SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, April 14, 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**

   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, March 10, 2025* – **APPROVED; BO/HO - 3 AYES; 2 AB, JO/PR**

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures – **APPROVED; BO/HO - 3 AYES; 2 AB, JO/PR**

9672	Deputy Probation Officer I/II - Shift
9673	Supervising Aircraft Mechanic
9674	Tree Trimmer/Senior Tree Trimmer
9675	Public Health Program Manager
9676	Health Care Office Services Specialist
9677	Light Vehicle Driver - Shift
9678	Maintenance Supervisor - DP - DHS
9679	Senior Building Services Worker - Department Promotional - DHS
EH9680	Lifeguard I - Rosamond - Extra Help
9681	Administrative Coordinator - DP - District Attorney
9682	Crime Scene Technician - Shift
9683	Computer Forensics Specialist - DP - Sheriff
9684	Librarian I - Shift
9685	Senior Child Support Specialist
9686	Fiscal Support Technician - Bilingual - Department Promotional - Animal Services
9687	Kern360 Financial Analyst
9688	Kern360 Human Capital Management Analyst
9689	Kern360 Information Systems Analyst
9690	Sheriff's Sergeant - DP
9691	Senior Deputy Sheriff - DP
9692	Building Inspector Specialist
9693	Firefighter Recruit
9694	Behavioral Health Recovery Specialist I/II
9695	Office Services Assistant - Bilingual
9696	General Services Manager
9697	OSA-Bilingual-Delano
9698	Child Support Specialist I
9699	Human Resources Manager - Department Promotional - Public Works

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. Youth Services Officer I – Item No. 8421 – **PRESENTED BY TIFFANY NACKE; APPROVED; BO/HO - 3 AYES; 2 AB, JO/PR**
B. General Services Manager – Item No. 0643 - **PRESENTED BY MICHAEL JOHNSTON; APPROVED; BO/HO - 3 AYES; 2 AB, JO/PR**
C. Special Deputy Sheriff - Item No.4498 - **PRESENTED BY NESRINE ANNAN; APPROVED; BO/HO - 3 AYES; 2 AB, JO/PR**
D. Park Ranger Trainee and Park Ranger – Item Nos. 5250 and 5249 - **PRESENTED BY TIFFANY NACKE; APPROVED; BO/HO - 3 AYES; 2 AB, JO/PR**
E. Sheriff's Detentions Deputy Trainee – Item No. 4547 - **PRESENTED BY TIFFANY NACKE; APPROVED; BO/HO - 3 AYES; 2 AB, JO/PR**
F. KCERA Director of Compliance – Item No. 0504 - **PRESENTED BY DEONKA RUFUS; APPROVED; BO/HO - 3 AYES; 2 AB, JO/PR**

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 -

A. First Responder Paramedic – Item No. 3279 - **PRESENTED BY CASSANDRA RAMIREZ; APPROVED; BO/HO - 3 AYES; 2 AB, JO/PR**

6. **Civil Service Officer:** Update on reestablishment of Ad Hoc Committee to review salary and report out on findings to Commission regarding competitive based salary based on the Civil Service Officer job's description outline. - **COMMISSIONER AGBALOG HEARD; NO REPORTABLE ACTION TAKEN**

7. **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. - **COMMISSIONER BOWERS HEARD REGARDING STAFFING AT CORONERS' OFFICE; TRACEY ELDRIDGE RESPONDED**

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 ELRIDGE HEARD REGARDING STATE LAWS AND DEPARTMENT OF JUSTICE REQUIREMENTS FOR CERTAIN KERN COUNTY CLASSIFICATIONS TO ATTEND TWO TRAINING CLASSES BY THE END OF MAY TO BE IN COMPLIANCE**

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)). **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. Conference with Legal Counsel-Existing Litigation
   (Government Code Section 54956.9(d)(1)-Name of Case: SEIU v. County of Kern, Kern County Civil Service Commission, State of California, Public Employment Relations Board, Case No. LA-CE-1718-M.

2. Sheriff's Office – Review of Motion and Objection by Appellant
   Case No. 2021-0106

COMMISSION RECONVENED FROM CLOSED SESSION; NO REPORTABLE ACTION TAKEN; ADJOURNED TO REGULAR MEETING ON MAY 12, 2025

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)

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

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.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9672	Deputy Probation Officer I/II - Shift	3/10/2025	3/21/2025	TN	Open	3/3/2025
9673	Supervising Aircraft Mechanic	3/4/2025	Continuous	NAA	Open	3/4/2025
9674	Tree Trimmer/Senior Tree Trimmer	3/5/2025	3/19/2025	DG	Open	3/4/2025
9675	Public Health Program Manager	3/10/2025	3/24/2025	JAP	Open	3/6/2025
9676	Health Care Office Services Specialist	3/11/2025	3/18/2025	MGV	Open	3/10/2025
9677	Light Vehicle Driver - Shift	3/11/2025	3/25/2025	NAA	Open	3/11/2025
9678	Maintenance Supervisor - DP - DHS	3/14/2025	3/20/2025	DG	DP	3/11/2025
9679	Senior Building Services Worker - Department Promotional - DHS	3/14/2025	3/20/2025	DG	DP	3/11/2025
EH9680	Lifeguard I - Rosamond - Extra Help	3/17/2025	Continuous	DG	Open	3/11/2025
9681	Administrative Coordinator - DP - District Attorney	3/17/2025	3/28/2025	CMR	DP	3/14/2025
9682	Crime Scene Technician - Shift	3/14/2025	3/28/2025	NAA	Open	3/14/2025
9683	Computer Forensics Specialist - DP - Sheriff	3/17/2025	3/21/2025	NAA	DP	3/14/2025
9684	Librarian I - Shift	3/14/2025	Continuous	KB	Open	3/14/2025
9685	Senior Child Support Specialist	3/17/2025				
9686	Fiscal Support Technician - Bilingual - Department Promotinal - Animal Services	3/18/2025	3/20/2025	RoM	DP	3/14/2025
9687	Kern360 Financial Analyst	3/20/2025	4/4/2025	KAS	Open	3/17/2025
9688	Kern360 Human Capital Management Analyst	3/20/2025	4/4/2025	KAS	Open	3/17/2025
9689	Kern360 Informatin Systems Analyst	3/20/2025	4/4/2025	KAS	Open	3/17/2025
9690	Sheriff's Sergeant - DP	3/24/2025	4/7/2025	NAA	DP	3/20/2025
9691	Senior Deputy Sheriff - DP	3/24/2025	4/7/2025	NAA	DP	3/20/2025
9692	Building Inspector Specialist	3/25/2025	Continuous	RoM	Open	3/24/2025
9693	Firefighter Recruit	3/28/2025	4/11/2025	CMR	Open	3/24/2025
9694	Behavioral Health Recovery Specialist I/II	3/31/2025	4/14/2025	MGV	Open	3/24/2025
9695	Office Services Assistant - Bilingual	3/25/2025	Continuous	DG	Open	3/21/2025
9696	General Services Manager	3/27/2025	4/10/2025	DG	Open	3/25/2025
9697	OSA-Bilingual-Delano	3/27/2025	Continuous	DG	Open	3/27/2025
9698	Child Support Specialist I	3/27/2025	Close Date	KB	Open	3/27/2025
9699	Human Resources Manager - Department Promotional - Public Works	3/31/2025	4/4/2025	RoM	DP	3/28/2025

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

April 14, 2025

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

PROPOSED REVISED SPECIFICATIONS FOR EXTRA-HELP YOUTH SERVICES OFFICER I/II

The Human Resources Division requests approval of the attached revisions to the Extra-Help Youth Services Officer I/II specification series.

The Human Resources Division is proposing to collapse the Extra-Help Youth Services Officer I/II series into a single specification. 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 this position.

On January 13, 2025, your commission approved identical revisions to the equivalent permanent specifications, which are represented by the Kern County Probation Officer's Association.

This specification is represented by the Service Employees Internation Union Local 521. The Human Resources Division has received concurrence from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised Extra-Help Youth Services Officer specification be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: William Dickinson, Chief Probation Officer

Youth Services Officer ~~I~~
Bargaining Unit: H
Salary Range: 60.9 ($4,765 - $5,695 /mo.) ~~58.4 ($4,206 - $5,026 /mo.)~~

Definition:

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.

The Youth Services Officer ~~This~~ is the entry level within 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.

~~Incumbents are given on-the-job training in the security, custody, care and counseling of youth. Additionally, incumbents are trained in 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. Work is performed in accordance with established rules and procedures and is reviewed by a superior through personal observation. After one year of experience as a Youth Services Officer I, an individual is eligible to be considered for promotion to the level of Youth Services Officer II. Promotions are considered on a merit basis subject to recommendation of the Chief Probation Officer.~~

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;~~.~~
- De-escalates volatile situations with youth;~~.~~
- May physically intervene 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~~Establishes 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 youth;~~.~~
- 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.

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

- Operates tractors, backhoe, and dump trucks;~~.~~
- Works in a collaborative school setting with youth not in custody;~~.~~
- Provides security for Juvenile Court proceedings;~~.~~
- 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:

Minimum Qualifications:

- Completion of 60 semester units or 90 quarter units of college coursework from an accredited college or university or ~~, preferably courses in the behavioral sciences. a~~Any equivalent combination of education and experience. Qualifying experience must be comparable to an entry level Youth Services 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.

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. A valid California Class C driver's license is required at time of appointment. Specialized licenses may be required depending upon assignment.

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. 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 April 4, 2025 DATE

CHIEF HUMAN RESOURCES OFFICER 4.7.25 DATE

Item #	8421
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	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	60.9
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	1
Bargaining Unit	H
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	April 2025

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

April 14, 2025

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

PROPOSED REVISED SPECIFICATION FOR GENERAL SERVICES MANAGER

The Human Resources Division requests approval of the attached revisions to the General Services Manager job specification.

The General Services Division indicated that the General Services Manager currently includes outdated job duties and references to obsolete job titles. The most substantial revisions are to the listed essential duties for the Communications Division assignment. The Human Resources Division is proposing to remove Kern Government Television (KGOV) responsibilities from this position as these functions are now managed by the Chief Communications Officer. Additionally, the position's definition has been updated to include accurate references to other specifications as well as to ensure each prospective functional area is mentioned.

This specification is an unrepresented mid-management level position.

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

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Michelle Burns-Lusich, Deputy Chief General Services Officer

General Services Manager
Bargaining Unit: D
Salary Range: 71.0 ($7,886 - $9,424 /mo.)

Definition:

Under general administrative direction, plans, coordinates, and directs the activities of a functional area within the General Services Division of the County Administrative Office.

~~**Distinguishing Characteristics**~~

This is a management position assigned specifically to the General Services Division and reports to the ~~Division Director for~~ Deputy Chief General Services Officer. General Services Manager is distinguished by its responsibility for the management and coordination of one of the following functional areas: Communications, Facilities Maintenance, Fleet Services, Purchasing, Real Property, ~~or~~ Support Services, or Parks and Grounds.

Essential Functions:

- Plans, organizes, coordinates, and directs all staff and activities of the assigned functional area.
- Administers the corresponding budgets and financial reporting for the assigned functional area.
- Makes recommendations regarding policies and procedures.
- Confers with officials, employees, vendors, clients, and the public relative to the activities of the assigned functional area.
- Manages and initiates successful programs and assures regulatory and safety compliance for the assigned functional area.
- Interviews, selects, trains, evaluates, and disciplines subordinate staff.
- Develops and evaluates meaningful performance measures and goals for the assigned functional area. Prepares periodic reports on staff, workload performance and best practices.
- Represents the County at meetings and conferences and in matters concerning the assigned functional area; prepares oral and written reports and makes presentations.
- Formulates and implements strategies for providing responsive customer service to County departments and user agencies.
- Investigates and responds to complaints about functional area operations.
- Participates in evaluation committees for good and services.

Assignment to Communications Division includes these additional Essential Functions:

- Directs and supervises the work of communications engineers, specialists and technicians engaged in the installation, maintenance and operation of radio, microwave and associated equipment.
- Directs and supervises the work of subordinate staff and special program personnel engaged in assembly, install, maintenance, and repair of radio/electronic, microwave, and telephone communications systems and related equipment.
- ~~Directs and supervises the work of subordinate staff engaged in video production, editing, live broadcasts, rebroadcasts and equipment maintenance and operation of Kern Government Television (KGOV).~~
- ~~Collaborates with the City of Bakersfield and other governmental agencies to develop strategies in providing KGOV broadcast and video teleconferencing services.~~
- Studies developments in the communications field and presents recommendations on design modifications and makes proposals regarding the procurement of system and communication equipment.
- ~~Develops and implements strategies for replacement, upgrade and expansion of the broadcast and video television station systems and production equipment procurement; assures compliance with programming policies and all applicable FCC rules and regulations.~~
- ~~Monitors current trends and developments in the operation of television stations and production fields.~~

Assignment to Facilities Maintenance Division includes these additional Essential Functions:

- Manages the facility operation, maintenance, and repair of County-owned buildings and parks through subordinate supervisors. This includes managing the following functions: maintenance, engineering, electrical, plumbing, painting, and carpentry services.
- Determines methods and procedures for proper use of materials and labor with subordinate supervisors. Develops and maintains facility standards for County-owned buildings. Makes recommendations regarding maintenance, staffing and improvements.
- Manages the preventative program for the County. Initiates maintenance work orders and requisitions to accomplish non-routine repairs. Determines through subordinate supervisors major repair needs of facilities and equipment to support ongoing major maintenance program.
- Develops and manages the budget for maintenance and repair of County-owned buildings. Analyzes and recommends the most cost-effective approach to inventory, maintenance, repair, and renovation of facilities.
- Investigates and makes recommendations regarding policies, special projects, major maintenance and capital improvement projects.

- Assists in development and administration of contracts and specifications.
- Responsible for the development and oversight of a multi-year facility and building systems maintenance and replacement plan; oversees and maintains facilities equipment inventory.

Assignment to Fleet Services Division includes these additional Essential Functions:

- Plans, directs, organizes, supervises and coordinates the fleet services activities of the motor vehicle fleet and garage maintenance services.
- Oversees, operates and maintains the automated fleet management and fueling system network; tracks and reviews vehicles, parts inventories, shop labor, fuels, and vehicle utilization;
- Establishes and implements policies and procedures for preventive maintenance of vehicles and equipment, and vehicle replacement.
- Reviews and analyzes utilization documentation to recommend vehicle assignment to departments.
- Furnishes cost estimates to departments for repair work to be performed.
- Writes requisition specifications to ensure purchase of quality fleet vehicles, equipment and parts.
- Directs the service, repair and preventive maintenance programs of County vehicles to maintain quality automotive services; periodically reviews repair work and procedures to ensure accuracy, completeness, and efficiency.
- Interprets and applies regulatory requirements associated with air pollution control, and underground fuel storage tanks, assures compliance with local, state and federal regulations for maintenance, repair, inspection and operation of vehicles and equipment.

Assignment to Purchasing Division includes these additional Essential Functions:

- Assesses, organizes, coordinates and directs the purchasing of goods and services County-wide.
- Manages the solicitation of bid proposals, analyzes bids, makes awards, and prepares contracts.
- Responsible for managing the negotiation and administration of County contracts, purchase orders, and purchasing agreements.
- Keeps abreast of changes in regulations, current trends, product information and practices regarding professional purchasing.
- Establishes policies and procedures for Purchasing Card (P-Card) procurements; monitors and reports on P-Card activity and acts as program coordinator for management of P-Card procurement authority on behalf of the County of Kern.
- Coordinates the identification, distribution and disposal of surplus County property.

Assignment to Real Property Division includes these additional Essential Functions:

- Plan, organize, coordinate and direct the activities involving property appraisal, acquisition, including eminent domain proceedings, relocation assistance, right-of-way, franchise agreements, facility leasing, gratuitous service agreements, property management and disposal of surplus real property of the County of Kern.
- Act as a lead negotiator on real property matters.
- Confer with and act as real estate consultant to department heads concerning problems and activities relating to the purchase, sale, lease and rental of property for the County as it affects the operation of their departments.
- Work with private appraisers, surveyors and other professionals employed for specific projects, and review and approve work of said individuals for County use.
- Keep records of leases and maintain continual supervision over leased and rented property to enforce compliance of lease provisions.
- Oversees the County's energy coordination efforts for performing energy audits, improving efficiency and maximizing savings.
- Maintains the database of occupancy/vacancy rates of County-owned facilities.
- Authorizes the monthly billing and payment of accounts.

Assignment to Support Services Division includes these additional Essential Functions:

- Plans, organizes, coordinates and directs all activities of Building Services, Mail Services and facility reservation system through subordinate staff; may assist with supervision of reception staff.
- Confers regarding legislation affecting departmental operations; ensures that departmental policies and procedures for compliance adhere to applicable laws and regulations; develops or revises policies and procedures.
- Serves as the department safety officer; conducts safety meetings and monitors the safety training program for employees; maintains safety policies and manuals.
- May assist with personnel matters such as interviewing, investigations, job classification analysis and assignments, and provide department-wide training to employees on topics as identified by management staff.
- Coordinates with IT staff to maintain the content of General Services intranet (GSNet), and General Services-related content on the County intranet (CountyNet) and County website.
- May act as facilitator or committee member for departmental RFPs; may participate as evaluator for Best Value Bids; may assist in negotiating and administering county contract and MOUs.
- Represents department management as internal liaison with staff, and external liaison with representatives from other County departments, governmental agencies and public entities.
- Conducts and prepares or supervises the preparation of special studies, research, analysis, reports, memoranda, and correspondence.

Assignment to Parks and Grounds Division includes these additional Essential Functions:

- Oversees the maintenance and operational functions of parks, landscaping and green spaces through subordinate staff or contracted vendors.
- Plans, organizes, coordinates and directs all activities of turf, tree, shrubbery and irrigation maintenance in parks and around county facilities.
- Ensures that all equipment in parks is in good, safe working order for the enjoyment of the public; coordinates for replacement or repair of damaged equipment.
- Confers with staff to evaluate the safety of trees to evaluate for conditions that could pose a safety risk to users of parks and around county buildings; coordinates with staff for trimming or removal of trees when necessary.
- Coordinates with staff and volunteer groups for park beautification projects.

Other Functions:

- Makes presentations; leads group discussions.
- Acts as departmental liaison with the media.
- Holds regular staff meetings.
- Performs other related duties as required.

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or closely related field AND five (5) years of progressively responsible experience in government or business in an administrative and/or supervisory capacity; OR any equivalent combination of training and experience. Some assignments may require additional licenses, training or certification.

Dependent upon assignment, applicants may be required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor and traffic offenses will be assessed on a case-by-case basis.

Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: the principles and practices of management, organization, supervision and budgeting; accepted principles and practices of governmental operations.

Ability to: analyze technical and administrative problems and adopt effective courses of resolution; plan, supervise and evaluate subordinate personnel; establish and maintain effective and cooperative work relationships with County officials, fellow employees, vendors, clients, and the public; communicate effectively orally and in writing; and prepare clear concise reports.

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 04/01/2025 DATE

CHIEF HUMAN RESOURCES OFFICER 4.7.25 DATE

Item #	0643
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	71.0
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	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	April 2025

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

April 14, 2025

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

PROPOSED REVISED SPECIFICATION FOR SPECIAL DEPUTY SHERIFF

The Human Resources Division requests approval of the attached revisions to the Special Deputy Sheriff job specification.

Currently, Special Deputy Sheriff includes essential functions and employment standards dependent on the area of assignment in Law Enforcement or as a Background Investigator. The County of Kern is now proposing to remove the Background Investigator language since these functions are no longer performed by this specification. In October of 2023, your Commission and the Board of Supervisors approved the creation of the Sheriff's Background Investigator I/II series which has since been responsible for these functions. Other minor formatting and language updates have also been made to ensure the specification is in our current format.

Special Deputy Sheriff is an unrepresented specification.

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

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Donny Youngblood, Sheriff-Coroner-Public-Administrator

Special Deputy Sheriff
Bargaining Unit: U
Salary Range: $37.74/Hour
~~**Option 1: Law Enforcement**~~
~~**Option 2: Background Investigations**~~

Definition:

Under supervision, to perform routine law enforcement work on a limited term basis as needed by the Sheriff's Office and to do related work as required.

~~**Distinguishing Characteristics**~~

This classification is established for use by the Sheriff's Office where extra help or limited term assignments are needed. Due to the unique nature of the assignments and the limited availability of reserve deputies and others with experience in law enforcement work, the age and physical requirements found in the Deputy Sheriff classification are waived.

Essential Functions:

~~**Option 1 – Law Enforcement:**~~

- Acts as a Deputy Sheriff assigned to a detentions setting; responsible for receiving, booking, supervising and searching prisoners.
- Prepares complete and accurate reports as required in various areas of law enforcement.
- Transports, guards and/or escorts inmates to specified locations inside and outside detentions facilities.
- Assists as a bailiff or guard in all County courts.
- Attends training.
- As determined by the Sheriff and under supervision, performs other law enforcement related duties as assigned.
- ~~May perform the functions described under Option 2 – Background Investigations.~~
- Performs other related duties as required.

~~**Option 2 – Background Investigator:**~~

- ~~Conducts thorough background investigations on sworn and civilian applicants.~~
- ~~Obtains and reviews records from various data systems to determine candidate suitability.~~
- ~~Interviews employers, co-workers, neighbors, personal references and other persons relevant to the background investigation.~~
- ~~Prepares detailed and accurate reports in order to allow a reviewer to draw reasonable and logical conclusions about the perspective candidates.~~

- ~~Performs other related duties as required, but is precluded from performing law enforcement duties as described under Option 1 – Law Enforcement~~

Employment Standards:

~~**Option 1 – Law Enforcement:**~~

High school diploma, G.E.D. or equivalent AND possession of a current Basic or higher P.O.S.T. Certificate OR successful graduation from a California P.O.S.T. approved Police or Sheriff's Academy (Basic Peace Officer Course) within the last three (3) years.

OR

A Current Level II ~~r~~Reserve Deputy/Officer status. ~~for assignments in metro Court.~~

Possession of a California Class C Driver's License; specialized licenses required for some assignments.

~~**Option 2 – Background Investigator:**~~

~~High school diploma, G.E.D. or equivalent AND a minimum of one (1) year of investigative experience with a law enforcement agency.~~

~~Possession of a California Class C Driver's License; specialized licenses required for some assignments.~~

Knowledge of: Federal, State, and County codes and ordinances and department rules and regulations relating to law enforcement; modern approved principles and procedures of law enforcement work; court and evidence procedures; court decisions affecting law enforcement practices; public relations and communication skills and arithmetic calculations.

Ability to: Read and write at a level necessary to perform the duties of a Deputy Sheriff; read and understand County ordinances, State laws, general literature pertaining to law enforcement, departmental orders, policies, procedures and instructions; adopt quick, effective courses of action, with regard to surrounding hazards and circumstances; write clear concise reports; understand and follow directions; learn proper radio procedures and the use and care of various equipment.

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 4/7/25

CHIEF HUMAN RESOURCES OFFICER — DATE 4.7.25

Item #	4498
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	D
Basis of Pay (Bi-Weekly/Hourly)	Hourly
Approved Salary Range	$37.74/Hour
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	3
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	U
HR Analyst	Nesrine Annan
Reviewed By	Brenda Guerra
CAO Analyst	Joseph Arriola
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	N/A
Creation Date	April 2025

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

April 14, 2025

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

PROPOSED REVISED SPECIFICATIONS FOR PARK RANGER TRAINEE AND PARK RANGER

The Human Resources Division requests approval of the attached revisions to the Park Ranger Trainee and Park Ranger specifications.

The County of Kern is proposing to include an employment standard that establishes a minimum age requirement of 21 years of age upon appointment to both specifications. We are required to include this requirement in order to comply with California Government Code 1031.4. This legislation requires that Peace Officers by an agency that participates in the Peace Officer Standards and Training (POST) program shall be at least 21 years of age at the time of appointment.

In addition, we have updated all references to the required PC 832 certificate to reflect the certificates current title.

Park Ranger Trainee and Park Ranger are represented by the Service Employees' International Union Local 521. The Human Resources Division has received concurrence from the Union.

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

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Donny Youngblood, Sheriff-Coroner-Public-Administrator

Park Ranger Trainee
Bargaining Unit: 3
Salary Range: 57.7 ($4,062-$4,854 /mo.)

Definition:

Under direction, attends structured training courses designed to qualify trainees for the position of Park Ranger~~-I~~ and learns the duties necessary to protect park patrons, resources and properties administered by the Kern County Sheriff's Office.

This classification is a trainee position in the Park Ranger series requiring no previous law enforcement experience. Incumbents shall be required to enter into a Peace Officer Standards and Training (POST) certified PC 832 Arrest, ~~Search and Seizure' and 'Arrest~~ and Firearms training program upon appointment. Employees in this classification will be required to work evenings, nights, weekends and holidays. Vacations may be limited to low recreational usage months.

Appointment to Park Ranger is subject to the approval of the Sheriff or his designee. Failure to be enrolled in a PC 832 Arrest~~, Search and Seizure' and 'Arrest~~ and Firearms certification program and/or successfull~~y~~ completione ~~of~~ P.~~O.~~S.T~~.~~ courses within six (6) months of the date of appointment will result in termination. Incumbents in the Trainee classification are temporary employees, and time spent in the classification does not meet the probationary requirements for Park Ranger.

Essential Functions:

- Attends a POST certified training program and maintains at least the minimum levels of proficiency in all levels of training.
- Obtains a First Aid and CPR Card.
- Fulfills requirements necessary for appointment to the position of Park Ranger.
- Practices community-oriented policing and conflict de-escalation.
- Participates in scenarios to develop and maintain good relations with the public and interact with the public to resolve issues, gain compliance and build trust.
- Participates in any other related and supplemental training.
- Performs other duties of a similar nature or level as required.
- Operates various land and water law enforcement vehicles and safety equipment.

Employment Standards:

High School Diploma, G.E.D. or equivalent.

Possession of a valid California Class C Driver's License is required upon appointment.

In accordance with Government Code Section 1031, to be appointed as a peace officer in California, incumbents must be legally authorized to work in the United States under federal law.

Physical and Psychological Requirement: Applicants must be found to be free from any physical, emotional, or mental condition including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Physical Exam: Passing of a rigid medical exam by a County physician is required.

Vision: Correctable to 20/20. No color deficiency or permanent/progressive eye abnormalities.

Hearing: No hearing deficiency.

Minimum Age: 20.5 years of age by the final filing date, must be 21 years of age upon appointment to Park Ranger Trainee.

Character: Applicants must have a reputation for honesty and trustworthiness and be of good moral character, as determined by a thorough background investigation. Felony law violations will be disqualifying, and except for a limited number of minor traffic offenses, misdemeanor offenses may also be disqualifying. Must be a U.S. Citizen or a permanent resident alien who is eligible for and has applied for citizenship. Appointees will be fingerprinted and required to pass an extensive background investigation.

Psychological Examination: Emotional and mental conditions shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission of Peace Officer Standards and Training. Evaluation is designed for the conduct of pre-employment psychological screening of peace officers.

Knowledge of: English grammar and spelling, and general mathematics

Ability to: Establish and maintain effective working relationships with employees and the public; to think and react quickly and adapt an effective course of action; understand and follow oral and written directions; read, interpret and understand state and federal laws and County ordinances; stay calm and respond appropriately during highly stressful situations; develop skill in the use of firearms and other law enforcement equipment; write clear, grammatically correct and concise reports; and perform general mathematical calculations

Supplemental:

A background check, medical and psychological exam will be conducted for this classification prior to appointment.

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 4/7/25 DATE

CHIEF HUMAN RESOURCES OFFICER 4.7.25 DATE

Item #	5250
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	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.7
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	1
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	April 2025

Park Ranger
Bargaining Unit: 3
Salary Range: 63.8 ($5,507-$6,581 /mo.)

Definition:

Under supervision, performs duties necessary to protect park patrons, resources and properties administered by the Kern County Sheriff's Office. Incumbents are Peace Officers (PC) with limited powers under California Penal Code Section 830.31(b).

This classification is the entry-level Peace Officer position in the Park Ranger flexible series and requires Peace Officer Standards and Training (POST) certified course certificates for PC 832 Arrest~~, Search and Seizure' and 'Arrest~~ and Firearms. Incumbents are expected to effectively and independently deal with a range of law enforcement situations, including crowds, and be able to enforce laws and regulations within assigned areas. Incumbents practice community-oriented policing by interacting and collaborating with the public to identify issues and develop solutions to detect, prevent and investigate crime. Employees in this classification will be required to work evenings, nights, weekends and holidays. Vacations may be limited to low recreational usage months. This position shall require incumbents to carry a firearm, pepper spray or other controlling device with proper training (baton, taser, etc.).

Essential Functions:

- Makes periodic patrols of assigned areas by foot, bicycle or in a motorized vehicle or vessel.
- Practices community-oriented policing and conflict de-escalation.
- Meets the public and provides information in order to foster an understanding of state, federal and local laws and park rules and regulations.
- Responds to situations, including emergencies, involving public safety and the protection of property including the administration of first aid prior to the arrival of other agencies.
- Communicates clearly with dispatcher to provide information regarding crimes and public safety concerns.
- Oversees daily activities of assigned personnel in the care of park or recreational facilities.
- Maintains proficiency and operates various land and water law enforcement and safety-related vehicles and equipment.
- Attends training courses, as assigned.
- Maintains records and completes reports of actions taken.
- Directs traffic and enforces rules and regulations at County parks and lakes.
- Issues citations for violations and may make arrests or detain subjects, when necessary.
- Investigates crimes that occur within Kern County Parks and County properties to promote public safety, utilizing state, federal and local laws; provides court testimony as required.
- Maintains a working knowledge of County policies and procedures, case law, and other law enforcement literature.
- Collects various park fees and makes deposits.
- Provide security to assigned County buildings, which may include training and operation of magnetometers and x-ray equipment.
- Performs other related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, and must possess certified certificates for PC 832 Arrest~~, Search and Seizure' and 'Arrest~~ and Firearms.

Possession of a valid California Class C Driver's License, ~~at the time of appointment~~, Standard First Aid and CPR Certificates at the time of appointment.

In accordance with Government Code Section 1031 to be appointed as a peace officer in California, incumbents must be legally authorized to work in the United States under federal law.

Physical and Psychological Requirements: Applicants must be found to be free from any physical, emotional, or mental condition including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Physical Exam: Passing of a rigid medical exam by the County is required.

Vision: Correctable to 20/20. No color deficiency or permanent/progressive eye abnormalities.

Hearing: No deficiency.

Minimum Age: 20.5 years of age by the final filing date; must be 21 years of age upon appointment to Park Ranger.

Character: Applicants must have a reputation for honesty and trustworthiness. Felony law violations will be disqualifying, and except for a limited number of minor traffic offenses, misdemeanor offenses may also be disqualifying. Must be a U. S. Citizen or a permanent resident alien who is eligible for and has applied for citizenship. Appointees will be fingerprinted and required to pass an extensive background investigation prior to appointment.

Knowledge of: Federal, State, and County codes and ordinances related to safety and law enforcement; modern approved principles and procedures of law enforcement work; principles of community oriented policing; handling both water and land patrol vehicles; operation of law enforcement and safety equipment; safety and general law enforcement practices; courtroom procedures for testimony; general supervision techniques; collecting, receipting and accounting for money.

Ability to: Establish and maintain effective working relationships with employees, the public and other agencies; handle criminal investigations; think and react quickly and adapt an effective course of action; operate law enforcement and safety equipment; understand and follow oral and written directions; read, interpret and understand state and federal laws and county ordinance keep precise records and write citations; write clear, grammatically correct and concise reports;

and perform general mathematical calculations.

Supplemental:

A background check, medical and psychological exam will be conducted for this classification prior to appointment.

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 4/7/25 DATE

CHIEF HUMAN RESOURCES OFFICER 4.7.25 DATE

Item #	5249
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	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	63.8
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	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	April 2025

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

April 14, 2025

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

PROPOSED REVISED SPECIFICATION FOR SHERIFF'S DETENTIONS DEPUTY TRAINEE

The Human Resources Division requests approval of the attached revisions to the Sheriff's Detentions Deputy Trainee job specification.

The Human Resources Division is proposing to update the definition of this job specification to establish expectations of the formal training program. Currently, incumbents complete the Standards and Training for Corrections (STC) CORE course in the first five weeks of hire then transition to the Regional Training Center for additional formal training. These revisions now articulate the specific subject matter in the program, such as health and safety codes pertaining to jail facilities, report writing, defensive tactics and firearms training. This combination of classroom instruction and physical training is essential to incumbents as they prepare to promote into an armed status.

This specification is represented by the Kern County Detention's Officer Association. The Human Resources Division has received concurrence from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specification titled Sheriff's Detentions Deputy Trainee be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Donny Youngblood, Sheriff-Coroner-Public-Administrator

Sheriff's Detentions Deputy Trainee
Bargaining Unit: T
Salary Range: Flat Bi-weekly ($1,847.20)

Definition:

Under direct supervision and in a learning capacity, attends structured training courses designed to qualify trainees for the position of Sheriff's Detentions Deputy and Sheriff's Detentions Officer.

Sheriff's Detentions Deputy Trainee may be appointed for a period not to exceed six months. Upon successful completion of the Standards and Training for Corrections (STC) Correctional Officer Core Course (CORE) course, and a formal training program, the trainee must qualify for appointment as a probationary Sheriff's Detentions Deputy or Sheriff's Detention Officer or be terminated from the trainee position.

~~Incumbents learn~~ The formal training program consists of classroom instruction about the principles of community-oriented policing to effectively interact and collaborate with the public and in-custody individuals in order to gain compliance and solve problems for detection and prevention of crime within a jail facility. Incumbents may also participate in course work, including but not limited to, health and safety codes pertaining to jail facilities, report writing, defensive tactics and firearms training.

Essential Functions:

- Attends the Corrections Officer CORE course, maintaining at least minimum levels of proficiency in all course subjects.
- Completes introduction and indoctrination training which may include assignments as a detentions officer in a learning capacity within Sheriff's Office custodial facilities; learns functions related to the supervision of inmates, including maintaining security and monitoring inmate behavior.
- Fulfills all requirements necessary for appointment to the position of Sheriff's Detentions Deputy or Sheriff's Detentions Officer.
- Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.
- Practices collaborative problem solving and conflict de-escalation for jail facilities and custodial assignments.
- Learns community-oriented policing philosophy to enforce laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationality, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.
- Develops and maintains personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code of Ethics.
- Performs other duties of a similar nature or level as required.
- May be required to work shifts, weekends and holidays; assignments may include work in outlying County areas.

Employment Standards:

High School Diploma, G.E.D. or equivalent.

Possession of a valid California Class "C" Driver's License is required at the time of appointment.

In accordance with Government Code Section 1031 to be appointed as a peace officer in California, incumbents must be legally authorized to work in the United States under federal law.

Physical and psychological requirements: Applicants must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Medical Examination: Candidates must pass a rigid post-employment offer, pre-placement examination given by the County physician. It may include, but not be limited to, spine and chest x-rays, blood chemistry and electrocardiograph tests, hearing and vision test, functional capacity examination and psychological examination.

Character: A thorough background investigation, including fingerprinting, is required. Applicants must have a reputation for honesty and trustworthiness. Felony law convictions will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation.

Minimum age: Applicants must be 18 years of age by the final filing deadline.

Psychological Examination: Emotional and mental condition shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission of Peace Officer Standards and Training. Evaluation is designed for the pre-employment psychological screening of applications to determine suitability as a peace officer.

Knowledge of: Grammar and spelling; principles of community-based policing.

Ability to: Give clear verbal instructions/directions, testify, and other oral communication; understand and follow oral instructions from others; understand facility forms, reports, manuals and laws pertaining to corrections; accurately observe, recall, and report behavior; maintain discipline without causing unnecessary tension; work with others and interact with diverse individuals and groups; have tolerance for the stress of working in a potentially dangerous environment; have tolerance of highly structured, regimented work environment; maintain self-control when confronted with verbal harassment or threats; stay calm and respond with composure in emergencies; work under close supervision; obey authority; perform repetitive tasks effectively or tolerate long periods of inactivity; establish effective interpersonal relationships at all organizational levels and with the public.

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

4/7/25
DATE

CHIEF HUMAN RESOURCES OFFICER

4.7.25
DATE

Item #	4547
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	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	F/B $1,847.20
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	4
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	T
HR Analyst	Michael Johnston
Reviewed By	Brenda Guerra
CAO Analyst	Joe Arriola
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	April 2025

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

April 14, 2025

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

PROPOSED REVISED SPECIFICATION FOR KCERA DIRECTOR OF COMPLIANCE

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

Currently, KCERA 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 four (4) 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 four (4) 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. This revision also aligns the employment standard for the KCERA Director of Compliance specification with the employment standard for KCERA Deputy Director of Compliance specification.

KCERA Director of Compliance is non-represented management position.

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

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Dominic Brown, KCERA Chief Executive Officer

KCERA Director of Compliance
Bargaining Unit: M
Salary Range 73.8 ($9,067-$10,836/mo.)

Definition:

Under general 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 Director of Compliance (KDOC) is an upper management position that reports directly to the KCERA Chief Executive Officer. The KDOC is responsible for serving as a technical advisor to the KCERA Chief Executive Officer (KCEO) 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; and 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 four (4) years of increasingly responsible experience in designing and developing compliance systems in a large 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 four (4) years of experience overseeing fiscal compliance programs, including establishing organizational policies, 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 job functions.

Preferred Qualifications:

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

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 A Brown

DEPARTMENT HEAD

April 3, 2025
DATE

Mandy Mc for

CHIEF HUMAN RESOURCES OFFICER

4/3/25
DATE

Item #	0504
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	76.0
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	4
Bargaining Unit	M
HR Analyst	Kimberlyn A. 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	April 2025

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

April 14, 2025

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

PROPOSED NEW JOB SPECIFICATION TITLED SUPERVISING FIRST RESPONDER PARAMEDIC

The Kern County Fire Department (KCFD) requests approval of the attached new job specification titled Supervising First Responder Paramedic.

The newly created Supervising First Responder Paramedic is a non-sworn classification assisting with the span of control throughout the KCFD's Emergency Medical Services Division. This position will oversee medical operating units consisting of First Responder Medical Unit Operators and First Responder Paramedics. The classification will be responsible for the day-to-day operations of the medical units, preparing response plans, and providing training for new staff as well as mandated and refresher training. This role will be focused on field operations.

The Kern County Firefighters Union, Civilian Non-Safety, is in support of the proposed new job specification.

Therefore, **IT IS RECOMMENDED** that your Commission REVIEW AND APPROVE the proposed new job specification titled Supervising First Responder Paramedic.

Sincerely,

Tracey Eldridge
Chief Human Resources Officer

cc: Aaron Duncan, Fire Chief &Director of Emergency Services

DEPARTMENT HEAD

4/4/25
DATE

CHIEF HUMAN RESOURCES OFFICER

4/4/25
DATE

Item #	3279
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	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	66.1
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	O
HR Analyst	C. Ramirez
Reviewed By	B. Guerra
CAO Analyst	J. Arriola
Chief HR Officer	T. Eldridge
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	01/13/25

Supervising First Responder Paramedic
Bargaining Unit: 0
Salary Range 66.1 ($6,176-$7,381/mo.)

Definition:

Under direction of a Battalion Chief, the incumbent is responsible for the direct day to day supervision of First Responder Paramedics and First Responder Medical Unit Operators personnel. Incumbent will perform performative and procedural review (CQI, QA etc.) of reports generated from Emergency Medical Services (EMS) providers at Fire.

The Supervising First Responder Paramedic is distinguished from First Responder Paramedic in that the supervisory authority over staff in the department and handles complex matters and projects including maintaining shift schedules and staffing, critical case review and inventory management.

Incumbents serve a probationary period of twelve (12) months. Incumbents must be able to work any shift assignment, including nights, weekends and holidays, overtime, including 8, 10, 12-hour shifts in any area of Kern County.

Essential Functions:

- Supervises First Responder Paramedics and First Responder Medical Unit Operators.
- Assists in the evaluation of the Fire Department EMS delivery system for compliance with existing Federal, State, and Local regulations and guidelines
- Oversees daily staffing schedules, accurate payroll input and compliance, and generates reports related to daily work including but not limited to employee performance evaluations
- Develops EMS curriculum, conducts training and certification, and handles audits and reviews of EMS training programs
- Provides emergency medical service training, quality assurance, and improvement and skills performance evaluations for Fire Department EMT's and Paramedics
- Responds to emergency calls for service; provides Advanced Life Support (ALS) and Basic Life Support (BLS) patient care on scene; assess, treat, and stabilize critically ill and injured patients according to accepted LEMSA and Kern Couty Fire Department protocols and practices; intervenes and assumes the duties of subordinate when deemed necessary
- Completes and maintains reports and equipment inventory
- Complete and maintain quality improvement evaluations of patient care reports.
- Performs any of the job duties of First Responder Paramedic or First Responder Medical Unit Operator
- Maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA)
- Stays abreast of current trends and maintains subject matter currency through individual study of technical material and attendance at scheduled drills and classes
- Meets and maintains department physical fitness standards

- Safely drives and operates emergency response vehicles
- Assists in training other department personnel in emergency medical protocols and makes public presentations as assigned
- Other duties as assigned

Employment Standards:

- High school diploma, G.E.D., or equivalent.
- Two years of experience as a licensed Paramedic by the California EMS Authority.

Possess and maintain the following licenses/certifications:

- Valid California Class C Driver's License.
- Valid DMV Ambulance Driver Certificate.
- Valid Paramedic license issued by the California State EMS Authority.

Preferred Qualifications:

- Experience as a Kern County accredited Paramedic responding to 911 calls in the prehospital emergency care system. Valid CPR and ACLS certifications
- Prior preceptor experience or ability to precept paramedics
- Valid Paramedic accreditation issued by Kern County EMS

Knowledge of: Current Kern County Paramedic protocols; English language and grammar; basic record keeping; basic computer skills; safe and effective operation of emergency vehicles and current vehicle codes.

Ability to: handle calls with tact and good judgement; to lift and carry heavy objects, including moving and transporting patients; provide guidance and direction to subordinates; and utilize personal computer and related software.

Physical Requirements:

Physical Examination: A rigid medical examination by the County Physician is required. Includes Spine and Chest, X-Rays, Blood Chemistry, and Electro-cardiograph tests. Weight must be proportionate to height and age. Must meet and maintain county physical fitness requirements.

Vision: 20/40 uncorrected in each eye, corrected to 20/20 – with gas permeable or hard contact lenses or spectacles. Must pass color vision test. No permanent or progressive eye abnormalities. Any eye condition that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.

Hearing: On audiometric testing, 25 decibels @ 500, 1000, 2000 or 3000 AND an average of 25 decibels for all four (4) frequencies in both ears, age corrected, using audiometric equipment calibrated to ANSI Standards and without the use of hearing aids. Any ear condition or hearing impairment that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.

Minimum Age: Applicants must have reached their 18th birthday by the application filing deadline.

Character: 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 complete and pass an extensive background investigation or be disqualified.

Supplemental

A background check may be conducted for this classification.

Following 24 months of full-time employment and with standard performance appraisal may be granted an oral interview for acceptance into the Kern County Fire Department Recruit Academy.

As a condition of employment, the appointee shall adhere to the Kern County Fire Department's Administrative Policy 104.40. Grooming Standards and 108.70, Tobacco Use Policy during his or her tenure with the Kern County Fire Department.

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.

New Job Specification
April 14, 2025
Item# 3279