



BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF AUGUST 15, 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 Special Misc. Civil Service Board Meeting July 25, 2023

Staff recommends approval of the Minutes of the Special Misc. Civil Service Board Meeting July 25, 2023

4. NEW BUSINESS

A. Eligible List Certified by the Human Resources Director

- 1. Assistant Code Enforcement Officer (O) #01954
- 2. Electrical Technician I (O) #01950
- 3. Fleet Equipment Mechanic I (O) #01933
- 4. Motor Sweeper Operator (O) #01951
- 5. Traffic Painter III (P) #01955
- 6. Associate Planner I (O) #01956
- 7. Solid Waste Compliance Inspector (O) #01962

B. Nepotism(s)

- 1. Benjamin Samano, Assistant Code Enforcement Officer #01954
- 2. Jose Aguilar, Reinstatement
- 3. Antonio Garza Jr., Solid Waste Compliance Inspector #01962
- 4. Joseph Galvan, Traffic Painter III #01955
- 5. Anthony Rodriguez, Traffic Painter III #01955

C. Job Specification(s) Revised

- 1. Marketing and Events Specialist #25010

D. Job Specification Title Change

1. Associate Planner I to Assistant Planner #25040
2. Associate Planner II to Associate Planner #27060

E. New Job Specification(s)

1. Communications and Marketing Manager #88495
2. Senior Planner #27085

5. COMMISSIONERS COMMENTS

6. ADJOURNMENT



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog

DATE: 8/15/2023

WARD:

SUBJECT: A. Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Julie Houselog

CREATED BY: Julie Houselog

DATE: 8/15/2023

WARD:

SUBJECT: B. Non-Agenda Item Public Statements

STAFF RECOMMENDATION:

BACKGROUND:



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

3.
1.


TO: Bakersfield Miscellaneous Civil Service Board
FROM: Julie Houselog
CREATED BY: Julie Houselog
DATE: 8/15/2023
WARD:
SUBJECT: Minutes of the Special Misc. Civil Service Board Meeting July 25, 2023

STAFF RECOMMENDATION:

Staff recommends approval of the Minutes of the Special Misc. Civil Service Board Meeting July 25, 2023

BACKGROUND:

ATTACHMENTS:

Description	Type
 Minutes of the Misc. Civil Service Board Meeting July 25, 2023	Backup Material

MINUTES

Miscellaneous Civil Service Board

Special Meeting

1600 Truxtun, City Hall North, Conference Room A, 1st Floor

July 25, 2023

2:00 P.M.

The Miscellaneous Civil Service Board Regular Meeting commenced on July 25, 2023 at 2:00 p.m., City Hall North, Conference Room A, 1st Floor.

1. Commissioners Present

Nila Hogan, Chair

Patrick Bowers

Kevin Oliver

Ronald Wolfe

Commissioner Absent

James Hay

Administration present:

Christi Tenter, Human Resources Director

Shayla Collins, Human Resources Manager

Isabel Farmer, Human Resources Analyst

Tanya Wilson, Human Resources Analyst

Kevin Mendoza, Human Resources Analyst

Sandra Duncan, Human Resources Analyst

Asia Wofford, Human Resources Analyst

Joshua Rudnick, Deputy City Attorney II

Julie Houselog, Human Resources Specialist

Zachary Meyer, Assistant Public Works Director

Tessa Andrews, City Treasurer

Caryn Claiborne, Fiscal and Admin. Services Officer

Tylor Hester, Supervisor II

Sameena Gill, Civil Engineer III

2. Public Comments

A. Agenda Item Public Statements-None

B. Non-Agenda Item Public Statements-None

3. Approval of Minutes

Upon a motion, by Commissioner Oliver and seconded by Commissioner Bowers, the minutes for June 20, 2023 were APPROVED, ALL AYES

5. New Business

A. Eligible Lists Certified by the Human Resources Director

1. Engineer I/II (O) #01925
2. Engineering Aide I (O) #01944
3. Fleet Equipment Mechanic II (O) #01934
4. Fleet Service Worker I/II (O) #01935
5. Fiscal and Administrative Services Officer III (O) #01936
6. Payroll Technician (O) #01917
7. Secretary I/II (O) #01937
8. Service Maintenance Worker - Solid Waste (O) #01932
9. Solid Waste Superintendent (O) #01929
10. Technology Systems Technician - Communications (O) #01942
11. Water Resources Planner (O) #01943

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

B. Nepotism(s)

1. Nepotism Waiver Request for Assistant Code Enforcement Officer Adrian Garcia and Operation Support Specialist Salma Perez
2. Ashleigh Aguilar, Reinstatement
3. Caryn Claiborne, Fiscal and Administrative Services Officer III #01936
4. Joshua Fernando, Engineer I/II #01925
5. Timothy Anthony, Technology Systems Technician-Communications #01942
6. Teodoro Legorreta, Service Maintenance Worker #01932

After discussion, a motion, by Commissioner Oliver and seconded by Commissioner Wolfe, was made to approve the recommendation of the Development Services Director, Chris Boyle, Public Works Director, Gregg Strakaluse, Director of Technology Services, Greg Pronovost and/or Human Resources, to approve the Nepotism Requests for the above referenced items. APPROVED, ALL AYES

C. Job Specification Revised

1. Water Resources Superintendent #88570

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

D. New Job Specification(s)

1. Outreach Program Supervisor #57085

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

E. Reinstatement Request(s)

1. Reinstatement request for Jose Aguilar
2. Reinstatement request for Juan Perez
3. Reinstatement request for Daniel Talavera

After discussion, a motion, by Commissioner Wolfe and seconded by Commissioner Oliver, was made to approve the recommendation of the Human Resources Manager, Shayla Collins, to approve the Reinstatement Requests for the above referenced items. APPROVED, ALL AYES

F. Reclassification(s)

1. Reclassification of Financial Investigator to Accountant I
2. Reclassification of Human Resources Specialist to Human Resources Analyst I

After discussion, a motion, by Commissioner Wolfe and seconded by Commissioner Bowers, was made to approve the recommendation of the Human Resources Director, Christi Tenter, to approve the Reclassification for the above referenced items. APPROVED, ALL AYES

6. Commissioner's Comments

None

7. Adjournment

There being no further business to come before the Board, a motion was made by Commissioner Hogan to adjourn the meeting at 2:28 p.m. APPROVED, ALL AYES.



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 8/3/2023
WARD:
SUBJECT: Assistant Code Enforcement Officer (O) #01954

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Assistant Code Enforcement Officer (O) #01954	Backup Material

POSITION: ASSISTANT CODE ENFORCEMENT OFFICER (OPEN) #01954

APPLIED.....71

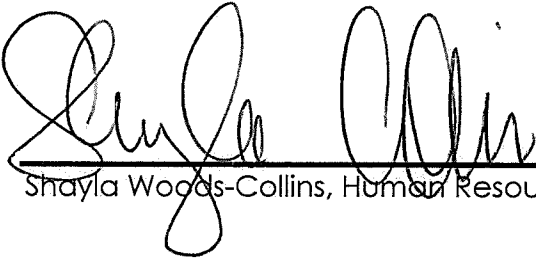
INVITED TO ORAL.....16

ATTENDED ORAL.....9

CERTIFIED.....5

Eligible List Report
Assistant Code Enforcement Officer (O) #01954
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
8/3/2023	2/3/2024	Alcala, Giselle	1
8/3/2023	2/3/2024	Hernandez, Jose	2
8/3/2023	2/3/2024	Moreno, Alexis	3
8/3/2023	2/3/2024	Carter Jr, Ty	4
8/3/2023	2/3/2024	Samano, Benjamin	5



Shayla Woods-Collins, Human Resources Manager

August 3, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 8/3/2023
WARD:
SUBJECT: Electrical Technician I (O) #01950

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

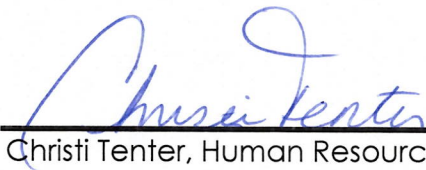
Description	Type
Electrical Technician I (O) #01950	Backup Material

POSITION: ELECTRICIAL TECHNICIAN I (OPEN) #01950

APPLIED.....	32
INVITED TO ORAL.....	6
ATTENDED ORAL.....	4
CERTIFIED.....	4

Eligible List Report
Electrical Technician I (Open) #01950
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
7/28/2023	1/28/2024	Cardenas, Dante	1
7/28/2023	1/28/2024	Carranza, Pedro	2
7/28/2023	1/28/2024	Introini, Joshua	3
7/28/2023	1/28/2024	Fernandez Jr, Saul	4



Christi Tenter, Human Resources Director

July 28, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

3.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Kevin Mendoza

CREATED BY: Kevin Mendoza, Human Resources Analyst

DATE:

WARD:


SUBJECT: Fleet Equipment Mechanic I (O) #01933

STAFF RECOMMENDATION:

Informational item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Fleet Equipment Mechanic I (O) #01933	Backup Material

POSITION: FLEET EQUIPMENT MECHANIC I (OPEN) #01933

APPLIED.....	39
INVITED TO ORAL.....	4
ATTENDED ORAL.....	2
CERTIFIED.....	1

Eligible List Report
Fleet Equipment Mechanic I (Open) #01933
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
7/27/2023	1/27/2024	Ruiz, Lawrence	1



Christi Tenter, Human Resources Director

July 27, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

4.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE:
WARD:
SUBJECT: Motor Sweeper Operator (O) #01951

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Motor Sweeper Operator (O) #01951	Backup Material

POSITION: MOTOR SWEEPER OPERATOR (OPEN) #01951

APPLIED.....11

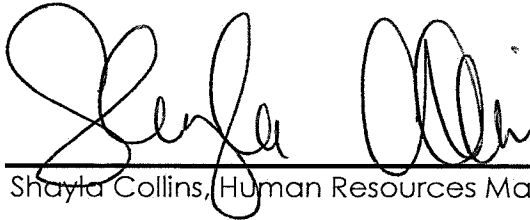
ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Motor Sweeper Operator (Open) #01951
Human Resources Analyst: Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
7/24/2023	1/24/2024	Coty, Cory	1
7/24/2023	1/24/2024	Delgado, Nicholas	1
7/24/2023	1/24/2024	Ramos, Martin	1



Shayla Collins, Human Resources Manager

7/24/2023



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

5.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Kevin Mendoza

CREATED BY: Kevin Mendoza, Human Resources Analyst

DATE: 8/3/2023

WARD:

SUBJECT: Traffic Painter III (P) #01955

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
📎 Traffic Painter III (P) #01955	Backup Material

POSITION: TRAFFIC PAINTER III (PROMOTIONAL) #01955

APPLIED.....03

ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Traffic Painter III (Promotional) #01955
Human Resources Analyst: Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
7/24/2023	1/24/2024	Galvan, Joseph	1
7/24/2023	1/24/2024	Rodriguez, Anthony	1
7/24/2023	1/24/2024	Zambrano, Sergio	1



Shayla Collins, Human Resources Manager

7/24/2023



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

6.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Kevin Mendoza

CREATED BY: Kevin Mendoza, Human Resources Analyst

DATE: 8/10/2023

WARD:

SUBJECT: Associate Planner I (O) #01956

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Associate Planner I (O) #01956	Backup Material

POSITION: ASSOCIATE PLANNER I(OPEN) #01956

APPLIED.....32

INVITED TO ORAL.....11

ATTENDED ORAL.....09

CERTIFIED.....04

Eligible List Report
Associate Planner I (Open) #01956
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
8/9/2023	2/9/2024	Estrada, Ethan	1
8/9/2023	2/9/2024	Bradford, Jared	2
8/9/2023	2/9/2024	Greenleaf, Natalie	3
8/9/2023	2/9/2024	Peterson, Daniel	4


Christi Tenter, Human Resources Director

August 9, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

7.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 8/10/2023
WARD:
SUBJECT: Solid Waste Compliance Inspector (O) #01962

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Solid Waste Compliance Inspector (O) #01962	Backup Material

POSITION: SOLID WASTE COMPLIANCE INSPECTOR (OPEN) #01962

APPLIED.....22

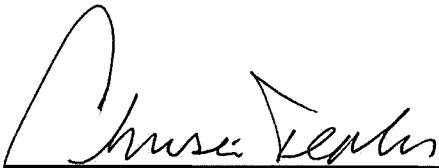
INVITED TO ORAL.....08

ATTENDED ORAL.....08

CERTIFIED.....06

Eligible List Report
Solid Waste Compliance Inspector (Open) #01962
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
8/9/2023	2/9/2024	Medina, Gustavo	1
8/9/2023	2/9/2024	Garza Jr, Antonio	2
8/9/2023	2/9/2024	King, Elizabeth	3
8/9/2023	2/9/2024	Edwards, Ronnie	4
8/9/2023	2/9/2024	Keo, Rotha	5
8/9/2023	2/9/2024	Hernandez, Hector Armando	6



Christi Tenter, Human Resources Director

August 9, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 8/3/2023
WARD:
SUBJECT: Benjamin Samano, Assistant Code Enforcement Officer #01954

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Benjamin Samano, Assistant Code Enforcement Officer #01954

BACKGROUND:

ATTACHMENTS:

	Description	Type
📎	Benjamin Samano, Assistant Code Enforcement Officer #01954	Backup Material



BAKERSFIELD

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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: AUGUST 15, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – BENJAMIN SAMANO
CANDIDATE FOR ASSISTANT CODE ENFORCEMENT OFFICER #01954**

Benjamin Samano has successfully competed in the examination process for the position of **Assistant Code Enforcement Officer** and placed on the eligible list for same. His wife, **Vicky Samano**, is currently employed as a **Parking Enforcement Technician** in the **Police Department**. Due to the possibility of **Benjamin** being considered for promotion to an **Assistant Code Enforcement Officer**, the issue of nepotism must be addressed. **Benjamin** is currently employed as a **Light Equipment Operator** in the **Building Division** of the **Development Services 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 **Assistant Code Enforcement Officer** is as follows: Under close supervision, performs entry-level work to support the Building Division in code compliance activities including, property regulations, zoning regulations, and the Municipal Building Codes. Work involves assisting with the resolution of routine field inspections and conservation issues within established policy; and performs other work as required.

A summary of the duties and responsibilities for the position of **Parking Enforcement Technician** is as follows: Under general supervision performs office and field work involving the enforcement of appropriate codes, laws, regulation, and validation programs pertaining to on-street and off-street parking within the City of Bakersfield. Writes and issues parking citations, responds to complaints and inquires. This is an unarmed, non-sworn employee, who will perform work of average difficulty involving specific phases of traffic enforcement on an assigned shift and performs other work as required.

EMPLOYMENT OVERLAP

According to the Development Services Director, Chris Boyle, if **Benjamin Samano** is promoted to an **Assistant Code Enforcement Officer** 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, Chris 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: 8/15/2023

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Sandra Duncan

CREATED BY: Sandra Duncan, Human Resources Analyst

DATE: 8/8/2023

WARD:

SUBJECT: Jose Aguilar, Reinstatement

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Jose Aguilar, Reinstatement to Fleet Equipment Mechanic I

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Jose Aguilar, Reinstatement	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: AUGUST 15, 2023

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – JOSE AGUILAR
REINSTATEMENT REQUEST FOR FLEET EQUIPMENT MECHANIC I**

Jose Aguilar has requested reinstatement to the position of **Fleet Equipment Mechanic I**. His sister, **Maribel Delgadillo**, is currently employed as a **Secretary II** in the **Police Department**. Due to the relationship status change 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 Equipment Mechanic I** 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.

A summary of the duties and responsibilities for the position of **Secretary II** is as follows: Under general supervision, is responsible for performing advanced secretarial and varied clerical work of considerable difficulty, responsibility, and complexity; and performs other work as required.

EMPLOYMENT OVERLAP

If **Jose Aguilar** is reinstated to a **Fleet Equipment Mechanic I** 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: 8/15/2023

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 8/11/2023
WARD:
SUBJECT: Antonio Garza Jr., Solid Waste Compliance Inspector #01962

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Antonio Garza Jr., Solid Waste Compliance Inspector #01962

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Antonio Garza Jr., Solid Waste Compliance Inspector #01962	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: AUGUST 15, 2023

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – ANTONIO GARZA JR.
CANDIDATE FOR SOLID WASTE COMPLIANCE INSPECTOR - #01962**

Antonio Garza Jr. has successfully competed in the examination process for the position of **Solid Waste Compliance Inspector** and placed on the eligible list for the same. His brother, **Issac Garza**, is currently employed as an **Engineering Technician I** in the **Engineering Division** of the **Public Works Department** and his cousin, **Jessie Ayala**, is currently employed as a **Supervisor II** in the **General Services Division** of the **Public Works Department**. Due to the possibility of **Antonio** being considered for promotion to a **Solid Waste Compliance Inspector**, the issue of nepotism must be addressed. **Antonio Garza** is currently employed as a **Heavy Equipment Operator** in the **Solid Waste Division** of the **Public Works Department**.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Solid Waste Compliance Inspector** is as follows: Under general supervision, inspects and monitors compliance with ordinances and regulations governing solid waste accumulation and disposal to ensure compliance with applicable federal, state, and local regulations concerning the disposal of discarded materials. Work involves general environmental monitoring; and performs other duties as required.

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 fieldwork 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 **Supervisor II** is as follows: Under general direction, performs supervision and technical work in the operation, maintenance or repair of municipal facilities and equipment; participates in staff selection, training and development; organizes, assigns and reviews the work of skilled, semi-skilled and unskilled employees; oversees assignment of equipment; evaluates employee performance; recommends progressive discipline; prepares technical reports, correspondence and other written materials; maintains records; identifies and resolves problems; performs administrative analyses in support of department or division activities; responds to emergencies and public inquiries; participates in budget preparation; participates in the development and implementation of goals, objectives, policies, procedures and work standards; performs special projects or other work as required.

EMPLOYMENT OVERLAP

According to the **Public Works Director, Gregg Strakaluse**, if **Antonio Garza Jr.** is promoted to a **Solid Waste Compliance Inspector** position in the **Solid Waste 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 divisions.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

4.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Kevin Mendoza

CREATED BY: Kevin Mendoza, Human Resources Analyst

DATE: 8/3/2023

WARD:

SUBJECT: Joseph Galvan, Traffic Painter III #01955

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Joseph Galvan, Traffic Painter III #01955

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Joseph Galvan, Traffic Painter III #01955	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: AUGUST 15 , 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – JOSEPH GALVAN
CANDIDATE FOR TRAFFIC PAINTER III #01955**

Joseph Galvan is competing in the examination process for the position of **Traffic Painter III**. His brother-in-law, **Rogelio Venegas**, is currently employed as a **Solid Waste Equipment Operator** in the **Solid Waste Division** of the **Public Works Department**. Due to the possibility of **Joseph Galvan** being considered for promotion to a **Traffic Painter III** in the **General Services Division** of the **Public Works Department**, the issue of nepotism must be addressed. **Joseph Galvan** is currently employed as a **Traffic Painter II** in the **General Services Division** of the **Public Works Department**.

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

SUMMARY OF DUTIES

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

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

According to the Public Works Director, Gregg Strakaluse, if **Joseph Galvan** is promoted to a **Traffic Painter III** position in the **General Services 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.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

5.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 8/3/2023
WARD:
SUBJECT: Anthony Rodriguez, Traffic Painter III #01955

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Anthony Rodriguez, Traffic Painter III #01955

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Rodriguez, Anthony - Traffic Painter III #01955	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: AUGUST 15, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – ANTHONY RODRIGUEZ
CANDIDATE FOR TRAFFIC PAINTER III #01955

Anthony Rodriguez has successfully competed in the **Traffic Painter II** examination. His brother-in-law, **Antonio Garza**, is currently employed as a **Heavy Equipment Operator – Solid Waste & Recycling** in the **Solid Waste Division** of the **Public Works Department**. Due to the possibility of **Anthony Rodriguez** being considered for promotion to a **Traffic Painter III** in the **General Services Division** of the **Public Works Department**, the issue of nepotism must be addressed. **Anthony Rodriguez** is currently employed as a **Traffic Painter II** in the **General Services Division** of the **Public Works Department**.

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

SUMMARY OF DUTIES

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

A summary of the duties and responsibilities for the position of **Heavy Equipment Operator – Solid Waste & Recycling** is as follows: Under general supervision, performs manual and skilled work in the operation of heavy and complex refuse collection and recycling equipment; performs lead work directing crews in the completion of daily schedules and special projects and performs other work as required.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Anthony Rodriguez** is promoted to a **Traffic Painter III** position in the **General Services Division** of the **Public Works Department**, 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.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Christi Tenter

CREATED BY: Christi Tenter, H.R. Director

DATE: 8/15/2023

WARD:

SUBJECT: Marketing and Events Specialist #25010

STAFF RECOMMENDATION:

Staff recommends approval of the Revised Job Specification, Marketing and Events Specialist #25010

BACKGROUND:

ATTACHMENTS:

Description	Type
Marketing and Events Specialist #25010	Backup Material
Marketing and Events Specialist #25010	Backup Material

CLASS TITLE: MARKETING AND EVENTS SPECIALIST

CLASS SUMMARY:

Under general supervision, ~~assists the Convention and Visitor Bureau Manager and sales staff in the promotion~~ provides professional support in the promotion of Bakersfield through the solicitation of conferences, conventions, meetings, ~~and events,~~ and community engagement; develops, edits, and distributes a variety of print and online publications; assists in the compilation and organization of data; ~~to be held at the Rabobank Arena, Theatre, and Convention Center and other venues in Bakersfield;~~ and performs other work as assigned.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

- ~~Performs a variety of responsible administrative, technical, and para-professional duties in support of the City's public relations program;~~
- ~~Assists in the development and dissemination of public information and materials.~~
- ~~Creates, formats, edits, revises, proofreads, and processes a variety of marketing and public relations documents and forms including newsletters, brochures, pamphlets, flyers, articles, social media content and calendars;~~
- ~~Develops a marketing strategy to promote Bakersfield as a location for conferences, conventions, meetings, and events;~~
- Assesses ~~tourism program~~ and event opportunities in Bakersfield;
- ~~Keeps informed on aspects of area-wide activities that would generate public interest;~~
- ~~Appears on television, radio, and social media to promote programs, initiatives, and City-related events;~~
- Follows up on prospective leads and assists in the preparation of bid presentations for national, state, regional, and local groups;
- Keeps informed on aspects of area-wide activities that would generate public interest;
- Works closely with local ~~lodging establishments~~ vendors and local attractions to promote amenities and events to potential visitors and meeting attendees;
- Serves as a liaison with representatives from broadcast and print media;
- ~~Coordinates news conferences;~~
- ~~Assists~~ Responds to with media requests and ~~assists with~~ media orientations;
- Maintains web site and social media accounts;
- Plans, coordinates, and conducts presentations, tours and educational programs ~~related to convention, conference, meeting, tourism,~~ and event activities;
- Develops and prepares a variety of promotional materials;

- Prepares press releases, feature articles, public information announcements and other written materials;
- Develops and prepares materials for advertising copy and design;
- Plans and coordinates special events;
- Collects, compiles, and maintains data, files, and various Bureau information and materials;
- Takes photographs and videotapes;
- Prepares correspondence and reports;
- ~~Performs duties related to various purchasing and accounting procedures;~~
- ~~Assists with preparing and processing agreements;~~
- Assists with preparing, reviewing, and monitoring financial, procurement and budgetary matters for work activities;
- ~~Performs related sales, promotions, and administrative duties. as assigned by the Convention and Visitors Bureau Manager.~~

DISTINGUISHING CHARACTERISTICS:

The Marketing and Events Specialist is a unique marketing and events planning position and is distinguished from other classifications within the City, in that the Marketing and Events Specialist displays a unique focus and experience in marketing and planning events that promote Bakersfield to residents, visitors and convention, conference, and meeting attendees. The Marketing and Events Specialist ~~is distinguished from Senior Sales Representative in that the Marketing and Events Specialist~~ concentrates on event planning and marketing ~~as opposed to sales of related programs.~~

MINIMUM QUALIFICATIONS:**Training & Experience:**

- Graduation from an accredited college or university with a bachelor's degree in Recreation, Sociology, Business or Public Administration, Community Studies, or a related field; **OR**
- Four (4) years of relevant experience in sales and marketing; **OR**
- An equivalent combination of training and experience that provides the capabilities to perform the described job duties.

Knowledge of:

- Marketing, sales and public relations principles, photography, advertising, target clients, community assets and events, graphic design, production, and printing techniques;
- Computer applications related to the work including word processing, spreadsheet, database, and graphic design software.
- Effective customer service methods;
- Methods and principles of program and event educational outreach and marketing;
- Social media marketing;
- Design and presentation of displays and brochures;
- Modern office practices, procedures, and equipment;
- Business English usage, spelling, grammar, and punctuation.

Ability to:

- Positively represent Bakersfield by assisting in events and marketing of the City;
- Compose professional correspondence;
- Make presentations before various-sized audiences;
- ~~Positively represent Bakersfield by assisting in attracting and booking a variety of conferences, conventions, meetings, and events to increase the number of hotel room nights booked, and increase the utilization of the Rabobank Arena, Theatre, and Convention Center and other venues in Bakersfield;~~
- Plan and organize work to meet schedules and time lines;
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form;
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems;
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person;
- Manage multiple projects simultaneously;
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports;
- Establish and maintain effective working relationships with clients, media representatives, community organizations staff and volunteers;
- Communicate effectively both orally and in writing;
- Coordinate multiple activities with conflicting deadlines;
- Obtain, analyze, evaluate, and draw logical conclusions from relevant data.

Licenses, Certificates, and Special Requirements:

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

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions;
- Must be able to drive a vehicle for familiarization tours;
- May include nights, weekends, and holidays.

Approved by the Miscellaneous Civil Service Board: 9/15/2015

Approved by the City Council: 10/14/2015

Updated to Form: 03/15/2022

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council:

CLASS TITLE: MARKETING AND EVENTS SPECIALIST

CLASS SUMMARY:

Under general supervision, provides professional support in the promotion of Bakersfield through the solicitation of conferences, conventions, meetings, events, and community engagement; develops, edits, and distributes a variety of print and online publications; assists in the compilation and organization of data; and performs other work as assigned.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

- Performs a variety of responsible administrative, technical, and para-professional duties in support of the City's public relations program;
- Assists in the development and dissemination of public information and materials.
- Creates, formats, edits, revises, proofreads, and processes a variety of marketing and public relations documents and forms including newsletters, brochures, pamphlets, flyers, articles, social media content and calendars;
- Assesses program and event opportunities in Bakersfield;
- Keeps informed on aspects of area-wide activities that would generate public interest;
- Appears on television, radio, and social media to promote programs, initiatives, and City-related events;
- Follows up on prospective leads and assists in the preparation of bid presentations for national, state, regional, and local groups;
- Keeps informed on aspects of area-wide activities that would generate public interest;
- Works closely with local vendors and local attractions to promote amenities and events to potential visitors and meeting attendees;
- Serves as a liaison with representatives from broadcast and print media;
- Assists with media requests and media orientations;
- Maintains web site and social media accounts;
- Plans, coordinates, and conducts presentations, tours and educational programs, and event activities;
- Develops and prepares a variety of promotional materials;
- Prepares press releases, feature articles, public information announcements and other written materials;
- Develops and prepares materials for advertising copy and design;
- Plans and coordinates special events;

- Collects, compiles, and maintains data, files, and various Bureau information and materials;
- Takes photographs and videotapes;
- Prepares correspondence and reports;
- Assists with preparing, reviewing, and monitoring financial, procurement and budgetary matters for work activities;
- Performs related sales, promotions, and administrative duties.

DISTINGUISHING CHARACTERISTICS:

The Marketing and Events Specialist is a unique marketing and events planning position and is distinguished from other classifications within the City, in that the Marketing and Events Specialist displays a unique focus and experience in marketing and planning events that promote Bakersfield to residents, visitors and convention, conference, and meeting attendees. The Marketing and Events Specialist concentrates on event planning and marketing of related programs.

MINIMUM QUALIFICATIONS:**Training & Experience:**

- Graduation from an accredited college or university with a bachelor's degree in Recreation, Sociology, Business or Public Administration, Community Studies, or a related field; **OR**
- Four (4) years of relevant experience in sales and marketing; **OR**
- An equivalent combination of training and experience that provides the capabilities to perform the described job duties.

Knowledge of:

- Marketing, sales and public relations principles, photography, advertising, target clients, community assets and events, graphic design, production, and printing techniques;
- Computer applications related to the work including word processing, spreadsheet, database, and graphic design software.
- Effective customer service methods;
- Methods and principles of program and event educational outreach and marketing;
- Social media marketing;
- Design and presentation of displays and brochures;
- Modern office practices, procedures, and equipment;
- Business English usage, spelling, grammar, and punctuation.

Ability to:

- Positively represent Bakersfield by assisting in events and marketing of the City;
- Compose professional correspondence;
- Make presentations before various-sized audiences;
- Plan and organize work to meet schedules and time lines;
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form;

- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems;
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person;
- Manage multiple projects simultaneously;
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports;
- Establish and maintain effective working relationships with clients, media representatives, community organizations staff and volunteers;
- Communicate effectively both orally and in writing;
- Coordinate multiple activities with conflicting deadlines;
- Obtain, analyze, evaluate, and draw logical conclusions from relevant data.

Licenses, Certificates, and Special Requirements:

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

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions;
- Must be able to drive a vehicle for familiarization tours;
- May include nights, weekends, and holidays.

Approved by the Miscellaneous Civil Service Board: 9/15/2015

Approved by the City Council: 10/14/2015

Updated to Form: 03/15/2022

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council:



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter
CREATED BY: Christi Tenter, H.R. Director
DATE: 8/15/2023
WARD:
SUBJECT: Associate Planner I to Assistant Planner #25040

STAFF RECOMMENDATION:

Staff recommends Title Change, Associate Planner I to Assistant Planner #25040

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Associate Planner to Assistant Planner #25040	Backup Material

CITY OF BAKERSFIELD

CLASS SPECIFICATION: 25040

UNIT: WHITE COLLAR

EEO4: TECHNICIANS

CLASS TITLE: ASSISTANT PLANNER

CLASS SUMMARY:

Under direct supervision, performs entry-level professional duties in the Development Services Department, while developing experience in land use planning processes and procedures. Develops basic understanding of planning principles, practices and law; responsibilities may include but are not limited to the coordinating and processing of conditional use permits, zoning modifications, site plan reviews, land subdivision applications and other planning applications requiring ministerial and/or discretionary approval. Other land use planning tasks aligned with the professional development of the incumbent may be assigned, and performs other duties as assigned.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Learns and applies the Zoning Ordinance and General Plan of the City of Bakersfield;
- Demonstrates understanding of the California Environmental Quality Act (CEQA) and prepares environmental documentation required by the law;
- Prepares technical staff reports for conditional use permits, zoning modifications, and other planning entitlements as assigned, for the Planning Commission, City Council and other boards;
- Processes site plan review applications;
- Assists with investigating requests for zoning changes, tract maps, parcel maps, and general plan amendments;
- Compiles and updates census and demographic information;
- Answers questions for the citizenry at the public counter;
- Provides administrative support to staff on various planning projects;
- Conducts background work for special planning studies, makes field studies for planning projects.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level professional class in the Planner series in the Development Services Department. This position is distinguished from the Associate Planner position in that the Assistant Planner need not have any planning work experience and the Associate Planner must have no less than two years of experience. And, whereas the Assistant Planner is learning and expanding the required knowledge and skills required as an integral component of professional maturation within the Planner series, an Associate Planner exercises a higher degree of independent judgment due to the extensive scope of assigned duties and project management responsibilities commensurate with a greater level of experience.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic principles and practices of City planning;
- Legal requirements of planning, zoning, and subdivision;
- Basic knowledge of land use and planning ordinances and concepts;
- General technical report writing and use of grammar;
- Effective research methods and sources and data collection;
- Related personal computer and software applications.

Ability to:

- Communicate clearly in verbal and written form;
- Work effectively with the general public, other city departments and the community agencies;
- Learn laws, codes, ordinances and regulations regarding general plans, zoning and land division;
- Develop and maintain positive public relations with a strong emphasis on customer service;
- Operate a personal computer, including word processing, data base, spreadsheets, and mapping software;
- Participate in a variety of public and board meetings as necessary; respond to public requests and inquiries;
- Understand and carry out oral and written directions;
- Learn and understand building plans, site plans, building elevations, and grading plans;
- Prepare clear and concise reports.

Training and Experience:

- Graduation from an accredited college or university with a bachelor's degree in in Urban or Regional Planning, Geography, Public or Business Administration, Architecture, Economics, or closely related field; **OR**
- Graduation from an accredited college or university with an associate's degree in Urban or Regional Planning, Geography, Public or Business Administration, Architecture, Economics, or closely related field; **AND**
- Enrolled in an undergraduate program for similar field of study; **AND**
- Worked or internship in a professional setting that provided practical work related to the planning career to perform the described duties.

Licenses, Certificates and Special Requirements:

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

Physical Conditions or Special Requirements:

- Standard office environment and working conditions.
- Must be able to work outdoors while performing site inspections in all types of weather conditions.

CLASS TITLE: ASSISTANT PLANNER (cont'd)

25040

Promotion to Associate Planer:

Promotion to Associate Planner is made on a merit basis without examination, subject to recommendation by the Department Head, approval Human Resources. Under normal conditions, an employee may be considered for promotion one year after appointment to the fifth salary step and completion of a minimum of three years as an Assistant Planner.

Approved by the City Council: September 11, 2013

Approved by the Miscellaneous Civil Service Board: July 16, 2013

Updated to Form: February 25, 2022

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council:



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter
CREATED BY: Christi Tenter, H.R. Director
DATE: 8/15/2023
WARD:
SUBJECT: Associate Planner II to Associate Planner #27060

STAFF RECOMMENDATION:

Staff recommends approval of Title Change, Associate Planner II to Associate Planner #27060

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Associate Planner II to Associate Planner #27060	Backup Material

CLASS TITLE: ASSOCIATE PLANNER

CLASS SUMMARY:

Under general direction, is responsible for performing advanced and specialized planning work involving compiling, researching, analyzing, and evaluating data related to social, housing, economic, population, environmental, agricultural land conservation, resource conservation and land use trends; and performs other related work as required.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Plans, organizes, and performs assignments pertaining to urban planning;
- Investigates requests for zoning modifications, zoning changes, subdivisions, general plan amendments, annexations, Conditional use permits, and other land use entitlements involving difficult or complex planning problems;
- Coordinates subdivision projects;
- Prepares all forms of environmental analysis;
- Uses GIS software for supportive analysis;
- Prepares reports and recommendations for the Planning Director, Planning Commission, and City Council pertaining to land use planning and zoning;
- Performs background work for special planning studies;
- Performs site inspections of the more extensive, complex, or responsible planning projects, or as directed, gathers information, and does field surveys;
- Prepares mail survey materials which are tailored for each study area;
- Coordinates all initial project proceedings with other affected City departments;
- Answers questions from interested citizens about projects and meets with neighborhood groups; answers and researches planning related questions;
- Makes oral and written presentations of completed work to various groups and hearing bodies;
- Processes planning applications from the initial phase through to completion.

DISTINGUISHING CHARACTERISTICS:

This is the mid-level professional class in the Planner series in the Development Services Department. This position is distinguished from the Assistant Planner position in that the Assistant Planner need not have any planning work experience and the Associate Planner must have no less than two years of experience, and whereas the Assistant Planner is learning and expanding the required knowledge and skills required as an integral component of professional maturation within the Planner series, an Associate Planner exercises a higher degree of independent judgment due to the extensive scope

of assigned duties and project management responsibilities commensurate with a greater level of experience.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- City organizational structure and operation of City government;
- Principles and practices of modern land use planning;
- Fiscal, social, and economic implications that are involved in land use planning;
- Legal requirements of planning, zoning, and subdivision;
- Governmental organizations as they relate to planning; research methods including statistics;
- California's annexation laws as they relate to the City's annexation program;
- Related computer applications including word processing, spreadsheet software and GIS software;
- Methods and techniques of effective technical report preparation and presentation;
- Methods and procedures of data collection and research techniques;
- Principles and procedures of record keeping;
- Principles of business letter writing and basic report preparation.

Ability to:

- Perform independent investigations of social, economic, and engineering problems, and draw effective conclusions from a variety of data and information;
- Organize and present findings in written, graphic, and design form, demonstrating professional analysis and technical report writing skills;
- Establish and maintain effective working relationships with the general public, City staff, Kern County staff, and the community agencies concerning matters of land use and the relation to planning functions;
- Interpret, explain, and apply laws, regulations, policy and procedures to planning projects;
- Make independent site inspections, investigations, and decisions concerning questions and inquiries regarding City services;
- Communicate professionally with the general public on a one-on-one basis and give oral presentations to citizen groups, Planning Commission, and City Council;
- Operate a personal computer, including word processing, database, spreadsheet, and GIS software.
- Prepare clear, concise, thorough and accurate staff reports and correspondence;
- Communicate clearly and concisely, both orally and in writing;
- Research, analyze and evaluate new program techniques, methods and procedures;
- Analyze statistical information.

Training and Experience:

- Graduation from an accredited college or university with a bachelor's degree in Urban or Regional Planning, Geography, Public or Business Administration, Architecture, Economics, or closely related field; **AND**
- Two (2) years of professional planning experience preferably at the local government level; **OR**
- Or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Licenses, Certificates and Special Requirements:

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

Physical Conditions or Special Requirements:

- Standard office environment and working conditions.
- Must be able to work outdoors while performing site inspections in all types of weather conditions.

Promotion to Associate Planer:

Promotion to Associate Planner is made on a merit basis without examination, subject to recommendation by the Department Head, approval Human Resources. Under normal conditions, an employee may be considered for promotion one year after appointment to the fifth salary step and completion of a minimum of three years as an Assistant Planner.

Approved by Miscellaneous Civil Service Board: July 16, 2013

Approved by the City Council: September 11, 2013

Updated to Form: February 25, 2022

Approved by Miscellaneous Civil Service Board:

Approved by the City Council:



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter
CREATED BY: Christi Tenter, H.R. Director
DATE: 8/15/2023
WARD:
SUBJECT: Communications and Marketing Manager #88495

STAFF RECOMMENDATION:

Staff recommends approval of the New Job Specification for Communications and Marketing Manager #88495

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Communications and Marketing Manager #88495	Backup Material

CITY OF BAKERSFIELD

CLASS SPECIFICATION: 88495

UNIT: MANAGEMENT

EEO4: OFFICIALS/ADMINISTRATORS

CLASS TITLE: COMMUNICATIONS AND MARKETING MANAGER

CLASS SUMMARY:

As a member of the City Manager's Office, serves as the City's dedicated professional providing comprehensive communication, branding and marketing strategies for citywide programs; participates in performing complex communications, marketing, and community relations programs for the City; promotes the City and increases awareness of City operations, services, events, and programs; oversees and participates in developing and designing a variety of public information materials; fosters community support for City operations and activities; coordinates assigned activities with other departments, divisions, outside agencies, and; performs other work as assigned.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

- Plans, organizes, and coordinates a comprehensive communication, branding and marketing strategy to promote the City of Bakersfield to the general public;
- Develops and administers the implementation of goals, objectives, policies, procedures and work standards for the section;
- Selects and appoints section staff and provides for their morale, productivity, and professional development;
- Develops and administers marketing information for staff, community organizations, and general media inquiries;
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures;
- Develops short- and long-range planning to meet current and future marketing, event, outreach, and engagement needs;
- Plans, coordinates, and conducts events, presentations, and educational programs with the community;
- Oversees and directs in the production and distribution of various internal and external publications including newsletters, brochures, flyers, guides, and calendars; identifies topics, writes, edits, and designs publications; oversees production of City videos.
- Collaborates with City staff, departments and divisions to communicate and market City programs and services;
- Represents the City effectively in meetings with commissions, community groups, governmental bodies, the media, and the public; attends City Council meetings as necessary.
- Provides guidance to staff on communicating difficult and complex matters;
- Directs and recommends the selection and the purchase of materials, equipment, and contractual services;

CLASS TITLE: COMMUNICATIONS AND MARKETING MANAGER (cont'd)**88495**

- Develops strategies for existing program expansion;
- Administers and maintains the City's website and social media accounts;
- Oversees the production of all written material and graphics posted on the City website and media accounts; develops, reviews, edits, and authorizes content;
- Prepares and presents comprehensive analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.

DISTINGUISHING CHARACTERISTICS:

The Communication and Marketing Manager functions as a program leader within the City Manager's Office, responsible for citywide marketing and events planning, brand management and public information requests and communications.

MINIMUM QUALIFICATIONS:**Training & Experience:**

- A Bachelor's Degree from an accredited college or university in communications, public relations, marketing, journalism, public relations, or a closely related field;
- AND**
- Four (4) years of increasingly responsible program experience, including experience in employee supervision and program development and implementation. **OR**
 - An equivalent combination of training, education, and experience, which will provide the capabilities to perform the described duties.

Knowledge of:

- Marketing and brand management principles, photography, advertising, target clients, community assets and events, graphic design, production, and printing techniques;
- Practices of public administration; organization and operation of municipal government;
- Methods and techniques of social media use; principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion;
- Principles and practices of leadership, motivation, team building, and conflict resolution;
- Methods of program evaluation, policies, and operational needs related to area of assignment;
- Principles and practices of supervision, training, and personnel management;
- Principles and practices of public relations, including understanding of requirements of various media;
- Techniques and methods used in development and evaluation of communications;

CLASS TITLE: COMMUNICATIONS AND MARKETING MANAGER (cont'd)**88495**

- Advanced principles in the applications business writing including spelling, grammar, and punctuation;
- Event planning from idea conception to publicizing, to event execution;
- Organization, services, and functions of municipal government; and
- Principles and practices of public speaking.

Ability to:

- Provide professional leadership and direction in matters involving marketing, branding, and public relations;
- Positively represent Bakersfield by coordinating and assisting in marketing efforts, special events, branding, City initiatives, and public relations;
- Communicate effectively both orally and in writing;
- Coordinate multiple activities with conflicting deadlines;
- Obtain, analyze, evaluate, and draw logical conclusions from relevant data.
- Update and maintain various website and/or social media;
- Organize and prioritize multiple timelines and project schedules in an effective and timely manner;
- Exercise tact, diplomacy and political acumen in dealing with sensitive political, public policy, and community situations;
- Create a cohesive and comprehensive approach to marketing and branding;
- Utilize computer systems and related software program including word processing, spreadsheet, database, and graphics applications;
- Plan, organize, develop, and implement marketing strategies aimed at promoting the City of Bakersfield's public image between various internal and external stakeholders, such as City staff, City Council, citizens, and media outlets; and
- Establish and maintain effective working relationships with clients, media representatives, community organizations staff, and volunteers.

Licenses, Certificates, and Special Requirements:

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

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions;
- Must be able to drive a vehicle for work-related events and duties as assigned;
- May include nights, weekends, and holidays.

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



ADMINISTRATIVE REPORT

MEETING DATE: 8/15/2023

2.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Christi Tenter

CREATED BY: Christi Tenter, H.R. Director

DATE: 8/15/2023

WARD:

SUBJECT: Senior Planner #27085

STAFF RECOMMENDATION:

Staff recommends approval of New Job Specification, Senior Planner #27085

BACKGROUND:

ATTACHMENTS:

Description	Type
Senior Planner #27085	Backup Material

CLASS TITLE: SENIOR PLANNER

CLASS SUMMARY:

Under direction, leads, reviews, coordinates, and performs a wide variety of the highly complex professional land use and urban planning functions including current and long-range planning, implementation of the General Plan, coordination of special projects, drafts ordinances and resolutions, makes presentations to various groups, facilitates citizen participation in the planning process, trains and mentors assigned staff; and performs other related work as required.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Plans, organizes, and performs assignments pertaining to urban planning;
- Prepares and administers schedules for planning or zoning projects;
- Mentors and trains assigned staff;
- Assists in the direction and administration of planning and zoning functions, as assigned;
- Assists in the development, interpretation, and implementation of the General Plan;
- Investigates requests for zoning modifications, zoning changes, subdivisions, general plan amendments, annexations, conditional use permits, and other land use entitlements involving difficult or complex planning problems;
- Coordinates subdivision projects;
- Prepares all forms of environmental analysis, including managing the preparation of Environmental Impact Reports;
- Uses GIS software for supportive analysis;
- Performs site inspections of the more extensive, complex, or responsible planning projects, and/or directs the completion of same;
- Prepares reports and recommendations for the Planning Director, Planning Commission, and City Council pertaining to land use planning and zoning; reviews and edits reports prepared by those assigned;
- Conducts oral presentations before City Council, Planning Commission, at public meetings, or at other agencies or organizations;
- Schedules, plans, and completes special studies and prepares comprehensive reports, correspondence, statistical data regarding various complex planning matters;
- Provides information and assistance to governmental agencies and the public regarding planning issues, ordinances, codes, regulations, policies and procedures and other planning functions;

- Implements and interprets State and Federal laws and regulations, City ordinances, policies, and procedures;
- Establishes positive working relationships with representatives of community organizations, state and local agencies, management and staff, and the public.

DISTINGUISHING CHARACTERISTICS:

The Planner classification series performs a wide variety of professional planning assignments involving compiling, researching, analyzing, and evaluating data related to social, housing, economic, population, environmental, agricultural land conservation, resource conservation, and land use trends. The Senior Planner handles complex professional and technical planning functions and may serve in a lead capacity to Assistant and Associate Planners. The Senior Planner classification differs from the Associate Planner in that the former provides training and guidance on developmental assignments. The Senior Planner differs from the Principal Planner in that the latter plans, directs, and supervises the day-to-day activities of a complete section within the Planning Division.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Advanced standard terminology, techniques, and practices of modern urban planning;
- Planning research, technical report writing, and urban design;
- Pertinent zoning codes, regulations, and ordinances;
- State planning, zoning, subdivision and development laws, and the California Environmental Quality Act;
- English usage, spelling, grammar, and punctuation;
- Engineering and architectural drawing and graphic illustration;
- Effective project management techniques;
- Utilize various computers and programs for report writing and statistical analysis;
- Mentoring subordinate staff including ability to provide direction, guidance, training, and counsel.

Ability to:

- Perform site inspections on more extensive, complex, or responsible planning projects, or as directed, gathers information, and does field surveys;
- Plan and monitor the work of staff in compilation of data, research, enforcement and the preparation of plans, policies, and studies for the implementation of planning;
- Calculate mathematics relating to planning and statistical research;
- Prepare clear, concise, and comprehensive reports;
- Interpret and enforce zoning regulations and planning policies;
- Effectively and independently manage multiple work assignments, set priorities, and meet critical deadlines;
- Communicate effectively, both orally and in writing;
- Exercise sound independent judgment;

CLASS TITLE: SENIOR PLANNER (cont'd)

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- Establish and maintain effective working relationships at all organizational levels, with other agencies, and the public;
- Display a high degree of initiative, maturity, integrity, creativity, and good judgment;
- Operate a personal computer and relevant software programs;
- Maintain accurate records.

Training and Experience:

- Graduation from an accredited college or university with a bachelor's degree in Urban or Regional Planning, Geography, Public or Business Administration, Architecture, Economics, or closely related field; **AND**
- Four (4) years of professional and progressive planning experience; **OR**
- Or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.
- Master's degree in Urban or Regional Planning or a related field may be substituted for one years of experience.

Licenses, Certificates and Special Requirements:

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

Physical Conditions or Special Requirements:

- Standard office environment and working conditions.
- Must be able to work outdoors while performing site inspection in all types of weather conditions.

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council: