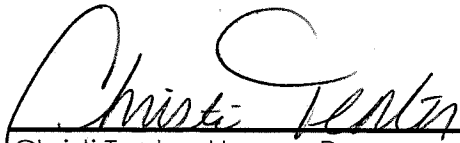
ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Civil Engineer III (Open) #01769
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
11/4/2022	5/4/2023	Ledezma, Martin	1
11/4/2022	5/4/2023	Robles, Gabriel	1
11/4/2022	5/4/2023	Rodriguez, Brandon	1



Christi Tenter, Human Resources Director

November 4, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 11/8/2022
WARD:
SUBJECT: Engineering Technician I - Water Resources (P) #01806

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:


Description	Type
□ Engineering Technician I - Water Resources (P) #01806	Backup Material

POSITION: ENGINEERING TECHNICIAN I – WATER RESOURCES (PROMOTIONAL)
#01806

APPLIED.....	8
INVITED TO ORAL.....	5
ATTENDED ORAL.....	5
CERTIFIED.....	4

Eligible List Report
Engineering Technician I – Water Resources (Promotional) #01806
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
11/8/2022	5/8/2023	Amaya, Lilian	1
11/8/2022	5/8/2023	Tristan, Joshua	2
11/8/2022	5/8/2023	Vradenburg, Michael	2
11/8/2022	5/8/2023	Keo, Rotha	3



Christi Tenter, Human Resources Director

November 8, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

4.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer, Human Resources Analyst

DATE: 11/4/2022

WARD:


SUBJECT: Fleet Equipment Mechanic I/II (O) #01795

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Fleet Equipment Mechanic I/II (O) #01795	Backup Material

POSITION: FLEET EQUIPMENT MECHANIC I/II (OPEN) #01795

APPLIED.....	18
INVITED TO ORAL.....	10
ATTENDED ORAL.....	8
CERTIFIED.....	3

Eligible List Report
Fleet Equipment Mechanic I/II (Open) #01795
Human Resources Analyst, Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
11/3/2022	5/3/2023	Cruz, Patrick	1
11/3/2022	5/3/2023	Irrebaria, Paul	2
11/3/2022	5/3/2023	Flores, Luis	3



Christi Tenter, Human Resources Director

November 3, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

5.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson

CREATED BY: Julie Houselog H.R. Clerk

DATE: 11/15/2022

WARD:

SUBJECT: Maintenance Craftworker I/II (O) #01805

STAFF RECOMMENDATION:

Informational item only.

BACKGROUND:

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Maintenance Craftworker I/II (O) #01805	Backup Material

POSITION: MAINTENANCE CRAFTWORKER I/II (OPEN) #01805

APPLIED..... 11

INVITED TO ORAL.....5

ATTENDED ORAL.....5

CERTIFIED.....4

Eligible List Report
Maintenance Craftworker I/II (Open) #01805
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
11/1/2022	5/1/2023	Friday, Brian	1
11/1/2022	5/1/2023	Prieto, Jonathan	2
11/1/2022	5/1/2023	Advincula, John Globezekie	3
11/1/2022	5/1/2023	Sandoval, Pablo	4



Christi Tenter, Human Resources Director

November 1, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

6.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 10/27/2022
WARD:
SUBJECT: Service Maintenance Worker - Solid Waste (O) #01800

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Service Maintenance Worker - Solid Waste (O) #01800	Backup Material

POSITION: SERVICE MAINTENANCE WORKER- SOLID WASTE (OPEN) #01800

APPLIED..... 35

INVITED TO ORAL.....6

ATTENDED ORAL.....3

CERTIFIED.....2

Eligible List Report
Service Maintenance Worker- Solid Waste (Open) #01800
Human Resources Analyst, Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
10/27/2022	4/27/2023	Estrada, Paulino	1
10/27/2022	4/27/2023	Poush, Steven	2



Christi Tenter, Human Resources Director

October 27, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

7.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Shayla Collins

CREATED BY: Shayla Collins, H.R. Manager

DATE: 11/15/2022

WARD:

SUBJECT: Solid Waste Director (O) #01817

STAFF RECOMMENDATION:

Informational item only.

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Solid Waste Director (O) #01817	Backup Material

POSITION: SOLID WASTE DIRECTOR (OPEN) #01817

APPLIED.....35

ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Solid Waste Director (Open) #01817
Human Resources Manager: Shayla Collins

Established	List Expiration	Candidate Name	Seq. Rank
11/3/2022	5/3/2023	Fishman, Lyudmila	1
11/3/2022	5/3/2023	Leonard, James	1
11/3/2022	5/3/2023	Tejero, Michael	1


Christi Tenter, Human Resources Director

11/3/2022



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

8.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Shayla Collins

CREATED BY: Shayla Collins, H.R. Manager

DATE: 11/15/2022

WARD:


SUBJECT: Water Resources Director (O) #01816

STAFF RECOMMENDATION:

Informational item only.

BACKGROUND:

ATTACHMENTS:

Description	Type
 Water Resources Director (O) #01816	Backup Material

POSITION: WATER RESOURCES DIRECTOR (OPEN) #01816

APPLIED.....29

INVITED TO ORAL.....3

ATTENDED ORAL.....2

CERTIFIED.....2

Eligible List Report
Water Resources Director (Open) #01816
Human Resources Manager, Shayla Collins

Established	List Expiration	Candidate Name	Seq. Rank
10/27/2022	4/27/2023	Gardner, Alan	1
10/27/2022	4/27/2023	Martin, Richard	2


Christi Tenter, Human Resources Director

October 27, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 10/18/2022
WARD:
SUBJECT: Supervisor II - Solid Waste (P) #01695 extended from 10/22/22 to 4/22/23

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

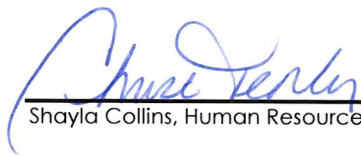
ATTACHMENTS:

	Description	Type
📎	Supervisor II - Solid Waste (P) #01695 extended from 10/22/22 to 4/22/23	Backup Material

Eligible List Report
Supervisor II-Solid Waste (Promotional) #01695
Human Resources Analyst, Isabel Farmer

On October 17, 2022, James Leonard, Solid Waste Superintendent requested to extend list to 4/22/23.

Established	List Expiration	Candidate Name	Seq. Rank	Nepo	Ref. To	Status
4/22/2022	10/22/2022	Torres, Abel	1		J.Leonard 4.22.22	Promoted 5.9.22
4/22/2022	10/22/2022	Garza Jr, Antonio	2		J.Leonard 4.22.22	
4/22/2022	10/22/2022	Lopez, Melvin	3		J.Leonard 4.22.22	
4/22/2022	10/22/2022	Friday, Brian	4			
4/22/2022	10/22/2022	Edwards, Ronnie	5			
4/22/2022	10/22/2022	Garcia, Matthew	6			
4/22/2022	10/22/2022	Perez, Jose	7			



Shayla Collins, Human Resources Manager

October 17, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson, Human Resources Analyst

CREATED BY: Tanya Wilson, Human Resources Analyst

DATE: 11/15/2022

WARD:

SUBJECT: Ashleigh Aguilar, Accounting Clerk I/II #01812

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Ashleigh Aguilar, Accounting Clerk I/II #01812

BACKGROUND:

ATTACHMENTS:

Description	Type
▣ Ashleigh Aguilar, Accounting Clerk I/II #01812	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: NOVEMBER 15, 2022

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – ASHLEIGH AGUILAR
CANDIDATE FOR ACCOUNTING CLERK I/II #01812**

Ashleigh Aguilar is competing in the examination process for the position of **Accounting Clerk I/II**. Her spouse, **Jared Aguilar**, is currently employed as an **Electrical Technician I** in the **General Services Division** of the **Public Works Department**. Due to the possibility of **Ashleigh** being considered for appointment to an **Accounting Clerk I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Accounting Clerk I/II** is as follows: Under supervision, coordinates and performs duties related to preparing, processing, maintaining, and checking financial, statistical, or fiscal records; performs related work as required.

A summary of the duties and responsibilities for the position of **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.

EMPLOYMENT OVERLAP

If **Ashleigh** is appointed to an **Accounting Clerk I/II** in any division/department other than the **General Services Division** of the **Public Works 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 divisions / departments.

RECOMMENDATION

The Human Resources Department recommends approval of the nepotism waiver provided that **Ashleigh** not be appointed to an **Accounting Clerk I/II** position in the **General Services Division** of the **Public Works Department**. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson, Human Resources Analyst

CREATED BY: Tanya Wilson, Human Resources Analyst

DATE: 11/15/2022

WARD:

SUBJECT: Sarelle Wandick, Accounting Clerk I/II #01812

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Sarelle Wandick, Accounting Clerk I/II #01812

BACKGROUND:

ATTACHMENTS:

Description	Type
▣ Sarelle Wandick, Accounting Clerk I/II #01812	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: NOVEMBER 15, 2022

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – SARELLE WANDICK
CANDIDATE FOR ACCOUNTING CLERK I/II - #01812**

Sarelle Wandick is competing in the examination process for the position of **Accounting Clerk I/II**. Her mother, **Patricia Stowe**, is currently employed as a **Development Services Technician** in the **Planning Division** of the **Development Services Department**. Due to the possibility of **Sarelle** being considered for appointment to an **Accounting Clerk I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Accounting Clerk I/II** is as follows: Under supervision, coordinates and performs duties related to preparing, processing, maintaining, and checking financial, statistical, or fiscal records; performs related work as required.

A summary of the duties and responsibilities for the position of **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.

EMPLOYMENT OVERLAP

If **Sarelle Wandick** is appointed to an **Accounting Clerk I/II** in any division/department other than the **Planning Division** of the **Development Services 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 divisions / departments.

RECOMMENDATION

The Human Resources Department recommends approval of the nepotism waiver provided that **Sarelle** not be appointed to an **Accounting Clerk I/II** position in **Planning Division** of the **Development Services Department**. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson, Human Resources Analyst
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 11/15/2022
WARD:
SUBJECT: Irma Hilton, Accounting Clerk I/II #01812

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Irma Hilton, Accounting Clerk I/II #01812

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Irma Hilton, Accounting Clerk I/II #01812	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: NOVEMBER 15, 2022

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – IRMA HILTON
CANDIDATE FOR ACCOUNTING CLERK I/II #01812

Irma Hilton is competing in the examination process for the position of **Accounting Clerk I/II**. Her spouse, **Gordon Hilton**, is currently employed as an **Engineer II** in the **Engineering Division** of the **Public Works Department**. Due to the possibility of **Irma** being considered for appointment to an **Accounting Clerk I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Accounting Clerk I/II** is as follows: Under supervision, coordinates and performs duties related to preparing, processing, maintaining, and checking financial, statistical, or fiscal records; performs related work as required.

A summary of the duties and responsibilities for the position of **Engineer II** is as follows: Under supervision, this class performs work of average difficulty involving technical and professional work making design layouts, engineering calculations, and miscellaneous studies in the City Engineering Department; work involves the preparation of design layouts, sketched details for construction work, and the performing of engineering calculations for areas, loads, stresses, flows, and other technical criteria; tasks include the inspection of construction or maintenance work on public streets and other facilities; work is performed under the general supervision of an advanced engineering position that reviews accomplishments through conferences and inspections; and performs other work as required.

EMPLOYMENT OVERLAP

If **Irma Hilton** is appointed to an **Accounting Clerk I/II** in any division/department other than the **Engineering Division** of the **Public Works 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 divisions / departments.

RECOMMENDATION

The Human Resources Department recommends approval of the nepotism waiver provided that **Irma** not be appointed to an **Accounting Clerk I/II** position in the **Engineering Division** of the **Public Works Department**. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers, or promotional opportunities.

ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 11/10/2022
WARD:
SUBJECT: Bianca Arvizu, City Clerk Technician #01803

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver request for Bianca Arvizu, City Clerk Technician #01803

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Bianca Arvizu, City Clerk Technician #01803	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: NOVEMBER 15, 2022

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – BIANCA ARVIZU
CANDIDATE FOR CITY CLERK TECHNICIAN #01803**

Bianca Arvizu is competing in the examination process for the position of **City Clerk Technician**. Her husband, **Tyler Arvizu**, is currently employed as a **Police Dispatcher I** in the **Bakersfield Police Department**. Due to the possibility of **Bianca** being considered for appointment to a **City Clerk 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 **City Clerk Technician** is as follows: Under general supervision, performs a variety of specialized administrative and technical work in support of the City Clerks' Office and city other department staff; performs related work as required.

A summary of the duties and responsibilities for the position of **Police Dispatcher I** is as follows: This is skilled work in receiving calls at the communications center, including requests for police, fire and medical aid services or information and dispatching personnel and equipment for emergency service through the use of telephone, radio, computer aided dispatch system and other communications equipment. Work involves responsibility for receiving incoming calls for police, fire, and medical aid services or for information, and promptly and efficiently dispatching personnel and equipment in response to emergency calls or providing requested information. Disposition of calls is done in accordance with established procedures; however, an employee of this class must be knowledgeable of local government operations, and police, fire, and medical aid systems, and the geographical layout of the city. Although work is performed within established policies and procedures, it requires the exercise of sound judgment in emergency situations. Supervision and work assignments are received from a superior, both orally and in writing. Work is reviewed by superiors through observation, monitoring of operations, and the review of records and reports. Performs related work as required.

EMPLOYMENT OVERLAP

According to Gary Hallen, Assistant City Manager, if **Bianca Arvizu** is appointed to a **City Clerk Technician**, 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

Assistant City Manager Gary Hallen 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: 11/15/2022

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 11/10/2022
WARD:
SUBJECT: Jessica Tafolla, City Clerk Technician #01803

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver request for Jessica Tafolla, City Clerk Technician #01803

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Jessica Tafolla, City Clerk Technician #01803	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: NOVEMBER 15, 2022

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – JESSICA TAFOLLA
CANDIDATE FOR CITY CLERK TECHNICIAN #01803**

Jessica Tafoya is competing in the examination process for the position of **City Clerk Technician**. Her husband, **David Johnston**, is currently employed as a **Building Inspector II** in the **Building Division** of the **Development Services Department**. Due to the possibility of **Jessica** being considered for appointment to a **City Clerk 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 **City Clerk Technician** is as follows: Under general supervision, performs a variety of specialized administrative and technical work in support of the City Clerks' Office and city other department staff; performs related work as required.

A summary of the duties and responsibilities for the position of **Building Inspector II** is as follows: Under general supervision, performs work of considerable difficulty as a skilled, journey-level position requiring specialized skills to secure compliance with zoning regulations and including but not limited to the Municipal Building Codes, California Building Codes, California Mechanical Codes, California Plumbing Codes, and the California Electrical Codes. Work involves handling the more difficult and complex projects to secure compliance with zoning regulations and Municipal Building Codes within established policy. Incumbents periodically receive direction from the Building Inspector III and are expected to act with considerable independence. Performs other work as required.

EMPLOYMENT OVERLAP

According to Gary Hallen, Assistant City Manager, if **Jessica Tafoya** is appointed to a **City Clerk Technician**, 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

Assistant City Manager Gary Hallen 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: 11/15/2022

6.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 11/10/2022
WARD:
SUBJECT: Fredy Martinez, Development Services Technician #01802

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Fredy Martinez, Development Services Technician #01802

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Fredy Martinez, Development Services Technician #01802	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: NOVEMBER 15, 2022

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – FREDY MARTINEZ
CANDIDATE FOR DEVELOPMENT SERVICES TECHNICIAN - #01802**

Fredy Martinez is competing in the examination process for the position of **Development Services Technician**. 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: 11/15/2022

7.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 11/15/2022
WARD:
SUBJECT: Joshua Tristan, Engineering Technician I #01806

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Joshua Tristan, Engineering Technician I #01806

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Joshua Tristan, Engineering Technician I #01806	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: NOVEMBER 15, 2022

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – JOSHUA TRISTEN
CANDIDATE FOR ENGINEERING TECHNICIAN I – WATER RESOURCES - #01806**

Joshua Tristan has successfully competed in the examination process for the position of **Engineering Technician I**. He currently resides under the same household as **Miguel Calistro**, who is currently employed as a **Fleet Mechanic II** in the **Fleet Division** of the **Public Works Department**. Due to the possibility of **Joshua** being considered for promotion to the **Engineering Technician I** position, the issue of nepotism must be addressed. **Joshua** is currently employed as a **Canal Tender II** 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 **Engineering Technician I** is as follows: Under general supervision, performs work of average difficulty involving technical office and field work checking development plans for conformance with City standards; preparing and checking final maps, legal descriptions, plans and specifications utilizing computer aided drafting format and performing research of record information in the Public Works Department. Performs other work as required.

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

EMPLOYMENT OVERLAP

According to Assistant City Manager Gary Hallen, if **Joshua Tristan** is promoted to an **Engineering Technician I** position in the **Water Resources Department**, performance appraisals would not be reviewed or conducted by either employee for the other, no employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Assistant City Manager Gary Hallen 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: 11/15/2022

8.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 11/15/2022
WARD:
SUBJECT: Lilian Amaya, Engineering Technician I #01806

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Wavier for Lilian Amaya, Engineering Technician I #01806

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Lilian Amaya, Engineering Technician I #01806	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: NOVEMBER 15, 2022

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – LILIAN AMAYA
CANDIDATE FOR ENGINEERING TECHNICIAN I – WATER RESOURCES - #01806**

Lilian Amaya has successfully competed in the examination process for the position of **Engineering Technician I**. Her spouse, **Dominick Vance**, is currently employed as a **Police Officer** in the **Bakersfield Police Department**. Due to the possibility of **Lilian** being considered for promotion to the **Engineering Technician I** position, the issue of nepotism must be addressed. **Lilian** is currently employed as a **Canal Tender II** 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 **Engineering Technician I** is as follows: Under general supervision, performs work of average difficulty involving technical office and field work checking development plans for conformance with City standards; preparing and checking final maps, legal descriptions, plans and specifications utilizing computer aided drafting format and performing research of record information in the Public Works Department. Performs other work as required.

A summary of the duties and responsibilities for the position of **Police Officer** is as follows: Under general supervision, performs professional duties in a sworn capacity pursuant to California Penal Code 830.1 and is responsible for protecting persons and property; enforcing state and local laws and ordinances; identifies, deters and investigates crime; contributes to the positive welfare of the community, and performs related work as required.

EMPLOYMENT OVERLAP

According to Assistant City Manager Gary Hallen, if **Lilian Amaya** is promoted to an **Engineering Technician I** position in the **Water Resources Department**, performance appraisals would not be reviewed or conducted by either employee for the other, no employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Assistant City Manager Gary Hallen 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: 11/15/2022

9.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 10/14/2022
WARD:
SUBJECT: Marcos Fajardo, Fleet Service Worker II #01791

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver request for Marcos Fajardo, Fleet Service Worker II #01791

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Marcos Fajardo, Fleet Service Worker II #01791	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: NOVEMBER 15, 2022

FROM: ISABEL FARMER, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – MARCOS FAJARDO
CANDIDATE FOR FLEET SERVICE WORKER II #01791

Marcos Fajardo has successfully competed in the examination process for the position of **Fleet Service Worker II** and placed on the eligible list for same. His cousin, **Gabriel Fajardo**, is currently employed as a **Technology Systems Technician I** with the **Technology Services Department**. Due to the possibility of **Marcos** being considered for appointment to a **Fleet Service Worker II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Fleet Service Worker II** is as follows: Under direct supervision, performs routine and minor level work. May assist journey level mechanics in the maintenance and repair of fleet vehicles, construction and municipal service equipment; and performs other work as required.

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.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Marcos Fajardo** is appointed to a **Fleet Service Worker II** position in the **Fleet Division** of the **Public Works Department**, performance appraisals would not be reviewed or conducted by either employee for the other, no employee would be directly supervised by the other; and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The 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: 11/15/2022

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Shayla Collins, HR Manager
CREATED BY: Shayla Collins, HR Manager
DATE: 11/15/2022
WARD:
SUBJECT: Water Resources Manager to Water Resources Director #89160

STAFF RECOMMENDATION:

Staff recommends approval of the Job Specification title change of Water Resources Manager to Water Resources Director #89160.

BACKGROUND:

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Redline - Water Resources Manager to Water Resources Director	Backup Material
<input type="checkbox"/>	Final - Water Resources Director #89160	Backup Material

CITY OF BAKERSFIELD

CLASS SPECIFICATION:

89160

UNIT:

MANAGEMENT

EE04:

OFFICIALS/ADMINISTRATORS

CLASS TITLE: WATER RESOURCES DIRECTOR MANAGER

CLASS SUMMARY:

Under administrative direction of the City Manager, directs the operations of the agricultural and domestic water systems for the City; manages the operation, maintenance, and water distribution of the canal and Kern River delivery system for agricultural water; manages the operation, maintenance, and efficiency of a large and expanding City domestic water system, including City-wide fire hydrant program; manages the Kern River Levee District; oversees wastewater resources; performs related work as required.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Serves as the Water Resources Department Head reporting to the City Manager
- Manages activities of the Water Resources Department which includes the Agricultural and Domestic Water divisions, and the Kern River Levee District
- Advises the City Council, Water Board, City Manager and others on departmental issues
- Ensures timely actions on Water Board items and implementation of City Council resolutions on departmental matters
- Administers policy as established by the City Water Board
- Develops, controls and manages the Department's annual budget
- Develops general departmental administrative policies and procedures
- Formulates goals, objectives and work standards for the department and ensures their accomplishment
- Directs the selection, development and evaluation of department personnel
- Represents the City in contacts with federal, state, county and local agencies involved with water supply, water quality, water rights, environmental matters, wastewater recycling, weed control, safety and other matters of concern to water users, both agricultural and domestic
- Negotiates City's position with other Kern River interests relating to Kern River operations
- Maintains the integrity of the City's Kern River water rights ownership
- Oversees National Pollution and Discharge Elimination System (NPDES) storm water monitoring and reporting program
- Oversees the City-wide fire hydrant installation and maintenance program
- Manages the operation and maintenance of City's storm drain basins
- Responsible for the oversight and management of wastewater effluent from the City's sewer treatment plants
- Negotiates water sales and water exchanges to promote maximum cash flow

- Coordinates with other City division and department heads on problems related to the design, construction and maintenance of agricultural, domestic water, storm drain sumps and effluent disposal systems
- Interacts extensively with the public
- Assigns and prepares special reports

DISTINGUISHING CHARACTERISTICS:

The Water Resources Director Manager functions as a department head with responsibility for policy development, program planning, fiscal management, administrative and operational direction of the Water Resources Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Council, City Water Board and City Manager.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principles and practices of administration as applied to the design, construction and maintenance of agricultural and domestic water systems
- Water rights and water measurement techniques
- Recent developments, current literature and sources of information in the management of the City's water resources
- Hydrogeologic understanding of groundwater
- Operations of the U.S. Army Corps of Engineers related to Isabella Dam
- Production and distribution of potable water
- Operation, maintenance and construction of levee flood protection systems
- Management and supervision
- Public administration principles and practices
- City policies, procedures and practices
- Computer applications related to work.

Ability to:

- Organize, manage, and coordinate the activities of the Water Resources Department
- Effectively implement approved programs
- Select, develop and evaluate staff and provide for their training and professional development
- Delegate authority and responsibility
- Develop improved methods of operation and maintenance of water facilities
- Determine best economic use of equipment, personnel and materials and to forecast long-and short-range water delivery requirements
- Make decisions relating to operating and maintaining water delivery systems
- Effectively communicate with news media, public water agencies, and developers
- Maintain effective relationships with City officials, employees and the general public
- Express ideas on technical subjects clearly and concisely, both orally and in writing.

Training and Experience:

- A Bachelor's Degree from an accredited college or university in Business or Public Administration, Civil Engineering or related field; **AND**
- Six (6) years of management and administrative experience in the direction of agricultural and domestic water resources or other related managerial experience, of which two (2) years must be at a division management level
- A Master's Degree in related field preferred
- Groundwater management experience or registration as a Professional Civil Engineer and familiarity with California environmental and water law is **highly desirable**
- An equivalent combination of training, certification and experience may be substituted for the above requirements.

Licenses, Certificates or Special Requirements:

- A valid California Class "C" driver's license
- Must be able to pass a background check
- Possession of a valid Water Treatment Facility Operator's Certificate issued by the California State Department of Public Health and/or a valid Water Distribution Certificate issued by AWWA is **desirable**.

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions
- Frequent public contact
- Ability to travel
- Infrequent outdoor work in all weather conditions

Approved by the Miscellaneous Civil Service Board: 10/20/09

Approved by the City Council: 11/4/09

CITY OF BAKERSFIELD

CLASS SPECIFICATION:

89160

UNIT:

MANAGEMENT

EE04:

OFFICIALS/ADMINISTRATORS

CLASS TITLE: WATER RESOURCES DIRECTOR

CLASS SUMMARY:

Under administrative direction of the City Manager, directs the operations of the agricultural and domestic water systems for the City; manages the operation, maintenance, and water distribution of the canal and Kern River delivery system for agricultural water; manages the operation, maintenance, and efficiency of a large and expanding City domestic water system, including City-wide fire hydrant program; manages the Kern River Levee District; oversees wastewater resources; performs related work as required.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Serves as the Water Resources Department Head reporting to the City Manager;
- Manages activities of the Water Resources Department which includes the Agricultural and Domestic Water divisions, and the Kern River Levee District;
- Advises the City Council, Water Board, City Manager and others on departmental issues;
- Ensures timely actions on Water Board items and implementation of City Council resolutions on departmental matters;
- Administers policy as established by the City Water Board;
- Develops, controls and manages the Department's annual budget;
- Develops general departmental administrative policies and procedures;
- Formulates goals, objectives and work standards for the department and ensures their accomplishment;
- Directs the selection, development and evaluation of department personnel;
- Represents the City in contacts with federal, state, county and local agencies involved with water supply, water quality, water rights, environmental matters, wastewater recycling, weed control, safety and other matters of concern to water users, both agricultural and domestic;
- Negotiates City's position with other Kern River interests relating to Kern River operations;
- Maintains the integrity of the City's Kern River water rights ownership;
- Oversees National Pollution and Discharge Elimination System (NPDES) storm water monitoring and reporting program;
- Oversees the City-wide fire hydrant installation and maintenance program;
- Manages the operation and maintenance of City's storm drain basins;
- Responsible for the oversight and management of wastewater effluent from the City's sewer treatment plants;
- Negotiates water sales and water exchanges to promote maximum cash flow;

- Coordinates with other City division and department heads on problems related to the design, construction and maintenance of agricultural, domestic water, storm drain sumps and effluent disposal systems;
- Interacts extensively with the public;
- Assigns and prepares special reports.

DISTINGUISHING CHARACTERISTICS:

The Water Resources Director functions as a department head with responsibility for policy development, program planning, fiscal management, administrative and operational direction of the Water Resources Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Council, City Water Board and City Manager.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principles and practices of administration as applied to the design, construction and maintenance of agricultural and domestic water systems;
- Water rights and water measurement techniques;
- Recent developments, current literature and sources of information in the management of the City's water resources;
- Hydrogeologic understanding of groundwater;
- Operations of the U.S. Army Corps of Engineers related to Isabella Dam;
- Production and distribution of potable water;
- Operation, maintenance and construction of levee flood protection systems;
- Management and supervision;
- Public administration principles and practices;
- City policies, procedures and practices;
- Computer applications related to work.

Ability to:

- Organize, manage, and coordinate the activities of the Water Resources Department;
- Effectively implement approved programs;
- Select, develop and evaluate staff and provide for their training and professional development;
- Delegate authority and responsibility;
- Develop improved methods of operation and maintenance of water facilities;
- Determine best economic use of equipment, personnel and materials and to forecast long-and short-range water delivery requirements;
- Make decisions relating to operating and maintaining water delivery systems;
- Effectively communicate with news media, public water agencies, and developers;
- Maintain effective relationships with City officials, employees and the general public;
- Express ideas on technical subjects clearly and concisely, both orally and in writing.

Training and Experience:

- A Bachelor's Degree from an accredited college or university in Business or Public Administration, Civil Engineering or related field; **AND**
- Six (6) years of management and administrative experience in the direction of agricultural and domestic water resources or other related managerial experience, of which two (2) years must be at a division management level.
- A Master's Degree in related field preferred
- Groundwater management experience or registration as a Professional Civil Engineer and familiarity with California environmental and water law is **highly desirable**
- An equivalent combination of training, certification and experience may be substituted for the above requirements.

Licenses, Certificates or Special Requirements:

- A valid California Class "C" driver's license.
- Must be able to pass a background check.
- Possession of a valid Water Treatment Facility Operator's Certificate issued by the California State Department of Public Health and/or a valid Water Distribution Certificate issued by AWWA is **desirable**.

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions.
- Frequent public contact.
- Ability to travel.
- Infrequent outdoor work in all weather conditions.

Approved by the Miscellaneous Civil Service Board: 10/20/09

Approved by the City Council: 11/4/09

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council:

ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Shayla Collins, HR Manager
CREATED BY: Shayla Collins, HR Manager
DATE: 11/15/2022
WARD:
SUBJECT: Water Resources Director to Assistant Water Resources Director
#89110

STAFF RECOMMENDATION:

Staff recommends approval of title change of the Water Resources Director to Assistant Water Resources Director #89110.

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Redline - Water Resources Director to Assistant Water Resources Director #89110	Backup Material
□	Final - Assistant Water Resources Director #89110	Backup Material

CITY OF BAKERSFIELD

CLASS SPECIFICATION: 89110

UNIT: MANAGEMENT

EE04: OFFICIALS/ADMINISTRATORS

CLASS TITLE: ASSISTANT WATER RESOURCES DIRECTOR

CLASS SUMMARY:

Under administrative direction of the Water Resources ~~Director~~Manager, is responsible for planning and directing the operation, maintenance, and improvement of the City's Agricultural and Domestic Water Division of the Water Resources Department and related activities; 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:

- Responsible for the day to day operation of the City's Agricultural and Domestic Water Divisions of the Water Resources Department
- Represents the City in contacts with federal, state, county and local agencies involved with water supply, water quality, water rights, environmental matters, weed control, safety and other matters that are of concern to water users, both agricultural and domestic
- Testifies in court regarding the City's water rights when necessary
- Works with other City division and department heads, deals with a variety of businesses, manufacturers, suppliers and service organizations from which the City obtains materials, equipment, supplies, and services
- Responsible for maintaining the integrity of the City's Kern River water rights ownership
- Negotiates water sales and water exchanges to promote maximum cash flow
- Negotiates City's position with other Kern River interests relating to Kern River operations
- Ability to administer policy as established by the City Water Board. Develops, with staff assistance, and recommends to the Water Resources Manager, changes and modifications in operating procedures as required to meet changing times and conditions
- Responsible for developing and administering the Division's annual budget
- Performs extensive public contact, explaining the operation of the department
- Attends conferences and seminars related to the Division's operation
- Works with other local agencies in coordinating the City's agricultural and domestic water operations
- Assigns and prepares special reports

DISTINGUISHING CHARACTERISTICS:

In addition to assisting the Water Resources ~~Director~~Manager in varied administrative and programmatic areas, including long-range planning and policy development, fiscal management and general administration, this class has responsibility for the functional operations of the City's Agricultural and Domestic Water Operations. This class is distinguished from the Department Head in that the latter has full management and administrative responsibility for the entire department. This position is distinguished from the Water Resources Superintendent position in that the Superintendent is responsible for the day-to-day operations of city water systems and facilities.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Comprehensive knowledge of modern principles and practices of administration as applied to the design, construction, and maintenance of agricultural and domestic water systems.
- Comprehensive knowledge of water rights and water measurement techniques.
- Comprehensive knowledge of the materials, methods and techniques used in operating a water system.
- Considerable knowledge in recent developments, current literature, and sources of information in administering a water system.
- Ability to organize, direct and coordinate the activities of the various sections of the City's Water Resources Department.
- Ability to delegate authority and responsibility and to schedule and program work on a long term basis.

Ability to:

- Ability to establish and maintain effective relationships with City officials, employees and the general public.
- Ability to express ideas on technical subjects clearly and concisely, both orally and in writing.

Training and Experience:

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Business or Public Administration or related field; AND
- Five (5) years of progressively responsible experience in the direction of agricultural and domestic water resources, or other related managerial experience; OR
- An equivalent combination of training and experience which provides the capabilities to perform the described duties. Highly Desirable: Registration as a Professional Civil Engineer.

Licenses, Certificates or Special Requirements:

- A valid California Class "C" driver's license.

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions
- Frequent public contact
- Ability to travel
- Infrequent outdoor work in all weather conditions

Approved by the Miscellaneous Civil Service Board: July 20, 2010

Approved by the City Council: August 11, 2010

S:\Job Specs\WATER RESOURCES DIRECTOR-Revised 7.10.doc

CITY OF BAKERSFIELD

CLASS SPECIFICATION: 89110

UNIT: MANAGEMENT

EE04: OFFICIALS/ADMINISTRATORS

CLASS TITLE: ASSISTANT WATER RESOURCES DIRECTOR

CLASS SUMMARY:

Under administrative direction of the Water Resources Director, is responsible for planning and directing the operation, maintenance, and improvement of the City's Agricultural and Domestic Water Division of the Water Resources Department and related activities; 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:

- Responsible for the day to day operation of the City's Agricultural and Domestic Water Divisions of the Water Resources Department;
- Represents the City in contacts with federal, state, county and local agencies involved with water supply, water quality, water rights, environmental matters, weed control, safety and other matters that are of concern to water users, both agricultural and domestic;
- Testifies in court regarding the City's water rights when necessary;
- Works with other City division and department heads, deals with a variety of businesses, manufacturers, suppliers and service organizations from which the City obtains materials, equipment, supplies, and services;
- Responsible for maintaining the integrity of the City's Kern River water rights ownership;
- Negotiates water sales and water exchanges to promote maximum cash flow;
- Negotiates City's position with other Kern River interests relating to Kern River operations;
- Ability to administer policy as established by the City Water Board. Develops, with staff assistance, and recommends to the Water Resources Manager, changes and modifications in operating procedures as required to meet changing times and conditions;
- Responsible for developing and administering the Division's annual budget;
- Performs extensive public contact, explaining the operation of the department;
- Attends conferences and seminars related to the Division's operation;
- Works with other local agencies in coordinating the City's agricultural and domestic water operations;
- Assigns and prepares special reports;

DISTINGUISHING CHARACTERISTICS:

In addition to assisting the Water Resources Director in varied administrative and programmatic areas, including long-range planning and policy development, fiscal management and general administration, this class has responsibility for the functional operations of the City's Agricultural and Domestic Water Operations. This class is distinguished from the Department Head in that the latter has full management and administrative responsibility for the entire department. This position is distinguished from the Water Resources Superintendent position in that the Superintendent is responsible for the day-to-day operations of city water systems and facilities.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Comprehensive knowledge of modern principles and practices of administration as applied to the design, construction, and maintenance of agricultural and domestic water systems.;
- Comprehensive knowledge of water rights and water measurement techniques;
- Comprehensive knowledge of the materials, methods and techniques used in operating a water system;
- Considerable knowledge in recent developments, current literature, and sources of information in administering a water system;
- Ability to organize, direct and coordinate the activities of the various sections of the City's Water Resources Department;
- Ability to delegate authority and responsibility and to schedule and program work on a long term basis.

Ability to:

- Ability to establish and maintain effective relationships with City officials, employees and the general public;
- Ability to express ideas on technical subjects clearly and concisely, both orally and in writing.

Training and Experience:

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Business or Public Administration or related field; **AND**
- Five (5) years of progressively responsible experience in the direction of agricultural and domestic water resources, or other related managerial experience; **OR**
- An equivalent combination of training and experience which provides the capabilities to perform the described duties. Highly Desirable: Registration as a Professional Civil Engineer.

Licenses, Certificates or Special Requirements:

- A valid California Class "C" driver's license.

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions.
- Frequent public contact.
- Ability to travel.
- Infrequent outdoor work in all weather conditions.

Approved by the Miscellaneous Civil Service Board: July 20, 2010

Approved by the City Council: August 11, 2010

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council:



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Christi Tenter

CREATED BY: Christi Tenter H.R. Director

DATE: 11/15/2022

WARD:


SUBJECT: Risk Management Specialist #26455

STAFF RECOMMENDATION:

Staff recommends approval of New Job Specification, Risk Specialist #26455

BACKGROUND:

ATTACHMENTS:

Description	Type
 Risk Management Specialist #26455	Backup Material

CLASS TITLE: RISK MANAGEMENT SPECIALIST

CLASS SUMMARY:

Under general supervision, performs a variety of responsible technical, administrative and paraprofessional duties in support of risk management programs and projects. Duties include maintenance and monitoring of industrial disability retirement case files, support for industrial return to work programs, support of citywide safety programs, coordinates activities and communications with identified stakeholders; and performs related work as assigned.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Coordinates daily activity and interaction between departments, the third party administrator, and vendors regarding workers' compensation, leave and disability matters and related safety programs under applicable rules, regulations and policies;
- Assists in development of policies and procedures designed to assist workers to return to work or understand related benefit options;
- Acts as liaison between departments, workers' compensation adjusters and medical providers to coordinate industrial disability management processes;
- Assists departments with development and implementation of Return To Work policies, plans of action to resolve periods of industrial disability and follow up to ensure compliance.
- Coordinates efforts to arrange for temporary and permanent modified or alternate work assignments or other accommodation of industrially injured City employees;
- Works closely with City Departments to schedule formal Interactive Process meetings and facilitates such meetings.
- Prepares industrial disability retirement documentation and issues notices;
- Coordinates the Interactive Process for employees with qualifying disability conditions as required by FEHA and ADA;
- Assists injured/disabled employees regarding the workers' compensation program and applicable leave provisions;
- Seeks clarification of medical restrictions; facilitate job analyses reviews;
- Prepares forms, documents, correspondence, and other materials; provide orientation, counseling, training and other assistance to department representatives regarding program administration, policies and procedures related to workers' compensation, leave management, disability management, and medical accommodation.
- Maintains thorough and confidential records, logs, and databases; facilitate timely and accurate communication of information and materials that comply with applicable timelines and program regulations.
- Interprets and applies routine and complex eligibility provisions based on a variety of labor code eligibility criteria;
- Prepares and revise a variety of complex administrative reports;

- Assists in the auditing of claims payments, practices, and procedures;
- Monitors and analyzes services for effectiveness and customer satisfaction.

MINIMUM QUALIFICATIONS:**Training and Experience:**

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

Knowledge of:

- Principles of municipal risk or human resources management;
- Rules, code and regulations related to worker's compensation, ADA, Cal-OSHA, CalPERS and related benefit programs;
- Basic research, data gathering, and report writing methods and technique;
- Standard office practices and procedures, including filing and the operation of standard office equipment;
- Payroll and risk management record keeping principles and practices;
- Computer-based project management, data management, and analysis systems and principles.

Ability to:

- Communicate effectively and write clear, concise reports;
- Gather and translate data;
- Develop and maintain effective working relationships;
- Maintain accurate records and files;
- Plan, organize and recommend programs and related activities;
- Establish and maintain a variety of personnel and related records requiring confidentiality and security;
- Perform complex and detailed processing work in a database system, including entering data with speed and accuracy, auditing work, and running routine reports;
- Learn, apply and explain applicable codes and regulations;
- Effectively present information to individuals and groups;
- Conduct group and individual meetings related to the area to which assigned;
- Use initiative and independent judgment within established procedural guidelines;
- Monitor and adhere to applicable program timelines and deadlines;
- Maintain confidentiality on sensitive or protected information;
- Set priorities and meet critical deadlines in a fast-paced environment;
- Analytically and logically evaluate information;
- Focus on the details of work content, work steps, and final work products;
- Attend to the needs and expectation of customers;
- Collaborate with others to achieve shared goals;
- Define and assess operational processes and workflow;
- Apply technology for improvements in organizational efficiency and effectiveness.

CLASS TITLE:

RISK MANAGEMENT SPECIALIST

26455

Licenses; Certificates; and Special Requirements:

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

Physical Conditions or Special Working Conditions:

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

Approved by the Miscellaneous Civil Service Board:

Approved by City Council:



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter
CREATED BY: Christi Tenter H.R. Director
DATE: 11/15/2022
WARD:
SUBJECT: Fiscal and Administrative Services Officer I #57882

STAFF RECOMMENDATION:

Staff recommends approval of Proposed New Job Specification, Fiscal and Administrative Services Officer I #57882

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter
CREATED BY: Christi Tenter H.R. Director
DATE: 11/15/2022
WARD:
SUBJECT: Fiscal and Administrative Services Officer II #57885

STAFF RECOMMENDATION:

Staff recommends approval of Proposed New Job Specification Fiscal and Administrative Services Officer II #57885

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter
CREATED BY: Christi Tenter H.R. Director
DATE: 11/15/2022
WARD:
SUBJECT: Fiscal and Administrative Services Officer III #57895

STAFF RECOMMENDATION:

Staff recommends approval of the Proposed New Job Specification for Fiscal and Administrative Services Officer III #57895

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer, Human Resources Analyst

DATE: 11/8/2022

WARD:

SUBJECT: Reinstatement Request for Gary Ou

STAFF RECOMMENDATION:

Staff recommends approval of reinstatement request for Gary Ou .

BACKGROUND:

ATTACHMENTS:

Description	Type
Reinstatement for Gary Ou	Backup Material
Request for Reinstatement - Gary Ou	Backup Material



MEMORANDUM

TO: Miscellaneous Civil Service Board

FROM: Christi Tenter, Human Resources Director

SUBJECT: Reinstatement Request for Gary Ou

DATE: November 15, 2022

Mr. Gary Ou has requested reinstatement to the position of Accountant I in the Financial Services Department with the City of Bakersfield.

- On June 1, 2015, Mr. Ou was hired as a full-time employee as an Accounting Clerk I in the Financial Services Department.
- Promoted to an Accounting Clerk II on December 19, 2019.
- Promoted to an Accountant I on February 1, 2021.
- Mr. Ou resigned from the City of Bakersfield on June 17, 2022 in good standing.

Mr. Randy McKeegan, Finance Director has been contacted regarding this request. He recommends placing Mr. Ou on a reinstatement list for Accountant I.

Should the Board approve this request, Mr. Ou's name will be placed on the Miscellaneous Civil Service reinstatement list for Accountant I for the City of Bakersfield for a period of one (1) year. The established reinstatement list may be utilized at the hiring manager's discretion for selection of a final candidate per Miscellaneous Civil Service Rule 6.05 during periods of which vacancies occur within the one (1) year period.

Cc: Randy McKeegan

Gary Ou
405 Beverly Drive
Bakersfield CA 93307
11/7/2022

City of Bakersfield Human Resource Department
1600 Truxtun Ave First Floor
Bakersfield, CA 93301

Dear City of Bakersfield Human Resource Department :

I would like to submit my formal request for Reinstatement. My last day with the City of Bakersfield was June 17, 2022. I would like to be put on the Reinstatement list for the Accountant position that I left.

Thank you for your time.

Sincerely,


Gary Ou



ADMINISTRATIVE REPORT

MEETING DATE: 11/15/2022

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 11/8/2022
WARD:
SUBJECT: Reinstatement request for Cristian Cruz

STAFF RECOMMENDATION:

Staff recommends approval of reinstatement request for Cristian Cruz

BACKGROUND:

ATTACHMENTS:

Description	Type
Reinstatement for Cristian Cruz	Backup Material
Request for reinstatement - Cristian Cruz	Backup Material



MEMORANDUM

TO: Miscellaneous Civil Service Board

FROM: Christi Tenter, Human Resources Director

SUBJECT: Reinstatement Request for Cristian Cruz

DATE: November 15, 2022

Mr. Cristian Cruz has requested reinstatement to the position of Code Enforcement Officer I in the Building Division of the Development Services Department with the City of Bakersfield.

On May 10, 2021, Mr. Cruz was hired as a full-time employee as a Code Enforcement Officer I in the Building Division of the Development Services Department. Mr. Cruz resigned from the City of Bakersfield on July 8, 2022 in good standing.

Mr. Christopher Boyle, Development Services Director has been contacted regarding this request. He recommends placing Mr. Cruz on a reinstatement list for Code Enforcement Officer I.

Should the Board approve this request, Mr. Cruz' name will be placed on the Miscellaneous Civil Service reinstatement list for Code Enforcement Officer I for the City of Bakersfield for a period of one (1) year. The established reinstatement list may be utilized at the hiring manager's discretion for selection of a final candidate per Miscellaneous Civil Service Rule 6.05 during periods of which vacancies occur within the one (1) year period.

Cc: Christopher Boyle

October 27, 2022

Cristian Cruz
661-952-8637
cristiancruz0295@gmail.com

Dear , City of Bakersfield Human Resources

I am submitting this memorandum for a request of employment reinstatement and to be placed on the reinstatement eligibility list for the position of: Code Enforcement Officer I

I was most recently employed in July 2022 for the City of Bakersfield. In July 2022 I resigned from my position of Code Enforcement Officer I, because I accepted another job opportunity.

While away from the City of Bakersfield I have held one job after the fact. I was a Deputy Sheriff Trainee for the Los Angeles County Sheriff's Department from July 2022 to October 2022.

Cristian Cruz

10/27/22