**SUMMARY OF PROCEEDINGS**

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

**Regular Meeting**
*Monday, September 8, 2025*
5:30 p.m.

COMMISSION TO RECONVENED

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

NOTE: Ag, Mo, Pr, Jo and Bo are abbreviations for Commissioners Agbalog, Moore, Price, Johnson and Bowers. Example, Jo/Bo denotes Commissioner Johnson made the motion and Commissioner Bowers seconded the motion. The abbreviations “ab” means absent and “abd” signifies abstained.

**COMMISSIONER ACTION IS SHOWN IN CAPITALS AFTER EACH ITEM**

**COMMISSION RECONVENED**

**Commissioners: Agbalog, Johnson, Bowers, Price, and Moore**
**ROLL CALL: 4 Present; 1 Absent– Moore**

**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, August 11, 2025.* **APPROVED; Jo/Bo; 4 AYES; 1 AB – Mo**

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

9807 Substance Use Prevention Specialist I/II
9808 Human Services Program Director - DP - DHS
9809 Sheriff's Detentions Lieutenant - DP

9810 Office Services Specialist
9811 Facilities and Services Specialist
9812 Energy Coordinator
9813 Office Services Technician - Shift - Tehachapi
9814 Sr. Deputy Probation Officer - DP
9815 Security Attendant
9816 Sheriff's Background Investigator I/II
9817 Crime Analyst
9818 Technical Support Specialist - DP - Sheriff
9819 Fiscal and Policy Analyst I/II
9820 Fiscal and Policy Analyst I/II
9821 Fire Equipment Technician
9822 Human Services Program Specialist-DP
9823 Program Specialist I/II - Bilingual
9824 Auditor-Appraiser I/II/III
9825 Appraiser I/II/III
9826 Investigative Aide
9827 Sheriff's Records Supervisor - Lamont
9828 Sheriff's Records Supervisor - Mojave
9829 Fire Plan Examiner - DP
9831 Automotive Service Worker
9832 Automotive Mechanic I/II
9833 Planning Division Chief

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. Kern360 Support Manager - Item No. 0472—Presented by Michelle Venegas; **APPROVED; Bo/Jo; 4 AYES; 1 AB – Mo**

B. Deputy Chief General Services Officer – Item No. 0645—Presented by Deonka Rufus; **APPROVED; Bo/Jo; 4 AYES; 1 AB – Mo**

5. **Election of 2025 Civil Service Commission Officers:** Commissioner Holt resigned creating a vacancy in the role of Vice President.

Commissioner Price elected to the role of Vice President; **Jo/Bo; 3 AYES; 1 ABD – Pr; 1 AB – Mo**

6. **Civil Service Rule 906.40** - Second 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. **APPROVED; Jo/Bo; 4 AYES; 1 AB – Mo;** President Agbalog thanked Mr. Goulart for working to clean up CSC Rule language.

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. None.

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. Michael Goulart, Assistant Chief Human Resources Officer, attended for CHRO Eldridge with no items to report.

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)). Commissioners Johnson announced that the Kern County Fair will be September 17- 28, 2025; Commissioner Bowers wished Johnson a happy birthday.

**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. Kern County Sheriff's Office – Re-Schedule Hearing Dates
   Case No. 2021-0106 – **NO REPORTABLE ACTION**.

2. Kern County Sheriff's Office – Re-Schedule Hearing Dates
   Case No. 2023-0013 – **NO REPORTABLE ACTION**.

3. Kern County Assessor's Office – Re-Schedule Hearing Dates
   Case No. 2023-1010 – **NO REPORTABLE ACTION.**

4. Kern County Sheriff's Office – Re-Schedule Hearing Dates
   Case No. 2023-0004 – **NO REPORTABLE ACTION.**

5. Kern County Library – Schedule Hearing Dates
   **NO REPORTABLE ACTION.**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO REGULAR MEETING ON OCTOBER 13, 2025

**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

| Test Schedule | | | | | | |
|---|---|---|---|---|---|---|
| **Exam #** | **Recruitment Title** | **Open Date** | **Close Date** | **Recruiter Assigned** | **Action** | **Request Date** |
| 9807 | Substance Use Prevention Specialist I/II | 7/30/2025 | 8/13/2025 | MGV | Open | 7/29/2025 |
| 9808 | Human Services Program Director - DP - DHS | 8/1/2025 | 8/7/2025 | DG | DG | 7/23/2025 |
| 9809 | Sheriff's Detentions Lieutenant - DP | 8/6/2025 | 8/15/2025 | BG | DP | 8/5/2023 |
| 9810 | Office Services Specialist | 8/7/2025 | 8/20/2025 | DG | Open | 8/4/2025 |
| 9811 | Facilities and Services Specialist | 8/8/2025 | 8/22/2025 | DG | Open | 1/0/1900 |
| 9812 | Energy Coordinator | 8/11/2025 | 8/22/2025 | DMR | Open | 8/8/2025 |
| 9813 | Office Services Technician - Shift - Tehachapi | 8/11/2025 | 8/22/2025 | KB | Open | 8/11/2025 |
| 9814 | Sr. Deputy Probation Officer - DP | 8/11/2025 | 8/18/2025 | BG | DP | 8/11/2025 |
| 9815 | Security Attendant | 8/11/2025 | 8/25/2025 | NAA | Open | 8/8/2025 |
| 9816 | Sheriff's Background Investigator I/II | 8/11/2025 | 8/25/2025 | NAA | Open | 8/8/2025 |
| 9817 | Crime Analyst | 8/11/2025 | 8/25/2025 | NAA | Open | 8/8/2025 |
| 9818 | Technical Support Specialist - DP - Sheriff | 8/13/2025 | 8/13/2025 | NAA | DP | 8/12/2025 |
| 9819 | Fiscal and Policy Analyst I/II | 8/14/2025 | 8/28/2025 | KAS | Cancel | 8/12/2025 |
| 9820 | Fiscal and Policy Analyst I/II | 8/14/2025 | 8/28/2025 | KAS | Open | 8/12/2025 |
| 9821 | Fire Equipment Technician | 8/18/2025 | Continuous | CMR | Open | 8/15/2025 |
| 9822 | Human Services Program Speciliast-DP | 8/18/2025 | 8/22/2025 | DG | DP | 8/12/2025 |
| 9823 | Program Specialist I/II - Bilingual | 8/18/2025 | 9/5/2025 | KB | Open | 8/18/2025 |
| 9824 | Auditor-Appraiser I/II/III | 8/19/2025 | 9/9/2025 | DMR | Open | 8/18/2025 |
| 9825 | Appraiser I/II/III | 8/20/2025 | 9/10/2025 | DMR | Open | 8/19/2025 |
| 9826 | Investigative Aide | 8/25/2025 | 9/8/2025 | CMR | Open | 8/20/2025 |
| 9827 | Sheriff's Records Supervisor - Lamont | 8/20/2025 | 9/3/2025 | NAA | Open | 8/19/2025 |
| 9828 | Sheriff's Records Supervisor - Mojave | 8/20/2025 | 9/3/2025 | NAA | Open | 8/19/2025 |
| 9829 | Fire Plan Examiner - DP | 8/25/2025 | 8/29/2025 | CMR | DP | 8/21/2025 |
| 9831 | Automotive Service Worker | 8/28/2025 | 9/11/2025 | DMR | Open | 8/27/2025 |
| 9832 | Automotive Mechanic I/II | 8/28/2025 | 9/11/2025 | DMR | Open | 8/27/2025 |
| 9833 | Planning Division Chief | 8/27/2025 | 9/24/2025 | MGV | Open | 8/27/2025 |

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

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

September 8, 2025

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

**PROPOSED REVISED SPECIFICATION FOR KERN360 SUPPORT MANAGER**

The Human Resources Division requests your commission to receive and file the attached revised job specification.

The Kern360 Support Manager is responsible for providing oversight to the County's Enterprise Resource Planning (ERP) system. The Auditor-Controller's Office is proposing to include additional clarification of the essential functions and to expand the employment standards of the position. Functions that are not performed by this position have been removed and additional language has been included to ensure the full scope of duties are captured. Further revisions were made to the employment standards with the addition of an accounting degree to the list of qualifying majors and an increase in supervisory experience from two to three years. The intent of these revisions is to ensure the County attracts candidates who possess the most relevant qualifications to meet the evolving business needs to ensure the success of Kern County's ERP system.

The Kern360 Support Manager is an unrepresented management-level specification.

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

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Aimee Espinoza, Auditor-Controller

**Kern360 Support Manager**
**Bargaining Unit: M**
**Salary Range: 74.6 (9437-11278)**

**Definition:**

The Kern360 Support Manager reports directly to the Auditor-Controller and regularly provides updates to the Kern360 Steering Committee, which serves as an oversight body for the county's enterprise resource planning system. This position is expected to lead governance processes, road mapping, and resource planning of the Kern360 Support Division.

The Kern360 Support Manager is an overtime exempt classification.

**Essential Functions:**

- Plan, organize, and direct all aspects of the Kern360, including assessment, implementation, troubleshooting, and service delivery.
- Plans, organizes, directs, coordinates, and manages staff assigned to the Kern360 Support Division ensuring alignment with Kern360 support requirements and continuous system enhancement initiatives.
- Oversee day-to-day production support, maintenance, and continuous improvement of Kern360, and ongoing optimization to meet evolving business needs.
- Develop and implement Kern360 Support Division goals, objectives, policies, and procedures to support success, sustainability, and alignment with county wide strategic priorities.
- Evaluate enhancement requests for Kern360 improvements, including business process optimization, configuration changes, new integrations, and custom reports.
- Provide recommendations for Kern360 enhancements to the Steering Committee to ensure alignment with organizational needs.
- Direct, oversee, and participate in the creation of the Kern360 Support Division work plan, including work activity assignment, project monitoring, and evaluation of work products and procedures.
- Facilitate strategic and operational planning of Kern360 in consultation with business process owners and the Steering Committee.
- Develop and implement Kern360 policies and practices, ensuring the system supports business goals, including communication, training, and end-user support to facilitate adoption and minimize disruptions.
- Establish standards and procedures for optimal system design, access, response times, and future expansions.
- Oversee monitoring and auditing of data to ensure accurate transaction processing.
- Provide expert support services via Functional Analysts, ensuring end-users can use Kern360 effectively.
- Facilitate development of test scenarios, scripts, and acceptance criteria for system changes.
- Supervise testing processes to ensure new software releases meet defined specifications and requirements.
- Manage all Kern360 related contracts, ensuring compliance and performance standards.
- Maintain control environments for critical areas like internal accounting controls, software change control, cross-training, and software testing.
- Assists in interviewing and selecting personnel; oversees personnel decisions of the division.

- Foster ongoing professional development within the team to ensure system integrity and high standards.
- Perform related duties as assigned, ensuring the smooth operation of Kern360 and the support division.

**Core Competencies:**

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

- Leadership
- Critical thinking
- Communication
- Collaboration
- Decision-making
- Judgment
- Technical/functional expertise
- Project management
- Budget/finance management

**Employment Standards:**

Bachelor's Degree from an accredited college or university in Business Administration, Accounting, Computer Science, Information Systems, or a closely related field.

AND

Four years of administrative and/or management experience, which must include three (3) years of supervisory experience.

OR

An equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential functions of the job.

**Preferred Qualifications:**

Master's Degree from an accredited college or university in Business Administration, Accounting, Computer Science, Information Systems, or a closely related field.

Certification in Project Management Professional (PMP) or IT infrastructure library (ITIL).

A Green Belt or higher designation in the Lean Six Sigma discipline.

**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.

**Kern360 Support Manager**
**Bargaining Unit: M**
**Salary Range: 74.6 ($9,437-$11,278/mo.)**

**Definition:**

The Kern360 Support Manager reports directly to the Auditor-Controller and regularly provides updates to the Kern360 Steering Committee, which serves as an oversight body for the county's enterprise resource planning system. This position is expected to lead governance processes, road mapping, and resource planning of the Kern360 Support Division.

The Kern360 Support Manager is an overtime exempt classification.

**Essential Functions:**

- Plan, organize, and direct all aspects of the Kern360, including assessment, implementation, troubleshooting, and service delivery;
- Plans, organizes, directs, coordinates, and manages staff assigned to the Kern360 Support Division ensuring alignment with Kern360 support requirements and continuous system enhancement initiatives;
- Oversee day-to-day production support, maintenance, and continuous improvement of Kern360, and ongoing optimization to meet evolving business needs;
- Develop and implement Kern360 Support Division goals, objectives, policies, and procedures to support success, sustainability, and alignment with county wide strategic priorities;
- Evaluate enhancement requests for Kern360 improvements, including business process optimization, configuration changes, new integrations, and custom reports;
- Provide recommendations for Kern360 enhancements to the Steering Committee to ensure alignment with organizational needs;
- Direct, oversee, and participate in the creation of the Kern360 Support Division work plan, including work activity assignment, project monitoring, and evaluation of work products and procedures;
- ~~Manage Kern360 support budget, including forecasting staffing, equipment, materials, and supplies.~~
- ~~Administer the approved budget and ensure cost effective management of resources.~~
- Facilitate strategic and operational planning of Kern360 in consultation with business process owners and the Steering Committee;
- Develop and implement Kern360 policies and practices, ensuring the system supports business goals, including communication, training, and end-user support to facilitate adoption and minimize disruptions;
- ~~Coordinate communication and foster collaborative relationships with internal customers, service providers, and external stakeholders.~~
- Establish standards and procedures for optimal system design, access, response times, and future expansions;
- Oversee monitoring and auditing of data to ensure accurate transaction processing.
- Provide expert support services via Functional Analysts, ensuring end-users can use Kern360 effectively;
- Facilitate development of test scenarios, scripts, and acceptance criteria for system changes;
- Supervise testing processes to ensure new software releases meet defined specifications and requirements;

- Manage all Kern360 related contracts, ensuring compliance and performance standards;
- Maintain control environments for critical areas like internal accounting controls, software change control, cross-training, and software testing;
- Assists in interviewing and selecting personnel, oversee personnel decisions of the division;
- Foster ongoing professional development within the team to ensure system integrity and high standards;
- Perform related duties as assigned, ensuring the smooth operation of Kern360 and the support division.

**Core Competencies:**

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

- Leadership
- Critical thinking
- Communication
- Collaboration
- Decision-making
- Judgment
- Technical/functional expertise
- Project management
- Budget/finance management

**Employment Standards:**

Bachelor's Degree from an accredited college or university in Business Administration, Accounting, Computer Science, Information Systems, or a closely related field.

AND

Four years of administrative and/or management experience, which must include three (3) ~~two (2)~~ years of supervisory experience.

OR

An equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential functions of the job.

**Preferred Qualifications:**

Master's Degree from an accredited college or university in Business Administration, Accounting, Computer Science, Information Systems, or a closely related field.

Certification in Project Management Professional (PMP) or IT infrastructure library (ITIL).

A Green Belt or higher designation in the Lean Six Sigma discipline.

**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 — DATE: 8/28/2025

CHIEF HUMAN RESOURCES OFFICER — DATE: 8.28.25

| | |
|---|---|
| **Item #** | 0472 |
| **EEO Code – Job Category**<br>A = Official & Administrative B = Professional<br>C = Technician D = Protective Services<br>E = Para Professional F = Office & Clerical<br>G = Skilled Craft H = Services & Maintenance<br>O = Other | B |
| **Basis of Pay (Bi-Weekly/Hourly)** | Bi-weekly |
| **Approved Salary Range** | 74.6 |
| **Rate of Compensation Code**<br>0 = No Provisional 1 = Range & Step<br>2 = Flat Unit Rate 3 = Flat Hourly<br>4 = Flat Bi-Weekly | 1 |
| **Salary Ordinance Code**<br>0 = Elected Officials<br>1 = Bi-Weekly Salary | 1 |
| **Job Level Code**<br>1 = Entry 2 = Intermediate<br>3 = Supervisor 4 = Executive | 4 |
| **Bargaining Unit** | M |
| **HR Analyst** | Michelle Venegas |
| **Reviewed By** | Kimberlyn Stillwell |
| **CAO Analyst** | Alex Alva |
| **Chief HR Officer** | Tracey A. Eldridge |
| **FLSA** | Exempt |
| **Civil Service (Yes/No)** | Yes |
| **Retirement = General/Safety** | General |
| **Creation Date** | September 2025 |

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

September 8, 2025

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

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

The Human Resources Division requests your commission to receive and file the attached revised job specification titled Deputy Chief General Services Officer.

The General Services Division expressed interest in updating this specification to broaden the applicant pool and to ensure the specification accurately depicts its full responsibilities. Most notably, the essential functions now include all potential divisional assignments as well as the expected responsibilities within those assignments. The Deputy Chief General Services Officer is responsible for the management and oversight of the operational functions of one or more of these divisions. In addition, the position's definition has been updated to better reflect the expectations of this specification.

In addition, the employment standards have been updated to broaden the applicant pool by including Construction Management as a qualifying degree as well as a path for technical experience in the professional Engineering and Architectural fields. The proposed revisions will allow the department to effectively recruit for the specialized skill set required for the position.

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

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

Sincerely,

Tracey A. Eldridge
Chief Human Resources Office

cc: Michelle Burns-Lusich, Chief General Services Officer

**Deputy Chief General Services Officer**
**Bargaining Unit: M**
**Salary Range: 77.6 ($10,960 - $13,097 /mo.)**

## Definition:

The Deputy Chief General Services Officer (Deputy CGSO) works at the direction of the Chief General Services Officer (CGSO) within the Division of General Services of the County Administrative Office. The Deputy CGSO is responsible for the organizational and management oversight of complex administrative and operational functions of one or more functional areas that include Construction Services, Fleet Services, Facilities Maintenance, Parks and Recreation, Property Management, Purchasing, Communications, or Administration.

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

~~This classification is responsible for organizational and management oversight of complex administrative and operational functions within the one or more of the areas of Construction Services, Facilities Maintenance, Parks and Recreation, Property Management, or Purchasing, Communications, or Administration.~~

In consultation with the CGSO, i~~I~~ncumbents have responsibility for decisions involving budgetary and fiscal controls, personnel and training matters, and employer-employee relations in their respective divisions.

## Essential Functions:

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

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

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

- **Construction Services Assignment:**
  - Manages the County's capital and major maintenance projects and oversees the competitive bid processes, to include planning, estimating, scheduling, and document processing to establish design and construction activities;
  - Supervises and makes detailed plans, site plans, specifications and provides field supervision of construction of public buildings;
  - Confers with architectural and engineering consultants to resolve facility design and construction problems; formulates contract changes as necessary;

- **Fleet Services Assignment:**
  - Manages the fleet services activities of the motor vehicle fleet and garage maintenance services;
  - Provides oversight of the automated fleet management and fueling system networks; the tracking and review of vehicles, parts inventories, shop labor, and vehicle utilization;
  - Informs the Chief General Services Officer when development and implementing policies and procedures for preventative maintenance of vehicles and equipment, and vehicle replacement;

- **Facilities Maintenance Assignment:**
  - Manages facility operation, maintenance, and repair of County owned buildings to include oversight of electrical, plumbing, painting, and carpentry services;
  - Oversees the preventative maintenance program for the County and coordinates with supervisors on major repair needs to public buildings and equipment;
  - Provides oversight of the development of multi-year facility and building systems maintenance and replacement plans;

- **Parks and Recreation Assignment:**
  - Oversees and coordinates the operation, maintenance, and administration of County parks, recreational facilities, community buildings and landscaped areas;
  - Informs the Chief General Services Officer when implementing and development divisional policies, plans, and programs;
  - May prepare special studies and formulates recommendations regarding operational and fiscal efficiency of the field operations;

- **Property Management Assignment:**
  - Manage the County's real property organization, assets, and transactions pertaining to those assets;
  - Plan, organize, coordinate and direct the activities of staff engaged in work involving property appraisal, acquisition, eminent domain proceedings, relocation assistance, right-of-way, facility leasing, and property management;
  - Work with private appraisers, surveyors, and other professionals employed for specific projects and review and approve the work;

- **Purchasing Assignment:**
  - Directs and manages staff involved with purchasing activities, to include fiscal administration of these activities;
  - Assesses, organizes, coordinates and directs the purchasing of goods and services Countywide;
  - Manages the solicitation of bid proposals, analyzes bids, makes awards and prepares contracts;

- **Communications Assignment:**
  - Oversees the work of communications engineers, specialists, and technicians engaged in the installation, maintenance and operation of radio, microwave and related equipment;
  - Develops and implements strategies for providing responsive customer service to County departments and user agencies;
  - Consult with the Chief General Services Officer when recommending policies and procedures related to communications.

- **Administration Assignment:**
  - Manages staff involved in budget request preparation, appropriation, expenditure, and fiscal management of various budget units;
  - Maintains responsibility for budget preparation and operating controls;
  - Oversees the development of information systems to ensure awareness of budgets, revenues, and resultant expenditures;

~~**Employment Standards:**~~

**Core Competencies:**

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

- Leadership
- Innovative and creative thinking
- Communication and collaboration
- Decision making and judgment
- Strategic business focus

**Employment Standards:**

~~Graduation from an accredited college or university with a~~ Bachelor's degree from an accredited college or university in Business Administration, ~~or~~ Public Administration, Construction Management, or a closely related field~~,~~ AND seven (7) years of progressively responsible ~~senior-level~~ administrative experience, with a minimum of five (5) years of management and supervisory experience.

A Master's Degree in Business Administration or Public Administration ~~is highly preferred, and~~ may be substituted for two (2) years of the required experience.

OR

Registration as a Professional Civil Engineer or licensure as an Architect in the State of California.

AND

Seven (7) years' experience as a registered professional engineer or licensed architect with a minimum of five (5) years of supervisory or lead experience equivalent to the Kern County Senior Engineer classification.

**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 08/29/2025 DATE

CHIEF HUMAN RESOURCES OFFICER 8.29.25 DATE

| | |
|---|---|
| **Item #** | 0645 |
| **EEO Code – Job Category**<br>A = Official & Administrative B = Professional<br>C = Technician D = Protective Services<br>E = Para Professional F = Office & Clerical<br>G = Skilled Craft H = Services & Maintenance<br>O = Other | B |
| **Basis of Pay (Bi-Weekly/Hourly)** | Bi-weekly |
| **Approved Salary Range** | 77.6 |
| **Rate of Compensation Code**<br>0 = No Provisional 1 = Range & Step<br>2 = Flat Unit Rate 3 = Flat Hourly<br>4 = Flat Bi-Weekly | 1 |
| **Salary Ordinance Code**<br>0 = Elected Officials<br>1 = Bi-Weekly Salary | 1 |
| **Job Level Code**<br>1 = Entry 2 = Intermediate<br>3 = Supervisor 4 = Executive | 4 |
| **Bargaining Unit** | M |
| **HR Analyst** | Deonka Rufus |
| **Reviewed By** | Michael Johnston |
| **CAO Analyst** | Alex Alva |
| **Chief HR Officer** | Tracey A. Eldridge |
| **FLSA** | Non-Exempt |
| **Civil Service (Yes/No)** | Yes |
| **Retirement = General/Safety** | General |
| **Creation Date** | September 2025 |

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.