

# The Voice of Personnel

## DIRECTOR'S MESSAGE MARK A. QUINN



As we enter another difficult budget year, it would be easy to get depressed. In many cases, planned projects to improve our services must continue to be placed on hold. Doing more with less will continue as the needs of our customers increase while staffing remains flat or even goes down. In times such as these, a positive attitude is essential. I recently read a quote from Martha Washington, "I have . . . learned from experience that the greater part of our happiness or misery depends upon our dispositions and not upon our circumstances." While motivational speakers pound this concept home ad nauseam, the fact is that it's true. Times like these challenge us to find better, more efficient ways of doing things. Ingenuity coupled with a positive attitude can produce great results. This is the pledge I make for the Personnel Department this year – to remain positive and search for ways to do things more efficiently. A recent example of our effort in this regard was the automation of Employee Performance Reports. Partnering with ITS, we did away with the hard copy, three-part forms and began sending EPR's out electronically. We are a couple of months into the project and indications are that it's working well. With our commitment in mind, we are open to suggestions for how we might serve you better. Our goal is to partner with our customers to help you accomplish your missions as effectively as possible.

**24 HOUR JOB HOTLINE: 868-3481**  
**TRANSFER HOTLINE: 868-3635**  
**WEB SITE: [www.co.kern.ca.us/person](http://www.co.kern.ca.us/person)**  
**FAX: 868-3928**

**CIVIL SERVICE COMMISSIONERS**  
FREDERICK PRINCE, PRESIDENT  
JAMES RHOADES, VICE PRESIDENT  
JEFFERY THORN  
JACQUELYN PARLI  
ROMEO AGBALOG

### 2010 LEGISLATIVE UPDATE. . .

The new year is here and included below are some changes affecting employment and labor laws.

### EXPANSION OF THE FAMILY AND MEDICAL LEAVE ACT (FMLA) FOR MILITARY PERSONNEL

The National Defense Authorization Act was signed on October 28, 2009 by President Obama, effective for fiscal year 2010. This act contains two new provisions:

- Family members are allowed to take leave for a qualifying exigency related to a National Guard or Reserve member's call to active duty
- Family members are allowed to take up to 26 weeks of unpaid leave to care for an injured or ill service member.

A qualifying exigency is defined by the Department of Labor as any of the following eight (8) situations:

1. Short-notice deployment
2. Military events and related activities
3. Childcare and school activities
4. Financial and legal arrangements
5. Counseling
6. Rest and recuperation
7. Post-deployment activities
8. Additional activities not in the other categories, but agreed to by employer and employee

\*\* This information was noted in the December, 2009 edition of IPMA-HR News. Additional related information can be found on the Department of Labor's website: [www.dol.gov/esa/whd](http://www.dol.gov/esa/whd)

## IN ANSWER TO YOUR QUESTION . . .



## EMPLOYMENT FACTS & FIGURES

**Q.** Our department received a certification to fill a vacancy. All candidates contacted our department to schedule interviews and each came for their interview. A hiring decision was made and our department contacted the selected candidate by telephone to notify them that they had been selected. We also submitted our results for the certification to the Personnel Department. As the hiring department, are we required to notify the candidates who were not selected.

**A.** Yes, departments are required to notify all candidates in writing or otherwise, after they have been interviewed, if they are not selected. This is addressed in Civil Service Rule 609.00 APPOINTMENTS:

609.10 "Upon receipt of certification of eligible, the appointing authority shall proceed with any job-related interview and investigation deemed necessary. The appointing authority shall be permitted to examine applications and pertinent job-related investigations of the eligible certified. **Upon selection, the appointing authority shall notify all eligible of the decision** and shall make arrangements with the appointee to begin work.

## COMMISSION NOTES . . .

At its January 11, 2010 meeting, the Civil Service Commission elected new officers for calendar year 2010. Frederick Prince will serve as President and James Rhoades will serve as Vice President.

At its February 8, 2010 meeting, the Commission welcomed Romeo Agbalog as First District Member to the Civil Service Commission. His term will expire July 9, 2013.

## FOR YOUR INFORMATION . . .

For 2009, the total number of applications received for employment was **10,621**; those received "over the counter" totaled **4,005** and an additional **6,616** applications were filed electronically.

Employment numbers for the quarter ending **December 2009** indicate **7940 full-time** employees (a **decrease of 258**) and **211 part-time** employees (a **decrease of 3**) on payroll.

County Departments also maintained **575 extra-help** employees (an **increase of 124**); **218 temporary** employees (a **decrease of 7**); **39 retired** employees (a **decrease of 6**); **36 Board or Commission Members** (an **increase of 2**); and **463 other non-budget** (a **decrease of 5**) on payroll.

The total number of county employees on payroll for the quarter ending **December 2009** was **9482** (an **increase of 60** from the previous quarter).

## MARK YOUR CALENDARS

- **New Employee Orientation**  
**February 25, 2010**
- **Payroll Workshops**  
**January**  
Topic: Dark  
**February**  
Topic: Dark  
**March**  
Topic: SDI and Paid Family Leave  
March 25, 2010  
Kern County Personnel Department  
**\*\*2-4 p.m.\*\***
- **Civil Service Commission Meetings**  
**January 11, 2010**  
**February 8, 2010**  
**March 8, 2010**  
Kern County Personnel Department  
**\*\*5:30 p.m.\*\***
- **Human Relations Commission Meetings**  
**January 19, 2010**  
**February 16, 2010**  
**March 16, 2010**  
County Administrative Center Complex  
Third Floor Multipurpose Room  
**\*\*5:30 p.m. \*\***

REMEMBER TO BROWSE OUR WEBSITE ON A REGULAR BASIS TO SEE WHAT'S NEW...  
[WWW.CO.KERN.CA.US/PERSON](http://WWW.CO.KERN.CA.US/PERSON)