



BAKERSFIELD MISCELLANEOUS CIVIL SERVICE MEETING AGENDA MEETING OF SEPTEMBER 19, 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

Eligible List Certified by the Human Resources Director

- 1. Administrative Analyst I/II (O) #01949
- 2. Assistant Code Enforcement Officer (O) #01954
- 3. Associate Planner I (O) #01956
- 4. Clerk Typist I/II (O) #01971
- 5. Code Enforcement Supervisor (O) #01978
- 6. Construction Inspector I/II (O) #01980
- 7. Development Services Technician (O) #01974
- 8. Electrical Technician I (O) #01950
- 9. Engineering Technician I (O) #01972
- 10. Fiscal and Administrative Services Officer I/II (O) #01978
- 11. Fleet Equipment Mechanic I (O) #01933
- 12. Fleet Equipment Mechanic II (O) #01975
- 13. Maintenance Craftworker I/II (O) #01986
- 14. Motor Sweeper Operator (O) #01951
- 15. Park Ranger Manager (O) #01960
- 16. Park Ranger Supervisor (P) #01963
- 17. Technology Systems Technician I - Desktop Support (O) #01959

18. Technology Systems Technician I-GIS (O) #01947
19. Traffic Painter III (P) #01955
20. Service Maintenance Worker - Streets (O) #01970
21. Solid Waste Compliance Inspector (O) #01962
22. Solid Waste Equipment Operator (O) #01969
23. Street Maintenance Superintendent (O) #01966
24. Supervisor II- Solid Waste (P) #01964
25. Water Resources Director (O) #01990
26. Water Resources Superintendent (P) #01988

Eligible List extended by the Human Resources Director

1. Technology Systems Analyst I/II-Data Analysis (O) #01836 extended from 8/23/23 to 11/23/23

Nepotism(s)

1. Kristina Budak, Water Resources Director #01990
2. Benjamin Samano, Assistant Code Enforcement Officer #01954
3. Jose Aguilar, Reinstatement
4. Antonio Garza Jr., Solid Waste Compliance Inspector #01962
5. Joseph Galvan, Traffic Painter III #01955
6. Anthony Rodriguez, Traffic Painter III #01955
7. Timothy Anthony, Technology Systems Technician I - Desktop Support #01959
8. Peter Diaz, Engineering Technician I #01972
9. Billy Owens, Park Ranger Manager #01960
10. Drake Pritchett, Code Enforcement Supervisor #01958
11. Lilian Vance, Water Resources Superintendent #01988
12. James Vasquez, Administrative Analyst I/II #01949
13. Matthew Garcia, Supervisor II- Solid Waste #01964
14. Antonio Garza Jr., Supervisor II-Solid Waste #01964
15. Fredy Martinez, Development Services Technician #01974
16. Candelario Sotelo, Park Ranger Supervisor #01963
17. Jaqueline Guzman, Clerk Typist I/II #01971
18. Diana Ulloa, Clerk Typist I/II #01971
19. Alyssa Rubio, Clerk Typist I/II #01971
20. Lorraine Ortiz, Clerk Typist I.II #01971
21. Sydney Youngblood, Clerk Typist I/II #01971
22. Vanessa Vasquez, Clerk Typist I/II #01971
23. Jose Aguilar, Fleet Equipment Mechanic II #01975
24. Dalton Phillips, Service Maintenance Worker - Streets #01970
25. Lucas Peek, Solid Waste Equipment Operator #01969

26. Jose Garcia, Solid Waste Equipment Operator #01969
27. Lance Powell, Outreach Program Supervisor #01989

Job Specification(s) Revised

1. Marketing and Events Specialist #25010
2. Economic and Community Development Director #88100

Job Specification Title Change

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

New Job Specification(s)

1. Administrative & Fiscal Services Specialist I/II #26235-26240
2. Communications and Marketing Manager #88495
3. Fiscal and Administrative Services Supervisor #57075
4. Senior Planner #27085

5. COMMISSIONERS COMMENTS

6. ADJOURNMENT



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

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: 9/19/2023

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: 9/19/2023

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: 9/19/2023

1.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson

CREATED BY: Tanya Wilson, Human Resources Analyst

DATE: 8/14/2023

WARD:


SUBJECT: Administrative Analyst I/II (O) #01949

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Administrative Analyst I/II (O) #01949	Backup Material

POSITION: ADMINISTRATIVE ANALYST I/II (OPEN) #01949

APPLIED.....145


INVITED TO ORAL.....36

ATTENDED ORAL.....29

CERTIFIED.....25

Eligible List Report
Administrative Analyst I/II (Open) #01949
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
8/10/2023	2/10/2024	Jones, LeAnn	1
8/10/2023	2/10/2024	Bowman, Jamie	2
8/10/2023	2/10/2024	Borskey, Tyeann	3
8/10/2023	2/10/2024	McGowan, Kevin	4
8/10/2023	2/10/2024	Tovar, Apryl	5
8/10/2023	2/10/2024	Strange, Cynthia	6
8/10/2023	2/10/2024	Akins, Mindy	7
8/10/2023	2/10/2024	Wencl, Tiffany	8
8/10/2023	2/10/2024	Andrews, Stacey	9
8/10/2023	2/10/2024	Loera, Miriam	10
8/10/2023	2/10/2024	Barrett, Mikie	11
8/10/2023	2/10/2024	Blain, Jeb	12
8/10/2023	2/10/2024	Lo, Cheyanne Alzen	12
8/10/2023	2/10/2024	Garcia, Zechariah	13
8/10/2023	2/10/2024	Rubio, Paula	13
8/10/2023	2/10/2024	Vasquez, James	14
8/10/2023	2/10/2024	Shinault Gairrison, Katelyn	15
8/10/2023	2/10/2024	Smith, Sherwin	15
8/10/2023	2/10/2024	Guerra, Jorge	16
8/10/2023	2/10/2024	Robertson, Tony	17
8/10/2023	2/10/2024	Valdez, Candice	17
8/10/2023	2/10/2024	Guerrero, Tomas	18
8/10/2023	2/10/2024	Khalil, Enrico	19
8/10/2023	2/10/2024	Noordeen, Rukaiya	19
8/10/2023	2/10/2024	Jackson, Yvette	20



Christi Tenter, Human Resources Director

August 10, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

2.

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

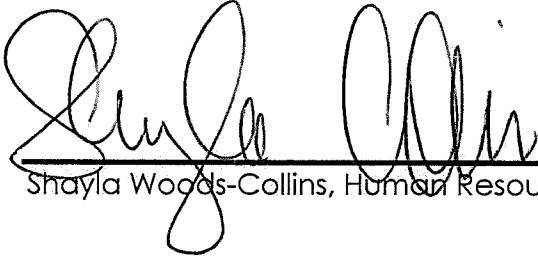
INVITED TO ORAL.....16

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: 9/19/2023

3.

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

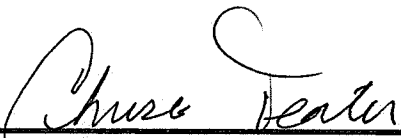
INVITED TO ORAL.....11

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: 9/19/2023

4.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Kevin Mendoza

CREATED BY: Kevin Mendoza, Human Resources Analyst

DATE: 9/12/2023

WARD:

SUBJECT: Clerk Typist I/II (O) #01971

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
▣ Clerk Typist I/II (O) #01971	Backup Material

POSITION: CLERK TYPIST I/II (OPEN) #01971

APPLIED.....180

INVITED TO ORAL.....48

ATTENDED ORAL.....35

CERTIFIED.....24

Eligible List Report
Clerk Typist I/II (Open) #01971
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
9/8/2023	3/8/2024	Criollo, Jessica	1
9/8/2023	3/8/2024	Barker, Macalla	2
9/8/2023	3/8/2024	Cabrera, Lourdes	3
9/8/2023	3/8/2024	Christolear, Nicole	4
9/8/2023	3/8/2024	Youngblood, Sydney	5
9/8/2023	3/8/2024	Ortiz, Lorraine	6
9/8/2023	3/8/2024	Esparza, Roxanne	7
9/8/2023	3/8/2024	Sandoval, Viridiana	8
9/8/2023	3/8/2024	Hernandez, Stacy	9
9/8/2023	3/8/2024	Vasquez, Vanessa	10
9/8/2023	3/8/2024	Carrillo, Miguel	11
9/8/2023	3/8/2024	Guzman, Michelle	12
9/8/2023	3/8/2024	Ramirez, Yadira	12
9/8/2023	3/8/2024	Ulloa, Diana	13
9/8/2023	3/8/2024	Alvarado Espinosa, Nestor	14
9/8/2023	3/8/2024	Llamas, Maria	15
9/8/2023	3/8/2024	Whitson, Cody	16
9/8/2023	3/8/2024	Gieg, Abigayle	17
9/8/2023	3/8/2024	Love, Avion	18
9/8/2023	3/8/2024	Guzman, Jaqueline	19
9/8/2023	3/8/2024	Macedo, Julie	19
9/8/2023	3/8/2024	Macknicki, Krystal	19
9/8/2023	3/8/2024	Lopez, Christian	20
9/8/2023	3/8/2024	Rubio, Alyssa	21



Shayla Collins, Human Resources Manager

September 8, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

5.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson

CREATED BY: Tanya Wilson, Human Resources Analyst

DATE: 8/24/2023

WARD:


SUBJECT: Code Enforcement Supervisor (O) #01978

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

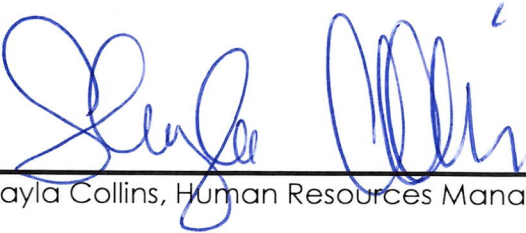
Description	Type
 Code Enforcement Supervisor (O) #01978	Backup Material

POSITION: CODE ENFORCEMENT SUPERVISOR (OPEN) #01958

APPLIED.....	18
INVITED TO ORAL.....	8
ATTENDED ORAL.....	7
CERTIFIED.....	6

Eligible List Report
Code Enforcement Supervisor (Open) #01958
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
8/23/2023	2/23/2024	Lykins, Kevin	1
8/23/2023	2/23/2024	Pritchett, Drake	2
8/23/2023	2/23/2024	Figueroa, Ralph	3
8/23/2023	2/23/2024	Escobedo, Laura	4
8/23/2023	2/23/2024	King, Elizabeth	5
8/23/2023	2/23/2024	Gardner, Reginald	6



Shayla Collins, Human Resources Manager

August 23, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

6.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan
DATE: 9/12/2023
WARD:
SUBJECT: Construction Inspector I/II (O) #01980

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Construction Inspector I/II (Open) #01980	Backup Material

POSITION: CONSTRUCTION INSPECTOR I/II (OPEN) #01980

APPLIED.....49

INVITED TO ORAL.....8

ATTENDED ORAL.....6

CERTIFIED.....5

Eligible List Report
Construction Inspector I/II (Open) #01980
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
9/8/2023	3/8/2024	Myrick, Trevor	1
9/8/2023	3/8/2024	Valle, Roel	2
9/8/2023	3/8/2024	Arvayo, Luis	3
9/8/2023	3/8/2024	Keister, Aaron	4
9/8/2023	3/8/2024	Moore, William	5

 
Shayla Collins, Human Resources Manager September 8, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

7.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan
DATE: 9/12/2023
WARD:
SUBJECT: Development Services Technician (O) #01974

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

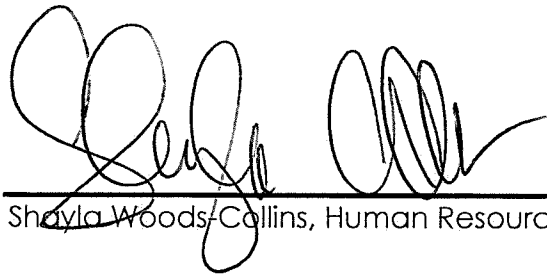
Description	Type
Development Services Technician (O) #01974	Backup Material

POSITION: DEVELOPMENT SERVICES TECHNICIAN (OPEN) #01974

APPLIED.....	61
INVITED TO ORAL.....	06
ATTENDED ORAL.....	04
CERTIFIED.....	04

Eligible List Report
Development Services Technician (Open) #01974
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
9/8/2023	3/8/2023	Villa, Esther	1
9/8/2023	3/8/2023	Bell, Michael	2
9/8/2023	3/8/2023	Tomlinson, Robert	3
9/8/2023	3/8/2023	Martinez, Fredy	4



Shayla Woods-Collins, Human Resources Manager

September 8, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

8.

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:

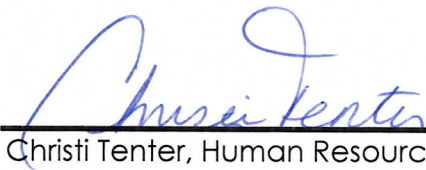
Description	Type
📎 Electrical Technician I (O) #01950	Backup Material

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: 9/19/2023

9.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson

CREATED BY: Tanya Wilson, Human Resources Analyst

DATE: 9/13/2023

WARD:

SUBJECT: Engineering Technician I (O) #01972

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
Engineering Technician I (O) #01972	Backup Material

POSITION: ENGINEERING TECHNICIAN I (OPEN) #01972

APPLIED.....48

INVITED TO ORAL.....19

ATTENDED ORAL.....18

CERTIFIED.....15

Eligible List Report
Engineering Technician I (Open) #01972
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
9/12/2023	3/12/2024	George, Stephen	1
9/12/2023	3/12/2024	Soto, Natalie	2
9/12/2023	3/12/2024	Diaz, Peter	3
9/12/2023	3/12/2024	Coates, Maria	4
9/12/2023	3/12/2024	Perales, Felix	5
9/12/2023	3/12/2024	Mesa, Reynaldo	6
9/12/2023	3/12/2024	Aviles-Rojas, Aldo	7
9/12/2023	3/12/2024	Moreno, Daniel	8
9/12/2023	3/12/2024	Findley, Lawrence	9
9/12/2023	3/12/2024	Valle, Roel	9
9/12/2023	3/12/2024	Burdick, James	11
9/12/2023	3/12/2024	Bowles, Joshua	12
9/12/2023	3/12/2024	Keister, Aaron	13
9/12/2023	3/12/2024	Picato, Jemuel	14
9/12/2023	3/12/2024	Castro, Gabriel	15



Shayla Collins, Human Resources Manager

September 12, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

10.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 9/11/2023
WARD:
SUBJECT: Fiscal and Administrative Services Officer I/II (O) #01978

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Fiscal and Administrative Services Officer I/II (O) #01978	Backup Material

POSITION: FISCAL AND ADMINISTRATIVE SERVICES OFFICER I/II (OPEN) #01978

APPLIED.....68

INVITED TO ORAL.....17

ATTENDED ORAL.....11

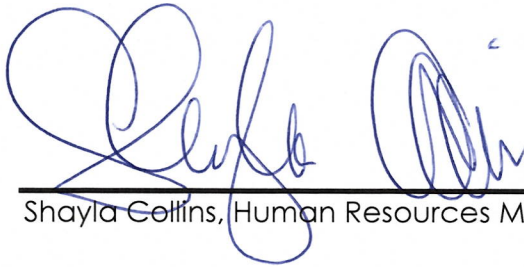
CERTIFIED.....07

Eligible List Report

Fiscal And Administrative Services Officer I/II (Open) #01978

Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
9/7/2023	3/7/2024	Szilagyi, Robert	1
9/7/2023	3/7/2024	Plank, Sarah	2
9/7/2023	3/7/2024	Mccredmond, Shanandoah	3
9/7/2023	3/7/2024	Nguyen, Dung	4
9/7/2023	3/7/2024	Robertson, Tony	5
9/7/2023	3/7/2024	Rangel-Villasenor, Alvaro	6
9/7/2023	3/7/2024	Kohler, Karol	7



Shayla Collins, Human Resources Manager

September 7, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

11.

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: 9/19/2023

12.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/12/2023
WARD:
SUBJECT: Fleet Equipment Mechanic II (O) #01975

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
▢ Fleet Equipment Mechanic II (O) #01975	Backup Material

POSITION: FLEET EQUIPMENT MECHANIC II (OPEN) #01975

APPLIED.....15

INVITED TO ORAL.....04

ATTENDED ORAL.....04

CERTIFIED.....3

Eligible List Report
Fleet Equipment Mechanic II (Open) #01975
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
9/1/2023	3/1/2024	Cruz, Patrick	1
9/1/2023	3/1/2024	Ureno, Efren	2
9/1/2023	3/1/2024	Aguilar, Jose	3



Christi Tenter, Human Resources Director

September 1, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

13.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson

CREATED BY: Tanya Wilson, Human Resources Analyst

DATE: 9/11/2023

WARD:

SUBJECT: Maintenance Craftworker I/II (O) #01986

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Maintenance Craftworker I/II (O) #01986	Backup Material

POSITION: MAINTENANCE CRAFTWORKER I/II (OPEN) #01986

APPLIED.....134

INVITED TO ORAL.....16

ATTENDED ORAL.....15

CERTIFIED.....08

Eligible List Report
Maintenance Craftworker I/II (O) #01986
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
9/8/2023	3/8/2024	Keeling, Jeremy	1
9/8/2023	3/8/2024	Castorela, Javier	2
9/8/2023	3/8/2024	Newton, Zacariah	3
9/8/2023	3/8/2024	Gonzales, Faustino	4
9/8/2023	3/8/2024	Banta, Michael	5
9/8/2023	3/8/2024	Peralta, Jose	6
9/8/2023	3/8/2024	Appodaca, Paul	7
9/8/2023	3/8/2024	Reyes Muratalla, Julio	8



Shayla Collins, Human Resources Manager

September 8, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

14.

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

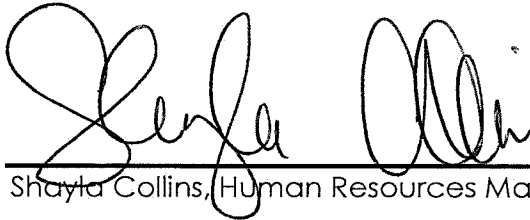
ACCEPTED.....03

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: 9/19/2023

15.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson

CREATED BY: Tanya Wilson, Human Resources Analyst

DATE: 8/15/2023

WARD:

SUBJECT: Park Ranger Manager (O) #01960

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
📎 Park Ranger Manager (O) #01960	Backup Material

POSITION: PARK RANGER MANAGER (OPEN) #01960

APPLIED.....21

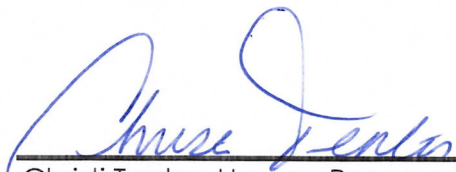
INVITED TO ORAL.....6

ATTENDED ORAL.....4

CERTIFIED.....4

Eligible List Report
Park Ranger Manager (Open) #01960
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
8/10/2023	2/10/2024	Dobbs, Michael	1
8/10/2023	2/10/2024	Rajlal, Christina	2
8/10/2023	2/10/2024	Owens, Billy	3
8/10/2023	2/10/2024	Espinosa, Robert	4



Christi Tenter, Human Resources Director

August 10, 2022



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

16.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Sandra Duncan

CREATED BY: Sandra Duncan, Human Resources Analyst

DATE: 9/12/2023

WARD:


SUBJECT: Park Ranger Supervisor (P) #01963

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Park Ranger Supervisor (P) #01963	Backup Material

POSITION: PARK RANGER SUPERVISOR (PROMOTIONAL) #01963

APPLIED.....06

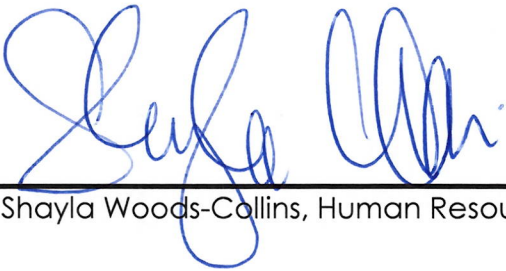
ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Park Ranger Supervisor (Promotional) #01963
Human Resources Analyst, Sandy Duncan

Established	List Expiration	Candidate Name	Seq. Rank
9/12/2023	3/12/2024	Babbitt, Charles	1
9/12/2023	3/12/2024	Martin, Jeffrey	1
9/12/2023	3/12/2024	Sotelo Jr., Candelario	1



Shayla Woods-Collins, Human Resources Manager

September 12, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

17.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 9/1/2023
WARD:
SUBJECT: Technology Systems Technician I - Desktop Support (O) #01959

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Technology Systems Technician I - Desktop Support (O) #01959	Backup Material

POSITION: TECHNOLOGY SYSTEMS TECHNICIAN - DESKTOP SUPPORT (OPEN) #01959

APPLIED.....121

ACCEPTED.....52

ATTENDED WRITTEN.....39

PASSED WRITTEN.....29

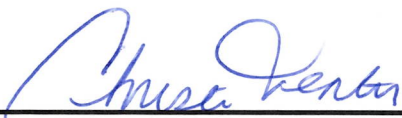
INVITED TO ORAL.....29

ATTENDED ORAL.....25

CERTIFIED.....20

Eligible List Report
Technology Systems Technician - Desktop (Open) #01959
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
8/29/2023	2/29/2024	Stone, Andrew	1
8/29/2023	2/29/2024	Alvear, Antonio	2
8/29/2023	2/29/2024	Gonzalez, Erick	2
8/29/2023	2/29/2024	James, Jakob	3
8/29/2023	2/29/2024	Orozco, Jovany	4
8/29/2023	2/29/2024	Gaines, Austin	5
8/29/2023	2/29/2024	Waldron, Timothy	6
8/29/2023	2/29/2024	Jimenez, Crystal	7
8/29/2023	2/29/2024	veloria, andrew	7
8/29/2023	2/29/2024	Heredia, David	8
8/29/2023	2/29/2024	Leon, Enrique	9
8/29/2023	2/29/2024	Arias, Emilio	10
8/29/2023	2/29/2024	Anthony, Timothy	11
8/29/2023	2/29/2024	Armenta, Santos	11
8/29/2023	2/29/2024	Salazar, Dennis	11
8/29/2023	2/29/2024	Bergeron, Chad	12
8/29/2023	2/29/2024	Rojas, Jesus	13
8/29/2023	2/29/2024	Gonzalez, Cesar	14
8/29/2023	2/29/2024	Vargas Martinez, Juan	15
8/29/2023	2/29/2024	Martinez, Carolina	16



Christi Tenter, Human Resources Director

August 29, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

18.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 9/12/2023
WARD:
SUBJECT: Technology Systems Technician I-GIS (O) #01947

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Technology Systems Technician I-GIS (O) #01947	Backup Material

POSITION: TECHNOLOGY SYSTEMS TECHNICIAN I – GIS (OPEN) #01947

APPLIED.....81

INVITED TO ORAL.....16

ATTENDED ORAL.....12

CERTIFIED.....06

Eligible List Report
Technology Systems Technician I – GIS (Open) #01947
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
8/15/2023	2/15/2024	Appalakutti, Sripallavi	1
8/15/2023	2/15/2024	Ghazvini, Reza	2
8/15/2023	2/15/2024	Walter, Erin	3
8/15/2023	2/15/2024	Vang, Chue	4
8/15/2023	2/15/2024	Tang, Angela	5
8/15/2023	2/15/2024	Yost, Maximilian	6



Christi Tenter, Human Resources Director

August 15, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

19.

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: 9/19/2023

20.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/12/2023
WARD:
SUBJECT: Service Maintenance Worker - Streets (O) #01970

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
▣ Service Maintenance Worker - Streets (O) #01970	Backup Material

POSITION: SERVICE MAINTENANCE WORKER - STREETS (OPEN) #01970

APPLIED.....251

INVITED TO ORAL.....49

ATTENDED ORAL.....33

CERTIFIED.....23

Eligible List Report
Service Maintenance Worker - Streets (Open) #01970
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
9/12/2023	3/12/2024	Arredondo, Juan	1
9/12/2023	3/12/2024	Redick, Ethan	2
9/12/2023	3/12/2024	Winterset, Jonathan	3
9/12/2023	3/12/2024	Phillips, Dalton	4
9/12/2023	3/12/2024	De Leon, Zander	5
9/12/2023	3/12/2024	Carlos, Gilberto	6
9/12/2023	3/12/2024	Covarrubias, Saul	7
9/12/2023	3/12/2024	Martinez, Kamaron	8
9/12/2023	3/12/2024	Trevino, Brandon	8
9/12/2023	3/12/2024	Gutierrez, Santos	9
9/12/2023	3/12/2024	Sproule, Tyler	9
9/12/2023	3/12/2024	Salgado, Luis	10
9/12/2023	3/12/2024	Schwartz, Daniel	11
9/12/2023	3/12/2024	Solis, Jose	11
9/12/2023	3/12/2024	Garcia, Jimmy	12
9/12/2023	3/12/2024	House, Dillon	13
9/12/2023	3/12/2024	Kellogg, Dustin	14
9/12/2023	3/12/2024	Moffitt, Christian	14
9/12/2023	3/12/2024	Gamboa, Fernando	15
9/12/2023	3/12/2024	Hoagland, Ronald	15
9/12/2023	3/12/2024	Perez, Jesus	16
9/12/2023	3/12/2024	Ontiveros, Erasmo	17
9/12/2023	3/12/2024	Espinoza, Christian	18



Shayla Collins, Human Resources Manager

September 12, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

21.

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

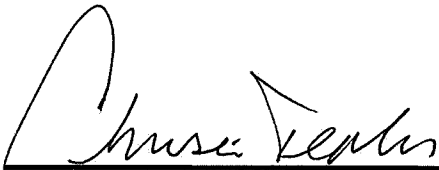
INVITED TO ORAL.....08

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: 9/19/2023

22.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/12/2023
WARD:
SUBJECT: Solid Waste Equipment Operator (O) #01969

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
▣ Solid Waste Equipment Operator (O) #01969	Backup Material

POSITION: SOLID WASTE EQUIPMENT OPERATOR (OPEN) #01969

APPLIED.....132

INVITED TO ORAL.....26

ATTENDED ORAL.....18

CERTIFIED.....13

Eligible List Report
Solid Waste Equipment Operator (Open) #01969
Human Resources Analyst, Kevin Mendoza

Established	List Expiration	Candidate Name	Seq. Rank
8/30/2023	3/1/2024	Barboza, Silverio	1
8/30/2023	3/1/2024	Castorela, Javier	1
8/30/2023	3/1/2024	Sandoval, Pablo	1
8/30/2023	3/1/2024	Reese, Scott	2
8/30/2023	3/1/2024	Ayala, Tiffany	3
8/30/2023	3/1/2024	Garrido, Dzan	4
8/30/2023	3/1/2024	De Leon, Marco	5
8/30/2023	3/1/2024	Sanchez, Luis	6
8/30/2023	3/1/2024	Peek, Lucas	7
8/30/2023	3/1/2024	Anthony, Johnny	8
8/30/2023	3/1/2024	Garcia, Jose	8
8/30/2023	3/1/2024	Holland, Bobby	9
8/30/2023	3/1/2024	Mathis, Paul	10



Christi Tenter, Human Resources Director

August 30, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

23.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 9/12/2023
WARD:
SUBJECT: Street Maintenance Superintendent (O) #01966

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Street Maintenance Superintendent (O) #01966	Backup Material

POSITION: STREET MAINTENANCE SUPERINTENDENT (OPEN) #01966

APPLIED.....20

ACCEPTED.....02

TRAINING AND EXPERIENCE.....02

CERTIFIED.....02

Eligible List Report
Street Maintenance Superintendent (O) #01966
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
8/22/2023	2/22/2024	Mudryk, Christopher	1
8/22/2023	2/22/2024	Tolentino, Ines	1



Christi Tenter, Human Resources Director

August 22, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

24.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Sandra Duncan

CREATED BY: Sandra Duncan, Human Resources Analyst

DATE: 9/12/2023

WARD:

SUBJECT: Supervisor II- Solid Waste (P) #01964

STAFF RECOMMENDATION:

Informational Item Only

BACKGROUND:

ATTACHMENTS:

Description	Type
Supervisor II- Solid Waste (P) #01964	Backup Material

POSITION: SUPERVISOR II- SOLID WASTE (PROMOTIONAL) #01964

APPLIED.....10

INVITED TO ORAL.....5

ATTENDED ORAL.....5

CERTIFIED.....5

Eligible List Report
Supervisor II-Solid Waste (Promotional) #01964
Human Resources Analyst, Sandra Duncan

Established	List Expiration	Candidate Name	Seq. Rank
8/30/2023	3/1/2024	Friday, Brian	1
8/30/2023	3/1/2024	Garza Jr, Antonio	2
8/30/2023	3/1/2024	Peralta, Mynor	3
8/30/2023	3/1/2024	Garcia, Matthew	4
8/30/2023	3/1/2024	Martinez, Zekeio	5


Shayla Woods-Collins, Human Resources Manager August 30, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

25.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Isabel Farmer

CREATED BY: Isabel Farmer, Human Resources Analyst

DATE: 8/16/2023

WARD:

SUBJECT: Water Resources Director (O) #01990

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Water Resources Director (O) #01990	Backup Material

POSITION: WATER RESOURCES DIRECTOR (OPEN) #01990

APPLIED.....03

INVITED TO ORAL.....03

ATTENDED ORAL.....03

CERTIFIED.....02

Eligible List Report
Water Resources Director (Open) #01990
Human Resources Analyst, Isabel Farmer

Established	List Expiration	Candidate Name	Seq. Rank
8/15/2023	2/15/2024	Budak, Kristina	1
8/15/2023	2/15/2024	Meyer, Zachary	2



Christi Tenter, Human Resources Director

August 15, 2023

ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

26.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson

CREATED BY: Tanya Wilson, Human Resources Analyst

DATE: 9/11/2023

WARD:


SUBJECT: Water Resources Superintendent (P) #01988

STAFF RECOMMENDATION:

Informational item only

BACKGROUND:

ATTACHMENTS:

Description	Type
 Water Resources Superintendent (P) #01988	Backup Material

POSITION: WATER RESOURCES SUPERINTENDENT (PROMOTIONAL) #01988

APPLIED.....04

ACCEPTED.....03

TRAINING AND EXPERIENCE.....03

CERTIFIED.....03

Eligible List Report
Water Resources Superintendent (Promotional) #01988
Human Resources Analyst, Tanya Wilson

Established	List Expiration	Candidate Name	Seq. Rank
9/6/2023	3/6/2024	Hester, Tylor	1
9/6/2023	3/6/2024	Perez, Jose	1
9/6/2023	3/6/2024	Vance, Lilian	1


Christi Tenter, Human Resources Director

September 6, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY:
DATE: 9/12/2023
WARD:
SUBJECT: Technology Systems Analyst I/II-Data Analysis (O) #01836 extended from 8/23/23 to 11/23/23

STAFF RECOMMENDATION:

Staff recommends approval of the Technology Systems Analyst I/II-Data Analysis (O) #01836 extended from 8/23/23 to 11/23/23

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Technology Systems Analyst I/II-Data Analysis (O) #01836 extend from 8/23/23 to 11/23/23	Backup Material

Eligible List Report

Technology Systems Analyst I/II- Data Analysis (Open) - #01836

Human Resources Analyst, Sandra Duncan

Per Janelle Klepic, Technology Systems Supervisor, requested to extend list 3 months to to 11/23/2023

Established	List Expiration	Candidate Name	Seq. Rank	Nepo	Referred	Notes
2/23/2023	8/23/2023	Velasco, Eddie	1		2/23/23 J. Klepic	Hired 5/22/23
2/23/2023	8/23/2023	Scholefield, Zachary	2		2/23/23 J. Klepic	8/10/23 5 day notice sent, needs to respond by 8/14/23 by 5pm or will be removed from list. Removal Letter sent 8/22/23
2/23/2023	8/23/2023	Perez, Giovanni	3		2/23/23 J. Klepic	8/9/23 Still interested in remaining on Eligible list.
2/23/2023	8/23/2023	Woods-LaDue, Robert	4			WD letter sent 8/10/23
2/23/2023	8/23/2023	Torigian, Samantha	5			respond by 8/14/23 by 5pm or will be removed from list. Removal Letter sent
2/23/2023	8/23/2023	Stevens, Andrew	6			respond by 8/14/23 by 5pm or will be removed from list. Removal Letter sent
2/23/2023	8/23/2023	Hidalgo, Pedro	7			8/10/23 5 day notice sent, needs to respond by 8/14/23 by 5pm or will be removed from list. Removal Letter sent 8/22/23
2/23/2023	8/23/2023	Martinez, Tricia	8			8/9/23 Still interested in remaining on Eligible list.


Christi Tenter, Human Resources Director

August 22, 2023



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Isabel Farmer
CREATED BY: Isabel Farmer, Human Resources Analyst
DATE: 8/21/2023
WARD:
SUBJECT: Kristina Budak, Water Resources Director #01990

STAFF RECOMMENDATION:

Staff recommends approval of nepotism waiver request for Kristina Budak, Water Resources Director #01990.

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Kristina Budak, Water Resources Director #01990	Backup Material



BAKERSFIELD

THE SOUND OF *Something Better*

MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: ISABEL FARMER, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – KRISTINA BUDAK
CANDIDATE FOR WATER RESOURCES DIRECTOR #01990**

Kristina Budak has successfully competed in the examination process for the position of **Water Resources Director** in the **Water Resources Department**. Her husband, **Michael Darin Budak**, is currently employed as an **Assistant Director of Recreation and Parks** in the **Recreation and Parks Department**. Due to the possibility of **Kristina** being considered for appointment to the **Water Resources Director** position, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Water Resources Director** is as follows: Under administrative direction of the City Manager, plans, organizes, coordinates, and directs the City's water systems and wastewater treatment operations; serves as technical expert in matters related to distribution of agricultural and domestic water of Kern River delivery system and Kern River Levee District; and performs related work as required.

A summary of the duties and responsibilities for the position of **Assistant Director of Recreation and Parks** is as follows: Under administrative direction of the Director of Recreation and Parks, plans, organizes and directs the day-to-day activities of the Recreation and Parks Department; monitors and coordinates all personnel related activities in the department; performs administrative work in planning, management and evaluation of recreation and parks facilities and programs; provides highly responsible and complex administrative assistance to the Director; performs other work as required; acts for the Director of Recreation and Parks as assigned.

EMPLOYMENT OVERLAP

According to the Assistant City Manager, Gary Hallen, if **Kristina Budak** is appointed to a **Water Resources Director** position in the **Water Resources Department**, performance appraisals would not be reviewed or conducted by either employee for the other; neither employee would be directly supervised by the other; and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Assistant City Manager, Gary Hallen, and the Human Resources Department recommend approval of the nepotism. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

2.

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



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 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: 9/19/2023

3.

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: SEPTEMBER 19, 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: 9/19/2023

4.

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: SEPTEMBER 19, 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: 9/19/2023

5.

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: SEPTEMBER 19 , 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: 9/19/2023

6.

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
□ Anthony Rodriguez, Traffic Painter III #01955	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 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: 9/19/2023

7.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Timothy Anthony, Technology Systems Technician I - Desktop Support #01959

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Timothy Anthony, Technology Systems Technician I - Desktop Support #01959.

BACKGROUND:

ATTACHMENTS:

	Description	Type
□	Timothy Anthony, Technology Systems Technician - Desktop #01959	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – TIMOTHY ANTHONY
CANDIDATE FOR TECHNOLOGY SYSTEMS TECHNICIAN I – DESKTOP SUPPORT (O) #01959**

Timothy Anthony has successfully competed in the examination process for the position of **Technology Systems Technician I – Desktop Support**. His brother, **Rick Anthony**, is currently employed as the **Director of Recreation and Parks**. Due to the possibility of **Timothy** being considered for appointment to **Technology Systems Technician I – Desktop Support**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

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

A summary of the duties and responsibilities for the position of **Director of Recreation and Parks** is as follows: Under administrative direction of the City Manager, directs all activities of the Recreation and Parks Department. Work involves planning, organizing, directing, and coordinating activities of the department, including recreation and parks; and performs related work as required.

EMPLOYMENT OVERLAP

According to the Technology Services Director, Gregory Pronovost, if **Timothy Anthony** is appointed to a **Technology Systems Technician I – Desktop Support** position in the **Technology Services Department**, performance appraisals would not be reviewed or conducted by either employee for the other; neither employee would be directly supervised by the other; and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Technology Services Director, Gregory Pronovost, and the Human Resources Department recommend approval of the nepotism. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

8.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Peter Diaz, Engineering Technician I #01972

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Peter Diaz, Engineering Technician I #01972

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Peter Diaz, Engineering Technician I #01972	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – PETER DIAZ
CANDIDATE FOR ENGINEERING TECHNICIAN I #01972**

Peter Diaz has successfully competed in the examination process for the position of **Engineering Technician**. His father, **Jose Diaz**, is currently employed as a **Motor Sweeper Operator** in the **Streets Division of the Public Works Department**. Due to the possibility of **Peter** being considered for appointment to the **Engineering Technician** 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 **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 **Motor Sweeper Operator** is as follows: Under general supervision, performs skilled work involving the operation of motor street sweepers and related equipment; and performs other work as required.

EMPLOYMENT OVERLAP

According to Public Works Director, Gregg Strakaluse, if **Peter Diaz** is appointed to the **Engineering Technician I** position in the **Engineering 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: 9/19/2023

9.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Tanya Wilson

CREATED BY: Tanya Wilson, Human Resources Analyst

DATE: 9/13/2023

WARD:

SUBJECT: Billy Owens, Park Ranger Manager #01960

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Billy Owens, Park Ranger Manager #01960

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Billy Owens, Park Ranger Manager #01960	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – BILLY OWENS
CANDIDATE FOR PARK RANGER MANAGER #01960**

Billy Owens has successfully competed in the examination process for the position of **Park Ranger Manager** and placed on the eligible list for same. His wife, **Hilarie Owens**, is currently employed as a **Communications Center Supervisor** at the **Police Department**. Due to the possibility of **Billy** being considered for promotion to the **Park Ranger Manager** position, the issue of nepotism must be addressed. **Billy** is currently employed as a **Code Enforcement Supervisor** 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 **Park Ranger Manager** is as follows: Under general direction, plans, schedules and supervises the work of field code enforcement staff investigating and enforcing a variety of municipal codes, regulations and ordinances, , which impact the commercial, industrial and residential districts; coordinates the work with management and staff from other City departments such as Police, Fire, and Public Works, as well as representatives of other governmental agencies; may represent management in community meetings and events; and performs other work as assigned.

A summary of the duties and responsibilities for the position of **Communications Center Supervisor** is as follows: This is supervisory and skilled work in receiving and dispatching messages in the Police Communications Center through use of a computer-aided dispatch system and 9-1-1 emergency telephone system. Work involves supervising and participating on an assigned shift in receiving incoming calls for police, fire, and medical aid services, or for information and dispatching personnel and equipment in response to emergency calls or providing requested information. Supervision is exercised over a group of personnel assigned to the Police Communications Center. Work is performed with some independence within established policies and procedures and requires the exercise of considerable initiative and judgment in emergency situations.

EMPLOYMENT OVERLAP

According to the Recreation and Parks Director, Rick Anthony, if **Billy Owens** is promoted to a **Park Ranger Manager** 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 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: 9/19/2023

10.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Drake Pritchett, Code Enforcement Supervisor #01958

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Drake Pritchett, Code Enforcement Supervisor #01958.

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Drake Pritchett, Code Enforcement Supervisor #01958	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – DRAKE PRITCHETT
CANDIDATE FOR CODE ENFORCEMENT SUPERVISOR #01958**

Drake Pritchett has successfully competed in the examination process for the position of **Code Enforcement Supervisor**. His father-in-law, **Kenneth Sporer**, is currently employed as a **Police Sergeant** in the **Police Department**. Due to the possibility of **Drake** being considered for promotion to a **Code Enforcement Supervisor**, the issue of nepotism must be addressed. **Drake** is currently employed as a **Code Enforcement Officer** 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 **Code Enforcement Supervisor** is as follows: Under general direction, plans, schedules and supervises the work of field code enforcement staff investigating and enforcing a variety of municipal codes, regulations and ordinances, , which impact the commercial, industrial and residential districts; coordinates the work with management and staff from other City departments such as Police, Fire, and Public Works, as well as representatives of other governmental agencies; may represent management in community meetings and events; and performs other work as assigned.

A summary of the duties and responsibilities for the position of **Police Sergeant** is as follows:

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

EMPLOYMENT OVERLAP

According to the Development Services Director Christopher Boyle, if **Drake Pritchett** is promoted to a **Code Enforcement Supervisor** position in the **Building Division**, 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: 9/19/2023

11.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Lilian Vance, Water Resources Superintendent #01988

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Lilian Vance, Water Resources Superintendent #01988.

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Lilian Vance, Water Resources Superintendent #01988	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – LILIAN VANCE
CANDIDATE FOR WATER RESOURCES SUPERINTENDENT #01988**

Lilian Vance has successfully competed in the examination process for the position of **Water Resources Superintendent**. Her spouse, **Dominick Vance**, is currently employed as a **Police Officer** in the **Bakersfield Police Department**. Due to the possibility of **Lilian** being considered for promotion to the **Water Resources Superintendent** position, the issue of nepotism must be addressed. **Lilian** is currently employed as an **Engineering Technician I** in the **Water Resources Department**.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Water Resources Superintendent** is as follows: Under general direction, plans and directs the day-to-day operations of an assigned operating division for the Water Resources Department; monitors and coordinates all personnel-related activities in the department; performs administrative work in planning, management and evaluation of city water operations, municipal farm and storm water facilities and programs; makes public presentations and responds to public inquiries; acts for the Assistant Water Resources Director as assigned; and performs other work as required.

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

EMPLOYMENT OVERLAP

According to Assistant City Manager Gary Hallen, if **Lilian Vance** is promoted to the **Water Resources Superintendent** position in the **Water Resources Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Assistant City Manager Gary Hallen and the Human Resources Department recommend approval of the nepotism. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

12.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Tanya Wilson
CREATED BY: Tanya Wilson, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: James Vasquez, Administrative Analyst I/II #01949

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for James Vasquez, Administrative Analyst I/II #01949.

BACKGROUND:

ATTACHMENTS:

Description	Type
James Vasquez, Administrative Analyst I/II #01949	Backup Material



BAKERSFIELD

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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: TANYA WILSON, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – JAMES VASQUEZ
CANDIDATE FOR ADMINISTRATIVE ANALYST I/II #01949**

James Vasquez has successfully competed in the examination process for the position of **Administrative Analyst I/II**. His sister, **Heaven Vasquez**, is currently employed as a **Police Dispatcher** in the **Police Department**. Due to the possibility of **James** being considered for appointment to an **Administrative Analyst I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

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

A summary of the duties and responsibilities for the position of **Police Dispatcher** is as follows: Under general supervision performs skilled work in receiving calls at the Communications Center, including requests for police, fire and medical aid services or to provide information. Dispatches personnel and equipment for emergency service by telephone, radio, computer-aided dispatch system and other communications equipment. Disposition of calls is done in accordance with established procedures; however, an employee of this class must be knowledgeable of local government operations, and police, fire, and medical aid systems, and the geographical layout of the city. Performs related work as assigned.

EMPLOYMENT OVERLAP

If **James** is appointed to an **Administrative Analyst I/II** position in any division/department other than the **Bakersfield Police Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different divisions/departments.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

13.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Matthew Garcia, Supervisor II- Solid Waste #01964

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Matthew Garcia, Supervisor II- Solid Waste #01964

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Matthew Garcia, Supervisor II- Solid Waste #01964	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – MATTHEW GARCIA
CANDIDATE FOR SUPERVISOR II – SOLID WASTE - #01964**

Matthew Garcia has successfully competed in the examination process for the position of **Supervisor II – Solid Waste** and placed on the Eligible list for same. His niece, **Ashleigh Perez**, is currently employed as a **Financial Investigator** in the **Finance Department**. Due to the possibility of **Matthew** being considered for promotion to a **Supervisor II**, the issue of nepotism must be addressed. **Matthew Garcia** 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 **Supervisor II** is as follows: Under general direction, performs supervision and technical work in the operation, maintenance or repair of municipal facilities and equipment; participates in staff selection, training and development; organizes, assigns and reviews the work of skilled, semi-skilled and unskilled employees; oversees assignment of equipment; evaluates employee performance; recommends progressive discipline; prepares technical reports, correspondence and other written materials; maintains records; identifies and resolves problems; performs administrative analyses in support of department or division activities; responds to emergencies and public inquires; participates in budget preparation; participates in the development and implementation of goals, objectives, policies, procedures and work standards; performs special projects or other work as required.

A summary of the duties and responsibilities for the position of **Financial Investigator** is as follows: Under supervision, is responsible for work of average difficulty in investigations for delinquent accounts receivable, delinquent business tax accounts, searches for unlicensed businesses, and performs other work as required.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Matthew Garcia** is promoted to a **Supervisor II** 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 departments.

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: 9/19/2023

14.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Antonio Garza Jr., Supervisor II-Solid Waste #01964

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Antonio Garza Jr., Supervisor II-Solid Waste #01964

BACKGROUND:

ATTACHMENTS:

Description	Type
Antonio Garza Jr., Supervisor II-Solid Waste #01964	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – ANTONIO GARZA JR.
CANDIDATE FOR SUPERVISOR II – SOLID WASTE - #01964**

Antonio Garza Jr. has successfully competed in the examination process for the position of **Supervisor II – Solid Waste** and place on the Eligible list for same. His brother, **Isaac 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 **Supervisor II**, 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 **Supervisor II** is as follows: Under general direction, performs supervision and technical work in the operation, maintenance or repair of municipal facilities and equipment; participates in staff selection, training and development; organizes, assigns and reviews the work of skilled, semi-skilled and unskilled employees; oversees assignment of equipment; evaluates employee performance; recommends progressive discipline; prepares technical reports, correspondence and other written materials; maintains records; identifies and resolves problems; performs administrative analyses in support of department or division activities; responds to emergencies and public inquires; participates in budget preparation; participates in the development and implementation of goals, objectives, policies, procedures and work standards; performs special projects or other work as required.

A summary of the duties and responsibilities for the position of **Engineering Technician I** is as follows: Under general supervision, performs work of average difficulty involving technical office and field work checking development plans for conformance with City standards; preparing and checking final maps, legal descriptions, plans and specifications utilizing computer aided drafting format and performing research of record information in the Public Works Department. Performs other work as required.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Antonio Garza Jr.** is promoted to a **Supervisor II** 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 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: 9/19/2023

15.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Fredy Martinez, Development Services Technician #01974

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Fredy Martinez, Development Services Technician #01974.

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Fredy Martinez, Development Services Technician #0197	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – FREDY MARTINEZ
CANDIDATE FOR DEVELOPMENT SERVICES TECHNICIAN - #01974**

Fredy Martinez has successfully competed in the examination process for the position of **Development Services Technician** and placed on the Eligible List for same. His brother-in-law, **Rogelio Martinez**, is currently employed as an **Economic and Community Planner II** in the **Economic and Community Development Department**. Due to the possibility of **Fredy** being considered for appointment to the position of **Development Services Technician**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Development Services Technician** is as follows: Under supervision, performs duties within the Planning or Building Division of the Development Services Department requiring an understanding of land use and economic development and/or building activities; performs other work as required.

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

EMPLOYMENT OVERLAP

According to the Development Services Director, Christopher Boyle, if **Fredy Martinez** is appointed to a **Development Services Technician** position in the **Building Division** of the **Development Services Department**, performance appraisals would not be reviewed or conducted by either employee for the other; neither employee would be directly supervised by the other; and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Development Services Director, Christopher Boyle, and the Human Resources Department recommend approval of the nepotism. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.

ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

16.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY: Sandra Duncan, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Candelario Sotelo, Park Ranger Supervisor #01963

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Candelario Sotelo, Park Ranger Supervisor #01963.

BACKGROUND:

ATTACHMENTS:

Description	Type
▢ Candelario Sotelo, Park Ranger Supervisor #01963	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – CANDELARIO SOTELO
CANDIDATE FOR PARK RANGER SUPERVISOR #01963

Candelario Sotelo has successfully competed in the examination process for the position of **Park Ranger Supervisor** and placed on the eligible list for same. His cousin, **Charles Hernandez**, is currently employed as a **Code Enforcement Officer I** in the **Building Division** of the **Development Services Department**. Due to the possibility of **Candelario** being considered for appointment to a **Park Ranger Supervisor**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

A summary of the duties and responsibilities for the position of **Park Ranger Supervisor** is as follows: Under general direction, plans, coordinates, supervises, and administers the daily operations of Park Ranger Section staff in the Recreation & Park Department. Duties require specialized skills to enforce applicable City ordinances, government codes, and state laws relating to the use of parks and public facilities in the city. Duties include Incumbents intervene in the more difficult and complex park ranger issues and exercise discretionary authority to bring matters to resolution and performs other work as required.

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

EMPLOYMENT OVERLAP

According to Rick Anthony, Director of Recreation and Parks, if **Candelario Sotelo** is appointed to a **Park Ranger Supervisor** in the **Recreation and Parks Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither of the employees would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The Director of Recreation and Parks, Rick Anthony, and the Human Resources Department recommend approval of the nepotism waiver. If this request is approved, however, nepotism considerations may adversely affect future appointment, transfers or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

17.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Jaqueline Guzman, Clerk Typist I/II #01971

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Jaqueline Guzman , Clerk Typist I/II #01971

BACKGROUND:

ATTACHMENTS:

Description	Type
Jaqueline Guzman, Clerk Typist I/II #01971	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – JAQUELINE GUZMAN
CANDIDATE FOR CLERK TYPIST I/II #01971**

Jaqueline Guzman has successfully competed in the examination process for the position of **Clerk Typist I/II**. Her father, **Miguel Guzman**, is currently employed as a **Solid Waste Equipment Operator** in the **Solid Waste Division** of the **Public Works Department**. Due to the possibility of **Jaqueline** being considered for appointment to a **Clerk Typist I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

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

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

EMPLOYMENT OVERLAP

If **Jaqueline** is appointed to a **Clerk Typist I/II** position 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. If this request is approved, however, nepotism considerations may adversely affect future appointments, transfers, or promotional opportunities.



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

18.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Diana Ulloa, Clerk Typist I/II #01971

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Diana Ulloa, Clerk Typist I/II #01971

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Diana Ulloa, Clerk Typist I/II #01971	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – DIANA ULLOA
CANDIDATE FOR CLERK TYPIST I/II #01971**

Diana Ulloa has successfully competed in the examination process for the position of **Clerk Typist I/II**. Her nephew, **Ruben Guerrero**, is currently employed as a **Police Officer** in the **Bakersfield Police Department**. Due to the possibility of **Diana** being considered for appointment to a **Clerk Typist I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

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

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

EMPLOYMENT OVERLAP

If **Diana** is appointed to a **Clerk Typist I/II** position in any division/department other than the **Bakersfield Police Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different divisions/departments.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

19.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Kevin Mendoza

CREATED BY: Kevin Mendoza, Human Resources Analyst

DATE: 9/13/2023

WARD:

SUBJECT: Alyssa Rubio, Clerk Typist I/II #01971

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Alyssa Rubio, Clerk Typist I/II #01971

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Alyssa Rubio, Clerk Typist I/II #01971	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – ALYSSA RUBIO
CANDIDATE FOR CLERK TYPIST I/II #01971**

Alyssa Rubio has successfully competed in the examination process for the position of **Clerk Typist I/II**. Her cousin, **Kimberly King**, is currently employed as a **Clerk Typist II** in the **Bakersfield Police Department**. Due to the possibility of **Diana** being considered for appointment to a **Clerk Typist I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

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

If **Alyssa** is appointed to a **Clerk Typist I/II** position in any division/department other than the **Bakersfield Police Department**, performance appraisals would not be reviewed or conducted by either employee for the other, neither employee would be directly supervised by the other, and they would not report to each other within the chain of command as they would be assigned to different divisions/departments.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

20.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Kevin Mendoza

CREATED BY: Kevin Mendoza, Human Resources Analyst

DATE: 9/14/2023

WARD:

SUBJECT: Lorraine Ortiz, Clerk Typist I.II #01971

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Lorraine Ortiz, Clerk Typist I.II #01971

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Lorraine Ortiz, Clerk Typist I.II #01971	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – LORRAINE ORTIZ
CANDIDATE FOR CLERK TYPIST I/II #01971**

Lorraine Ortiz has successfully competed in the examination process for the position of **Clerk Typist I/II**. Her Sister, **Sandra Forsythe**, is currently employed as a **Administrative Assistant I** in the **Recreation and Parks Department**. Due to the possibility of **Lorraine** being considered being considered for appointment to a **Clerk Typist I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

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

A summary of the duties and responsibilities for the position of **Administrative Assistant I/II** is as follows: Under direction, performs difficult, and often sensitive and confidential secretarial and office administrative duties for the City Manager or Department Head; oversees a small group of office support staff in a lead capacity.

EMPLOYMENT OVERLAP

If **Lorraine** is appointed to a **Clerk Typist I/II** position 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 departments.

RECOMMENDATION

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



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

21.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/13/2023
WARD:
SUBJECT: Sydney Youngblood, Clerk Typist I/II #01971

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Sydney Youngblood, Clerk Typist I/II #01971

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Sydney Youngblood, Clerk Typist I/II #01971	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – SYDNEY YOUNGBLOOD
CANDIDATE FOR CLERK TYPIST I/II #01971

Sydney Youngblood has successfully competed in the examination process for the position of **Clerk Typist I/II**, and placed on the eligible list for same. Her father, **Chad Mullen**, is currently employed as a **Fire Captain** in the **Arson Division** of the **Fire Department**. Due to the possibility of **Sydney** being considered for appointment to a **Clerk Typist I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

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

A summary of the duties and responsibilities for the position of **Fire Captain** is as follows: Under direction, this class is responsible for work of considerable difficulty involving supervisory and skilled firefighting work in directing the activities of an engine or truck company; and performs other work as required.

EMPLOYMENT OVERLAP

If **Sydney Youngblood** is appointed to a **Clerk Typist I/II**, in any division/department other than the **Fire 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: 9/19/2023

22.

TO: Bakersfield Miscellaneous Civil Service Board

FROM: Kevin Mendoza

CREATED BY: Kevin Mendoza, Human Resources Analyst

DATE: 9/13/2023

WARD:

SUBJECT: Vanessa Vasquez, Clerk Typist I/II #01971

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Vanessa Vasquez, Clerk Typist I/II #01971

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Vanessa Vasquez, Clerk Typist I/II #01971	Backup Material



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TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – VANESSA VASQUEZ
CANDIDATE FOR CLERK TYPIST I/II #01971**

Vanessa Vasquez has successfully competed in the examination process for the position of **Clerk Typist I/II**, and placed on the eligible list for same. Her sister in law, **Taylor Wofford**, is currently employed as an **Fiscal And Administrative Services Officer I** in the **Risk Division** of the **City Manager's Office**. Due to the possibility of **Vanessa** being considered for appointment to a **Clerk Typist I/II**, the issue of nepotism must be addressed.

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

SUMMARY OF DUTIES

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

A summary of the duties and responsibilities for the position of **Fiscal And Administrative Services Officer I/II/III** is as follows: Under general direction, acts as lead administrative officer in supervising a fiscal section in a department or division; plans, organizes, and administers fiscal programs and administrative duties and projects in support of operations; oversees and monitors administration of budget; directs and coordinates the work of assigned professional, support and clerical staff; performs related work as assigned.

EMPLOYMENT OVERLAP

If **Vanessa Vasquez** is appointed to a **Clerk Typist I/II** in any division/department other than the **Risk Division**, 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: 9/19/2023

23.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/14/2023
WARD:
SUBJECT: Jose Aguilar, Fleet Equipment Mechanic II #01975

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Jose Aguilar, Fleet Equipment Mechanic II #01975

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Jose Aguilar, Fleet Equipment Mechanic II #01975	Backup Material



BAKERSFIELD

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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – JOSE AGUILAR
CANDIDATE FOR FLEET EQUIPMENT MECHANIC II #01975**

Jose Aguilar has successfully competed in the examination process for the position of **Fleet Equipment Mechanic II** and placed on the eligible list for same. His sister, **Maribel Delgadillo**, is currently employed as a **Secretary II** in the **Police Department**. Due to the possibility of **Jose** being considered for promotion to an **Fleet Equipment Mechanic II**, the issue of nepotism must be addressed. Jose is currently employed as a **Fleet Equipment Mechanic I** in the **Fleet 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 **Fleet Equipment Mechanic I/II** is as follows: Under minimal supervision, performs maintenance, repairs and overhauls of the City's light and/or heavy equipment including trucks, construction equipment, automobiles, fire vehicles, police vehicles, small engine equipment, refuse vehicles, street sweepers, generators, recycling equipment, and similar equipment; and performs other duties as required.

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

According to the **Public Works Director, Gregg Strakaluse**, if **Jose Aguilar** is promoted to a **Fleet Equipment Mechanic II** in the Fleet 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 departments.

RECOMMENDATION

The Public Works Director, Gregg Strakaluse, and 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: 9/19/2023

24.


TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/14/2023
WARD:
SUBJECT: Dalton Phillips, Service Maintenance Worker - Streets #01970

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Dalton Phillips, Service Maintenance Worker - Streets #01970

BACKGROUND:

ATTACHMENTS:

Description	Type
 Dalton Phillips, Service Maintenance Worker - Streets #01970	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2022

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – DALTON PHILLIPS
CANDIDATE FOR SERVICE MAINTENANCE WORKER – STREETS – #01970**

Dalton Phillips has successfully competed in the examination process for the position of **Service Maintenance Worker – Streets** and placed on the eligible list for same. His brother, **Dallas Phillips**, is **currently employed as an Air Conditioning Tech I** in the **General Services Division** of the **Public Works Department**. Due to the possibility of **Dalton** being considered for appointment to a **Service Maintenance Worker – Streets**, 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 **Air Conditioning Technician I** are as follows: Under general supervision, performs semi-skilled work assisting in the operation and maintenance of air conditioning units, heating boilers and ventilating systems, using electrical tools and instruments; reads and understands electrical blueprints; performs other work as required.

EMPLOYMENT OVERLAP

According to the **Public Works Director, Gregg Strakaluse** If **Luis Preciado** is appointed to a **Service Maintenance Worker** in any division/department other than the **General Services Divisions** of the **Public Works Department**, performance appraisals would not be reviewed or conducted by any 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 Public Works Director, Gregg Strakaluse 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: 9/19/2023

25.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/14/2023
WARD:
SUBJECT: Lucas Peek, Solid Waste Equipment Operator #01969

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Lucas Peek, Solid Waste Equipment Operator - #01969

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Lucas Peek, Solid Waste Equipment Operator #01969	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – LUCAS PEEK
CANDIDATE FOR SOLID WASTE EQUIPMENT OPERATOR #01969**

Lucas Peek has successfully competed in the examination process for the position of **Solid Waste Equipment Operator** and placed on the eligible list for same. His aunt, **Caryn Claiborne** is currently employed as a **Fiscal And Administrative Services Officer III** in the **Solid Waste Division** of the **Public Works Department**, his sister – in – law, **Savannah Hernandez** is currently employed as an **Operations Support Specialist** in the **Police Department**, and his brother – in – law, **Julian Hernandez** is currently employed as a **Service Maintenance Worker** in the **Recreations And Parks Department**. Due to the possibility of **Lucas** being considered for promotion to the **Solid Waste Equipment Operator** position, the issue of nepotism must be addressed. **Lucas** is currently employed as a **Service Maintenance Worker** 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 Equipment Operator** is as follows: Under general supervision, performs manual and semi-skilled work in the operation of heavy and complex automotive refuse collection and recycling equipment such as (but not limited to) front loader, side loader, roll-off, grinder, screen plant, and compost turner; and performs other work as required.

A summary of the duties and responsibilities for the position of **Fiscal And Administrative Services Officer I/II/III** is as follows: Under general direction, acts as lead administrative officer in supervising a fiscal section in a department or division; plans, organizes, and administers fiscal programs and administrative duties and projects in support of operations; oversees and monitors administration of budget; directs and coordinates the work of assigned professional, support and clerical staff; performs related work as assigned.

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 **Service Maintenance Worker** is as follows: This is an entry-level, multi-divisional classification for use in Recreation & Parks, Public Works, Water Resources, or other related departments. 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.

EMPLOYMENT OVERLAP

According to the **Public Works Director, Gregg Strakaluse**, if **Lucas Peek** is promoted to a **Solid Waste Equipment Operator** 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; neither employee would be directly supervised by the other; and they would not report to each other within the chain of command.

RECOMMENDATION

The Public Works Director, Gregg Strakaluse, and the Human Resources Department 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: 9/19/2023

26.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Kevin Mendoza
CREATED BY: Kevin Mendoza, Human Resources Analyst
DATE: 9/14/2023
WARD:
SUBJECT: Jose Garcia, Solid Waste Equipment Operator #01969

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Jose Garcia, Solid Waste Equipment Operator - #01969

BACKGROUND:

ATTACHMENTS:

Description	Type
☐ Jose Garcia, Solid Waste Equipment Operator - #01969	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: KEVIN MENDOZA, HUMAN RESOURCES ANALYST

SUBJECT: NEPOTISM RULING – JOSE GARCIA
CANDIDATE FOR SOLID WASTE EQUIPMENT OPERATOR #01969

Jose Garcia has successfully competed in the examination process for the position of **Solid Waste Equipment Operator** and placed on the eligible list for same. His brother-in-law, **Jaime Gonzalez Jr.**, is currently employed as a **Solid Waste Equipment Operator** in the **Solid Waste Division** of **Public Works Department**. Due to the possibility of **Jose** being considered for promotion to the position, the issue of nepotism must be addressed. **Jose** is currently employed as a **Service Maintenance Worker** 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 Equipment Operator** is as follows: Under general supervision, performs manual and semi-skilled work in the operation of heavy and complex automotive refuse collection and recycling equipment such as (but not limited to) front loader, side loader, roll-off, grinder, screen plant, and compost turner; and performs other work as required.

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.

EMPLOYMENT OVERLAP

According to the Public Works Director, Gregg Strakaluse, if **Jose Garcia** is promoted to a **Solid Waste Equipment Operator** 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; neither employee would be directly supervised by the other; and they would not report to each other within the chain of command.

RECOMMENDATION

The Public Works Director, Gregg Strakaluse, and 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: 9/19/2023

27.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Sandra Duncan
CREATED BY:
DATE: 9/14/2023
WARD:
SUBJECT: Lance Powell, Outreach Program Supervisor #01989

STAFF RECOMMENDATION:

Staff recommends approval of Nepotism Waiver Request for Lance Powell, Outreach Program Supervisor #01989

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Lance Powell, Outreach Program Supervisor #01989	Backup Material



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MEMORANDUM

TO: MISCELLANEOUS CIVIL SERVICE BOARD

DATE: SEPTEMBER 19, 2023

FROM: SANDRA DUNCAN, HUMAN RESOURCES ANALYST

**SUBJECT: NEPOTISM RULING – LANCE POWELL
CANDIDATE FOR OUTREACH PROGRAM SUPERVISOR - #01989**

Lance Powell is competing in the examination process for the position of **Outreach Program Supervisor**. His brother, **Keith Powell**, is currently employed as a **Supervisor II** in the **Recreation Division** of the **Recreation and Parks Department**. Due to the possibility of **Lance** being considered for promotion to an **Outreach Program Supervisor**, in the **City Manager's Office**, the issue of nepotism must be addressed. **Lance Powell** is currently employed as a **Police Dispatcher II** in the **Bakersfield Police 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 **Outreach Program Supervisor** is as follows: Under general direction of the City Manager's Office, plans, organizes, and coordinates work schedules and provides day-to-day supervision to supporting programs and staff for violence intervention outreach programs; establishing trust with the community and specifically individuals, groups, and neighborhoods at the highest risk of gun violence; identifies client support methods and refers teams, services, education, and jobs through the intensive case management process; serve as a liaison between health/social services and the community and; performs related work as assigned.

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

EMPLOYMENT OVERLAP

According to the City Manager, Christian Clegg, if **Lance Powell** is promoted to an **Outreach Program Supervisor** position in the **City Manager's Office**, performance appraisals would not be reviewed or conducted by either employee for the other, no employee would be directly supervised by the other; and they would not report to each other within the chain of command as they would be assigned to different departments.

RECOMMENDATION

The City Manager, Christian Clegg 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: 9/19/2023

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: 9/19/2023

2.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter
CREATED BY: Christi Tenter, H.R. Director
DATE: 9/19/2023
WARD:
SUBJECT: Economic and Community Development Director #88100

STAFF RECOMMENDATION:

Staff recommends approval of the Revised Job Specification-Economic and Community Development Director #88100

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Economic and Community Development Director #88100	Backup Material
□ Economic and Community Development Director #88100	Backup Material

CLASS TITLE: ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR**CLASS SUMMARY:**

Under administrative direction of the City Manager or designee, manages activities of the Economic ~~Development,~~ & Community Development, ~~Homeless Services, and Convention and Visitors Bureau Divisions~~. Work involves planning, organizing, and coordinating the City's Comprehensive Economic Development, Affordable Housing, ~~Homeless Services~~ and Community Development Programs; and performs other work as required.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Oversees the administration, development, implementation and supervision of the City's economic and community development activities ~~and homeless services program~~, and the coordination of those activities with other governmental agencies, private-sector developers and lending institutions;
- Develops and directs the City's Comprehensive Economic Development Strategy, the Community Development Block Grant Program (CDBG), State Housing, Community Development (HCD), and other U.S. Housing and Urban Development (HUD) programs;
- Directs the coordination, formulation, implementation and management of projects dealing with ~~homeless services~~, economic development, and commercial revitalization;
- Coordinates program activities with City departments, other local governments, state and federal agencies, and citizens involved or interested in ~~homeless services~~, economic development, affordable housing or redevelopment issues;
- Facilitates community engagement and collaborative partnerships in support of community revitalization efforts;
- Monitors the various laws and activities of regulatory agencies relating to economic development, redevelopment and CDBG and updates programs as needed;
- ~~Collaborates and supports activities and growth of Convention and Visitors Bureau (CVB) activities and contracted entertainment services;~~
- Provides technical advice to, commissions, committees and higher-level members of City management in matters related to a wide variety of redevelopment and economic development activities and programs;
- Reviews and approves necessary documentation and reports to assure compliance with HUD and HCD regulations relative to the Housing and Community Development Act of 1980 and other Federal or State program regulations;
- Develops, oversees, and presents the budget for the Department.

DISTINGUISHING CHARACTERISTICS:

The Economic and Community Development Director functions as a department head with responsibility for policy development and recommendations to the City Manager, program planning, fiscal management assistance, administration, and operational direction of the Department.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principals and procedures necessary to fully support economic and community development;

CLASS TITLE: ECONOMIC AND COMMUNITY DEVELOPMENT MANAGER (cont'd) 88100

- ~~Principals and procedures necessary to fully support an enterprise class system, or application~~
~~Principles, practices and procedures of economic development, community development and redevelopment;~~
- Principles of real estate development, land use planning, and zoning;
- Principles of development financing, bank practice, and investment markets;
- Financing, planning, and construction of affordable housing using State and Federal resources;
- Contract and agreement development and administration;
- California redevelopment law;
- Federal, state and local laws;
- Rules and regulations related to state and federal programs;
- Practices and procedures of Community Development Block Grant application and administration;
- California Environmental Quality Act (CEQA);
- Housing and Community Development Act of 1980;
- Building design, construction management, loan packaging, rehabilitation finance and grantsmanship;
- Management and supervision principles;
- Public administration of principles and practices;
- City policies, procedures and practices;
- Computer applications related to work.

Ability to:

- Analyze and interpret data, reports, rules, and regulations relating to economic development and community development issues;
- Financially structure redevelopment and incentivized projects;
- Negotiate and administer contracts and agreements;
- Prepare and make effective public presentations relating to economic development objectives, before high level administrative and legislative bodies;
- Develop and evaluate staff and provide for their training and professional development;
- Delegate authority and responsibility;
- Express ideas on technical subjects clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with a variety of City official's community groups and the public in order to execute the Economic Development Strategic Plan.

Training and Experience:

- A Bachelor's Degree from an accredited college or university in Business or Public Administration, Economics, Urban Planning or related field; **AND**
- Five years of experience in Economic Development and/or Community Development and/or ~~Redevelopment or~~ related experience is required, of which two (2) years must be at supervising and/or division management level;
- A Master's Degree in related field preferred;
- Additional training or certification in Economic Development Finance ~~and a California real estate license~~ is highly desirable;
- An equivalent combination of training, certification and experience may be substituted for the above requirements.

Licenses, Certificates or 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:

CLASS TITLE: ECONOMIC AND COMMUNITY DEVELOPMENT MANAGER (cont'd) 88100

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

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

Approved by the City Council: June 28, 2019

Approved by the Miscellaneous Civil Service Board: May 19, 2020

Approved by the City Council: May 20, 2020

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council:

CLASS TITLE: **ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR**

CLASS SUMMARY:

Under administrative direction of the City Manager or designee, manages activities of the Economic & Community Development. Work involves planning, organizing, and coordinating the City's Comprehensive Economic Development, Affordable Housing, and Community Development Programs; and performs other work as required.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Oversees the administration, development, implementation and supervision of the City's economic and community development activities, and the coordination of those activities with other governmental agencies, private-sector developers and lending institutions;
- Develops and directs the City's Comprehensive Economic Development Strategy, the Community Development Block Grant Program (CDBG), State Housing, Community Development (HCD), and other U.S. Housing and Urban Development (HUD) programs;
- Directs the coordination, formulation, implementation and management of projects dealing with economic development and commercial revitalization;
- Coordinates program activities with City departments, other local governments, state and federal agencies, and citizens involved or interested in economic development, affordable housing or redevelopment issues;
- Facilitates community engagement and collaborative partnerships in support of community revitalization efforts;
- Monitors the various laws and activities of regulatory agencies relating to economic development, redevelopment and CDBG and updates programs as needed;
- Provides technical advice to, commissions, committees and higher-level members of City management in matters related to a wide variety of redevelopment and economic development activities and programs;
- Reviews and approves necessary documentation and reports to assure compliance with HUD and HCD regulations relative to the Housing and Community Development Act of 1980 and other Federal or State program regulations;
- Develops, oversees, and presents the budget for the Department.

DISTINGUISHING CHARACTERISTICS:

The Economic and Community Development Director functions as a department head with responsibility for policy development and recommendations to the City Manager, program planning, fiscal management assistance, administration, and operational direction of the Department.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principals and procedures necessary to fully support economic and community development;
- Principles of real estate development, land use planning, and zoning;
- Principles of development financing, bank practice, and investment markets;
- Financing, planning, and construction of affordable housing using State and Federal resources;
- Contract and agreement development and administration;
- California redevelopment law;
- Federal, state and local laws;
- Rules and regulations related to state and federal programs;
- Practices and procedures of Community Development Block Grant application and administration;
- California Environmental Quality Act (CEQA);
- Housing and Community Development Act of 1980;
- Building design, construction management, loan packaging, rehabilitation finance and grantsmanship;
- Management and supervision principles;
- Public administration of principles and practices;
- City policies, procedures and practices;
- Computer applications related to work.

Ability to:

- Analyze and interpret data, reports, rules, and regulations relating to economic development and community development issues;
- Financially structure redevelopment and incentivized projects;
- Negotiate and administer contracts and agreements;
- Prepare and make effective public presentations relating to economic development objectives, before high level administrative and legislative bodies;
- Develop and evaluate staff and provide for their training and professional development;
- Delegate authority and responsibility;
- Express ideas on technical subjects clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with a variety of City official's community groups and the public in order to execute the Economic Development Strategic Plan.

Training and Experience:

- A Bachelor's Degree from an accredited college or university in Business or Public Administration, Economics, Urban Planning or related field; **AND**
- Five years of experience in Economic Development and/or Community Development or related experience is required, of which two (2) years must be at supervising and/or division management level;
- A Master's Degree in related field preferred;
- Additional training or certification in Economic Development Finance is highly desirable;
- An equivalent combination of training, certification and experience may be substituted for the above requirements.

Licenses, Certificates or 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 willing to work in various neighborhoods in the City including both businesses and private residences.

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

Approved by the City Council: June 28, 2019

Approved by the Miscellaneous Civil Service Board: May 19, 2020

Approved by the City Council: May 20, 2020

Approved by the Miscellaneous Civil Service Board:

Approved by the City Council:



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

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 I 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 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: 9/19/2023

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 Planner:

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: 9/19/2023

1.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter
CREATED BY: Christi Tenter, H.R. Director
DATE: 9/19/2023
WARD:
SUBJECT: Administrative & Fiscal Services Specialist I/II #26235-26240

STAFF RECOMMENDATION:

Staff recommends approval of the New Job Specification-Administrative Fiscal Services Specialist I/II #26235-26240

BACKGROUND:

ATTACHMENTS:

Description	Type
Administrative Fiscal Services Specialist I/II #26235-26240	Backup Material

CITY OF BAKERSFIELD

CLASS SPECIFICATION: 26235/26240

UNIT: WHITE COLLAR

EE04: OFFICE/CLERICAL

CLASS TITLE: ADMINISTRATIVE & FISCAL SERVICES SPECIALIST I/II (FLEX)

CLASS SUMMARY:

Under direction, provides administrative support duties for assigned departmental projects and programs; prepares a variety of reports and documents in support of departmental/division goals; generates, processes and maintains administrative and fiscal transactions and records; and performs related work as required.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Maintains records of a variety of financial data, records financial transactions;
- Receives, verifies, and performs a limited review of a variety of time sensitive and/or confidential forms and documents, records, and files; routes forms and documents to appropriate staff; maintains security of confidential information.
- Receives and verifies timesheets;
- Verifies account numbers on timesheets;
- Enters payroll data into automated timekeeping system;
- Prepares a diverse range of business documents including, but not limited to, memoranda, letters, summaries, check requests, labels, mailing envelopes, lists, and reports;
- Inputs data into databases, spreadsheets or applicable business systems and maintains record keeping and filing systems;
- Scans, uploads, collects and compiles data; extracts and maintains program and/or departmental data and prepares workload reports, daily and monthly statistics collection and reports;
- Prepares and processes invoices, purchase orders, change orders, billings, and time sheets; monitors departmental revenues and expenses; gathers bids;
- Assembles purchase requisitions and enters data for budget tracking;
- Prepares request for payments to the City;
- Receives payments by mail or over the counter; issues receipts;
- Balances receipts against other records and documents as scheduled;
- Answer's routing questions on department procedures to the public by phone, mail, or in person;
- Audits employee time reports and verifies totals; inputs payroll information to the information system; assist with departmental budget preparation;
- Prepares claim vouchers and journal vouchers; sets up and carries out collection; collects delinquent accounts by mail or phone; pre-audits purchase orders and stores orders; audits and refunds bid deposits;
- Purchase's materials, supplies, equipment or services at the proper price, quantity, quality, and time, from the appropriate source;

CLASS TITLE: ADMIN & FISCAL SERVICES SPEC. I/II (FLEX) (cont'd)

- Ensures proper authorization and compliance with City policies and procedures.

DISTINGUISHING CHARACTERISTICS:

Admin. & Fiscal Services Spec. I is the entry-level class within the series. Under supervision, incumbents learn and perform a variety of office and fiscal support duties. This class is alternately staffed with Admin & Fiscal Services Specialist II and incumbents may advance to the higher level after gaining substantial program knowledge, demonstrating progressive development in the scope of duties, and functioning with minimal supervision.

Admin. & Fiscal Services Spec. II is the journey-level class within the series. Under general supervision, incumbents perform the full range of assigned duties. Adequate performance at this level requires a general knowledge of the functions pertaining to are of assignment. Incumbents solve routing problems based on knowledge gained through experience.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices, documents, and terminology used in financial record keeping work;
- Bookkeeping and elementary accounting; modern office practices;
- City-wide and department-specific policies, processes, and procedures;
- Research and reporting methods, techniques, and procedures;
- Basic principles for monitoring and tracking revenue and expenditures;
- City procurement principles and practices;
- Business mathematical principles;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff;
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar;
- Principles and practices of business correspondence and report writing;
- Personal computer applications related to work.

Ability to:

- Make computations and tabulations and review fiscal and related documents rapidly and accurately;
- Make decisions of a limited nature in accordance with laws, rules, regulations and department procedures;
- Carry out compiles oral and written instructions;
- Maintain a variety of fiscal records and prepare accurate reports;
- Prepare and process purchase orders, purchase requisitions, reimbursements, invoices, payroll, and related expenditures;
- Work effectively with the public and City employees at the counter, over the telephone and via mail contacts;
- Prepare and process purchase orders, purchase requisitions, reimbursements, invoices, payroll, and related expenditures;
- Prepare clear and concise correspondence and reports on a variety of

CLASS TITLE: ADMIN & FISCAL SERVICES SPEC. I/II (FLEX) (cont'd)

- financial, budgetary, and administrative issues;
- Review and reconciles reports, computer output; and related data;
- Research and assemble information from a variety of sources for the completion of forms or the preparation of reports;
- Perform a variety of general administrative office support duties such as typing, proofreading, filing, and answering the telephone;
- Enter and retrieves data from an on-line or personal computer system and use such technology to produce reports;
- Apply mathematical principles to assigned work;
- Handle sensitive and confidential information;
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work;
- Operate a personal computer and applicant business software.

Training and Experience:

- Graduation from high school or GED program; **AND**
- One (1) year experience in performing financial, statistical, fiscal or related record keeping work.
- **Admin. & Fiscal Services Spec. II** requires an additional two (2) years of the above experience; and appropriate course work or training.

Promotion to Admin. & Fiscal Services Specialist II:

Promotion from Admin. & Fiscal Specialist I to a level-II is made on a merit basis without examination, subject to recommendation by the Department Head and verification by Human Resources that qualifications as approved by the Miscellaneous Civil Service Commission are met.

Licenses, Certificates and Special Requirements:

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

Physical Conditions or Special Requirements:

- Standard office environment and working conditions.

Approved by the City Council:

Approved by the Miscellaneous Civil Service Board:



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

2.

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, customer service, tourism 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, tourism, 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: 9/19/2023

3.

TO: Bakersfield Miscellaneous Civil Service Board
FROM: Christi Tenter
CREATED BY: Christi Tenter, H.R. Director
DATE: 9/19/2023
WARD:
SUBJECT: Fiscal and Administrative Services Supervisor #57075

STAFF RECOMMENDATION:

Staff recommends approval of the New Job Specification-Fiscal and Administrative Services Supervisor #57075

BACKGROUND:

ATTACHMENTS:

Description	Type
□ Fiscal and Administrative Services Supervisor #57075	Backup Material

CITY OF BAKERSFIELD

**CLASS SPECIFICATION: 57075
UNIT: GENERAL SUPERVISORY
EEO4: PROFESSIONALS**

CLASS TITLE: FISCAL AND ADMINISTRATIVE SERVICES SUPERVISOR

CLASS SUMMARY:

Under general direction, supervises day-to-day fiscal and administrative activities for designated unit; performs complex fiscal and audit functions, difficult research and analytical studies involving the operations and programs for a department/division; provides recommendations for the development, implementation and improvement of operations services and programs based on fiscal data and trends; and performs special projects or other work as required.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

- Plans, supervises and conducts studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, workflow and space utilization;
- Performs a wide variety of financial and statistical analysis;
- Assists with developing periodic financial and budget status reports and prepares information and recommendations for management action;
- Continuously reviews financial data and analyzes fiscal transactions ensuring conformance with established guidelines and City budget policies;
- Plans, assigns, directs, and evaluates the work of assigned staff with management oversight;
- Prepares and provides technical assistance in preparation of administrative reports to the Council and other City advisory bodies;
- Supervises the preparation of regular and special studies and reports;
- Performs periodic review, evaluation, and modification of internal control procedures;
- Conducts special analysis and performs special projects;
- Coordinates the preparation of a division or unit budget;
- Analyzes budget items requested and determines justifiable need, based on program objectives and priorities;
- Participates in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve department or division goals, objectives, and performance measures consistent with the City's quality and service expectations;
- Works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the strategic goals and objectives;
- Supports timekeeping and payroll processing activities to maximize accuracy, meet deadlines and ensure compliance with rules and regulations;

CLASS TITLE: FISCAL AND ADMINISTRATIVE SERVICES SUPERVISOR (continued) 57075

- Supervises, reviews, and revises statistical reports of departmental or division activities to ensure accuracy and completeness; prepares and submits a variety of division-specific reports to other departments and external organizations in accordance with mandated reporting requirements; calculates and compiles reports for charge-backs for division services and other accounting;
- Performs a variety of department or division-specific program activities to accomplish work goals and objectives.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level position in the fiscal and administrative classification series. Incumbents are responsible for planning, organizing, and supervising the day-to-day work of an administrative unit in a City department or division. Supervises and oversees administrative clerical staff engaged in providing customer service, processing and maintaining departmental records, and maintaining and processing timekeeping and payroll records for the department or division. Duties and responsibilities are performed with considerable independence within the framework of established policies, procedures, and guide-lines.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Governmental accounting and municipal budgetary practices;
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation;
- City organization, ordinances, rules, policies, procedures, and operating practices related to areas of responsibility;
- Terminology, work processes, policies, procedures, and local, state, and federal requirements applicable to assigned departmental responsibilities;
- Basic principles and practices of public administration;
- Effective customer service practices and telephone etiquette;
- Principles and practices of effective supervision;
- City administrative policies and procedures applicable to processing budget, fiscal and purchasing documents and maintenance of public records;
- Principles and practices of supervision, including training and performance evaluations;
- Computer applications related to work.

Ability to:

- Under management direction, supervise the flow of work and systematic keeping of complete and accurate records;
- Analyze and verify financial records and documents;
- Prepare comprehensive financial reports;
- Collect, evaluate, and interpret varied information and data, either narrative or statistical form;
- Plan, organize, supervise, and evaluate the work of staff engaged in providing a variety of administrative support services for a department or division;
- Prepare clear, concise, and complete narrative and statistical reports and other written materials;

CLASS TITLE: FISCAL AND ADMINISTRATIVE SERVICES SUPERVISOR (continued) 57075

- Coordinate multiple projects and meet critical deadlines;
- Exercise sound independent judgment within established guidelines;
- Interpret municipal ordinances and regulations pertaining to utility services, such as water, sewer, and disposal;
- Interpret, apply, explain, and reach sound independent decisions in accordance with regulations, policies, and procedures and department director preferences;
- Organize, research, and maintain complete and extensive office files.
- Operate a computer, word processing, and spreadsheet software and other standard office equipment;
- Collect, evaluate, and interpret appropriate and applicable data, either in statistical or narrative form;
- Coordinate support services and activities with departmental managers and staff and other City departments and officials to ensure all requirements are met;
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations;
- Maintain effective working relationships with department managers, staff, outside contractors and vendors, and others contacted in the course of work;
- Providing and maintain effective customer service.

Training and Experience:

- Graduation from an accredited college or university with a bachelor's degree in business or public administration, accounting or related field; **AND**
- Three (3) years of progressively responsible administrative or program analyst experience in related field, which include one (1) year of lead work or supervisory experience; **OR**
- An equivalent combination of training and experience, which provides the capabilities to perform the described job duties.

Licenses, Certificates and Special Requirements:

- Possession of a valid California Class "C" Driver's License may be required.
- Must be able to pass a background check.

Physical Conditions or Special Working Conditions:

- Standard office environment and working conditions;

Approved by Miscellaneous Civil Service Board:

Approved by the City Council:



ADMINISTRATIVE REPORT

MEETING DATE: 9/19/2023

4.

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)

27085

- 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: