**SUMMARY OF PROCEEDINGS**

**CIVIL SERVICE COMMISSION – COUNTY OF KERN**
**1115 Truxtun Avenue**
**Bakersfield, California 93301**

**Regular Meeting**
*Monday, January 13, 2025*
5:30 p.m.

**THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS**

AMERICANS WITH DISABILITIES ACT
**(Government Code Section 54953.2)**

**The Board of Supervisors Chambers is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Civil Service Commission may request assistance at the Human Resources Division – County of Kern or by calling (661) 868-3910. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance, whenever possible.**

**All Civil Service Commission agenda item supporting documentation is available for public review at the County of Kern Human Resources Division, 1115 Truxtun Avenue First Floor, Bakersfield, CA, 93301 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the 72-hour posting period and prior to the meeting will also be available for review. This disclosure does not pertain to closed session items and/or those that are not otherwise public.**

**PUBLIC SESSION**

1. **Public Presentations**
   This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on this agenda or wishing to place the item on the next agenda and over which the Commission has jurisdiction. Please note that no response is required from the Commission or staff and no action can be taken on non-agenda items; however, the Commission may instruct staff to place the item on the agenda for a future meeting. Speakers are limited to three minutes. Please state and spell your name for the record before making your presentation.

   NO ONE HEARD

***CONSENT AGENDA:** All items listed with asterisk (*) are considered routine and non-controversial by Commission staff. Consent items will be considered first and may be approved by one motion if no member of the Commission or public comments were submitted for discussion. If discussion is desired, the item will be removed from the consent agenda and will be considered in listed sequence.

*2. **Approval of Minutes:** Regular Meeting on *Monday, December 09, 2024* – APPROVED; **Bo/Jo - 4 Ayes; 1 Ab; Ag**

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures – APPROVED; **Bo/Jo - 4 Ayes; 1 Ab; Ag**

9543 Park Ranger - Lateral - Sheriff
9545 Code Compliance Officer
9546 Departmental Analyst-Department Promotional-BHRS
9488 Airport Police Officer I/II - Shift
9547 Deputy Public Administrator
9548 Fire Dispatch Assistant
9549 Public Works Maintenance Technician I/II
9550 Chief Deputy Public Defender - Department Promotional - Public Defender
9551 Assistant Public Defender - Department Promotional - Public Defender
9552 Senior Groundskeeper - Lake Isabella
9553 Deputy Coroner
9554 Human Services Aide-Shift-East Kern Regions (Ridgecrest, Lake Isabella, Mojave)-DHS
9555 Senior Animal Care Worker - Shift - Department Promotional
9556 Registered Veterinary Technician - Shift
9557 Program Specialist I - Department Promotional - Child Support
9558 Office Services Assistant - Shift - Buttonwillow
9559 Legal Process Technician
9560 Maintenance Worker/Senior Maintenance Worker
9561 Automotive Mechanic I/II
9562 Technical Support Specialist I/II
9563 Park Ranger Trainee - Shift - Sheriff
9564 Sr. Building Services Worker - DP - Airports
9565 Fiscal Support Supervisor - Probation
9566 Assistant Director of Planning and Natural Resources
9567 Warehouse Supervisor - DP - County Administrative Office
9568 Park Caretaker - Delano
9569 Departmental Aide - Part-time - Shift
9570 Social Service Worker III-East Kern Regions (Lake Isabella, Mojave, Ridgecrest)-DHS
9571 Behavioral Health Therapist I/II
9572 Supervising Public Health Nurse
9573 Administrative Coordinator-DP-Assessor/Recorder
9574 Microbiologist-Trainee
9575 Senior Human Resources Specialist Non-Confidential

9576 Assistant Director of Child Support Services
9577 Fire Battalion Chief - Department Promotional
9578 Fire Captain - Department Promotional
9579 Fire Engineer - Department Promotional
9580 Deputy Chief Communications Officer - Countywide Promotional
9581 Wastewater Treatment Plant Operator - DP - PW
9582 Microbiologist-Trainee Department Promotional
9583 Communicable Disease Investigator
9584 Supervising Departmental Analyst - Probation
9585 Food Service Worker
9586 Waste Management Specialist I/II/III
9587 Senior Office Services Specialist - DP - PW
9588 Patients' Rights Advocate
9589 Supervising Engineer
9590 Supervising Appraiser
9591 KCERA Deputy Director of Compliance
9592 Park Ranger - Sheriff
9593 Administrative Coordinator - DP - Sheriff
9594 Elections Process Supervisor
9595 Division Director, Forensic Science - DP - District Attorney
9596 Sheriff's Support Specialist - DP - Sheriff
9597 Group Counselor III-Shift-DHS
9598 Vocational Nurse I/II

4. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21 -
   a. KCERA Deputy Director of Compliance – Item No. 0505 – APPROVED; KIMBERLYN STILLWELL HEARD; **Bo/Jo - 4 Ayes; 1 Ab; Ag**
   b. Deputy Chief General Services Officer – Item No. 0645 – APPROVED; MICHAEL JOHNSTON HEARD; **Jo/Bo - 4 Ayes; 1 Ab; Ag**
   c. Youth Services Officer - Item No. 3563 – Items 4c & 4d heard concurrently APPROVED; MICHAEL GOULART HEARD; **Bo/Jo - 4 Ayes; 1 Ab; Ag**
   d. Senior Youth Services Officer - Item No.3560

5. **New Specification(s):** The Following job specification(s) have been created and approved by the Chief Human Resources Officer (CHRO) and are submitted for the Commission's review in accordance with Civil Service Rule 204.21 - APPROVED; MICHAEL GOULART HEARD; COMMISSIONER BOWERS HEARD; **Bo/Jo - 4 Ayes; 1 Ab; Ag**
   a. Healthcare Groundskeeper – Item No. 5392

6. Request to Abolish Eligible Lists: The following eligible lists and associated certifications are submitted for the Commission's abolishment in accordance with Civil Service Rule 502.10. – **ITEM WITHDRAWN**
   a. Sheriff's Commander – Department Promotional, Exam No. 9307

7. **Civil Service Officer:** Update on revisions to the Civil Service Officer job specification and salary. - COMMISSIONER PRICE HEARD; NO REPORTABLE ACTION TAKEN

8. **Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities. - NO REPORTABLE ACTION TAKEN

9. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business. - NO REPORTABLE ACTION TAKEN

10. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)). - COMMISSIONER JOHNSON HEARD

**Adjourn to Closed Session:** The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

11. Sheriff Employee - Schedule Hearing Dates
Deputy (Sheriff's Office) – Case No. 2023-0020

12. Sheriff Employee - Schedule Hearing Dates
Deputy (Sheriff's Office) - Case No. 2024-0004

COMMISSION RECONVENED FROM CLOSED SESSION

**CIVIL SERVICE COMMISSION – COUNTY OF KERN**
**1115 Truxtun Avenue**
**Bakersfield, California 93301**

**Regular Meeting**
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**PUBLIC SESSION**

1. **Public Presentations**

   **JOSHUA LAPP HEARD CONCERNING REEMPLOYMENT AND RETURNING WITH SAME ACCRUALS AND SICK LEAVE; TRACEY ELDRIDGE HEARD; COMMISSIONER NATESHA JOHNSON MADE A REFERRAL FOR TRACEY ELDRIDGE TO CONTACT JOSHUA LAPP**

***CONSENT AGENDA:** NO PUBLIC COMMENT - **APPROVED HO/JO - 4 AYES; 1 AB, BO**

*2. **Approval of Minutes:** Regular Meeting on *Monday, November 12, 2024* - **APPROVED HO/JO - 4 AYES; 1 AB, BO**

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures - **APPROVED HO/JO - 4 AYES; 1 AB, BO**

9543 Park Ranger - Lateral - Sheriff
9545 Code Compliance Officer
9546 Departmental Analyst-Department Promotional-BHRS
9488 Airport Police Officer I/II - Shift
9547 Deputy Public Administrator
9548 Fire Dispatch Assistant
9549 Public Works Maintenance Technician I/II
9550 Chief Deputy Public Defender - Department Promotional - Public Defender

9551 Assistant Public Defender - Department Promotional - Public Defender
9552 Senior Groundskeeper - Lake Isabella
9553 Deputy Coroner
9554 Human Services Aide-Shift-East Kern Regions (Ridgecrest, Lake Isabella, Mojave)-DHS
9555 Senior Animal Care Worker - Shift - Department Promotional
9556 Registered Veterinary Technician - Shift
9557 Program Specialist I - Department Promotional - Child Support
9558 Office Services Assistant - Shift - Buttonwillow
9559 Legal Process Technician
9560 Maintenance Worker/Senior Maintenance Worker
9561 Automotive Mechanic I/II
9562 Technical Support Specialist I/II
9563 Park Ranger Trainee - Shift - Sheriff
9564 Sr. Building Services Worker - DP - Airports
9565 Fiscal Support Supervisor - Probation
9566 Assistant Director of Planning and Natural Resources
9567 Warehouse Supervisor - DP - County Administrative Office
9568 Park Caretaker - Delano
9569 Departmental Aide - Part-time - Shift
9570 Social Service Worker III-East Kern Regions (Lake Isabella, Mojave, Ridgecrest)-DHS
9571 Behavioral Health Therapist I/II

4. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.
    a. Assistant County Administrative Officer- Item No. 0490 (Received and Filed-At Will Position) - **PRESENTED BY TRACEY ELDRIDGE; APPROVED HO/JO - 4 AYES; 1 AB, BO**
    b. Deputy Budget and Finance Director- Item No. 0494 - **PRESENTED BY TRACEY ELDRIDGE; APPROVED HO/JO - 4 AYES; 1 AB, BO**
    c. Air Quality Engineer- Item No. 2198
    d. Senior Air Quality Engineer – Item No. 2196 – **ITEMS C AND D HEARD CONCURRENTLY; PRESENTED BY MICHAEL JOHNSTON; APPROVED HO/JO - 4 AYES; 1 AB, BO**
    e. Health Education Assistant- Item No. 3404 (SB 525)
    f. Billing Office Specialist- Item No. 2355 (SB 525)
    g. Public Health Laboratory Assistant- Item No. 1712 (SB 525) - **ITEMS E, F, AND G HEARD CONCURRENTLY; PRESENTED BY MICHAEL GOULART; APPROVED JO/HO - 4 AYES; 1 AB, BO**

5. **New Specification(s):** The Following job specification(s) have been created and approved by the Chief Human Resources Officer (CHRO) and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. - **ITEMS A, B, C, AND D HEARD CONCURRENTLY; PRESENTED BY TRACEY ELDRIDGE; APPROVED HO/JO - 4 AYES; 1 AB, BO; ITEMS E AND F HEARD CONCURRENTLY; PRESENTED BY MICHAEL GOULART; APPROVED JO/HO - 4 AYES; 1 AB, BO**
    a. Deputy County Administrative Officer – Item No. 0773
    b. Budget and Finance Director – Item No. 0101

c. Kern360 Support Manager - Item No. 0472
d. Homeless and Housing Coordinator - Item No. 2192 – Health Care Graphic Artist- Item No. 2880 **(SB 525)**
e. Health Care Building Service Worker- Item No. 3051 **(SB 525)**

6. **Civil Service Officer:** Update on revisions to the Civil Service Officer job specification and salary. - **COMMISSIONER PRICE RESCHEDULED MEETING WITH SUPERVISOR COUCH TO DECEMBER 10, 2024.**

7. **Commission Officer Items/Report: NO REPORT**

8. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business. - **TRACEY ELDRIDGE REPORTED ON IPADS FOR COMMISSION MEMBERS HAVE BEEN RECEIVED AND INSTRUCTED COMMISSION TO WORK WITH TIFFANY SHIPES TO SETUP IPADS FOR USE FOR FUTURE MEETINGS.**

9. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)). - **COMMISSIONER NATESHA JOHNSON HEARD REGARDING 11TH ANNUAL CHRISTMAS IN THE NEIGHBORHOOD ON SATURDAY, DECEMBER 14, 2024 AND 21ST ANNUAL LAMONT CARE CHRISTMAS**

**Adjourn to Closed Session:** The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

10. Sheriff Employee- Schedule Hearing Dates
Sergeant (Sheriff's Office) – Case No. 2022-0032

| Test Schedule | | | | | | |
|---|---|---|---|---|---|---|
| **Exam #** | **Recruitment Title** | **Open Date** | **Close Date** | **Recruiter Assigned** | **Action** | **Request Date** |
| 9543 | Park Ranger - Lateral - Sheriff | 11/1/2024 | 11/15/2024 | TN | Open | 10/29/2024 |
| 9545 | Code Compliance Officer | 11/4/2024 | 11/15/2024 | RoM | Open | 11/1/2024 |
| 9546 | Departmental Analyst-Department Promotional-BHRS | 11/12/2024 | 11/19/2024 | MGV | Open | 11/4/2024 |
| 9488 | Airport Police Officer I/II - Shift | 11/4/2024 | Continuous | MES | Open | 11/4/2024 |
| 9547 | Deputy Public Administrator | 11/5/2024 | 11/22/2024 | NAA | Open | 11/5/2024 |
| 9548 | Fire Dispatch Assistant | 11/7/2024 | 11/22/2024 | CMR | Open | 11/6/2024 |
| 9549 | Public Works Maintenance Techncian I/II | 11/12/2024 | Continuous | MES | Open | 11/7/2024 |
| 9550 | Chief Deputy Public Defender - Department Promotional - Public Defender | 11/8/2024 | 11/18/2024 | KB | DP | 11/8/2024 |
| 9551 | Assistant Public Defender - Department Promotional - Public Defender | 11/8/2024 | 11/18/2024 | KB | DP | 11/8/2024 |
| 9552 | Senior Grounsdkeeper - Lake Isabella | 11/12/2024 | 11/26/2024 | DG | Open | 11/6/2024 |
| 9553 | Deputy Coroner | 11/8/2024 | Continuous | NAA | Open | 11/8/2024 |
| 9554 | Human Services Aide-Shift-East Kern Regions (Ridgecrest, Lake Isabella, Mojave)-DHS | 11/13/2024 | 11/26/2024 | DMR | Open | 11/12/2024 |
| 9555 | Senior Animal Care Worker - Shift - Department Promotional | 11/14/2024 | 11/21/2024 | RoM | DP | 11/12/2024 |
| 9556 | Registered Veterinary Technician - Shift | 11/14/2024 | Continuous | RoM | Open | 11/12/2024 |
| 9557 | Program Specialist I - Department Promotional - Child Support | 11/14/2024 | 11/20/2024 | KB | DP | 11/13/2024 |
| 9558 | Office Services Assistant - Shift - Buttonwillow | 11/14/2024 | 11/27/2024 | KB | Open | 11/13/2024 |
| 9559 | Legal Process Technician | 11/14/2024 | 11/27/2024 | CMR | Open | 11/13/2024 |
| 9560 | Maintenance Worker/Senior Maintenance Worker | 11/14/2024 | 11/27/2024 | NAA | Open | 11/14/2024 |
| 9561 | Automotive Mechanic I/II | 11/18/2024 | 12/6/2024 | RoM | Open | 11/15/2024 |
| 9562 | Technical Support Specialist I/II | 11/20/2024 | 12/6/2024 | MGV | Open | 11/18/2024 |
| 9563 | Park Ranger Trainee - Shift - Sheriff | 11/18/2024 | Continuous | TN | Open | 11/14/2024 |
| 9564 | Sr. Building Services Worker - DP - Airports | 11/18/2024 | 11/22/2024 | MES | Open | 11/18/2024 |
| 9565 | Fiscal Support Supervisor - Probation | 11/18/2024 | 12/6/2024 | TN | Open | 11/18/2024 |
| 9566 | Assistant Director of Planning and Natural Resouces | 11/19/2024 | 11/25/2024 | MES | Open | 11/18/2024 |
| 9567 | Warehouse Supervisor - DP - County Administrative Office | 11/20/2024 | 11/26/2024 | DG | DP | 11/19/2024 |
| 9568 | Park Caretaker - Delano | 11/20/2024 | 11/26/2024 | DG | Open | 11/19/2024 |
| 9569 | Departmental Aide - Part-time - Shift | 11/21/2024 | 12/1/2024 | KB | Open | 11/20/2024 |
| 9570 | Social Service Worker III-East Kern Regions (Lake Isabella, Mojave, Ridgecrest)-DHS | 11/25/2024 | Continuous | DMR | Open | 11/22/2024 |
| 9571 | Behavioral Health Therapist I/II | 11/25/2024 | Continuous | MGV | Open | 11/22/2024 |

Green Exam #: Change to existing exam #
Grey line: History
White line: Most up to date information for exam #
Blue "Continuous" and Red "?": informational purposes
Yellow "Hold": on hold

Dates that ALL exams were closed:
7/25/2019
3/16/2020

| Test Schedule | | | | | | |
|---|---|---|---|---|---|---|
| Exam # | Recruitment Title | Open Date | Close Date | Recruiter Assigned | Action | Request Date |
| 9572 | Supervising Public Health Nurse | 12/4/2024 | Continuous | JAP | Open | 11/22/2024 |
| 9573 | Administrative Coordinator-DP-Assessor/Recorder | 12/2/2024 | 12/6/2024 | DG | DP | 11/26/2024 |
| 9574 | Microbiologist-Trainee | 12/2/2024 | 12/16/2024 | JAP | Open | 11/27/2024 |
| 9575 | Senior Human Resources Specialist Non-Confidential | 12/2/2024 | 12/16/2024 | JAP | Open | 11/27/2024 |
| 9576 | Assistant Director of Child Support Services | 12/2/2024 | 1/2/2024 | KB | Open | 11/27/2024 |
| 9577 | Fire Battalion Chief - Department Promotional | 12/5/2024 | 12/10/2024 | CMR | DP | 11/27/2024 |
| 9578 | Fire Captain - Department Promotional | 12/5/2024 | 12/10/2024 | CMR | DP | 11/27/2024 |
| 9579 | Fire Engineer - Department Promotional | 12/5/2024 | 12/10/2024 | CMR | DP | 11/27/2024 |
| 9580 | Deputy Chief Communications Officer - Countywide Promotional | 12/2/2024 | 12/13/2004 | MG (kpp) | CWP | 11/27/2024 |
| 9581 | Wastewater Treatment Plant Operator - DP - PW | 12/11/2024 | 12/16/2024 | RoM | DP | 12/3/2024 |
| 9582 | Microbiologist-Trainee Department Promotional | 12/4/2024 | 12/6/2024 | JAP | DP | 12/3/2024 |
| 9583 | Communicable Disease Investigator | 12/5/2024 | Continuous | JAP | Open | 12/4/2024 |
| 9584 | Supervising Departmental Analyst - Probation | 12/10/2024 | 1/3/2024 | TN | Open | 12/9/2024 |
| 9585 | Food Service Worker | 12/10/2024 | 12/23/2024 | DMR | Open | 12/9/2024 |
| 9586 | Waste Management Specialist I/II/III | 12/13/2024 | 1/3/2025 | RoM | Open | 12/11/2024 |
| 9587 | Senior Office Services Specialist - DP - PW | 12/12/2024 | 12/19/2024 | MES | DP | 12/11/2024 |
| 9588 | Patients Rights Advocate | 12/12/2024 | 12/26/2024 | JAP | Open | 12/11/2024 |
| 9589 | Supervising Engineer | 12/13/2024 | 12/20/2024 | RoM | Open | 12/12/2024 |
| 9590 | Supervising Appraiser | 12/16/2024 | 12/20/2024 | DG | Open | 12/9/2024 |
| 9591 | KCERA Deputy Director of Compliance | 12/16/2024 | 1/3/2025 | KAS | Open | 12/13/2024 |
| 9592 | Park Ranger - Sheriff | 12/16/2024 | Continuous | TN | Open | 12/13/2024 |
| 9593 | Administrative Coordinator - DP - Sheriff | 12/16/2024 | 12/18/2024 | NAA | DP | 12/13/2024 |
| 9594 | Elections Process Supervisor | 12/17/2024 | 1/1/2024 | DG | DP | 12/16/2024 |
| 9595 | Division Director, Forensic Science - DP - District Attorney | 12/18/2024 | 1/3/2024 | TN | DP | 12/17/2024 |
| 9596 | Sheriff's Support Specialist - DP - Sheriff | 12/18/2024 | 1/2/2024 | NAA | DP | 12/18/2024 |
| 9597 | Group Counselor III-Shift-DHS | 12/19/2024 | Continuous | DMR | Open | 12/18/2024 |
| 9598 | Vocational Nurse I/II | 12/5/2024 | 12/9/2024 | MGV | Open | 12/5/2024 |
| | | | | | | |
| | | | | | | |

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Blue "Continuous" and Red "?": informational purposes
Yellow "Hold": on hold

Dates that ALL exams were closed:
7/25/2019
3/16/2020

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

January 13, 2025

Civil Service Commission
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PROPOSED REVISED SPECIFICATION FOR KCERA DEPUTY DIRECTOR OF COMPLIANCE**

The Human Resources Division requests approval of the attached revisions to the KCERA Deputy Director of Compliance specification.

Currently, KCERA Deputy Director of Compliance requires candidates to possess a degree from a four-year college or university with a major course work in Business Administration or related field and two (2) years of increasingly responsible experience in designing and developing compliance systems in a larger fiscal operating environment. KCERA has requested to clarify the language regarding education and experience. The proposed language now requires candidates to possess a degree from an accredited college or university in Business Administration or a closely related field and two (2) years of experience overseeing fiscal compliance programs including establishing organization policies, procedures and strategies, in a complex financial environment. By clarifying the employment standards for this specification, KCERA will be better able to attract the appropriate talent for the position.

KCERA Deputy Director of Compliance is non-represented management position.

Therefore, IT IS RECOMMENDED that the proposed revised specification titled KCERA Deputy Director of Compliance be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Dominic Brown, KCERA Chief Executive Officer

**KCERA Deputy Director of Compliance**
**Bargaining Unit: M**
**Salary Range 72.0 ($8,289-$9,905/mo.)**

**Definition:**

Under direction, plans, organizes, oversees, and coordinates the staff and operations of Kern County Employees' Retirement Association's (KCERA) compliance function; sets compliance direction and develops strategies and action plans; reviews compliance developments and assesses compliance risks; recommends and participates in the development and implementation of compliance, goals, objectives, policies and priorities; recommends and administers policies and procedures; and performs related duties as required.

The KCERA Deputy Director of Compliance (KDDOC) is an upper management position that reports directly to the KCERA Director of Compliance (KDOC). The KDDOC is responsible for serving as a technical advisor to the KCERA Chief Executive Officer and the Board of Retirement on matters related to KCERA's operational and fiscal compliance, risk assessment, development/testing of internal controls, and implementation of compliance policies and procedures. This position is responsible for serving as a liaison between compliance and KCERA staff, with respect to compliance and related procedures. Responsibilities require the use of tact, discretion, and independent judgment and to have full and thorough knowledge of the concepts, practices, procedures, and policies of assigned function.

**Essential Functions:**
Include but are not limited to the following:

- Plans, manages and oversees the daily functions, operations and activities of KCERA's compliance function; areas of responsibility include organizational risk assessments, conducting audits, designing internal compliance plans and controls, and conducting compliance testing.
- Works with the KCEO and the Retirement Board to set compliance direction; develops strategies, policies and action plans; reviews compliance developments and assesses compliance risks.
- Participates in the development and implementation of compliance goals, objectives, policies and priorities; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues.
- Recommends the control structure for KCERA in accordance with KCERA Chief Legal Officer's interpretation of legal standards; advises the KCEO and the Retirement Board on functional requirements and assesses impact on operations; conducts an inventory of assets needed to fulfill requirements.
- Performs organizational risk assessments to identify compliance issues; upon completion of impact assessment, codifies the workflow procedure; advises management on workflow processes and standards; advises and trains managers and staff on matters of KCERA policy.
- Develops and implements compliance system structure, such as designing annual compliance plans and internal controls; monitors pension payments and develop processes to minimize errors.

- Designs employer audit standards and tests and conducting employer audits on KCERA participating employers; interfaces with KCERA employers to advise and implement regulatory changes.
- Advises the KCERA Retirement Board, Executive Management and staff regarding the application of statutes and regulations relevant to KCERA's business activities.
- Monitors and prepares reports on Internal Revenue Code compliance.
- Develops and maintains a system to identify, prepare, produce and deliver documents required to comply with the County Employees Retirement Law of 1937 (CERL), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and employer contracts.
- Analyzes the impact of changes in legislative or regulatory requirements; establishes and monitors procedures to implement necessary changes for KCERA.
- Attends professional meetings as necessary to stay current on audit standards, methods and techniques; networks with colleagues in other pension systems to share knowledge and ensure best practices.
- Performs other job-related duties as required.

**Employment Standards:**

~~Minimum Qualifications:~~

~~Any combination of training, education, and/or experience that would provide the required knowledge, skills, and abilities is qualifying. An example of qualifying education and experience includes:~~

~~Graduation from a four-year college or university with a major course work in Business Administration or related field and two (2) years of increasingly responsible experience in designing and developing compliance systems in a larger fiscal operating environment.~~

~~Preferred Qualifications:~~

- ~~Knowledge of internal control systems, pension administration, Governmental Accounting Standards Board (GASB) and investment management~~
- ~~Certified Public Accountant (CPA)~~

Graduation from an accredited college or university with a bachelor's degree in Business Administration or a closely related field and two (2) years of experience overseeing fiscal compliance programs, including establishing organizational polices, procedures and strategies, in a complex financial environment or an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential functions of the job.

**Preferred Qualifications:**

- Certified Public Accountant (CPA)
- Experience in pension administration, Governmental Accounting Standards and investment management.

**Knowledge of:** internal financial control systems; methods, techniques, principles, and practices of a comprehensive compliance system, including internal audits, within a large fiscal institution; general accounting principles and standards; audit standards, methods and techniques; and principles and practices of risk management.

**Ability to:** serve as a technical advisor to the Retirement Board and the KCEO on regulatory, fiscal and operational compliance matters; recommend and implement compliance program goals, objectives, and practices; plan, organize, assign, review and evaluate the work of staff; train staff in work procedures; demonstrate strict confidentiality, professionalism, integrity and compliance with applicable laws and regulations at all times; and evaluate and develop improvements in compliance operations, policies, procedures or methods.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

Dominic D. Brown
DEPARTMENT HEAD

1/6/2025
DATE

Tracy A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

1/6/25
DATE

| | |
|---|---|
| **Item #** | 0505 |
| **EEO Code – Job Category**<br>A = Official & Administrative B = Professional<br>C = Technician D = Protective Services<br>E = Para Professional F = Office & Clerical<br>G = Skilled Craft H = Services & Maintenance<br>O = Other | B |
| **Basis of Pay (Bi-Weekly/Hourly)** | Bi-weekly |
| **Approved Salary Range** | 72.0 |
| **Rate of Compensation Code**<br>0 = No Provisional 1 = Range & Step<br>2 = Flat Unit Rate 3 = Flat Hourly<br>4 = Flat Bi-Weekly | 1 |
| **Salary Ordinance Code**<br>0 = Elected Officials<br>1 = Bi-Weekly Salary | 1 |
| **Job Level Code**<br>1 = Entry 2 = Intermediate<br>3 = Supervisor 4 = Executive | 4 |
| **Bargaining Unit** | M |
| **HR Analyst** | Kimberlyn Stillwell |
| **Reviewed By** | Michael Goulart |
| **CAO Analyst** | Alex Alva |
| **Chief HR Officer** | Tracey A. Eldridge |
| **FLSA** | Exempt |
| **Civil Service (Yes/No)** | Yes |
| **Retirement = General/Safety** | General |
| **Creation Date** | January 2025 |

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

January 13, 2025

Civil Service Commission
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PROPOSED REVISED SPECIFICATION FOR DEPUTY CHIEF GENERAL SERVICES OFFICER**

The Human Resources Division requests approval of the attached proposed revised job specification.

The Human Resources Division is proposing a title change and minor revisions to the current Senior CAO Manager job specification. The General Services Division indicated that this position no longer provides oversight to several County Administrative Office divisions, such as Human Resources and Information Technology Services, and is now responsible for the oversight of General Services divisions. This proposal removes outdated language and replaces the specification with the proposed title and now includes the divisions this position is responsible for.

Deputy Chief General Services Officer is an unrepresented Management level specification.

Therefore, IT IS RECOMMENDED that the proposed revised specification titled Deputy Chief General Services Officer be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Geoffrey Hill, Chief General Services Officer

**Deputy Chief General Services Officer~~Senior CAO Manager~~**

**Bargaining Unit: M**

**Salary Range: 77.0 ($10,637 - $12,711 /mo.)**

**Definition:**

The Deputy Chief General Services Officer ~~Senior Chief Administrative Officer (CAO) Manager~~ reports directly to the Chief General Services Officer. ~~Assistant Chief Administrative Officer and/or the head of a Division of the Chief Administrative Office~~. He or she plans, organizes, and coordinates the duties of a major functional area(s) within a Division of General Services ~~the Chief Administrative Office~~ and provides direction and guidance in accomplishing the mission of the General Services Division~~Chief Administrative Office~~.

This classification is responsible for organizational and management oversight of complex administrative and operational functions within the one or more of the areas of ~~Budget and Finance, Human Resources, Economic and Workforce Development, Information Technology Services,~~ Construction Services, Facilities Maintenance, Parks and Recreation, Property Management, ~~or~~ Purchasing, Communications, or Administration.

Incumbents have responsibility for decisions involving budgetary and fiscal controls, personnel and training matters, and employer-employee relations in their respective divisions.

~~The Senior CAO Manager is distinguished from the CAO Manager by the complex nature and level of overall responsibility within his or her functional areas.~~

**Essential Functions:**

The incumbent in this classification may perform many or all of these essential functions:

- Plans, coordinates, and supervises the work of professional and support staff; trains and orients new staff.
- Confers regularly with the Chief General Services Officer ~~CAO, Assistant CAO, or CAO division head~~ on assignment of work.
- Manages the policy analysis, policy development, and communication activities of a ~~CAO~~ General Services division.
- Develops and administers strategic objectives, policies, procedures, and information systems for budget development, administration, and control.
- In consultation with the Chief General Services Officer ~~Assistant CAO~~, assists in the development of budget balancing strategies and coordinates countywide budget planning activities.
- Supervises capital improvement/facilities planning, debt issuance and debt management functions.
- Supervises the conduct of analytical studies of organization structures, policies, practices, and work methods and techniques; may conduct such studies.
- Proposes improved administrative policies, processes, organizations and procedures.
- Monitors and analyzes State and federal budget developments and legislation affecting the County operations.

- Coordinates with other General Services ~~CAO~~ management on financial matters, employee relations issues, economical development activities, and intergovernmental relations as warranted.
- Provides consultation and advice to County departments on matters within their functional expertise.
- Coordinates and performs analysis of a wide variety of projects involving interaction with other local, state and federal agencies.
- Responds to inquiries from the public, media organizations, and other agencies regarding General Services ~~CAO~~ division issues.
- Prepares and presents reports; prepares special studies as required.
- Utilizes personal computer and various software to accomplish work.
- Prepares correspondence and other written communications.
- Attends meetings and conferences.
- Speaks before public groups as assigned.
- Performs job-related duties as required.

**Employment Standards:**

**Core Competencies**

Employees in this position will exhibit a high level of performance and capability in the following core competencies:

1. Leadership
2. Innovative and creative thinking
3. Communication and collaboration
4. Decision making and judgment
5. Strategic business focus

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, or a closely related field, seven years of senior-level administrative experience, with a minimum of five years of management and supervisory experience.

A Master's Degree in Business Administration or Public Administration is highly preferred, and may substitute for two years of experience.

**Supplemental:**

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

DEPARTMENT HEAD 1-06-25 DATE

CHIEF HUMAN RESOURCES OFFICER 1.6.25 DATE

| | |
|---|---|
| **Item #** | 0645 |
| **EEO Code – Job Category**<br>A = Official & Administrative B = Professional<br>C = Technician D = Protective Services<br>E = Para Professional F = Office & Clerical<br>G = Skilled Craft H = Services & Maintenance<br>O = Other | A |
| **Basis of Pay (Bi-Weekly/Hourly)** | Bi-weekly |
| **Approved Salary Range** | 77.0 |
| **Rate of Compensation Code**<br>0 = No Provisional 1 = Range & Step<br>2 = Flat Unit Rate 3 = Flat Hourly<br>4 = Flat Bi-Weekly | 1 |
| **Salary Ordinance Code**<br>0 = Elected Officials<br>1 = Bi-Weekly Salary | 1 |
| **Job Level Code**<br>1 = Entry 2 = Intermediate<br>3 = Supervisor 4 = Executive | 4 |
| **Bargaining Unit** | M |
| **HR Analyst** | Michael Johnston |
| **Reviewed By** | Michael Goulart |
| **CAO Analyst** | Alex Alva |
| **Chief HR Officer** | Tracey A. Eldridge |
| **FLSA** | Exempt |
| **Civil Service (Yes/No)** | Yes |
| **Retirement = General/Safety** | General |
| **Creation Date** | January 2025 |

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

January 13, 2025

Civil Service Commission
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PROPOSED REVISED SPECIFICATIONS TITLED YOUTH SERVICES OFFICER AND SENIOR YOUTH SERVICES OFFICER**

The Human Resources Division requests approval of the attached revisions to the Youth Services Officer I/II and Senior Youth Services Officer specifications.

The Human Resources Division is proposing to collapse the Youth Services Officer I/II series into a single specification. The Kern County Probation Department expressed a desire to improve the departments recruitment and retention efforts by condensing the Youth Services Officer specification series. Youth Services Officer will include the employment standards of the current Youth Services Officer I to ensure all current incumbents qualify for reclassification into this proposed position. Additionally, the Probation Department has proposed various revisions to the definition and essential functions to better reflect the expectations of either specification.

These specifications are represented by the Kern County Probation Officers Association. The Human Resources Division has received concurrence from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specifications be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: William Dickinson, Chief Probation Officer

**Youth Services Officer ~~II~~**
**Bargaining Unit: Q**
**Salary Range 60.9 ($4,765 -$5,695 /mo)**

**Definitions:**

Under direction, to be responsible for the supervision, health and welfare of youth in a controlled group setting under the jurisdiction of the Probation Department; and to do related work as required.

~~**Distinguishing Characteristics:**~~

The Youth Services Officer ~~II~~ is the entry ~~journey~~ level in the Youth Services Officer ~~I/II flexible~~ classification series. This position is distinguished from Senior Youth Services Officer, which is the supervisory level classification in the Youth Services Officer series. Incumbents are given on-the-job training in the security, custody, care and counseling of youth. Work is performed in accordance with established rules and procedures and is reviewed by a superior through personal observation.

As Incumbents grow in experience, they perform under general direction in performing a full workload of duties and responsibilities and assist in training of new employees. Incumbents are expected to implement the department's youth facility treatment model including trauma informed care, crisis intervention, evidence-based and best practice models, and the recognition of youth disabilities and mental health issues.

This job classification requires the applicant to be willing to work any shift of a 24-hour period, 80 hours in a two-week pay period, and work in outlying County areas.

**Essential Functions**

- Counsels youth regarding individual and family, personal, social or other behavioral issues or concerns;~~.~~
- Recognizes youth disabilities, reports observations, and seeks and implements appropriate services~~.~~
- Provides orientation to explain the purpose, rules and program elements of the facility;~~.~~
- Supervises the health and personal hygiene needs and the youth's conduct in group living situations and may supervise youth in the maintenance of the institution, facility grounds, and gardens;~~.~~
- Plans, organizes and oversees group activities and work assignments in custodial and noncustodial settings;~~.~~
- Interviews youth to obtain information and maintains a trauma informed approach to youth interactions;~~.~~
- Promotes, models, and oversees pro-social behaviors and programs;~~.~~
- Facilitates evidence-based and best practice programs, assessments and interventions;~~.~~
- ~~Maintains a trauma informed approach to youth interactions.~~
- Transports youth to various facilities, to and from court and other locations outside the facilities as instructed;~~.~~

- May physically intervenes in altercations among youth when reasonable and necessary and responds to other situations within the facilities;~~.~~
- Restrains individuals for the purpose of arrest and/or detention;~~.~~
- Maintains the security of assigned areas; operates security doors and gates, ensures only authorized visitors visit-detained youth, and searches all incoming packages for youth;~~.~~
- ~~Insures only authorized visitors are allowed to visit detained youth; searches all packages brought to detained youth.~~
- Collects, records, inventories, maintains and releases all private property of detained youth;~~.~~
- ~~Performs and supervises youth in the maintenance of institution and facility grounds and gardens.~~
- Coordinates work details; assigns and collects tools and equipment;~~.~~
- ~~Communicates professionally both orally and in writing with probation youth, their families, community groups, courts and others.~~
- Communicates professionally to e~~E~~stablishes and maintains effective working relationships with courts, law enforcement agencies, community groups and others, and with probation youth and their families from a variety of ethnic, cultural, and socio-economic backgrounds;~~.~~
- Writes reports concerning youth's attitudes, behavior and adjustment;~~.~~
- Obtains urine samples from like gender detainees;~~.~~
- Attends staff conferences and training sessions;~~.~~
- ~~Interacts with parents of detained youth and the public.~~
- May maintain a caseload of facility youth including assessing their individual needs and providing appropriate evidence based or best practice services;~~.~~
- Performs other job-related duties as assigned;~~.~~

In addition to the above, dependent upon job location assignment, incumbents perform the following essential functions:

- Operates tractors, backhoe, and dump trucks;~~.~~
- Works in a collaborative school setting with youth not in custody;~~.~~
- Performs and supervises youth in the performance of livestock operations including the medication, feeding, slaughter and butchering of farm animals;~~.~~
- Provides security for Juvenile Court proceedings;~~.~~

**Employment Standards:**

- Completion of 60 semester units or 90 quarter units of college course work from an accredited college or university~~, preferably courses in the behavioral sciences~~, or any equivalent combination of education and experience. Qualifying experience must be comparable to an entry level youth corrections officer classification in a California Probation Department operated youth facility. The experience may be substituted for education on a ratio of one and one-half years' experience to one year of college;
- ~~One year of experience as a Youth Services Officer I.~~

- A valid California Class C driver's license is required at time of appointment. Specialized licenses may be required depending upon assignment. For those positions requiring the use of a firearm while on duty, successful completion of firearms qualification exams are required.

**Knowledge of:** individual and group behavior; principles and techniques of counseling and de-escalation, interviewing, basic report writing; treatment modalities; evidence based practices and programs including best practice program models; youth disabilities; trauma informed approaches; standard English usage for grammar, punctuation, and spelling.

**Ability to:** communicate orally in English; ~~to~~ appropriately de-escalate volatile situations; ~~and to~~ develop effective working relationships with employees, and individuals representing other public or social service agencies.

Applicants must be citizens of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to pass an extensive background investigation.

**Physical Requirements**

Applicants must have the ability to run a distance of 200 yards within 50 seconds, drag a weight of 100 pounds 22 yards within 20 seconds and push a 75-pound sled continuously for 30 seconds.

**Medical Examination**

A thorough physical and psychological evaluation is required, and by assignment, may require an additional psychological assessment for the use of a firearm while on duty. Applicant's state of health must be consistent with the ability to perform the duties of the position as demonstrated by meeting the Board of State and Community Corrections guidelines for vision, hearing and medical screening. Applicants must be free from conditions which would prevent them from performing work required of a Youth Services Officer.

**Supplemental:**

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

DEPARTMENT HEAD — DATE: January 3, 2025

CHIEF HUMAN RESOURCES OFFICER — DATE: 1/3/25

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|---|---|
| **Item #** | 3563 |
| **EEO Code – Job Category**<br>A = Official & Administrative B = Professional<br>C = Technician D = Protective Services<br>E = Para Professional F = Office & Clerical<br>G = Skilled Craft H = Services & Maintenance<br>O = Other | D |
| **Basis of Pay (Bi-Weekly/Hourly)** | Bi-weekly |
| **Approved Salary Range** | 60.9 |
| **Rate of Compensation Code**<br>0 = No Provisional 1 = Range & Step<br>2 = Flat Unit Rate 3 = Flat Hourly<br>4 = Flat Bi-Weekly | 1 |
| **Salary Ordinance Code**<br>0 = Elected Officials<br>1 = Bi-Weekly Salary | 1 |
| **Job Level Code**<br>1 = Entry 2 = Intermediate<br>3 = Supervisor 4 = Executive | 2 |
| **Bargaining Unit** | Q |
| **HR Analyst** | Michael Johnston |
| **Reviewed By** | Michael Goulart |
| **CAO Analyst** | Joseph Arriola |
| **Chief HR Officer** | Tracey A. Eldridge |
| **FLSA** | Non-Exempt |
| **Civil Service (Yes/No)** | Yes |
| **Retirement = General/Safety** | Safety |
| **Creation Date** | January 2025 |

**Senior Youth Services Officer**
**Bargaining Unit: Q**
**Salary Range: 63.3 ($5,371 - $6,418 /mo.)**

**Definition:**

Under direction, to be the supervisor in charge of an assigned facility unit or program function operated by the Kern County Probation Department; to be responsible for the supervision, care, and custody of youth under the jurisdiction of the Probation Department in a controlled group setting; and to do related work as required.

The Senior Youth Services Officer is the ~~first level~~ supervisory level classification in the Youth Services Officer series, with the responsibilities for planning and directing the work of assigned subordinate staff engaged in supervising the activities of youth. Appointees at this level serve as unit or program supervisors as assigned. Incumbents are expected to implement and monitor and supervise subordinates implementing the department's youth facility treatment model including trauma informed care, crisis intervention, evidence-based and best practice models, and the recognition of youth disabilities and mental health issues.

This job classification requires the applicant to be willing to work any shift of a 24-hour period, 80 hours in a two-week pay period, and work in outlying County areas.

**Essential Functions**

- Plans, assigns, instructs, supervises and evaluates the work of subordinate staff;~~.~~
- Provides facility and program orientation for new staff and youth;~~.~~
- Counsels youth regarding individual and family, personal, social or other behavioral issues or concerns;~~.~~
- Recognizes youth disabilities, reports observations, and seeks and implements appropriate services and provides feedback;~~.~~
- Interviews youth in order to obtain information and maintains a trauma informed approach to youth interactions;~~.~~
- Coordinates and supervises the work activities, recreation, personal hygiene needs of youth and their conduct in a group living situation;~~.~~
- Plans, organizes and oversees group activities and work assignments in custodial and noncustodial settings;~~.~~
- Promotes, models, and oversees pro-social behaviors and programs;~~.~~
- Facilitates and oversees evidence-based and best practice programs, assessments and interventions;~~.~~
- ~~Maintains a trauma informed approach to youth interactions.~~
- Transports youth to various facilities, to and from court and other locations outside the facilities as instructed;~~.~~

- Restrains individuals for the purpose of arrest and/or detention;~~.~~
- May physically intervene in altercations among youth when reasonable and necessary and responds to other situations within the facilities;~~.~~
- Maintains security of assigned areas;~~.~~
- Observes and prepares complex, clear and concise written reports concerning the youths' attitudes, behaviors, adjustments or to memorialize other important situations;~~.~~
- Interacts with parents of youth and the public;~~.~~
- Attends conferences and training sessions;~~.~~
- Serves as Lead Security Officer for the Juvenile Court;~~.~~
- Performs and supervises youth in the maintenance of institution and facility grounds and gardens;~~.~~
- May provide oversight and support for subordinate staff who maintain caseloads and maintain a caseload of facility youth including assessing their individual needs and providing appropriate evidence based or best practice services;~~.~~

In addition to the above, dependent upon job location assignment, incumbents perform the following essential functions:

- Operates tractors, backhoes, and dump trucks;~~.~~
- Works in a collaborative school setting with youth not in custody;~~.~~
- Performs and supervises youth in the performance of livestock operations including the medication, feeding, slaughter and butchering of farm animals;~~.~~
- Performs other job-related duties as assigned;~~.~~

**Employment Standards:**

- Completion of 60 semester units or 90 quarter units from an accredited college or university
- Three (3) ~~Two (2)~~ years of experience in a California Probation Department operated youth facility in a position comparable to the Youth Services Officer ~~II~~ classification, or any equivalent combination of training and experience. One additional year of college may be substituted for one year of required experience
- A valid California Class C Driver's License is required at time of appointment. Specialized licenses may be required depending upon assignment. For those positions requiring the use of a firearm while on duty, successful completion of firearms qualification exams are required.

**Knowledge of:** the development, behavior, physical and psychological needs of youth; techniques of counseling and de-escalation; treatment modalities; evidence based practices and programs including best practice program models; youth disabilities; trauma informed approaches; Probation Department programs, policies and procedures.

**Ability to:** plan, assign, instruct, evaluate and supervise the work of subordinate staff; monitor and supervise subordinates implementation of the department's youth facility treatment models; to appropriately de-escalate volatile situations; implement the facilities behavior management plan; prepare complex, concise and clear reports.

Applicants must meet the minimum Peace Officer Standards as defined in the California Penal Code, Section 830.5 and the California Government Code, Sections 1029 and 1031. Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to pass an extensive background investigation.

**Physical Requirements**

Applicants must have the ability to run a distance of 200 yards within 50 seconds, drag a weight of 100 pounds 22 yards within 20 seconds and push a 75-pound sled continuously for 30 seconds.

**Medical Examination**

A thorough physical and psychological evaluation is required, and by assignment, may require an additional psychological assessment to carry a firearm while on duty. Applicants state of health must be consistent with the ability to perform the duties of the position as demonstrated by meeting the Board of State and Community Corrections guidelines for vision, hearing and medical screening. Applicants must be free from any condition which would prevent them from performing work required of a Youth Services Officer.

**Supplemental:**

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

DEPARTMENT HEAD — DATE: January 3, 2025

CHIEF HUMAN RESOURCES OFFICER — DATE: 1/3/25

| | |
|---|---|
| **Item #** | 3560 |
| **EEO Code – Job Category**<br>A = Official & Administrative B = Professional<br>C = Technician D = Protective Services<br>E = Para Professional F = Office & Clerical<br>G = Skilled Craft H = Services & Maintenance<br>O = Other | D |
| **Basis of Pay (Bi-Weekly/Hourly)** | Bi-weekly |
| **Approved Salary Range** | 63.3 |
| **Rate of Compensation Code**<br>0 = No Provisional 1 = Range & Step<br>2 = Flat Unit Rate 3 = Flat Hourly<br>4 = Flat Bi-Weekly | 1 |
| **Salary Ordinance Code**<br>0 = Elected Officials<br>1 = Bi-Weekly Salary | 1 |
| **Job Level Code**<br>1 = Entry 2 = Intermediate<br>3 = Supervisor 4 = Executive | 3 |
| **Bargaining Unit** | Q |
| **HR Analyst** | Michael Johnston |
| **Reviewed By** | Michael Goulart |
| **CAO Analyst** | Joseph Arriola |
| **Chief HR Officer** | Tracey A. Eldridge |
| **FLSA** | Non-Exempt |
| **Civil Service (Yes/No)** | Yes |
| **Retirement = General/Safety** | Safety |
| **Creation Date** | January 2025 |

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

January 13, 2025

Civil Service Commission
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PROPOSED NEW SPECIFICATION TITLED HEALTH CARE GROUNDSKEEPER**

The Human Resources Division requests approval of the attached new specification titled Health Care Groundskeeper.

California Senate Bill 525 (SB 525) passed on October 13, 2023. This bill establishes separate minimum wage requirements for covered health care employees based on the nature of the employer.

To meet the requirements of SB 525, the County identified that the Department of Behavioral Health & Recovery Services and the Department of Public Health Services were considered a qualifying health care facility. Incumbents who are currently assigned to the generic equivalent of this new specification within either department will be reclassified into the attached specification.

This specification is represented by the Service Employees' International Union Local 521. The Union has been notified of the County's obligation to comply with SB 525.

Therefore, IT IS RECOMMENDED that the proposed specification be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

for

Tracey A. Eldridge
Chief Human Resources Officer

cc: Brynn Carrigan, Director of Public Health Services

**Health Care Groundskeeper**
**Bargaining Unit: 6**
**Salary Range: 55.6 ($3,658 - $4,372/mo.)**

**Definition:**

Under supervision, to perform routine gardening and grounds work in maintaining lawns and other landscaped areas; and to do other related work as required within a health care facility.

Health Care Groundskeeper is an entry level classification, typically requiring close supervision.

**Essential Functions:**

- Collects litter, irrigates turf areas using sprinklers, hoses, and flooding;
- Sweeps, mops and washes restrooms;
- Sweeps and mops building floors; rakes leaves;
- Hoes weeds from flower beds and other garden areas;
- Trims turf areas, shrubs, hedges and ivy; mows turf using both self-powered and hand operated equipment;
- Prunes tree limbs;
- Lifts and dumps garbage cans;
- Performs routine maintenance on power equipment;
- Repairs sprinklers;
- Removes debris from inside and around health care facilities;
- Plants and transplants shrubs, trees and flowers;
- Makes minor repairs on pipelines;
- Applies insecticides and herbicides using a garden sprayer.
- Performs other job-related duties as required.

**Employment Standards:**

Any combination of training and experience which provides the following knowledge and abilities: Knowledge of the basic principles of operation of a gasoline powered engine, knowledge of good public relations practices; knowledge of common garden tools; knowledge of common hand tools; ability to read and follow instructions as written in equipment manuals; ability to recognize unsafe equipment and unsafe conditions; ability to operate equipment which requires the shifting of gears; ability to understand and follow oral instructions; ability to recognize the need for watering and to determine the amount of water required; ability to lift or move heavy objects.

Possession of a Valid Class California Motor Vehicle Driver's License prior to the time of appointment.

New Job Specification
January 2025
Item No. 5392

**Supplemental:**

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

DEPARTMENT HEAD

1/2/2025
DATE

CHIEF HUMAN RESOURCES OFFICER

1/3/25
DATE

| | |
|---|---|
| **Item #** | 5392 |
| **EEO Code – Job Category**<br>A = Official & Administrative B = Professional<br>C = Technician D = Protective Services<br>E = Para Professional F = Office & Clerical<br>G = Skilled Craft H = Services & Maintenance<br>O = Other | H |
| **Basis of Pay (Bi-Weekly/Hourly)** | Bi-weekly |
| **Approved Salary Range** | 55.6 |
| **Rate of Compensation Code**<br>0 = No Provisional 1 = Range & Step<br>2 = Flat Unit Rate 3 = Flat Hourly<br>4 = Flat Bi-Weekly | 1 |
| **Salary Ordinance Code**<br>0 = Elected Officials<br>1 = Bi-Weekly Salary | 1 |
| **Job Level Code**<br>1 = Entry 2 = Intermediate<br>3 = Supervisor 4 = Executive | 1 |
| **Bargaining Unit** | 6 |
| **HR Analyst** | Michael Johnston |
| **Reviewed By** | Michael Goulart |
| **CAO Analyst** | Alex Alva |
| **Chief HR Officer** | Tracey A. Eldridge |
| **FLSA** | Non-Exempt |
| **Civil Service (Yes/No)** | Yes |
| **Retirement = General/Safety** | General |
| **Creation Date** | January 2025 |

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

January 13, 2025

Civil Service Commission
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**REQUEST TO ABOLISH ELIGIBLE LIST SHERIFF'S COMMANDER – DEPARTMENT PROMOTIONAL, EXAM NO. 9307**

Donny Youngblood, Kern County Sheriff, requests that the Civil Service Commission abolish the eligible list for Sheriff's Commander - Department Promotional, Exam No. 9307, established on March 12, 2024. The Sheriff's Office utilized this eligible list with certification 2024-06506 and 2024-6984, resulting in twelve (12) candidates referred to the department for an appointment interview and three (3) candidates hired.

The Sheriff's Office is requesting to abolish the current eligible list for Sheriff's Commander. Additional staff have reached eligibility for promotion and others have retired from active service.

It is the desire of the Sheriff to offer all eligible personnel the opportunity to apply and participate in the promotional process. In accordance with the stipulated judgement, the approach of inclusion allows for a more diverse applicant pool.

Civil Service Rule 502.10 provides that "Eligible lists shall continue in force for a period of one (1) year from date of promulgation unless abolished or extended by the order of the Commission. In no event shall list remain in force for less than six (6) months nor more than two (2) years…"

Notice of intention to abolish the list has been sent by the Civil Service Commission Secretary to all candidates. If the Commission grants the abolishment of the eligible list, notification will be sent to all candidates notifying them of the opening of the new promotional recruitment.

Therefore, IT IS RECOMMENDED that the Department Promotional eligible list for Sheriff's Commander, Exam No.9307, BE ABOLISHED in accordance with Civil Service Rule 502.10.

Sincerely,

Tracey Eldridge
Chief Human Resources Officer

**Civil Service Commission Officer**
**Bargaining Unit: D**
**Salary Range: 72 ~~66.4~~ ($~~6,247.61 – 7466.46~~ 8,289 – 9,906 monthly)**

**Position Definition**

The Civil Service Commission Officer works at the ~~Under~~ direction of the Civil Service Commission.~~;~~ The Civil Service Commission Officer is responsible for plan~~s~~ning, organize~~s~~ing, and facilitate~~s~~ing the activities of the Civil Service Commission.~~;~~ The incumbent works cooperatively with the Human Resources Division of the County Administrative Office to administer and enforce the rules of the Civil Service Commission.

This is a single class position appointed by the Kern County Civil Service Commission and serving at the pleasure of the Commission. The incumbent is responsible for administering all functions and operations of the Civil Service Commission. The incumbent has responsibilities for decisions involving budgetary and strategic initiatives to ensure the Commission remains an independent body providing oversight to the Civil Service System.

The Civil Service Commission Officer is an overtime-exempt classification.

**DUTIES:**

Duties may include but are not limited to, the following:

- Interprets policies and procedures and acts as liaison between the Commission and the Human Resources Division of the County Administrative Office, recognized employee organizations, appellants and others having business before the Commission.
- Manages communication activities for the Commission.
- Acts as designated agent of the Commission in matters not requiring a public hearing.
- Manages the departmental budget planning, development, and monitoring; prepares and submits budget workup and any ongoing monitoring.
- At the direction of the Commission investigates issues within the jurisdiction of the Commission and reports findings to the Commission.
- Reviews analyses presented to the Commission pertaining to matters such as ~~proposed rule and ordinance changes,~~ job specification revisions, new job specifications, requests to abolish eligible lists, reclassification actions, exam question appeals and discrimination appeal hearings and advises Commission.
- Oversees timely preparation and posting of Commission agenda and dissemination of back-up information to Commissioners.
- Attends all meetings of the Commission, records official actions, furnishes summary of proceedings where required and maintains statistics on Commission activities.
- Receives disciplinary and other appeals to the Commission and facilitates all aspects of such hearings, including ~~duplication of Bills of Particulars,~~ coordination of security, providing all hearing documentation to the Commission, making an accurate record of the hearings and preparing findings of fact and decision for Commission approval at the conclusion of the hearing.
- Establishes and maintains timelines and priorities and assures program and functional activities comply with established policies, and procedures.
- Maintains all Commission records, including its meeting and hearing calendar.
- Prepares and administers the Commission budget including approval of Commission timecards and mileage reimbursement.
- Prepares and distributes the Commission's annual report to the Board of Supervisors.
- Coordinates and provides orientation to department heads, union representatives and

newly appointed department level executive management staff.
- Oversees orientation of new Commissioners, tracks mandatory training compliance for Commissioners and provides documentation of such to the Clerk of the Board.
- Maintains current knowledge of laws, codes, rules, regulations, and pending legislation related to civil service systems ~~and human resources; oversees modification of programs, functions, and procedures to assure compliance with legal requirements.~~
- Issues subpoenas on behalf of the Commission.
- Coordinates and attends departmental site visits.
- Operates electronic recording and viewing devices.
- Responds to public requests for information and copies of documents.
- Performs other related duties as required.

**Employment Standards:**

Six (6) years of progressively responsible administrative management work, including document and records management and/or legal document processing experience, preferably including experience in a public agency providing high level clerical or administrative support in an executive-level office or for an elected board or appointed commission. Education may substitute for experience on a year for year basis to a maximum of three (3) years.

Bachelor's degree from an accredited college or university is preferred. Possession of a valid California Motor Vehicle Driver's License.

**Knowledge of:** budget preparation; accepted principles of public personnel administration; principles of organization, management and labor relations; practices relating to equal employment opportunity and test validation procedures; open meeting and public records laws of the State of California.

**Ability to:** Manage and coordinate the activities of the Commission; direct the implementation of significant changes affecting the goals of the Commission while keeping informed of laws, policies, and procedures affecting the Civil Service System; prepare meeting agendas, and minutes; use good judgment and make recommendations; communicate effectively orally and in writing; conduct research and compile data, analyze findings and make effective recommendations; write reports in a logical, comprehensive and concise manner; read and understand rules, regulations, statutes, and case law; develop and maintain effective working relationships; use a personal computer to write reports, perform statistical data analysis, and conduct research.

**Supplemental**

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

**Probationary Period and Classification History**

# Civil Service Commission Officer

12 Month Probationary Period
Revised: ~~10/2022~~ November 2024
Item#: 0171
EEO Code: 0
Bargaining Unit: D