



# **BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF MARCH 21, 2023**

1600 Truxtun Ave Conference Room A  
Misc. 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 February 21, 2023  
*Staff recommends approval of the Minutes of the Misc. Civil Service Board Meeting February 21, 2023*

## **4. NEW BUSINESS**

### **A. Eligible List Certified by the Human Resources Director**

- 1. Accountant I (O) #01878
- 2. Accounting Clerk I/II (O) #01883
- 3. Deputy City Attorney I/II (O) # 01897
- 4. Development Services Technician (O) #01867
- 5. Light Equipment Operator - Water Resources (P) #01879
- 6. Recreation Coordinator (O) #01884
- 7. Service Maintenance Worker (O) #01886
- 8. Technology Systems Analyst I - GIS (O) #01863
- 9. Technology Systems Technician I-GIS (O) #01864
- 10. Technology Systems Analyst I/II- Data Analysis (O) #01836
- 11. Wastewater Electrical & Instrumentation Technician I/II (O) #01865

### **B. Eligible List extended by the Human Resources Director**

- 1. Supervisor I/II - Water Resources (P) #01767 extended from 3/14/2023 to 6/14/2023

### **C. Nepotism(s)**

- 1. Noeli Topete, Associate Planner I/II #01880
- 2. Esther Tovar, Operations Support Specialist #01860

3. Diondra Besenthal, Recreation Coordinator #01884
4. Edward Garcia, Service Maintenance Worker #01886
5. Elias Salazar, Service Maintenance Worker #01886
6. Walter Cruz, Service Maintenance Worker #01886

**5. COMMISSIONERS COMMENTS**

**6. ADJOURNMENT**



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

2.

**TO:** Bakersfield Miscellaneous Civil Service Board

**FROM:** Julie Houselog

**CREATED BY:** Julie Houselog

**DATE:** 3/21/2023

**WARD:**

**SUBJECT:** A. Agenda Item Public Statements

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**STAFF RECOMMENDATION:**

**BACKGROUND:**



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

2.

**TO:** Bakersfield Miscellaneous Civil Service Board

**FROM:** Julie Houselog

**CREATED BY:** Julie Houselog

**DATE:** 3/21/2023

**WARD:**

**SUBJECT:** B. Non-Agenda Item Public Statements

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**STAFF RECOMMENDATION:**

**BACKGROUND:**



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

3.  
1.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Julie Houselog  
**CREATED BY:** Julie Houselog  
**DATE:** 3/21/2023  
**WARD:**  
**SUBJECT:** Minutes of the Misc. Civil Service Board Meeting February 21, 2023

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## STAFF RECOMMENDATION:

Staff recommends approval of the Minutes of the Misc. Civil Service Board Meeting February 21, 2023

## BACKGROUND:

### ATTACHMENTS:

	Description	Type
📎	Minutes of the Misc. Civil Service Board Meeting February 21, 2023	Backup Material

# MINUTES

Miscellaneous Civil Service Board  
Regular Meeting  
1600 Truxtun, City Hall North, Conference Room A, 1<sup>st</sup> Floor  
February 21, 2023  
2:00 P.M.

The Miscellaneous Civil Service Board Regular Meeting commenced on February 21, 2023 at 2:00 p.m., City Hall North, Conference Room A, 1<sup>st</sup> Floor.

1. Roll Call:

**Nila Hogan, Chair**  
**James Hay, Secretary**  
**Patrick Bowers**  
**Kevin Oliver**  
**Ronald Wolfe**

Administration present:

**Christi Tenter, Human Resources Director**  
**Shayla Collins, Human Resources Manager**  
**Isabel Farmer, Human Resources Analyst**  
**Tanya Wilson, Human Resources Analyst**  
**Asia Wofford, Human Resources Analyst**  
**Viridiana Gallardo-King, Deputy City Attorney II**  
**Julie Houselog, Human Resources Specialist**  
**Ginny Gennaro, City Attorney**  
**Eric Galvan, Communications Coordinator**

Others present:

**Student from Bakersfield College**

## 2. Public Comments

**Agenda Item Public Statements-None**  
**Non-Agenda Item Public Statements-None**

## 3. Approval of Minutes

**Upon a motion, by Commissioner Oliver and seconded by Commissioner Hay, the minutes for January 17, 2023 were APPROVED, ALL AYES**

## 5. New Business

### **A. Eligible Lists Certified by the Human Resources Director**

1. Administrative Assistant I/II (O) #01869
2. Associate Planner I/II (O) #01852
3. Building Inspector, I/II (O) #01857
4. Civil Engineer III (O) #01839

5. Fiscal and Administrative Services Officer I (O) #01856
6. Fleet Equipment Mechanic I (O) #01866
7. Operations Support Specialist (O) #01860
8. Recreation Specialist (O) #01838
9. Risk Management Specialist (O) #01846
10. Streets Equipment Operator (P) #01861
11. Supervisor II-Construction (O) #01842
12. Technology Services Project Coordinator (O) #01855
13. Technology Systems Analyst I (O) #01872
14. Traffic Operations Technician (O) #01845

**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. Gavin Grimes, Civil Engineer III #01839
2. Leticia Duke, Development Services Technician #01867
3. Noeli Topete, Development Services Technician #01867
4. Edward Guevara, Risk Management Specialist #01846
5. Tyler Davis, Technology Systems Analyst I #01872

**After discussion, a motion, by Commissioner Oliver and seconded by Commissioner Bowers, was made to approve the recommendation of the Development Services Director, Christopher Boyle, Risk Manager, Jena Covey, Technology Services Director, Greg Pronovost, and/or Human Resources, to approve the Nepotism Requests for the above referenced items. APPROVED, ALL AYES**

**C. Job Specification Revised**

1. Code Enforcement Officer III to Code Enforcement Supervisor #57260

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

**D. New Job Specification(s)**

1. Deputy City Attorney I/II-(Water) #88082/88085
2. Senior Payroll Technician #26105

**After discussion, a motion, by Commissioner Oliver and seconded by Commissioner Bowers, was made to approve the recommendation of the Human Resources Director, Christi Tenter, to approve the New Job Specification for the Deputy City Attorney I/II-(Water). APPROVED, ALL AYES**

**After discussion, a motion, by Commissioner Hay and seconded by Commissioner Bowers, was made to approve the recommendation of the Human Resources Director, Christi**

**Tenter, to approve the New Job Specification for the Senior Payroll Technician #26105.  
APPROVED, ALL AYES**

6. Commissioner's Comments

**Board and Staff welcomed Bakersfield College Guest**

7. Adjournment

**There being no further business to come before the Board, a motion was made by Commissioner Hogan to adjourn the meeting at 2:19 p.m. APPROVED, ALL AYES.**





# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

1.

**TO:** Bakersfield Miscellaneous Civil Service Board

**FROM:** Kevin Mendoza

**CREATED BY:** Kevin Mendoza Human Resources Analyst

**DATE:** 3/2/2023

**WARD:**

**SUBJECT:** Accountant I (O) #01878

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## STAFF RECOMMENDATION:

Informational Item Only

## BACKGROUND:

## ATTACHMENTS:

Description	Type
Accountant I (O) #01878	Backup Material

POSITION: ACCOUNTANT I (OPEN) #01878

APPLIED.....	25
INVITED TO ORAL.....	11
ATTENDED ORAL.....	08
CERTIFIED.....	05

Eligible List Report  
Accountant I (Open) #01878  
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
2/17/2023	8/17/2023	Aguilar, Lahiri	1
2/17/2023	8/17/2023	Cruz, Robert	2
2/17/2023	8/17/2023	Perry, Jeannine	3
2/17/2023	8/17/2023	Sanchez, Stephanie	4
2/17/2023	8/17/2023	Lindsey, Latonja	5

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Christi Tenter, Human Resources Director

February 17, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

2.

**TO:** Bakersfield Miscellaneous Civil Service Board

**FROM:** Kevin Mendoza

**CREATED BY:** Kevin Mendoza Human Resources Analyst

**DATE:** 3/21/2023

**WARD:**

**SUBJECT:** Accounting Clerk I/II (O) #01883

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## STAFF RECOMMENDATION:

Informational Item Only

## BACKGROUND:

## ATTACHMENTS:

Description	Type
Accounting Clerk I/II (O) #01883	Backup Material

POSITION: ACCOUNTING CLERK I/II (OPEN) #01883

APPLIED.....45

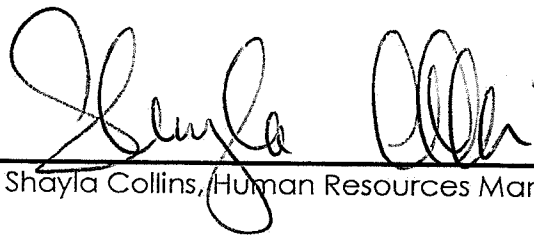
INVITED TO ORAL.....7

ATTENDED ORAL.....4

CERTIFIED.....4

Eligible List Report  
Accounting Clerk I/II (Open) #01883  
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
3/15/2023	9/15/2023	Diaz Lopez, Erika	1
3/15/2023	9/15/2023	Ojeda, Yasri	2
3/15/2023	9/15/2023	Solorzano, Michael	3
3/15/2023	9/15/2023	Contreras, Juan	4



Shayla Collins, Human Resources Manager

March 15, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

3.

**TO:** Bakersfield Miscellaneous Civil Service Board

**FROM:** Sandra Duncan

**CREATED BY:** Sandra Duncan, Human Resources Analyst

**DATE:** 3/14/2023

**WARD:**

**SUBJECT:** Deputy City Attorney I/II (O) # 01897

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## STAFF RECOMMENDATION:

Informational Item Only

## BACKGROUND:

## ATTACHMENTS:

Description	Type
Deputy City Attorney I/II (O) # 01897	Backup Material

POSITION: DEPUTY CITY ATTORNEY I/II (OPEN) #01897

APPLIED.....02

ACCEPTED.....01

TRAINING AND EXPERIENCE.....01

CERTIFIED.....01



Eligible List Report  
Deputy City Attorney I/II (Open) #01897  
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
3/10/2023	9/10/2023	Collom, Matthew	1

	
Shayla Woods-Collins, Human Resources Manager	March 10, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

4.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Tanya Wilson  
**CREATED BY:** Tanya Wilson, Human Resources Analyst  
**DATE:** 2/23/2023  
**WARD:**  
**SUBJECT:** Development Services Technician (O) #01867

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## STAFF RECOMMENDATION:

Informational item only

## BACKGROUND:

## ATTACHMENTS:

Description	Type
Development Services Technician (Open) #01867	Backup Material

POSITION: DEVELOPMENT SERVICES TECHNICIAN (OPEN) #01867

APPLIED.....44

INVITED TO ORAL.....09

ATTENDED ORAL.....07

CERTIFIED.....04

Eligible List Report  
Development Services Technician - (Open) - #01867  
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
2/23/2023	8/23/2023	Duke, Leticia	1
2/23/2023	8/23/2023	Perez, Salma	2
2/23/2023	8/23/2023	Topete, Noeli	3
2/23/2023	8/23/2023	Gonzalez, Matthew	4



Christi Tenter, Human Resources Director

February 23, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

5.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Tanya Wilson  
**CREATED BY:** Tanya Wilson, Human Resources Analyst  
**DATE:** 2/28/2023  
**WARD:**  
**SUBJECT:** Light Equipment Operator - Water Resources (P) #01879

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## STAFF RECOMMENDATION:

Informational item only

## BACKGROUND:

## ATTACHMENTS:

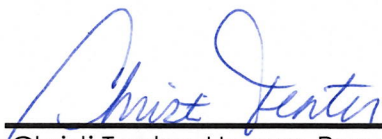
	Description	Type
▣	Light Equipment Operator - Water Resources(Promotional) #01879	Cover Memo

POSITION: LIGHT EQUIPMENT OPERATOR - WATER RESOURCES (PROMOTIONAL)  
#01879

APPLIED.....	13
INVITED TO ORAL.....	10
ATTENDED ORAL.....	9
CERTIFIED.....	8

Eligible List Report  
Light Equipment Operator - Water Resources (Promotional) #01879  
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
2/27/2023	8/27/2023	Johnson, Kevin	1
2/27/2023	8/27/2023	Silva, Zechariah	2
2/27/2023	8/27/2023	Woolley, Cam	3
2/27/2023	8/27/2023	Caldera Jr, Stephen	4
2/27/2023	8/27/2023	Perez, Jonathan	5
2/27/2023	8/27/2023	Vergara, Alfredo	5
2/27/2023	8/27/2023	Renteria, Michael	6
2/27/2023	8/27/2023	Curiel, David	7



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Christi Tenter, Human Resources Director

February 27, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

6.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Sandra Duncan  
**CREATED BY:** Sandra Duncan, Human Resources Analyst  
**DATE:** 3/14/2023  
**WARD:**  
**SUBJECT:** Recreation Coordinator (O) #01884

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## STAFF RECOMMENDATION:

Informational Item Only

## BACKGROUND:

## ATTACHMENTS:

Description	Type
Recreation Coordinator (O) #01884	Backup Material


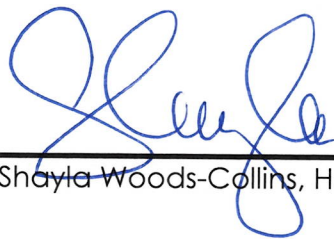


POSITION: RECREATION COORDINATOR (OPEN) #01884

APPLIED.....	50
INVITED TO ORAL.....	11
ATTENDED ORAL.....	08
CERTIFIED.....	05

Eligible List Report  
Recreation Coordinator (Open) #01884  
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
3/10/2023	9/10/2023	Besenthal, Diondra	1
3/10/2002	9/10/2023	Vasquez, Jeffersson	2
3/10/2023	9/10/2023	Allison, Rachel	3
3/10/2023	9/10/2023	Acevedo-Espinoza, Erica	4
3/10/2023	9/10/2023	Harrell, Jachi	5



Shayla Woods-Collins, Human Resources Manager

March 10, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

7.

**TO:** Bakersfield Miscellaneous Civil Service Board

**FROM:** Tanya Wilson

**CREATED BY:** Tanya Wilson, Human Resources Analyst

**DATE:** 3/15/2023

**WARD:**

**SUBJECT:** Service Maintenance Worker (O) #01886


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## STAFF RECOMMENDATION:

Informational item only

## BACKGROUND:

## ATTACHMENTS:

Description	Type
 Service Maintenance Worker (O) #01886	Backup Material

POSITION: SERVICE MAINTENANCE WORKER (OPEN) #01886

APPLIED.....	125
INVITED TO ORAL.....	52
ATTENDED ORAL.....	37
CERTIFIED.....	27

Eligible List Report  
Service Maintenance Worker (Open) #01886  
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
3/15/2023	9/15/2023	Orantes, Joshua	1
3/15/2023	9/15/2023	Cuadras, Frank	2
3/15/2023	9/15/2023	Courtright, Nicholas	3
3/15/2023	9/15/2023	Garcia, Edward	4
3/15/2023	9/15/2023	Mota, Gustavo	4
3/15/2023	9/15/2023	Williams, Aaron	5
3/15/2023	9/15/2023	Zurita, Joshua	6
3/15/2023	9/15/2023	Bryant, Christopher	7
3/15/2023	9/15/2023	Sandoval, Arturo	7
3/15/2023	9/15/2023	Jimenez, Oscar	8
3/15/2023	9/15/2023	Mendoza, Domingo	9
3/15/2023	9/15/2023	Cruz, Alex	10
3/15/2023	9/15/2023	Rodriguez Roman, Eric	11
3/15/2023	9/15/2023	Luque, Jose	12
3/15/2023	9/15/2023	Martinez, Gerardo	13
3/15/2023	9/15/2023	Jimenez, Miguel	14
3/15/2023	9/15/2023	Cruz, Walter	15
3/15/2023	9/15/2023	Maltos, Salvador	15
3/15/2023	9/15/2023	Grissom, Joe	16
3/15/2023	9/15/2023	Salgado, Sergio	17
3/15/2023	9/15/2023	Clark, Christopher	18
3/15/2023	9/15/2023	Salazar, Elias	19
3/15/2023	9/15/2023	Heath, Micheal	20
3/15/2023	9/15/2023	Chavez, Manuel	21
3/15/2023	9/15/2023	Zarate, Jesus	21
3/15/2023	9/15/2023	Felix, Juan	22
3/15/2023	9/15/2023	Morales, Arnold	23

Shayla Collins, Human Resources Manager

March 15, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

8.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Sandra Duncan  
**CREATED BY:** Sandra Duncan, Human Resources Analyst  
**DATE:** 3/6/2023  
**WARD:**  
**SUBJECT:** Technology Systems Analyst I - GIS (O) #01863

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## STAFF RECOMMENDATION:

Informational Item Only

## BACKGROUND:

## ATTACHMENTS:

Description	Type
Technology Systems Analyst I - GIS (O) #01863	Backup Material

POSITION: TECHNOLOGY SYSTEMS ANALYST I – GIS (OPEN) #01863

APPLIED.....13

INVITED TO ORAL.....4

ATTENDED ORAL.....3

CERTIFIED.....3

Eligible List Report  
Technology Systems Analyst I – GIS (Open) #01863  
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
3/1/2023	9/1/2023	Patel, Suvam	1
3/1/2023	9/1/2023	Clough, Megan	2
3/1/2023	9/1/2023	Shogib, Rakibul	3



Christi Tenter, Human Resources Director

March 1, 2023





# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

9.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Sandra Duncan  
**CREATED BY:** Sandra Duncan, Human Resources Analyst  
**DATE:** 3/1/2023  
**WARD:**  
**SUBJECT:** Technology Systems Technician I-GIS (O) #01864

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## STAFF RECOMMENDATION:

Informational Item Only

## BACKGROUND:

## ATTACHMENTS:

Description	Type
Technology Systems Technician I-GIS (O) #01864	Backup Material

POSITION: TECHNOLOGY SYSTEMS TECHNICIAN I - GIS (OPEN) #01864

APPLIED.....30

INVITED TO ORAL.....5

ATTENDED ORAL.....4

CERTIFIED.....3

Eligible List Report  
Technology Systems Technician I - GIS (Open) #01864  
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
2/24/2023	8/24/2023	Gomez, Valerie	1
2/24/2023	8/24/2023	Asuncion, Alexandria	2
2/24/2023	8/24/2023	Goldstein, Jacob	3



Christi Tenter, Human Resources Director

February 24, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

10.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Sandra Duncan  
**CREATED BY:** Sandra Duncan, Human Resources Analyst  
**DATE:** 3/1/2023  
**WARD:**  
**SUBJECT:** Technology Systems Analyst I/II- Data Analysis (O) #01836

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## STAFF RECOMMENDATION:

Informational Item Only

## BACKGROUND:

## ATTACHMENTS:

	Description	Type
□	Technology Systems Analyst I/II- Data Analysis (O) #01836	Backup Material

POSITION: TECHNOLOGY SYSTEMS ANALYST I/II- DATA ANALYSIS (OPEN) #01836

APPLIED.....36

INVITED TO ORAL.....12

ATTENDED ORAL.....09

CERTIFIED.....08

Eligible List Report  
Technology Systems Analyst I/II- Data Analysis (Open) - #01836  
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
2/23/2023	8/23/2023	Velasco, Eddie	1
2/23/2023	8/23/2023	Scholefield, Zachary	2
2/23/2023	8/23/2023	Perez, Giovanni	3
2/23/2023	8/23/2023	Woods-LaDue, Robert	4
2/23/2023	8/23/2023	Torigian, Samantha	5
2/23/2023	8/23/2023	Stevens, Andrew	6
2/23/2023	8/23/2023	Hidalgo, Pedro	7
2/23/2023	8/23/2023	Martinez, Tricia	8



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Christi Tenter, Human Resources Director

February 23, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

11.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Isabel Farmer  
**CREATED BY:** Isabel Farmer, Human Resources Analyst  
**DATE:** 3/2/2023  
**WARD:**  
**SUBJECT:** Wastewater Electrical & Instrumentation Technician I/II (O) #01865

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## STAFF RECOMMENDATION:

Informational item only

## BACKGROUND:

## ATTACHMENTS:

	Description	Type
□	Wastewater Electrical & Instrumentation Technician I/II (O) #01865	Backup Material

POSITION: WASTEWATER ELECTRICAL & INSTRUMENTATION TECHNICIAN I/II (OPEN)  
#01865

APPLIED.....	38
INVITED TO ORAL.....	5
ATTENDED ORAL.....	3
CERTIFIED.....	2



Eligible List Report  
Wastewater Electrical & Instrumentation Technician I/II (Open) #01865  
Human Resources Analyst, Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
3/1/2023	9/1/2023	Cortez, Lorenzo	1
3/1/2023	9/1/2023	Cabrera Ramirez, Omar	2



Christi Tenter, Human Resources Director

March 1, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

1.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Asia Wofford  
**CREATED BY:** Asia Wofford, Human Resources Analyst  
**DATE:** 3/9/2023  
**WARD:**  
**SUBJECT:** Supervisor I/II - Water Resources (P) #01767 extended from 3/14/2023 to 6/14/2023

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## STAFF RECOMMENDATION:

Staff recommends approval of the Supervisor I/II - Water Resources (P) #01767 extended from 3/14/2023 to 6/14/2023

## BACKGROUND:

## ATTACHMENTS:

	Description	Type
□	Supervisor I/II - Water Resources (P) #01767 extended from 3/14/2023 to 6/14/2023	Backup Material

Eligible List Report  
Supervisor I/II - Water Resources (Promotional) #01767  
Human Resources Analyst, Asia Wofford

Per Jason Solf, Water Resources Superintendent, extending list for 3 months to 6/14/2023 - AW							
Established	List Expiration	Candidate Name	Seq. Rank	Nepo	Refer	Status	Notes
9/14/2022	3/14/2023	Flores Jr, Omar	1		J. Solf 9.14.22	Promoted 9.26.22 - Supervisor II	
9/14/2022	3/14/2023	Sackett, Solomon	2		J. Solf 9.14.22		
9/14/2022	3/14/2023	Amaya, Lilian	3	Y	J. Solf 9.14.22		
9/14/2022	3/14/2023	Goldsberry, William	4				
9/14/2022	3/14/2023	Nolan, Dougan	5				

  
Christi Tenter, Human Resources Director

February 22, 2023



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

1.

**TO:** Bakersfield Miscellaneous Civil Service Board

**FROM:** Tanya Wilson

**CREATED BY:** Tanya Wilson, Human Resources Analyst

**DATE:** 3/15/2023

**WARD:**

**SUBJECT:** Noeli Topete, Associate Planner I/II #01880

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## STAFF RECOMMENDATION:

Staff recommends approval of nepotism Waiver Request for Noeli Topete, Associate Planner I/II #01880

## BACKGROUND:

## ATTACHMENTS:

Description	Type
▣ Noeli Topete, Associate Planner I/II #01880	Backup Material



# BAKERSFIELD

THE SOUND OF *Something Better*

**DATE:** March 21, 2023

**TO:** MISCELLANEOUS CIVIL SERVICE BOARD

**FROM:** TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT:** NEPOTISM RULING – NOELI TOPETE  
CANDIDATE FOR ASSOCIATE PLANNER I/II - #01880

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**Noeli Topete** is competing in the examination process for the position of **Associate Planner I/II**. Her father **Luis Topete** is currently employed as the **Assistant Public Works Director** in the **Public Works Department**. Due to the possibility of **Noeli** being considered for promotion to an **Associate Planner I/II** position, the issue of nepotism must be addressed.

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

## SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Associate Planner I** is as follows: Under general supervision, is responsible for performing general work requiring an advanced understanding of land use planning and economic development principles, practices, and activities; and performing other related work as required.

A summary of the duties and responsibilities for the position of **Associate Planner II** is as follows: Under general direction, is responsible for performing complex, specialized planning work requiring a comprehensive knowledge and understanding of land use planning and economic development principles and practices; and performs other related work as required.

A summary of the duties and responsibilities for the position of **Assistant Public Works Director** is as follows: Under general direction, performs professional engineering and administrative work at an advanced level and assists the Public Works Director in planning, organizing, directing, and coordinating the various divisions of the department; and performs other work as required.

## EMPLOYMENT OVERLAP

According to the Development Services Director, Christopher Boyle, if **Noeli Topete** is appointed to an **Associate Planner I/II**, there would be no potential for creating an adverse impact on supervision, safety, security, or morale, or involve a significant potential for conflict of interest. Performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other and they would not report to each other within the chain of command as they would be assigned to different departments.

## RECOMMENDATION

The 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:** 3/21/2023

2.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Kevin Mendoza  
**CREATED BY:** Kevin Mendoza Human Resources Analyst  
**DATE:** 3/2/2023  
**WARD:**  
**SUBJECT:** Esther Tovar, Operations Support Specialist #01860

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## STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Esther Tovar, Operations Support Specialist #01860

## BACKGROUND:

## ATTACHMENTS:

Description	Type
□ Esther Tovar, Operations Support Specialist #01860	Backup Material



# BAKERSFIELD

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## MEMORANDUM

**TO:** MISCELLANEOUS CIVIL SERVICE BOARD

**DATE:** MARCH 21, 2023

**FROM:** KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT:** NEPOTISM RULING – ESTHER TOVAR  
CANDIDATE FOR OPERATIONS SUPPORT SPECIALIST #01860

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**Esther Tovar** has successfully competed in the examination process for the position of **Operations Support Specialist** and placed on the eligible list for same. Her husband, **Edgar Tovar**, is currently employed as a **Technology Systems Technician I** in the **Technology Services Department**. Due to the possibility of **Esther** 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 **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, desktop support, Geographic Information Systems (GIS), infrastructure support, programming or security needs. Assists users, provides instruction, and installs hardware and software.

### EMPLOYMENT OVERLAP

If **Esther Tovar** 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.

### 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:** 3/21/2023

3.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Sandra Duncan  
**CREATED BY:** Sandra Duncan, Human Resources Analyst  
**DATE:** 3/16/2023  
**WARD:**  
**SUBJECT:** Diondra Besenthal, Recreation Coordinator #01884

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## STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Diondra Besenthal, Recreation Coordinator #01884

## BACKGROUND:

### ATTACHMENTS:

Description	Type
□ Diondra Besenthal, Recreation Coordinator #01884	Backup Material



# BAKERSFIELD

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## MEMORANDUM

**TO:** MISCELLANEOUS CIVIL SERVICE BOARD

**DATE:** MARCH 21, 2023

**FROM:** SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT:** NEPOTISM RULING – DIONDRA BESENTHAL  
CANDIDATE FOR RECREATION COORDINATOR #01884

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**Diondra Besenthal** has successfully competed in the examination process for the position of **Recreation Coordinator** and placed on the eligible list for same. Her sister, **Bayly Clayton**, is currently employed as a **Clerk Typist II** in the **Bakersfield Police Department**. Due to the possibility of **Diondra** being considered for appointment to a **Recreation Coordinator**, the issue of nepotism must be addressed.

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

### SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Recreation Coordinator** is as follows: Under direction, conducts recreation programs at a community center, park or other facility including adult and youth sports, after-school programs, aquatics, program recreation classes, special events and education programs; maintains records and promotes program activities; and performs other duties as required.

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

### EMPLOYMENT OVERLAP

According to **Rick Anthony, Recreation and Parks Director**, if **Diondra Besenthal** is appointed to a **Recreation Coordinator** position in the **Recreation and Parks 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 **Recreation and Parks Director, Rick Anthony**, 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:** 3/21/2023

4.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Tanya Wilson  
**CREATED BY:** Tanya Wilson, Human Resources Analyst  
**DATE:** 3/15/2023  
**WARD:**  
**SUBJECT:** Edward Garcia, Service Maintenance Worker #01886

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## STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Edward Garcia, Service Maintenance Worker #01886

## BACKGROUND:

## ATTACHMENTS:

Description	Type
□ Edward Garcia, Service Maintenance Worker #01886	Cover Memo



# BAKERSFIELD

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**DATE:** March 21, 2023  
**TO:** MISCELLANEOUS CIVIL SERVICE BOARD  
**FROM:** TANYA WILSON, HUMAN RESOURCES ANALYST  
**SUBJECT:** NEPOTISM RULING – EDWARD GARCIA  
CANDIDATE FOR SERVICE MAINTENANCE WORKER - #01886

**Edward Garcia** has successfully competed in the examination process for the position of **Service Maintenance Worker**. His daughter **Lisette Garcia** is currently employed as a **Clerk Typist** in the **Police Department**. Due to the possibility of **Edward** being considered for promotion to a **Service Maintenance Worker**, the issue of nepotism must be addressed. **Edward Garcia** is currently employed as a **Facility Worker** in the **Parks Division** of the **Recreation and Parks 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 **Service Maintenance Worker** is as follows: Under direct supervision, performs routine and semiskilled manual work of limited difficulty in the maintenance of water canals, storm drainage basins, parks/trees, sewers, solid waste, streets, traffic painting, or related areas. Performs a wide variety of duties related to maintenance and equipment operation. A broad range of equipment may be operated. Employees may be required to work on a 24-hour rotational shift basis including weekends, holidays and declared emergencies. Employees are on-call for emergencies after regular hours and must be willing to work overtime. Performs related duties as required.

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

## EMPLOYMENT OVERLAP

If **Edward Garcia** is promoted to a **Service Maintenance Worker** in any division/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. If this request is approved, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.

# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

5.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Tanya Wilson  
**CREATED BY:** Tanya Wilson, Human Resources Analyst  
**DATE:** 3/15/2023  
**WARD:**  
**SUBJECT:** Elias Salazar, Service Maintenance Worker #01886

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## STAFF RECOMMENDATION:

Staff recommends approval of nepotism waiver request for Elias Salazar, Service Maintenance Worker #01886

## BACKGROUND:

## ATTACHMENTS:

Description	Type
□ Elias Salazar, Service Maintenance Worker #01886	Backup Material



# BAKERSFIELD

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**DATE:** March 21, 2023

**TO:** MISCELLANEOUS CIVIL SERVICE BOARD

**FROM:** TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT:** NEPOTISM RULING – ELIAS SALAZAR  
CANDIDATE FOR SERVICE MAINTENANCE WORKER - #01886

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**Elias Salazar** has successfully competed in the examination process for the position of **Service Maintenance Worker**. His father **Jose Salazar** is currently employed as a **Tree Maintainer** in the **Recreation and Parks Department**. Due to the possibility of **Elias** being considered for promotion to a **Service Maintenance Worker**, 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 **Service Maintenance Worker** is as follows: Under direct supervision, performs routine and semiskilled manual work of limited difficulty in the maintenance of water canals, storm drainage basins, parks/trees, sewers, solid waste, streets, traffic painting, or related areas. Performs a wide variety of duties related to maintenance and equipment operation. A broad range of equipment may be operated. Employees may be required to work on a 24-hour rotational shift basis including weekends, holidays and declared emergencies. Employees are on-call for emergencies after regular hours and must be willing to work overtime. Performs related duties as required.

A summary of the duties and responsibilities for the position of **Tree Maintainer** is as follows: Under general supervision, is responsible for performing skilled work of average difficulty in topping, trimming, felling, removal, and spraying of weeds and trees along roads rights-of-way and parks, frequently working with the hydraulic high tender at heights up to 50 feet; and performs other work as required.

## EMPLOYMENT OVERLAP

If **Elias Salazar** is appointed to a **Service Maintenance Worker** in any division/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. If this request is approved, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



# ADMINISTRATIVE REPORT

**MEETING DATE:** 3/21/2023

6.

**TO:** Bakersfield Miscellaneous Civil Service Board  
**FROM:** Tanya Wilson  
**CREATED BY:** Tanya Wilson, Human Resources Analyst  
**DATE:** 3/15/2023  
**WARD:**  
**SUBJECT:** Walter Cruz, Service Maintenance Worker #01886

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## STAFF RECOMMENDATION:

Staff recommends approval of nepotism Waiver Request for Walter Cruz, Service Maintenance Worker #01886

## BACKGROUND:

## ATTACHMENTS:

Description	Type
□ Walter Cruz, Service Maintenance Worker #01886	Backup Material



# BAKERSFIELD

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**DATE:** March 21, 2023  
**TO:** MISCELLANEOUS CIVIL SERVICE BOARD  
**FROM:** TANYA WILSON, HUMAN RESOURCES ANALYST  
**SUBJECT:** NEPOTISM RULING – WALTER CRUZ  
CANDIDATE FOR SERVICE MAINTENANCE WORKER - #01886

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**Walter Cruz** has successfully competed in the examination process for the position of **Service Maintenance Worker**. His father **Walter Cruz** is currently employed as a **Solid Waste Equipment Operator** in the **Solid Waste Division** of the **Public Works Department**. Due to the possibility of **Walter** being considered for promotion to a **Service Maintenance Worker**, the issue of nepotism must be addressed. Walter is currently employed as a **Facility Worker** in the **Parks Division** of the **Recreation and Parks 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 **Service Maintenance Worker** is as follows: Under direct supervision, performs routine and semiskilled manual work of limited difficulty in the maintenance of water canals, storm drainage basins, parks/trees, sewers, solid waste, streets, traffic painting, or related areas. Performs a wide variety of duties related to maintenance and equipment operation. A broad range of equipment may be operated. Employees may be required to work on a 24-hour rotational shift basis including weekends, holidays and declared emergencies. Employees are on-call for emergencies after regular hours and must be willing to work overtime. Performs related duties as required.

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, roll-off, grinder, screen plant, and compost turner; and performs other work as required.

## EMPLOYMENT OVERLAP

If **Walter Cruz** is promoted to a **Service Maintenance 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 Walter not be appointed to a Service Maintenance 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.



