

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

Regular Meeting
Monday, March 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.

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, February 10, 2025* –
APPROVED; BO/JO; 4 AYES; 1 AB - PR

***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 - PR**

9640	Sheriff's Lieutenant - DP
9641	Sheriff's Commander - DP
9642	Human Services Technician I/II-DHS
9643	Fire Engineer - DP
9644	Health Care Fiscal Support Technician
9645	Fleet Services Supervisor
9646	Senior Office Services Specialist
9647	Engineering Technician I/II/III
9648	Youth Services Officer - Probation
9649	Behavioral Health Credentialing Specialist
9650	Mail Clerk
9651	Emergency Medical Services Coordinator
9652	Supervising Deputy Coroner
9653	Senior Kern360 Human Capital Management Analyst
9654	Senior Kern360 Financial Analyst
9655	Air Conditioning Mechanic
9656	Office Services Technician - Bilingual
9657	Fire Prevention Inspector I/II
9658	Office Services Specialist - DP - DHS
9659	Public Health Laboratory Assistant
9660	Engineering Aide I/II/III
9661	Heavy Equipment Mechanic
9662	Senior Legal Process Technician
9663	Assistant Probation Division Director - DP
9664	Fiscal Support Specialist - Bilingual
9665	Health Care Office Services Technician-Bilingual
9666	Public Works Maintenance Supervisor - Shift - Department Promotional
9667	Animal Control Dispatcher
9668	Deputy Fire Chief - DP
9669	Sheriff's Community Services Technician - Shift
9670	Office Services Assistant - Bilingual - Delano
9671	Human Services Supervisor - DP - DHS - East Kern Regions (Lake Isabella, Mojave, Ridgecrest)

4. Civil Service Officer: Update on meeting with Supervisor Perez and staff; Review and approve update on revisions to the Civil Service Officer job specification and salary and authorize Human Resources to open recruitment -

Chairwoman Leticia Perez, District 5, heard regarding report out on February 13, 2025, meeting with Stacey Kuwahara, CAO, to review proposals for the Civil Service Commission Officer position, including the requested salary adjustments; Comparable salaries were reviewed at the proposed range of 71.0. Stacey Kuwahara and Supervisor Perez are encouraging the Commission to proceed and approve the proposed changes to the job specifications and keep the salary as it currently stands, and request that the commission open the position for recruitment.

Commissioner Johnson was heard and asked to make a motion to reestablish Ad Hoc Committee to review salary and asked to report back in 30 days.

Motion by Commissioner Johnson to reestablish Ad Hoc Committee –
APPROVED; JO/HO - 4 AYES; 1 AB PR

5. **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.
6. **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 Ninjio Cybersecurity Trainings for Commission Officers.
7. **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 Bowers heard thanking Kern County Public Health and thanked the Director, Brynn Carrigan, for the Lamont Community Christmas event providing flu shots for the families in Lamont.

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's Office– Reschedule Hearing Dates
Case No. 2021-0106
DATE SCHEDULED TO APRIL 14, 2025; CLOSED SESSION
2. Kern County Assessor's Office - Reschedule Hearing Dates
Case No. 2024-1010
DATES SCHEDULED TO JUNE 2-4, 2025; CLOSED SESSION

COMMISSION RECONVENED FROM CLOSED SESSION; NO REPORTABLE ACTION
TAKEN; ADJOURNED TO REGULAR MEETING ON APRIL 14, 2025.

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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, 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.



March 10, 2025

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

PROPOSED REVISED SPECIFICATION FOR CIVIL SERVICE COMMISSION OFFICER

The Human Resources Division requests approval of the attached revised specification for Civil Service Commission Officer.

The proposed revised specification is assigned to the Civil Service Commission and works cooperatively with the Human Resources Division of the County Administrative Office to administer and enforce the rules of the Civil Service Commission.

This specification is an unrepresented mid-management level position.

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

Sincerely,

A handwritten signature in cursive script that reads "Tracey A. Eldridge".

Tracey A. Eldridge
Chief Human Resources Officer

cc: Nancy Anderson, County Administrative Officer

Civil Service Commission Officer
Bargaining Unit: D
Salary Range: 67 (\$6,459 -7719 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 plansning, organizesing, and facilitatesing 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

Revised Classification

~~October 2022-~~

Item Number: 0171

Civil Service Commission Officer

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

12 Month Probationary Period

Revised: ~~10/2022~~ **May 2024**

Item#: 0171

EEO Code: 0

Revised Classification

~~October 2022~~ **May 2024**

Item Number: 0171

Civil Service Commission Officer

Bargaining Unit: D

Revised Classification
~~October 2022~~ May 2024
Item Number: 0171