SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, February 10, 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.

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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, January 13, 2025, Special Meeting on Thursday, January 23, 2025, and Special Meeting on Monday, February 3, 2025* – **APPROVED; BO/JO - ALL AYES**

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

9599	Workers' Compensation Claims Adjuster I-Department Promotional-County Counsel
9600	Medical Assistant
9601	Assessment Technician
9602	Homeless and Housing Coordinator
9603	Behavioral Health Unit Supervisor I/II
9604	Probation Supervisor - DP
9605	Supervising Building Services Worker
9606	Sheriff's Detentions Senior Deputy - DP - Sheriff
9607	Chief Deputy - DP - Sheriff
9608	Senior Public Health Epidemiologist
9609	Program Support Supervisor - DP - DA
9610	Kern360 Support Manager
9611	Office Services Technician
9612	Public Works Manager - Department Promotional
9613	Accountant/Sr. Accountant - DP - Probation
9614	Youth Services Officer - Custodian - Probation
9615	Criminalist I
9616	Library Associate - Shift
9617	Staff Development Specialist
9618	Behavioral Health Human Resources Specialist
9619	Human Services Chief Deputy Director-DP-DHS
9620	Sheriff's Support Specialist - DP - Sheriff
9621	Assistant Division Director, Forensic Science - DP - DA
9622	Supervising Criminalist - DP - DA
9623	Deputy Clerk of the Board I/II
9624	Fiscal Support Supervisor - DP- Assessor/Recorder
9625	Auditor-Appraiser I/II/III
9626	Sheriff's Sergeant - DP - Sheriff
9627	Senior Deputy Sheriff - DP - Sheriff
9628	Crime Prevention Specialist
9629	Public Works Maintenance Worker I/II/III

9630 Business Manager - Probation
9631 Human Resources Specialist I - Non-Confidential-DP - Sheriff
9632 Geographic Information Systems (GIS) Technician I/II
9633 Elections Process Clerk I/II/III
9634 Senior Child Support Customer Service Representative
9635 Facilities and Services Manager-DP-DHS
9636 Fire Plan Examiner - DP
9637 Supervising Engineer
9638 Building Plans Technician
9639 Budget and Finance Director

4. **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 4a through 4e presented and heard concurrently by Michael Johnston, Kern County Senior Human Resources Analyst; **APPROVED; BO/JO; ALL AYES**
   a. Kern 360 Human Capital management Analyst – Item No. 2326
   b. Senior Kern360 Human Capital Management Analyst – Item No. 2325
   c. Kern360 Information Systems Analyst – Item No. 2439
   d. Kern360 Financial Analyst – Item No. 2329
   e. Senior Kern360 Financial Analyst – Item No. 2327

5. **Reconsideration of item:**
   a. Reconsideration of item previously voted upon and passed on February 3, 2025 - **APPROVED; PR/JO; ALL AYES**
   b. Request to Abolish Eligible Lists: The following eligible lists and associated certifications are submitted for the Commission's abolishment in accordance with the Civil Service Rule 502.10. - **APPROVED**; **BO/HO; 3 AYES; 2 NOS JO/PR**
      1. Sheriff's Commander – Department Promotional, Exam No. 9307

   Human Resources staff presented information regarding the original scheduling of this item on the February 3, 2025 special meeting agenda. Comments were made by the Commission as to the scheduling of the item.

   Human Resources staff presented information as to the request to abolish the relevant eligible lists. Additional information was presented by Kern County Sheriff's Office Human Resources staff. The Commission asked questions as to the information presented by staff from both departments, specifically as to reconciling the information presented by each department. Following a discussion, a motion was made on the item, and the item passed by a majority vote, as indicated above.

6. **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.

7. **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, Chief Human Resources Officer, heard regarding testing of New Human Capital Management System in Human Resources test room and all Civil Service Commission hearings will be moving to the 4th floor hearing room through the end of May 2025.

   Tracey Eldridge heard regarding tour of 19th Street construction zone, new hearing room. The goal is to be finished with construction of new hearing room at end of Fiscal Year, June 2025.

8. **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)). - No one 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.

1. Sheriff Employee - Schedule Hearing Dates
   (Sheriff's Office) – Case No. 2023-0004
   DATES SCHEDULED TO AUGUST 18, 19, 20, 21, 2025; CLOSED SESSION

   COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO REGULAR MEETING ON MARCH 10, 2025.

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)

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PUBLIC SESSION

1. **Public Presentations**
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   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

SUMMARY OF PROCEEDINGS

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

Special Meeting
Thursday, January 23, 2025
5:00 pm

AMERICANS WITH DISABILITIES ACT
(Government Code Section 54953.2)

THIS MEETING WILL BE HELD IN THE CIVIL SERVICE COMMISSION HEARING ROOM

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2. Election of 2025 Civil Service Commission Officers
   President Agbalog was elected to the role of President - **Ho/Pr – 2 Ayes; 2 ab, Bo and Jo**
   Commissioner Holt was elected to the role of Vice President - **Ag/Pr 2 Ayes, 2 ab, Bo and Jo**

Adjourned 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.

CLOSED SESSION (Government Code § 54957)

1. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
   Sr. Deputy (Kern County Sheriff's Office) – Case No. 2023-0006, 2023-0013, and 2023-0014

   COMMISSION RECONVENED FROM CLOSED SESSION

SUMMARY OF PROCEEDINGS

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

Special Meeting
Monday, February 3, 2025
5:00 pm

AMERICANS WITH DISABILITIES ACT
(Government Code Section 54953.2)

THIS MEETING WILL BE HELD IN THE CIVIL SERVICE COMMISSION HEARING ROOM

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2. 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. –
   a. Sheriff's Commander – Department Promotional, Exam No. 9307
   APPROVED; HR SPECIALIST NESRINE ANNAN AND DEPUTY CHIEF HR OFFICER BRENDA GUERRA HEARD; COMMISSIONER HOLT AND COMMISSIONER JOHNSON HEARD – **Ho/Pr; 3 Ayes – 1 Nay Jo – 1 Ab. Bo**

Adjourned 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.

CLOSED SESSION (Government Code § 54957)

1. PUBLIC EMPLOYEE – Discipline/Dismissal/Release (Kern County Sheriff's Office) – Case No. 2022-0105

COMMISSION RECONVENED FROM CLOSED SESSION

Test Schedule						
Exam #	**Recruitment Title**	**Open Date**	**Close Date**	**Recruiter Assigned**	**Action**	**Request Date**
9599	Workers' Compensation Claims Adjuster I-Department Promotional-County Counsel	1/6/2025	1/8/2025	DG	DP	12/18/2024
9600	Medical Assistant	12/20/2024	Continuous	MGV	Open	12/20/2024
9601	Assessment Technician	1/2/2025	1/10/2025	DG	Open	12/19/2024
9602	Homeless and Housing Coordinator	1/6/2025	1/17/2025	KAS	Open	12/19/2024
9603	Behavioral Health Unit Supervisor I/II	1/20/2025	1/31/2025	MGV	Open	1/3/2025
9604	Probation Supervisor - DP	1/7/2025	1/13/2025	TN	Open	1/3/2025
9605	Supervising Building Services Worker	1/7/2025	1/17/2025	DMR	Open	1/6/2025
9606	Sheriff's Detentions Senior Deputy - DP - Sheriff	1/8/2025	1/17/2025	TN	DP	1/7/2025
9607	Chief Deputy - DP - Sheriff	1/7/2025	1/17/2025	NAA	DP	1//7/2025
9608	Senior Public Health Epidemiologist	1/9/2025	Continuous	JAS	Open	1/7/2025
9609	Program Support Supervisor - DP - DA	1/10/2025	1/17/2025	CMR	DP	1/8/2025
9610	Kern360 Support Manager	1/9/2025	1/24/2026	KAS		
9611	Office Services Technician	1/13/2025	Continuous	ARH	Open	1/9/2025
9612	Public Works Manager - Department Promotional	1/13/2025	1/17/2025	RoM	DP	1/9/2025
9613	Accountant/Sr. Accountant - DP - Probation	1/13/2025	1/17/2025	TN	DP	1/8/2025
9614	Youth Services Officer - Custodian - Probation	1/13/2025	1/24/2025	TN	Open	1/8/2025
9615	Criminalist I	1/15/2025	1/29/2025	CMR	Open	1/14/2025
9616	Library Associate - Shift	1/15/2025	2/5/2025	KB	Open	1/14/2025
9617	Staff Development Specialist	1/16/2025	1/30/2025	MGV	Open	1/14/2025
9618	Behavioral Health Human Resources Specialist	1/16/2025	1/24/2025	MGV	Open	1/14/2025
9619	Human Services Chief Deputy Director-DP-DHS	1/15/2025	1/22/2025	DG	DP	1/13/2025
9620	Sheriff's Support Specialist - DP - Sheriff	1/16/2025	1/30/2025	NAA	DP	1/16/2025
9621	Assistant Division Director, Forensic Science - DP - DA	1/17/2025	1/24/2025	CMR	DP	1/16/2025
9622	Supervising Criminalist - DP - DA	1/17/2025	1/24/2025	CMR	DP	1/16/2025
9623	Deputy Clerk of the Board I/II	1/21/2025	2/4/2025	DG	Open	1/16/2025
9624	Fiscal Support Supervisor - DP- Assessor/Recorder	1/21/2025	1/27/2025	DG	DP	1/14/2025
9625	Auditor-Appraiser I/II/III	1/22/2025	2/5/2025	DG	Open	1/14/2025
9626	Sheriff's Sergeant - DP - Sheriff	1/21/2025	1/31/2025	NAA	DP	1/17/2025
9627	Senior Deputy Sheriff - DP - Sheriff	1/21/2025	1/31/2025	NAA	DP	1/17/2025
9628	Crime Prevention Specialist	1/21/2025	2/4/2025	NAA	Open	1/21/20254
9629	Public Works Maintenance Worker I/II/III	1/22/2025	Continuous	RoM	Open	1/21/2025
9630	Business Manager - Probation	1/27/2025	2/7/2025	TN	Open	1/22/2025
9631	Human Resources Specialist I - Non-Confidential-DP - Sheriff	1/27/2025	2/10/2025	NAA	Open	1/22/2025
9632	Geographic Information Systems (GIS) Technician I/II	1/23/2025	2/6/2025	DG	Open	1/15/2025
9633	Elections Process Clerk I/II/III	1/23/2025	1/29/2025	DG	Open	1/21/2025
9634	Senior Child Support Customer Service Representative	1/24/2025	2/7/2025	KB	Open	1/23/2025
9635	Facilities and Services Manager-DP-DHS	1/27/2025	1/31/2025	DG	DP	1/23/2025
9636	Fire Plan Examiner - DP	1/27/2025	1/31/2025	CMR	DP	1/23/2025
9637	Supervising Engineer	1/24/2025	Continuous	RoM	Open	1/23/2025
9638	Building Plans Technician	1/24/2025	Continuous	RoM	Open	1/23/2025
9639	Budget and Finance Director	1/27/2025	1/30/2025	KAS	DP	1/27/2025

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

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

February 10, 2025

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

PROPOSED NEW SPECIFICATIONS TITLED KERN360 HUMAN CAPITAL MANAGEMENT ANALYST, SENIOR KERN360 HUMAN CAPITAL MANAGEMENT ANALYST, KERN360 FINANCIAL ANALYST, SENIOR KERN360 FINANCIAL ANALYST, AND KERN360 INFORMATION SYSTEMS ANALYST

The Human Resources Division requests approval of the development of five new specifications titled Kern360 Human Capital Management Analyst, Senior Kern360 Human Capital Management Analyst, Kern360 Financial Analyst, Senior Kern360 Financial Analyst, and Kern360 Information Systems Analyst.

The proposed newly created specifications are assigned to the Auditor-Controller's Office. These specifications will play a vital role in establishing the Kern360 Support Organization which will ensure that the new Enterprise Resource Planning ("ERP") system receives continuous maintenance and enhancements to meet the needs of our stakeholders. The new ERP system will replace the County's legacy payroll and financial systems which will require specialized staffing that will manage Kern360 demands. Each specification will be responsible for supporting the implementation, planning, configuration and maintenance of their assigned functions across the Kern360 modules.

These specifications are unrepresented Mid-Management level positions.

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

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Nancy Anderson, County Administrative Officer
Aimee Espinoza, Auditor-Controller

Kern 360 Human Capital Management Analyst
Bargaining Unit: D
Salary Range: 64.0 ($5,562 - $6,647 /mo.)

Definition:

The Kern360 Human Capital Management (HCM) Analyst serves as the subject matter expert for human resource processes within the Kern360 program. This position is responsible for supporting the implementation, planning, configuration, and maintenance of HCM functionality across modules such as Core HR, Compensation, Benefits, Absence, Recruiting, Talent, Performance, and Learning.

This is the entry-level classification within the Human Capital Management Analyst series. Under direction, the Kern360 HCM Analyst performs professional-level duties in system design, testing, troubleshooting, and support, focusing on a specific functional area of the Enterprise Resource Planning (ERP) system. This classification is distinguished from the Senior Kern360 HCM Analyst by its emphasis on assigned tasks and functional areas rather than overall program responsibility or broader strategic initiatives.

Essential Functions:

- Define and document HCM-related business requirements through collaboration with executive and management staff and end users; translate business requirements into system-supported HCM solutions.
- Configure and optimize HCM modules in Workday, including but not limited to Core, Compensation, Benefits, and Absence; or Recruiting, Talent, Performance, and Learning, utilizing system-delivered business processes or designing new workflows.
- Serve as the liaison between HR end users, technical teams, and vendors to analyze, design, test, and maintain HCM systems to meet county business requirements and ensure optimal performance.
- Perform routine and advanced system testing and troubleshooting for HCM modules to resolve application/system issues and end-user help tickets; consult and coordinate with system vendors where appropriate.
- Track and implement functional upgrades or enhancements for HCM systems in new Workday releases; test changes, document results, and educate end users on new functionality.
- Develop and manage HCM reports, dashboards, and analytics using Workday's reporting tools; collaborate with technical staff and end users to define acceptance criteria.
- Design and oversee integrations related to HCM processes, ensuring alignment with county requirements and coordinating with technical teams.
- Develop training materials, user guides, and policies for HCM modules; conduct training sessions and provide ongoing end-user support.
- Participate in or lead the development and execution of test scenarios, scripts, and acceptance criteria for changes in HCM modules or implementations.
- Analyze data and business workflows, conduct studies, and recommend system-based solutions to enhance HR operations.

- Assist in managing HCM system data integrity, performing audits, and ensuring data accuracy and compliance.

Core Competencies:

- Understanding of HCM operations and experience in employee data management;
- Strong verbal and written communication skills to interact with HR clients and cross-functional colleagues
- Ability to accurately collect information to understand and assess the clients' needs and situation;
- Strong attention to detail;
- Ability to prioritize workload and provide timely follow-up and resolution;
- Ability to work effectively in a fast-paced environment and handle multiple projects.

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree and one year of professional experience in human resource management, preferably in the public sector.

OR

Any equivalent combination of education, training, or experience.

Experience as a Senior Human Resources Specialist may substitute for educational requirement on a year for year basis, up to two (2) years.

Possession of a valid California Driver's License upon appointment.

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 1/30/2025 DATE

CHIEF HUMAN RESOURCES OFFICER 1.30.25 DATE

Item #	2326
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	64.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 2024

Senior Kern360 Human Capital Management Analyst
Bargaining Unit: D
Salary Range: 67.0 ($6,459 - $7,719 /mo.)

Definition:

The Senior Kern360 Human Capital Management (HCM) Analyst serves as the senior-level role within the HCM Analyst series for Kern360. This position is responsible for overseeing the implementation, planning, and coordination of HCM functionality across the County's Enterprise Resource Planning (ERP) system, including modules such as Core HR, Compensation, Benefits, Absence, Recruiting, Talent, Performance, and Learning.

As the supervising level in the Kern 360 HCM Analyst series, the Kern 360 Senior HCM Analyst plays a critical role in supervising entry-level analysts, ensuring the delivery of high-quality solutions, and managing complex system enhancements. Working closely with the Kern360 Support Manager, this position is tasked with leading strategic projects, resolving escalated issues, and aligning system capabilities with organizational goals.

The Senior Kern360 HCM Analyst is distinguished by its responsibility for high-level system oversight, cross-functional collaboration, and advanced analytical work. This role requires a combination of technical expertise, business process knowledge, and leadership skills to support and enhance Kern360 effectively.

Essential Functions:

- Supervise and mentor Kern 360 HCM Analysts, assigning tasks, reviewing work products, and ensuring quality and compliance with organizational standards.
- Act as the escalation point for complex HCM system issues, collaborating with the Kern360 Support Manager to resolve challenges and prioritize system improvements.
- Partner with the Kern360 Support Manager to lead strategic projects and initiatives related to HCM modules, such as Core HR, Compensation, Benefits, Recruiting, Talent, Performance, and Learning, ensuring alignment with organizational objectives.
- Work closely with the Kern360 Support Manager to identify and implement innovative solutions that enhance workforce processes and optimize system functionality.
- Represent the HCM team in cross-functional discussions, providing updates to the Kern360 Support Manager and ensuring smooth communication across teams and stakeholders.
- Act as the subject matter expert (SME) for HCM modules, advising the Kern360 Support Manager on system capabilities, best practices, and high-level process improvements.
- Oversee the testing, validation, and implementation of major HCM system updates in coordination with the Kern360 Support Manager to ensure minimal disruption and maximum benefit.
- Design and oversee advanced HCM analytics and dashboards, collaborating with the Kern360 Support Manager to align reporting capabilities with strategic workforce goals.
- Provide ongoing training and professional development for HCM Analysts, fostering a culture of continuous improvement and collaboration.

- Support the Kern360 Support Manager by preparing data, reports, and recommendations for meetings with County leadership, technical teams, and external vendors.

Core Competencies:

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

- Understanding of HR operations and experience in employee data management;
- Strong verbal and written communication skills to interact with HR clients, cross-functional colleagues and Information Technology (IT);
- Ability to accurately collect information to understand and assess the clients' needs and situation;
- Strong attention to detail;
- Ability to prioritize workload and provide timely follow-up and resolution;
- Ability to work effectively in a fast-paced environment and handle multiple projects.

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree and three years of professional experience in human resource management, preferably in the public sector.

Experience as a Senior Human Resources Specialist may substitute for educational requirement(s) on a year for year basis, up to two (2) years.

Possession of a valid California Driver's License upon appointment.

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 1/30/2025 DATE

CHIEF HUMAN RESOURCES OFFICER 1.30.25 DATE

Item #	2325
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	67.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 2024

Kern360 Information Systems Analyst
Bargaining Unit: D
Salary Range: 68.6 ($6,996 - $8,360 /mo.)

Definition:

The Kern360 Information Systems Analyst provides technical expertise in the analysis, design, implementation, and support of the County's Workday system, known as Kern360. This role is responsible for overseeing, developing, evaluating, and optimizing Workday configurations, integrations, security, and reporting solutions. The Kern360 Information Systems Analyst collaborates with stakeholders to assess system needs, troubleshoot technical issues, and implement enhancements that align with business objectives.

The Kern360 Information Systems Analyst – Reporting Focus develops, optimizes, and maintains Workday reports and dashboards, including Advanced, Matrix, and Composite Reports.

The Kern360 Information Systems Analyst – Security Focus administers Workday security roles, policies, and user access, in addition to ensuring compliance with security best practices and governance policies are in place.

The Kern360 Information Systems Analyst – Integrations Focus designs, builds, and maintains Workday integrations using EIB, Workday Studio, and other middleware tools to ensure seamless data exchange with external systems.

Essential Functions:

- Plans, schedules, coordinates, and participates in the development, testing, and implementation of Kern360 configurations, business processes, and system updates.
- Consults with stakeholders, including department users and technical teams, to document business needs, assess system impact, and recommend Workday-based solutions.
- Researches and evaluates Workday design alternatives, ensuring compliance with best practices and security standards.
- Prepares system-related documentation, including business requirements, functional specifications, and cost-benefit analyses for Workday enhancements and integrations.
- Leads Workday system enhancement projects, including configuration changes, module implementations, and system upgrades.
- Collaborates with Kern360 Functional Analysts to ensure system changes align with business needs and integrate effectively with Financial and HCM processes.
- Monitors system performance, troubleshoots issues, and implements corrective actions to minimize system disruptions.
- Writes and maintains technical documentation, including integration specifications, security models, and reporting guidelines.
- Provides technical support and guidance to Kern360 Functional Analysts, IT teams, and end-users on system capabilities and best practices.
- Represents the Kern360 Support Organization in meetings with County departments, vendors, and external agencies to facilitate technical solutions and coordinate system

changes.
- Plans and delivers user training and knowledge-sharing sessions on Workday system functionality.
- Stays current on Workday updates, releases, and industry best practices to ensure continuous system improvements.

Core Competencies:

- Technical Proficiency
- Analytical and Problem-Solving Skills
- Strong Verbal and Written Communication
- Attention to Detail
- Project Management and Prioritization
- Collaboration and Cross-Functional Engagement
- Data and Security Awareness
- Ability to Learn and Adapt

Employment Standards:

Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university with course work in computer science or management information systems or closely related field AND one (1) year of full-time paid experience programming in an information systems environment.

OR

Completion of an accredited trade or vocational school training program in programming AND two (2) year of full-time paid experience programming in an information systems environment.

OR

Three (3) years of full-time paid experience programming in an information systems environment.

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 1/30/2025 DATE

CHIEF HUMAN RESOURCES OFFICER 1.30.25 DATE

Item #	2439
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	68.6
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 2024

Kern360 Financial Analyst
Bargaining Unit: D
Salary Range: 64.0 ($5,562 - $6,647 /mo.)

Definition:

The Kern360 Financial Analyst serves as the subject matter expert for financial processes within Kern360. This position is responsible for supporting the implementation, planning, configuration, and maintenance of financial functionality across modules such as Procurement, Expenses, Supplier Accounts, Accounting, Assets, Budget, Customer Accounts, Grants, Projects, and Payroll.

This is the entry-level classification within the Kern360 Financial Analyst series. Under direction, the Kern360 Financial Analyst performs professional-level duties in system design, testing, troubleshooting, and support, focusing on a specific functional area of the Enterprise Resource Planning (ERP) system. This classification is distinguished from the Senior Kern360 Financial Analyst by its emphasis on assigned tasks and functional areas rather than overall program responsibility or broader strategic initiatives.

Essential Functions:

- Define and document financial business requirements through discussions with executive and management staff and end users; translate business requirements into system-supported financial solutions.
- Configure and optimize financial modules in Kern360, including but not limited to Procurement, Expenses, Supplier Accounts; or Accounting, Assets, Budget, and Customer Accounts; or Grants and Projects; or Payroll, utilizing system-delivered business processes or designing new workflows.
- Serve as the liaison between end users, technical teams, and vendors to analyze, design, test, and maintain financial systems to meet county business requirements and ensure optimal performance.
- Perform routine and advanced system testing and troubleshooting for financial modules to resolve application/system issues and end-user help tickets; consult and coordinate with system vendors where appropriate.
- Track and implement functional upgrades or enhancements for financial systems in new Workday releases; test changes, document results, and educate end users on new functionality.
- Develop and manage financial reports, dashboards, and analytics using Workday's reporting tools; collaborate with technical staff and end users to define acceptance criteria.
- Design and oversee integrations related to financial processes, ensuring alignment with county requirements and coordinating with technical teams.
- Develop training materials, user guides, and policies for financial modules; conduct training sessions and provide ongoing end-user support.
- Participate in or lead the development and execution of test scenarios, scripts, and acceptance criteria for changes in financial modules or implementations.
- Analyze data and business workflows, conduct studies, and recommend system-based

solutions to enhance financial operations.
- Assist in managing financial system data integrity, performing audits, and ensuring data accuracy and compliance.

Core Competencies:

- Understanding of financial operations and experience in financial data management and reporting
- Strong verbal and written communication skills to interact with stakeholders
- Ability to accurately collect information in order to understand and assess needs
- Strong attention to detail
- Ability to prioritize workload and provide timely follow-up and resolution
- Ability to work effectively in a fast-paced environment and handle multiple priorities

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree and one year of experience in accounting, financial administration, and/or processing financial data in an ERP.

OR

Any equivalent combination of education, training, or experience.

Possession of a valid California Driver's License upon appointment.

Preferred Qualifications:

Workday financials experience or training

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 1/30/2025 DATE

CHIEF HUMAN RESOURCES OFFICER 1.30.25 DATE

Item #	2329
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	64.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 2024

Senior Kern360 Financial Analyst
Bargaining Unit: D
Salary Range: 67.0 ($6,459 - $7,719 /mo.)

Definition:

The Senior Kern360 Financial Analyst serves as the senior-level role within the Kern360 Financial Analyst series for the Kern360 program. This position is responsible for overseeing the implementation, planning, and coordination of financial functionality across the County's Enterprise Resource Planning (ERP) system, including modules such as Procurement, Expenses, Supplier Accounts, Accounting, Assets, Budget, Customer Accounts, Grants, Projects, and Payroll.

As the supervising level in the Kern360 Financial Analyst series, the Senior Kern360 Financial Analyst supervises entry-level analysts, ensures the delivery of high-quality solutions, and manages complex system enhancements. Working closely with the Support Organization Manager, this position leads strategic projects, resolves escalated issues, and ensures that system functionality aligns with the County's financial objectives.

The Senior Kern360 Financial Analyst is distinguished by its responsibility for high-level system oversight, cross-functional collaboration, and advanced analytical work, requiring a combination of technical expertise, business process knowledge, and leadership skills.

Essential Functions:

- Supervise and mentor entry-level Kern360 Financial Analysts, delegating tasks, reviewing deliverables, and ensuring quality and adherence to deadlines.
- Act as a key escalation point for complex issues and advanced problem-solving related to financial systems, integrations, and configurations, providing timely updates and solutions to the Kern360 Support Manager.
- Collaborate with the Kern360 Support Manager to plan, execute, and monitor large-scale projects or system-wide initiatives involving financial modules, such as system upgrades, process optimization, or major implementations.
- Partner with the Kern360 Support Manager to develop and implement strategic plans that enhance financial system functionality, improve business processes, and align system capabilities with County financial objectives.
- Represent the financial area in cross-functional initiatives, ensuring effective communication and coordination between Financial Analysts, technical teams, vendors, and the Kern360 Support Manager.
- Act as the subject matter expert (SME) for all financial modules in Kern360, advising the Kern360 Support Manager and County leadership on system best practices and strategic improvements.
- Monitor system performance and data integrity across financial modules, working with the Kern360 Support Manager to address systemic issues and ensure compliance with County policies.
- Oversee the design and development of custom financial reports and analytics,

collaborating with the Kern360 Support Manager to prioritize and align reporting needs with organizational goals.
- Provide coaching and professional development opportunities for Financial Analysts, ensuring knowledge transfer and team growth.
- Support the Kern360 Support Manager by preparing reports, data, and presentations for meetings with County leadership, external vendors, and stakeholders.

Core Competencies:

- Understanding of financial operations and experience in financial data management and reporting
- Strong verbal and written communication skills to interact with stakeholders
- Ability to accurately collect information in order to understand and assess needs
- Strong attention to detail
- Ability to prioritize workload and provide timely follow-up and resolution
- Ability to work effectively in a fast-paced environment and handle multiple priorities

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree and three years of experience in accounting, financial administration, and/or processing financial data in an ERP.

OR

Any equivalent combination of education, training, or experience.

Possession of a valid California Driver's License upon appointment.

Preferred Qualifications:

Workday financials experience or training

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 1/30/2025 DATE

CHIEF HUMAN RESOURCES OFFICER 1-30-25 DATE

Item #	2327
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	67.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 2024