SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, August 11, 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.

COMMISSION TO RECONVENE

Commissioners: Agbalog, Holt, Johnson, Bowers, Price
ROLL CALL: 4 Present; 1 Absent– Johnson

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, July 14, 2025.* **APPROVED; BO/HO; 4 AYES; 1 AB – JO**

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

9779 Senior Human Resources Specialist - Non Confidential
9780 Automotive Parts Storekeeper
9781 Building Inspector
9782 Senior Office Services Specialist
9783 Departmental Aide - PT - Shift - Delano
9784 Structural Maintenance Superintendent - Option 1 - DP - Fire
9785 Sheriff's Detentions Deputy Trainee - Shift
9786 Identification Technician I/II - Shift
9787 Fiscal Support Specialist
9788 Maintenance Electrician
9789 Warehouse Supervisor
9790 Deputy Sheriff Trainee - Shift
9791 Deputy Chief Information Technology Officer
9792 Environmental Health Specialist I/II/III
9793 Wastewater Treatment Plant Operator I/II/III - Department Promotional - Public Works
9794 Animal Care Worker - Shift
9795 Senior Human Resources Specialist-Non-Confidential Department Promotional-DHS
9796 Youth Services Officer - Probation
9797 District Attorney's Investigator
9798 Administrative Coordinator - DP - Probation
9799 Departmental Aide - Part-Time - Shift - Buttonwillow
9800 Local Area Network Systems Administrator
9801 Fire Equipment Mechanic
9802 Auditor-Controller's Division Chief
9803 Sheriff's Aide - DP
9804 Behavioral Health Planning Analyst
9805 Geographic Information Systems (GIS) Specialist
9806 Workforce Development Program Manager-DP-CAO

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. Wildland Firefighter - Item No. 4646 – Cassandra Ramirez, Human Resources Recruiter, heard; **APPROVED; BO/PR; 4 AYES; 1 AB – JO**

5. **Civil Service Rule 906.40 -** First Reading of Revised Amendment to Rule 906.40 of the Civil Service Commission – Michael Goulart, Assistant Chief Human Resources Officer, heard.
A. Proposed revision of CSC Rule 906.40, per Rule 2301.00 to align with the intent of Civil Service Rule 505.10, ensuring employees who are laid off have a clear pathway to reemployment.
a. Delete the word "not" in the current language of Civil Service Rule 906.40 to remove ambiguity regarding an employee's eligibility for placement on the reemployment list following a layoff.
b. Replace the reference to "Civil Service Rule 505" with a more specific reference to "Civil Service Rule 505.10" to properly reflect the procedures for reemployment lists.

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 one heard.

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. No one heard.

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)). Commissioner Holt heard regarding resignation; Commissioners Bowers, Price, and Agbalog heard regarding thanking Commissioner Holt for his service to the Commission and Kern County.

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 – Re-Schedule Hearing Dates
   Detentions Deputy (Sheriff's Office) – Case No. 2024-0154 – Hearing dates scheduled for February 17, 18, & 19, 2026

2. Sheriff Employee – Re-Schedule Hearing Dates
   Deputy (Sheriff's Office) – Case No. 2023-0004 – Counsels agreed to not have item heard.

3. Sheriff Employee – Schedule Hearing Dates
   Deputy (Sheriff's Office) – Case No. 2024-0211 – Hearing dates scheduled for January 14, 15, 21, & 22, 2026

4. PUBLIC EMPLOYEE APPOINTMENT/RECRUITMENT - Title: Civil Service Officer (Government Code Section 54957) - Item continued to Special Meeting on Wednesday, August 13, 2025

5. CONFERENCE WITH LEGAL COUNSEL – FORMALLY INITIATED LITIGATION. (Government Code Section 54956.9(d)(1) and (g)). Name of case: Service Employees International Union Local 521, v. County of Kern, Kern County Civil Service Commission, Case No. LA-CE-1718-M

COMMISSION RECONVENED FROM CLOSED SESSION; NO REPORTABLE ACTION TAKEN; ADJOURNED TO SPECIAL MEETING ON AUGUST 13, 2025

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, July 14, 2025
5:30 p.m.

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS

AMERICANS WITH DISABILITIES ACT
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COMMISSION TO RECONVENE

Commissioners: Agbalog, Holt, Johnson, Bowers, Price
ROLL CALL: 3 Present; 2 Absent– Price, Holt

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, June 9, 2025* - **APPROVED; BO/JO; 3 AYES; 2 AB – PR, HO**

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

9754	Sheriff's Program Technician
9755	Departmental Aide - PT - Shift - Lake Isabella
9756	Human Services Technician - Bilingual
9757	Civil Service Commission Officer
9758	Departmental Aide - PT - Shift - Lamont
9759	Departmental Aide - PT - Shift - California City
9760	Senior Deputy Sheriff - DP
9761	Sheriff's Sergeant - DP
9762	Assistant Director of Workforce Development - DP - County Administrative Office
9763	Air Quality Engineer
9764	Program Support Supervisor-DP-BHRS
9765	Fire Equipment Service Worker
9766	Fire Dispatcher I/II
9767	Sheriff's Program Specialist
9768	Child Support Attorney V
9769	Sheriff's Detentions Deputy - Lateral
9770	Sheriff's Civil Litigation & Risk Management Coordinator
9771	Fire Equipment Technician
9772	Accountant - Department Promotional - Planning and Community Development
9773	Legal Secretary
9774	Social Service Worker I/II - Department of Human Services
9775	Business Manager - Department Promotional - Fire
9776	Database Analyst I/II - DP - Sheriff
9777	Maintenance Supervisor
9778	Social Service Supervisor II - DP - DHS

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. Communications Technician and Senior Communications Technician - Item Nos. 0993 and 0992 – Deonka Rufus, Senior Human Resources Analyst, heard; **APPROVED; BO/JO; 3 AYES; 2 AB – PR, HO**
B. Librarian and Senior Librarian - Item Nos. 4172 and 4171 – Katie Barnett, Human Resources Analyst, heard; **APPROVED; BO/JO; 3 AYES; 2 AB – PR, HO**
C. Deputy Clerk of the Board, Item No. 3061 – Michael Johnston, Senior Human Resources Analyst, heard; **APPROVED; BO/JO; 3 AYES; 2 AB – PR, HO**
D. District Attorney's Investigator and Senior District Attorney's Investigator - Item Nos. 4426 and 4421 – Michael Johnston, Senior Human Resources Analyst, heard; **APPROVED; BO/JO; 3 AYES; 2 AB – PR, HO**

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 204.2 – Donna Garcia, Human Resources Analyst, heard; Items 5A-5C heard concurrently; **APPROVED; JO/BO; 3 AYES; 2 AB – PR, HO**
A. Youth Care Associate - Item No. 1557
B. Youth Care Specialist - Item No. 1556
C. Youth Care Supervisor - Item No. 1555

6. **Civil Service Officer:** Ad Hoc Committee report on Civil Service Officer position; discuss scheduling of interviews – Commissioner Agbalog heard regarding number of applications reviewed regarding open position. Ad Hoc Committee narrowed down applicants to top 15 and asked Commission members to review applicants; Commissioner Johnson heard.

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 - No one heard

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 - No one heard

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. Sheriff Employee - Schedule Hearing Dates
   Deputy (Sheriff's Office) – Case No. 2023-0006, 2023-0013, 2023-0014

COMMISSION RECONVENED FROM CLOSED SESSION; NO REPORTABLE ACTION TAKEN; ADJOURNED TO REGULAR MEETING ON AUGUST 11, 2025

Test Schedule						
Exam #	**Recruitment Title**	**Open Date**	**Close Date**	**Recruiter Assigned**	**Action**	**Request Date**
9779	Senior Human Resources Specialist - Non Confidential	7/1/2025	7/14/2025	RoM	Open	6/30/2025
9780	Automotive Parts Storekeeper	7/1/2025	7/14/2025	RoM	Open	6/30/2025
9781	Building Inspector	7/1/2025	7/14/2025	RoM	Open	6/30/2025
9782	Senior Office Services Specialist	7/7/2025	7/21/2025	TN	Open	7/1/2025
9783	Departmental Aide - PT - Shift - Delano	7/2/2025	7/16/2025	KB	Open	7/2/2025
9784	Structural Maintenance Superintendent - Option 1 - DP - Fire	7/7/2025	7/11/2025	CMR	DP	7/2/2025
9785	Sheriff's Detentions Deputy Trainee - Shift	7/7/2025	Continuous	TN	Open	7/3/2025
9786	Identification Technician I/II - Shift	7/7/2025	7/21/2025	NAA	Open	7/7/2025
9787	Fiscal Support Specialist	7/30/2025	Continuous	MGV	Open	7/7/2025
9788	Maintenance Electrician	7/9/2025	7/22/2025	DMR	Open	7/8/2025
9789	Warehouse Supervisor	7/9/2025	7/22/2025	DMR	Open	7/8/2025
9790	Deputy Sheriff Trainee - Shift	7/9/2025	Continuous	NAA	Open	7/9/2025
9791	Deputy Chief Information Technology Officer	7/11/2025	7/21/2025	MGV	Open	7/10/2025
9792	Environmental Health Specialist I/II/III	7/11/2025	7/28/2025	JAP	Open	7/10/2025
9793	Wastewater Treatment Plant Operator I/II/III - Department Promotional - Public Works	7/14/2025	7/18/2025	RoM	DP	7/10/2025
9794	Animal Care Worker - Shift	7/14/2025	7/29/2024	RoM	Open	7/11/2025
9795	Senior Human Resources Specialist-Non Confidential-Department Promotional-DHS	7/15/2025	7/21/2025	DG	DP	7/9/2025
9796	Youth Services Officer - Probation	7/14/2025	8/1/2025	TN	Open	7/11/2025
9797	District Attorney's Investigator	7/15/2025	7/28/2025	CMR	Open	7/14/2025
9798	Administrative Coordinator - DP - Probation	7/21/2025	7/25/2025	TN	DP	7/17/2025
9799	Departmental Aide - Part-Time - Shift - Buttonwillow	7/17/2025	7/30/2025	KB	Open	7/17/2025
9800	Local Area Network Systems Administrator	7/18/2025	Continuous	NAA	Open	7/18/2025
9801	Fire Equipment Mechanic	7/28/2025	8/8/2025	CMR	Open	7/22/2025
9802	Auditor-Controller's Division Chief	7/25/2025	8/1/2025	MGV	Open	7/23/2025
9803	Sheriff's Aide - DP	7/23/2025	7/25/2025	NAA	DP	7/23/2025
9804	Behavioral Health Planning Analyst	7/25/2025	8/8/2025	MGV	Open	7/23/2025
9805	Geographic Information Systems (GIS) Specialist	7/25/2025	Continuous	MGV	Open	7/24/2025
9806	Workforce Development Program Manager-DP-CAO	7/28/2025	8/1/2025	DMR	DP	7/24/2025

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

August 11, 2025

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

PROPOSED REVISED SPECIFICATION FOR WILDLAND FIREFIGHTER

The Human Resources Division requests approval of the attached revisions to the Wildland Firefighter job specification.

In an effort to expand Kern County Fire Department's recruitment efforts, the County is proposing numerous revisions to the specification. The proposed language now requires candidates to possess twelve months of work experience equivalent to the Wildland Firefighter Apprentice series, replacing the previous requirement of six months of work experience as a Seasonal Fire Supervisor. This change reflects a more attainable path, as obtaining supervisory experience takes longer to attain and limits the number of qualified applicants. The revision is intended to broaden the applicant pool while still maintaining appropriate industry standards for the job classification. Further revisions were also made to the specification's definition and essential functions to better reflect the expectations of this position.

Additionally, the Fire Department is recommending to extend the probationary period from 6-months to 12-months. This revision is consistent with the probationary period for the Firefighter classification and will provide incumbents additional time for training to develop the necessary knowledge and skills required for the position.

Wildland Firefighter is represented by the Kern County Fire Fighters Union. The Human Resources Division has received concurrence from the Union.

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

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

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

Wildland Firefighter
Bargaining Unit: F
Salary Range 65.3 ($5,934-$7,092/mo.)

Definition:

Under supervision, performs and assists with training in wildland fire suppression. May assist with rescue, emergency medical services, fire prevention, public education, and "all risk" related work. All risk may include but is not limited to flood mitigation, fire suppression, and natural disasters. ~~any other all hazard related work as required.~~

~~Distinguishing Characteristics:~~

The Wildland Firefighter exercises the full range of lead crewmember duties by assisting crew supervisors in assigning, directing, and reviewing the work of ~~seasonal fire~~ crewmembers assigned to Kern County Fire Department's Air and Wildland Division. Distinguishing itself from other firefighter positions which routinely perform a variety of ~~"all hazard"~~ all risk fire suppression and rescue tactics within the Kern County Fire Department. ~~The Wildland firefighter may be called upon to assist in "all hazard" fire department work as required.~~ Incumbents serve a probationary period of twelve (12) months.

Essential Functions:

- Primarily responds to wildland fire incidents;~~.~~
- Assists with other ~~all hazard~~ all risk emergency incidents including medical aids, rescues etc. as required;~~.~~
- Assists in maintaining and caring for fire apparatus, equipment, fire station and grounds;~~.~~
- Drives and operates fire apparatus and similar fire equipment;~~.~~
- Participates in fire safety education programs and makes public presentations as assigned;~~.~~
- Leads ~~seasonal firefighter~~ crewmembers on local agency handcrew, helitack crew or heavy equipment programs;~~.~~
- ~~Plans, assigns,~~ eCoordinates ~~and evaluates~~ the work~~,~~ of staff assigned; ensures adherence to rules, regulations and department policies and procedures; ensures safe work conditions~~;~~ and resolves complaints;~~.~~
- Determines most appropriate ~~objectives, strategy, and tactics~~ strategies of assigned staff for wildland fire suppression;~~.~~
- Leads and performs~~,~~ fire suppression efforts using a variety of firefighting tools including axe, shovel, Pulaski, McLeod~~,~~ and chainsaws;~~.~~
- Participates in a continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes;~~.~~
- Logs and maintains basic records, orders supplies and utilizes a personal computer with related software;~~.~~
- Leads the ~~cleaning, reconditioning, and storing~~ maintenance and storage of specialized fire tools and equipment as prescribed;
- Ensures assigned vehicles are cleaned and maintained, and initiates repair requests as necessary;

- Leads fuels reduction and modification projects, slash disposal, prescribed burning projects and firebreak construction and maintenance;
- Performs other job-related duties as assigned;

In a learning capacity:

- Participates in an approved basic firefighter training academy~~,~~ and attends scheduled drills and classes;~~.~~
- Participates in any other related and supplemental training;~~.~~
- May assist with emergency calls.

~~**Other Functions:**~~

- ~~Leads the cleaning, reconditioning, and storing of specialized fire tools and equipment as prescribed.~~
- ~~Ensures assigned vehicles are cleaned and maintained, and initiates repair request as necessary.~~
- ~~Leads fuels reduction and modification projects, slash disposal, prescribed burning projects and firebreak construction and maintenance.~~
- ~~Performs other job-related duties as assigned.~~

Employment Standards:

~~Minimum Qualifications:~~

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

AND

Twelve (12) months experience equivalent to the Wildland Firefighter Apprentice in the Kern County classification system.

- ~~Completed NWCG/CICCS FF1 Taskbook~~
- ~~Candidates must possess a minimum of six (6) months experience as a Seasonal Fire Supervisor or Equipment Operator for the Kern County Fire Department within the last three (3) years or six (6) months of experience equivalent to Seasonal Fire Supervisor or Equipment Operator in the Kern County classification system within the last three (3) years.~~
- ~~Meets and maintains department physical fitness standards also completing an annual pack test at the "Arduous" level.~~

Within ~~nine~~ twelve (~~9~~12) months of employment, Wildland Firefighter appointees must enroll and ~~participate in~~ successfully complete an approved basic firefighter training academy. Failure to successfully complete the academy may result in disciplinary action, up to and including termination.

Within ~~nine~~ twelve (~~9~~12) months of employment, Wildland Firefighter appointees must enroll and successfully complete an approved National Registry EMT program with certification. Failure to successfully complete an approved National Registry EMT program and obtain the certification may result in disciplinary action, up to and including termination.

Possession of a valid California Class C Driver's License is required at the time of appointment. Incumbents must obtain ~~with~~ Firefighter endorsements including, Driver Operator 1a or Fire Department Certification ~~is required~~ within one (1) year of appointment or be terminated.

Preferred Qualifications:

- NWCG or CICCS Single Resource Boss Qualified
- EMT Qualifications
- Incident Commander Type 4 (ICT4)
- I-300 Intermediate ICS
- S-219 Ignition Operations
- Intermediate Faller Type 2 (FAL2)

~~All certifications must be submitted, if not included on your Red Card.~~

Physical Requirements:

Must complete the annual Federal Wildland Firefighter Fitness Standard of "Arduous" as established by the Work Capacity Test (PACK Test) and meet and maintain the department's physical fitness standards.

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 – Farnsworth D15.~~ 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~~ be 18 years of age by the final 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.

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.

Knowledge of: ~~S~~standard forestry practices and techniques, including fire suppression and controlled burning methods to be used in various type of fuels and under a variety of ~~conditions of~~ weather conditions and terrain; fire behavior, fire organizations, and fire equipment to suppress and direct suppression of fires under various conditions of fuel, weather, and terrain~~;~~, fire terminology; and the use of radios and safety techniques.

Ability to: ~~R~~respond to wildland fires and instruct others in such operations; lead and train staff to plan, lay out and direct their work ~~to maintain effective discipline and morale~~; learn firefighting techniques and principles of hydraulics applied to wildland fire suppression; interpret, understand and follow oral and written directions; be detail oriented; manage time efficiently and effectively; troubleshoot and identify problems~~,~~ and use sound judgment to ~~and~~ make appropriate recommendations; establish and maintain cooperative relationships with fellow employees and the public; communicate effectively, both verbal and written; make public presentations; keep simple records and prepare reports, demonstrate mechanical aptitude, maintain physical endurance and agility; perform effectively and safely in adverse environmental conditions; adapt to and perform in stressful situations; maintain cleanliness; and maintain a professional and ethical demeanor at all times and utilize a personal computer and related software; maintain physical endurance and agility.

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

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 8/4/25 DATE

CHIEF HUMAN RESOURCES OFFICER 8/4/25 DATE

Item #	4646
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	65.3
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	F
HR Analyst	C. Ramirez
Reviewed By	B. Guerra
CAO Analyst	J. Arriola
Chief HR Officer	T. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	August 2025

Wildland Firefighter
Bargaining Unit: F
Salary Range 65.3 ($5,934-$7,092/mo.)

Definition:

Under supervision, performs and assists with training in wildland fire suppression. May assist with rescue, emergency medical services, fire prevention, public education, and "all risk" related work. All risk may include but is not limited to flood mitigation, fire suppression, and natural disasters.

The Wildland Firefighter exercises the full range of lead crewmember duties by assisting crew supervisors in assigning, directing, and reviewing the work of crewmembers assigned to Kern County Fire Department's Air and Wildland Division. Distinguishing itself from other firefighter positions which routinely perform a variety of all risk fire suppression and rescue tactics within the Kern County Fire Department. Incumbents serve a probationary period of twelve (12) months.

Essential Functions:

- Primarily responds to wildland fire incidents;
- Assists with other all risk emergency incidents including medical aids, rescues etc. as required;
- Assists in maintaining and caring for fire apparatus, equipment, fire station and grounds;
- Drives and operates fire apparatus and similar fire equipment;
- Participates in fire safety education programs and makes public presentations as assigned;
- Leads crewmembers on local agency handcrew, helitack crew or heavy equipment programs;
- Coordinates the work of staff assigned; ensures adherence to rules, regulations and department policies and procedures; ensures safe work conditions; and resolves complaints;
- Determines most appropriate strategies of assigned staff for wildland fire suppression;
- Leads and performs fire suppression efforts using a variety of firefighting tools including axe, shovel, Pulaski, McLeod and chainsaws;
- Participates in a continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes;
- Logs and maintains basic records, orders supplies and utilizes a personal computer with related software;
- Leads the maintenance and storage of specialized fire tools and equipment as prescribed;
- Ensures assigned vehicles are cleaned and maintained, and initiates repair requests as necessary;
- Leads fuels reduction and modification projects, slash disposal, prescribed burning projects and firebreak construction and maintenance;
- Performs other job-related duties as assigned;

In a learning capacity:

- Participates in an approved basic firefighter training academy and attends scheduled drills and classes;
- Participates in any other related and supplemental training;
- May assist with emergency calls.

Employment Standards:

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

AND

Twelve (12) months experience equivalent to the Wildland Firefighter Apprentice in the Kern County classification system.

Within twelve (12) months of employment, Wildland Firefighter appointees must enroll and successfully complete an approved basic firefighter training academy. Failure to successfully complete the academy may result in disciplinary action, up to and including termination.

Within twelve (12) months of employment, Wildland Firefighter appointees must enroll and successfully complete an approved National Registry EMT program with certification. Failure to successfully complete an approved National Registry EMT program and obtain the certification may result in disciplinary action, up to and including termination.

Possession of a valid California Class C Driver's License is required at the time of appointment. Incumbents must obtain Firefighter endorsements including, Driver Operator 1a or Fire Department Certification within one (1) year of appointment or be terminated.

Preferred Qualifications:

- NWCG or CICCS Single Resource Boss Qualified
- EMT Qualifications
- Incident Commander Type 4 (ICT4)
- I-300 Intermediate ICS
- S-219 Ignition Operations
- Intermediate Faller Type 2 (FAL2)

Physical Requirements:

Must complete the annual Federal Wildland Firefighter Fitness Standard of "Arduous" as established by the Work Capacity Test (PACK Test) and meet and maintain the department's physical fitness standards.

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. 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 be 18 years of age by the final 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.

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.

Knowledge of: standard forestry practices and techniques, including fire suppression and controlled burning methods to be used in various type of fuels and under a variety of weather conditions and terrain; fire behavior, fire organizations, and fire equipment to suppress and direct suppression of fires under various conditions of fuel, weather, and terrain; fire terminology; and the use of radios and safety techniques.

Ability to: respond to wildland fires and instruct others in such operations; lead and train staff to plan, lay out and direct their work; learn firefighting techniques and principles of hydraulics applied to wildland fire suppression; interpret, understand and follow oral and written directions; be detail oriented; manage time efficiently and effectively; troubleshoot and identify problems, and use sound judgment to make appropriate recommendations; establish and maintain cooperative relationships with fellow employees and the public; communicate effectively, both verbal and written; make public presentations; keep simple records and prepare reports, demonstrate mechanical aptitude, maintain physical endurance and agility; perform effectively and safely in adverse environmental conditions; adapt to and perform in stressful situations; maintain cleanliness; and maintain a professional and ethical demeanor at all times and utilize a personal computer and related software; maintain physical endurance and agility.

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.

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

August 11, 2025

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

REQUEST TO REVISE CIVIL SERVICE RULE 906.40 VOLUNTARY DEMOTION DEFINED

The Human Resources Division is requesting to revise Civil Service Rule 906.40 per Rule 2301.00 to align with the intent of Rule 505.10 ensuring employees impacted by layoffs have a clear pathway to re-employment.

Civil Service Rule 1310.70.10 allows qualified permanent employees who retain employment by accepting a lateral transfer as a result of layoff to have their name placed on the Department Layoff Re-Employment List. Qualified permanent employees who retain employment by accepting a voluntary demotion in lieu of layoff are not currently afforded the right to have their name placed on a re-employment list for the position from which they would have been laid off.

The proposed revision to Rule 906.40 will provide consistency across the rules and uphold employees' rights to be considered for re-employment after layoff. The revisions also included reference to Civil Service Rule 505.10 to more accurately reflect the rules governing layoff re-employment lists.

Therefore, IT IS RECOMMENDED that the proposed revision to Civil Service Rule 906.40 be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

Tracey Eldridge
Chief Human Resources Officer

906.00 VOLUNTARY DEMOTION DEFINED

A voluntary demotion is a transfer initiated by the incumbent that involves the change of an employee who has permanent status in the classified service from one class position to another class position having lesser duties and responsibilities, lower qualifications, and a lower range of compensation.

906.10 The employee must hold permanent status with the county.

906.20 The employee shall serve a 60 day probationary period during which either the employee or the department may choose to revert to the previously held position per Rule 702.11.

906.30 The employee shall have the right to revert back to the previously held position during the 60 day probationary period.

906.40 The employee shall ~~not~~ have the right to be placed on a re-employment list (as defined by Rule 505.10) for the previously held classification.