

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1300 18th Street
Bakersfield, California 93301

Regular Meeting
Monday, October 13, 2025
5:30 p.m.

THIS MEETING WILL BE HELD IN THE CIVIL SERVICE COMMISSION CHAMBERS

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

ROLL CALL:

PRESENT—Commissioners Agbalog, Bowers, Johnson, and Price

ABSENT—Commissioner Moore

PUBLIC SESSION

1. Public Presentations: None

***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, September 8, 2025*. **APPROVED; Pr/Jo; 4 AYES; 1 AB – Mo**

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

9834	Senior Emergency Medical Services Coordinator-Department Promotional-Public Health
9835	Senior Office Services Specialist - Department Promotional - DHS

9836	Kern360 Support Manager
PD9837	Per Diem Elections Process Aide
9838	Heavy Equipment Mechanic
9839	Office Services Technician-Ridgecrest
9840	Departmental Aide - PT - Shift - Rosamond
9841	Administrative Coordinator - DP - Probation
9842	Registered Veterinary Technician - Shift
9843	Wildland Firefighter
9844	Safety Specialist
9845	Accountant/Senior Accountant
9846	Maintenance Plumber
9847	KCERA Member Services Technician
9848	KCERA Investment Analyst I
9849	Contract Administrator
9850	Systems Analyst I/II
9851	Technology Services Supervisor
9852	Emergency Services Manager
9853	Environmental Health Specialist in training
9854	Senior Groundskeeper-Buena Vista
9855	Senior Child Support Customer Service Representative
9856	Senior Librarian - Shift
9857	Technical Support Engineer I/II - DP - Sheriff
9858	Program Support Supervisor - DP - DHS
9859	Public Works Program Manager - Department Promotional - Public Works
9860	Fiscal Support Specialist - Department Promotional - Treasurer-Tax Collector
9861	Administrative Services Officer - Department Promotional - Public Works
9862	Elections Process Coordinator-Department Promotional-Elections Department
9863	Fiscal Support Technician
9864	Behavioral Health Peer Specialist
9865	Social Service Supervisor II - DP - DHS
9866	Technical Support Specialist I/II/III
9867	Deputy Director of Animal Services
9868	Fiscal Support Specialist-DP-Assessor-Recorder
9869	Environmental Health Technician I

4. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and were submitted for the Commission's review in accordance with Civil Service Rule 204.21.
- a. Human Resources Manager, Item No. 0644
Assistant Chief Human Resource Officer (ACHRO) Michael Goulart presented; No public comment; **APPROVED; Bo/Jo; 4 AYES; 1 AB – Mo**
 - b. Mechanic positions;

Rocio Mosqueda Human Resources Specialist presented; No public comment;
APPROVED; Bo/Pr; 4 AYES; 1 AB – Mo

- i. Supervising Heavy Equipment Mechanic, Item No. 5130
- ii. Heavy Equipment Mechanic, Item No. 5096

5. **Request to Abolish Eligible List:** The following eligible lists and associated certifications are submitted for the Commission's abolishment in accordance with Civil Service Rule 502.10. Michelle Venegas, Human Resource Analyst, presented; Commissioner Price inquired how long the list was active: Venegas answered approximately 10 months; Commissioner Johnson inquired if the previous individual would still qualify; Venegas said that they would and that they had all been invited to reapply; **APPROVED; Bo/Jo; 4 AYES; 1 AB – Mo**

- a. Kern360 Support Manager– Department Promotional, Exam No, 9610

6. **Civil Service Commission Annual Report:** The commission shall make an annual report to the board of supervisors; Robyn Lipscomb presented; President Agbalog inquired as to the hearings scheduled, but withdrawn, rescheduled, and resolved; Lipscomb confirmed the data is available; **APPROVED; DIRECTED STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS; Pr/Jo; 4 AYES; 1 AB – Mo**

- a. Fiscal Year 2023-2024
- b. Fiscal Year 2024-2025

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. Lipscomb reported that CSC office and regular meetings will be at 1300 18th Street, but hearings will be held at 1115 Truxton 4th Floor; CSC office still needs laptop, shredder, Laserfische access and archived job specs; stated that the CSC rules 500 and 1700 were removed from last year's annual report, but we will begin the revision process again.

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. None.

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)). Commissioners Johnson congratulated Commissioner Bowers on his recognition by the Bakersfield Alumnae Chapter of Delta Sigma Theta Sorority for the category of Political Awareness and Involvement.

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.

CLOSED SESSION (Government Code § 54957)

10. PUBLIC EMPLOYEE – Schedule Hearing Dates

(Kern County Sheriff's Office) – Case No. 2023/2024-0024—**NO REPORTABLE ACTION.**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO SPECIAL MEETING
ON Monday, OCTOBER 20, 2025, AT 5:00 P.M.

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1300 18th Street
Bakersfield, California 93301

Regular Meeting
Monday, October 13, 2025
5:30 p.m.

THIS MEETING WILL BE HELD IN THE CIVIL SERVICE COMMISSION CHAMBERS

AMERICANS WITH DISABILITIES ACT
(Government Code Section 54953.2)

The 18th Street 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 Civil Service Commission Office – 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 Civil Service Commission Office, 1300 18th Street, 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, Price Moore, Johnson, Bowers, Price
ROLL CALL:

REPORT ON ACTIONS TAKEN IN CLOSED SESSION

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.

***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, September 8, 2025. APPROVE*

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVE**

9834	Senior Emergency Medical Services Coordinator-Department Promotional-Public Health
9835	Senior Office Services Specialist - Department Promotional - DHS
9836	Kern360 Support Manager
PD9837	Per Diem Elections Process Aide
9838	Heavy Equipment Mechanic
9839	Office Services Technician-Ridgecrest
9840	Departmental Aide - PT - Shift - Rosamond
9841	Administrative Coordinator - DP - Probation
9842	Registered Veterinary Technician - Shift
9843	Wildland Firefighter
9844	Safety Specialist
9845	Accountant/Senior Accountant
9846	Maintenance Plumber
9847	KCERA Member Services Technician
9848	KCERA Investment Analyst I
9849	Contract Administrator
9850	Systems Analyst I/II
9851	Technology Services Supervisor
9852	Emergency Services Manager
9853	Environmental Health Specialist in training
9854	Senior Groundskeeper-Buena Vista
9855	Senior Child Support Customer Service Representative
9856	Senior Librarian - Shift
9857	Technical Support Engineer I/II - DP - Sheriff
9858	Program Support Supervisor - DP - DHS
9859	Public Works Program Manager - Department Promotional - Public Works
9860	Fiscal Support Specialist - Department Promotional - Treasurer-Tax Collector
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9863	Fiscal Support Technician
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9865	Social Service Supervisor II - DP - DHS
9866	Technical Support Specialist I/II/III
9867	Deputy Director of Animal Services
9868	Fiscal Support Specialist-DP-Assessor-Recorder
9869	Environmental Health Technician I

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. **APPROVE**
 - a. Human Resources Manager, Item No. 0644
 - b. Mechanic positions
 - i. Supervising Heavy Equipment Mechanic, Item No. 5130
 - ii. Heavy Equipment Mechanic, Item No. 5096
5. **Request to Abolish Eligible Lists:** The following eligible lists and associated certifications are submitted for the Commission's abolishment in accordance with Civil Service Rule 502.10. **APPROVE**
 - a. Kern360 Support Manager – Department Promotional, Exam No, 9610
6. **Civil Service Commission Annual Report:**
 - a. FY 2023-2024 **APPROVE; DIRECT STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS**
 - b. FY 2024-2025. **APPROVE; DIRECT STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS**
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.
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.
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)).

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.

CLOSED SESSION (Government Code § 54957)

10. PUBLIC EMPLOYEE – Schedule Hearing Dates
(Kern County Sheriff's Office) – Case No. 2023/2024-0024
11. Reconvene from Closed Session; Adjourn to Special Meeting to be held on Monday, October 20, 2025, at 5:00 p.m.

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

Test Schedule									
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date	Requestor	WTS Report	
9834	Senior Emergency Medical Services Coordinator-Department Promotional-Public Health	8/29/2025	9/5/2025	MGV	DP	8/28/2025	MGV	8/25/2025	
9835	Senior Office Services Specialist - Department Promotional - DHS	9/2/2025	9/8/2025	DG	DP	8/28/2025	DG	8/25/2025	
9836	Kern360 Support Manager	9/2/2025	9/16/2025	MGV	Open	8/29/2025	MGV	8/25/2025	
PD9837	Per Diem Elections Process Aide	9/4/2025	Continuous	MGV	Open	9/2/2025	MGV	9/1/2025	
9838	Heavy Equipment Mechanic	9/4/2025	Continuous	RoM	Open	9/3/2025	RoM	9/1/2025	
9839	Office Services Technician Ridgecrest	9/8/2025	Continuous	DMR	Open	9/5/2025	DMR	9/1/2025	
9840	Departmental Aide - PT - Shift - Rosamond	9/8/2025	9/19/2025	KB	Open	9/8/2025	KB	9/8/2025	
9841	Administrative Coordinator - DP - Probation	9/8/2025	9/12/2025	TN	DP	9/8/2025	TN	9/8/2025	
9842	Registered Veterinary Technician - Shift	9/9/2025	Continuous	RoM	Open	9/8/2025	RoM	9/8/2025	
9843	Wildland Firefighter	9/10/2025	9/16/2025	CMR	Open	9/9/2025	CMR	9/8/2025	
9844	Safety Specialist	9/10/2025	9/24/2025	DG	Open	9/4/2025	DG	9/1/2025	
9845	Accountant/Senior Accountant	9/12/2025	9/30/2025	MGV	Open	9/10/2025	MGV	9/8/2025	
9846	Maintenance Plumber	9/12/2025	Continuous	DMR	Open	9/10/2025	DMR	9/8/2025	
9847	KCERA Member Services Technician	9/11/2025	Continuous	KAS	Open	9/10/2025	ARY	9/8/2025	
9848	KCERA Investment Analyst I	9/15/2025	10/1/2025	KAS	Open	9/11/2025	ARY	9/8/2025	
9849	Contract Administrator	9/15/2025	10/3/2025	KAS	Open	9/11/2025	ARY	9/8/2025	
9850	Systems Analyst I/II	9/12/2025	9/26/2026	DG	Open	9/4/2025	DG	9/1/2025	
9851	Technology Services Supervisor	9/15/2025	9/29/2025	MGV	Open	9/12/2025	MGV	9/8/2025	
9852	Emergency Services Manager	9/15/2025	9/28/2025	DG	Open	9/9/2025	DG	9/8/2025	
9853	Environmental Health Specialist in training	9/22/2025	10/3/2025	BLG	Open	9/15/2025	BLG	9/15/2025	
9854	Senior Groundskeeper- Buena Vista	9/22/2025	10/7/2025	MGV	Open	9/15/2025	MGV	9/15/2025	
9855	Senior Child Support Customer Service Representative	9/17/2025	9/23/2025	DMR	Open	9/16/2025	DMR	9/15/2025	
9856	Senior Librarian - Shift	9/17/2025	10/1/2025	KB	Open	9/16/2025	KB	9/15/2025	
9857	Technical Support Engineer I/II - DP - Sheriff	9/22/2025	9/26/2025	KB	Open	9/22/2025	KB	9/15/2025	
9858	Program Support Supervisor - DP - DHS	9/22/2025	10/6/2025	NAA	DP	9/22/2025	NAA	9/22/2025	
9859	Public Works Program Manager - Department Promotional - Public Works	9/24/2025	9/30/2025	DG	DP	9/18/2025	DG	9/15/2025	
9860	Fiscal Support Specialist - Department Promotional - Treasurer-Tax Collector	9/25/2025	10/2/2025	RoM	DP	9/24/2025	RoM	9/22/2025	
9861	Administrative Services Officer - Department Promotional - Public Works	9/30/2025	10/7/2025	RoM	DP	9/26/2025	RoM	9/22/2025	
9862	Elections Process Coordinator-Department Promotional-Elections Department	9/25/2025	10/2/2025	DP	DP	9/24/2025	RoM	9/22/2025	
9863	Fiscal Support Technician	9/26/2025	9/26/2025	MGV	DP	9/25/2025	MGV	9/22/2025	
9864	Behavioral Health Peer Specialist	9/26/2025	10/10/2025	ARY	Open	9/25/2025	MGV	9/22/2025	
9865	Social Service Supervisor II - DP - DHS	9/26/2025	10/10/2025	MGV	Open	9/26/2025	ARY	9/22/2025	
9866	Technical Support Specialist I/II/III	9/25/2025	10/1/2025	DG	DP	9/16/2025	DG	9/15/2025	
9867	Deputy Director of Animal Services	9/27/2025	10/3/2025	KAS	Open	9/26/2025	KAS	9/22/2025	
9868	Fiscal Support Specialist-DP-Assessor-Recorder	9/30/2025	10/31/2025	RoM	Open	9/29/2025	RoM	9/29/2025	
9869	Environmental Health Technician I	10/1/2025	10/3/2025	DMR	DP	9/29/2025	DMR	9/29/2025	
		10/3/2025	10/17/2025	MGV	Open	10/2/2025	MGV	9/29/2025	

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

October 13, 2025

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

PROPOSED REVISED SPECIFICATIONS TITLED HUMAN RESOURCES MANAGER

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

The management of human capital assets continues to evolve related to generational differences, increased work intensity, hiring and retention challenges, fewer layers of management, and constant pressure to improve. These changes highlight the need for effective management practices and the importance of investing in human capital to achieve organizational success

The Human Resources Manager is responsible for managing, administering, and coordinating a human resources program for a county department. The Human Resources Manager has traditionally been allocated to large county departments. The existing specification limits the use of the classification to departments with 400 or more employees. The proposed revisions will allow the use of this specification in departments with 150 or more employees. Utilizing the Human Resources Manager in smaller departments will allow the county to focus on critical functions, as well as, large volume operations.

In addition to revising the definition of the classification to allow for use in smaller, critical areas, the proposed revisions add the requirement of two (2) years of human resources experience in a management capacity. Other revisions include defining the collaborative nature of the classification with centralized Human Resources.

The Human Resources Manager is an unrepresented management classification.

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

Sincerely,

A handwritten signature in blue ink, reading "Tracey A. Eldridge".

Tracey A. Eldridge
Chief Human Resources Officer

Human Resources Manager
Bargaining Unit: D
Salary Range: 69.6 (\$7,354 - \$8,788 /mo.)

Definition:

Under general direction, manages, administers and coordinates a human resources program for a county department; works with senior management to develop, implement and administer human resource strategies and best practices to achieve departmental objectives and goals; and to do related work as required.

Distinguishing Characteristics

The Human Resources Manager classification reports to a department head or a senior level manager and is characterized by its overall responsibility for the day-to-day operations of a human resources program in a county department including the supervision of staff engaged in processing of human resource transactions and the delivery of employment services. The Human Resources Manager is distinguished from the Human Resources Analyst series by its responsibility to manage a division of technical and clerical staff in support of a department's human resource program. This classification is limited to departments with 400 hundred 150 or more employees.

Essential Functions:

- Supervises, directs, and manages staff engaged in human resource functions within a department including but not limited to hiring, transfers, salary increments, leave management, performance evaluations, staffing requirements and appropriate classifications, employee disciplinary actions and terminations;-
- Provides leadership to the human resource division; coaches, trains and motivates assigned staff; delegates work and projects as needed and works to ensure that all assignments are completed with a high degree of work integrity;-
- Manages administration of the department's classification and salary plan, position control, performance management, employee relations, staff development; ensures cost effective use of benefits including unemployment and industrial insurance; and assists in effecting the department's Equal Employment Opportunity goals;-
- Develops and administers human resource plans, policies and procedures in accordance with the department's mission, philosophy and standards and in compliance with all applicable County, State, and Federal laws;-
- Advises management and senior leadership team on all aspects of employment and human resource issues; handles the most complex human resource issues and makes recommendations to management on the most appropriate course of action;-
- Conducts departmental workplace investigations;

Essential Functions continued

- Supervises payroll functions and develops and maintains a record keeping system of employee activities;-
- Provides information and advice to employees and managers regarding employee benefits;-

- Identifies department training needs, develops training plans and training modules on work-related topics as needed; oversees the preparation and distribution of materials including employee orientation, newsletters and handbooks;:-
- Coordinates with the Chief Human Resources Officer and staff regarding county-wide human resource policies, programs, and processes;:-
- Researches, compiles and analyzes data about employment services provided and makes recommendations based upon the results of analysis for continuous process improvements to the Human Resource program;:-
- Reviews and analyzes performance evaluations to ensure consistency; coaches and trains supervisors/managers on establishing performance goals and measurements;:-
- Establishes strong business partnerships with educational institutions, and other local entities and businesses to develop shared training programs and to promote the County's recruitment and retention efforts;:-
- Attends and participates in professional group meetings, stays abreast of new trends and innovations in the human resources field;:-
- Prepares and writes correspondence and a variety of reports and documentation;:-
- **Collaborates with central County Human Resources in the implementation of County-wide policy, procedures, processes, and objectives;**

Other Functions

- Performs other related duties as required.

~~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.~~

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in Public or Business administration or related field AND five (5) years of progressively responsible experience in human resources, **two (2) of which have been in a management capacity**; OR any equivalent combination of education and experience.

Preferred Qualifications:

Possession of one of the following certificates or certifications:

- **Association of Workplace Investigators (AWI) certificate**
- **California Public Employers Labor Relations Association - CLRM**
- **Society of Human Resources Management CP or SCP**

New

February 2017

Revised Job Specification

October 2025

Item No. 0644 #0644

JS0644

~~A background check may be conducted for this classification.~~

Knowledge of: the principles and practices of public human resources management and administration; applicable County Ordinances, rules and regulations, State and Federal laws; basic budgetary management and tracking principles; training trends; and supervisory principles; **principles of employee relations; workplace investigation practices.**

Ability to: plan, direct, and coordinate the human resource function of a county department; supervise, coordinate, train and evaluate the work of staff; **participate in employee relations activities in cooperation with central County Human Resources; conduct internal workplace investigations;** analyze data and prepare reports and recommendations; provide input into department's budget and monitor expenditures for division; handle complex human resource issues; conduct investigations; design and implement training programs; maintain confidentiality and use sound judgment in making decisions and recommendations to management; communicate effectively orally and in writing; develop and maintain cooperative work relationships with employees, management, and representative of other groups and organizations; prepare clear and concise reports; and use a personal computer with associated software.

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.

New
February 2017
Revised Job Specification
October 2025
Item No. 0644 #0644
JS0644

DEPARTMENT HEAD

DATE

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

10.2.25
DATE

Item #	0644
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	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	69.6
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	4
Bargaining Unit	D
HR Analyst	Michael Goulart
Reviewed By	Tracey Eldridge
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2025

October 13, 2025

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

**PROPOSED REVISED SPECIFICATIONS FOR HEAVY EQUIPMENT MECHANIC & SUPERVISING
HEAVY EQUIPMENT MECHANIC**

The Human Resources Division requests approval of the attached revisions to the Heavy Equipment Mechanic and Supervising Heavy Equipment Mechanic specifications.

The Human Resources Division is proposing revisions to the Heavy Equipment Mechanic and Supervising Heavy Equipment Mechanic job specifications. These proposed revisions are intended to more accurately reflect the expectations of these specifications and improve clarity of the evolving operational needs of Kern County.

To ensure consistency across the series and establish a clear career progression, the revised specifications provide clarity to the definition, essential functions, and the employment standards. Key updates include clarification of equipment and fuel types throughout both specifications, an updated "Ability to" section to Heavy Equipment Mechanic and the removal of various restrictive language from the employment standards. These proposed revisions establish a more transparent specification series and broaden the applicant pool while still capturing candidates who possess the necessary knowledge, skills, and abilities to succeed in these positions.

Heavy Equipment Mechanic and Supervising Heavy Equipment Mechanic 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 the proposed revised specifications of Heavy Equipment Mechanic and Supervising Heavy Equipment Mechanic be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tracey A. Eldridge".

Tracey A. Eldridge
Chief Human Resources Officer

cc: Joshua Champlin, Director of Public Works

Heavy Equipment Mechanic
Bargaining Unit: 6
Salary Range: 62.1 (\$5,059 - \$6,046 /mo.)

Definition:

Under direction, to locate mechanical trouble and to repair and overhaul road maintenance and construction equipment ~~on, both~~ gasoline, compressed natural gas, or ~~and~~ diesel-powered medium, heavy, and transit equipment; and ~~to do~~ related work as required.

Essential Functions:

- Examines and locates mechanical defects in a wide variety of automotive, road and construction equipment, including diesel, compressed natural gas, and gasoline powered trucks, tractors, motor graders, and ~~powered shovels~~ transit buses;:-
- Makes major and minor mechanical repairs, disassembles, repairs, grinds, or replaces worn parts;:-
- Adjusts and fits new parts in engines, oil, water, and fuel pumps, carburetors and fuel injectors, governors, starting motors, clutches, transmissions, differentials, brakes, and steering gears;:-
- Repairs crawl-type tractors, checking and replacing rollers, pins, and bushings;:-
- Times and adjusts motors;:-
- Replaces electrical wiring;:-
- Overhauls hydraulic lifts and steering assemblies on motor graders and tractors;:-
- Maintains records of time and materials used;:-
- Performs other job-related duties as required;:-

Employment Standards:

Four (4) years experience in the maintenance and repairing of medium and heavy-duty motorized diesel, gasoline, or compressed natural gas equipment, including experience with track driven equipment ~~with diesel engines and track-laying equipment.~~

Possession of a valid California Class C Driver's License.

Possession of a valid California Class A Driver's License required to successfully pass the six (6) months probationary period.

Knowledge of: the principles of gasoline and diesel engine mechanics as applied to the maintenance and repair of automotive and road and construction equipment; the tools and equipment of the trade, and skill in their use in diagnosing and repairing a wide variety of heavy equipment.

Ability to: maintain and repair a variety of medium and heavy-duty motorized equipment; utilize a wide variety of hand, power, and shop tools; operate equipment used in repairing or servicing motorized equipment; follow safety regulations; prepare reports; keep simple records; and ~~to~~ follow both oral and written directions.

Revised Job Specification
October 2025 ~~September 2008~~
Item No. 5096

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

10.7.25
DATE



CHIEF HUMAN RESOURCES OFFICER

10.7.25
DATE

Item #	5096
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	H
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	62.1
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	2
Bargaining Unit	6
HR Analyst	Rocio Mosqueda
Reviewed By	Michael Goulart
CAO Analyst	Kaler Ayala
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2025

Supervising Heavy Equipment Mechanic
Bargaining Unit: 1
Salary Range: 66.0 (\$6,145 - \$7,343 /mo.)

Definition:

Under direction, to supervise and to make major and minor repairs on gasoline, ~~compressed natural gas, or~~ and diesel-powered fire, ~~medium,~~ heavy, and transit equipment; locate and identify mechanical issues and to repair and overhaul road maintenance and construction equipment, as determined by assignment, and ~~to do~~ related work as required.

Essential Functions:

- Assigns, supervises and performs mechanical work for the maintenance and operation of fire, transit, or large motorized equipment;
- Estimates the time and materials needed to complete a job;
- Determines the priority of work to be performed;
- Assigns jobs to subordinates and inspects the work upon completion;
- Makes special tools and parts for special jobs;
- Performs difficult repair work;
- Diagnoses mechanical failures and/or electrical malfunctions;
- Requisitions material to complete ~~completes~~ work orders;
- ~~Reviews and finalizes~~ Prepares time cards and ~~completes~~ work orders ;
- ~~Conducts employee evaluations and reviews and approves time cards~~ Performs employee evaluations;

OTHER FUNCTIONS

- Performs other related duties as assigned.

Employment Standards:

Positions Assigned to the Kern County Fire Department

Five years experience in the maintenance and repair ~~repairing~~ of medium and heavy-duty motorized equipment, including experience with diesel engines, fire trucks, pumps, or related equipment.

Positions Assigned to the Kern County Roads ~~Public Works~~ Department

Five years experience in the maintenance and repair of ~~transit-buses~~ medium and heavy-duty motorized equipment which have included diesel, gasoline, ~~or~~ and compressed natural gas vehicles, two years of which must include the repair of heavy diesel-powered equipment, such as; motor graders, loaders, skid steers, compactors, single and tandem axle dump trucks, tractors, ~~transit buses, or~~ and other related equipment.

Positions Assigned to the General Services Fleet Services Division

Five years experience in the maintenance and repair of medium and heavy-duty motorized equipment which have included diesel, gasoline, or compressed natural gas vehicles, two years of which must include the repair of heavy diesel-powered equipment, such as, motor graders, loaders, skid steers, compactors, single and tandem axle dump trucks, tractors, transit buses or and other related equipment.

All Positions:

Possession of a valid Class "A" California Driver's License.

Knowledge of: the principles of gasoline, diesel, and compressed natural gas engine mechanics as applied to operation, maintenance and repair; the use of computerized equipment for diagnosis, repair, and maintenance of motorized vehicles; the procedures, tools, equipment, and materials used in the repair and maintenance of both light and heavy equipment; and the methods, equipment, and materials used in metal fabrication work; and generally accepted supervisory practices.

Ability to: operate equipment used in repairing or servicing both medium light and heavy motorized equipment; diagnose motor knocks, noises, or mechanical failures; estimate time and materials needed to complete a job; prepares reports; and assign and supervise the work of others.

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

10-7-25
 DATE


 CHIEF HUMAN RESOURCES OFFICER

10-7-25
 DATE

Item #	5130
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	H
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	66.0
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	1
HR Analyst	Rocio Mosqueda
Reviewed By	Michael Goulart
CAO Analyst	Kaler Ayala
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2025



Human
Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



October 13, 2025

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

REQUEST TO ABOLISH ELIGIBLE LIST – KERN360 SUPPORT MANAGER – EXAM NO. 9610

Kern County Auditor-Controller Aimee Espinoza requests that the Civil Service Commission abolish the eligible list for the Kern360 Support Manager (Exam No. 9610).

On September 8, 2025, your Commission approved substantive changes to the employment standards for this classification. The existing eligible list for the Kern360 Support Manager was established under the previous employment standards. Abolishment of the current eligible list is required to ensure that candidates possess the most relevant and updated minimum qualifications, aligned with the County's evolving business needs and the continued success of Kern County's Enterprise Resource Planning (ERP) system.

In January 2025, the Auditor-Controller utilized the existing eligible list with Certification No. 2025-07074, resulting in nine (9) candidates referred to the department for an interview and one (1) candidate hired through August 2025.

Notice of intention to abolish the list has been sent by the Civil Service Commission Officer to all candidates.

Therefore, IT IS RECOMMENDED that the Kern360 Support Manager, (Exam No. 9610) eligible list BE ABOLISHED in accordance with Civil Service Rule 502.10.

Sincerely,

Tracey Eldridge
Chief Human Resources Officer

cc: Aimee Espinoza, Auditor-Controller

GROUND  BOUNDLESS

COUNTY OF KERN CIVIL SERVICE COMMISSION ANNUAL REPORT

FISCAL YEAR 2023-2024

CIVILSERVICECOMM@KERNCOUNTY.COM



COMMISSION ESTABLISHED BY CIVIL SERVICE ORDINANCE

The voters of Kern County Adopted a Civil Service Ordinance in 1956 under the authority of Civil Service Enabling Law as set forth in the government Code of the State of California. The Civil Service System provides for employment on a merit basis and equitable and uniform procedures for dealing with personnel matters through a Civil Service Commission.

To administer its Civil Service System, the Board of Supervisors appoints citizens to serve as Commissioners. The Civil Service Commission maintains the integrity of Kern County's Civil Service System. It is an independent ruling body, which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments and employees.



The Kern County Civil Service Commission is pleased to present its Fiscal Year 2023-2024 annual report. This report intends to provide an overview of the Commission's activities for the past year.

CIVIL SERVICE

The Civil Service Commission consists of five members appointed by the Kern County Board of Supervisors. They operate a governing body in monitoring provisions of the Kern County Civil Service Ordinance, including Civil Service Rules and Regulations. Commissioners have responsibility for considering such personnel matters as classification, development and maintenance of examination procedures, employee appeals and applicant complaints.

The Commission meets regularly on the second Monday of each month with other meetings scheduled as necessary. During the reporting period, the Civil Service Commission conducted a total of 21 meetings, 12 regular meetings, and 9 special meetings were held to complete business directed to the Civil Service Commission and to consider employee appeals.

COMMISSION STAFF

On May 19, 2015, the Board of Supervisors approved the realignment of the Personnel Department, the County Administrative Office Employee Relations, and the Health Benefits Divisions into a consolidated Human Resources Division. The Civil Service Commission appointed Robyn Lipscomb as the Commission Officer, effective February 25, 2023. The Civil Service Commission Officer is the only administrative staff to the Commission and is responsible for daily management of the Commission's activities.





COMMISSION PRIORITIES

- Establish, ensure, and maintain an equitable and credible merit system for public service employment for the citizens of Kern County



ADDED PRIORITIES

- Consistently provide the best-qualified candidates for public service in a timely and cost-effective manner



COMMISSION OUTREACH

- Website provides agendas, reports, and minutes
- Department visits build rapport and maintain Commission accessibility

COMMISSION GOALS

CIVIL SERVICE RULES

The Civil Service Commission evaluates the Civil Service Rules on a continual basis and makes revisions as needed to ensure the rules reflect the latest processes and technologies. There were four Civil Service Rule amendments in Fiscal Year 2023-2024.

BUDGET

The Civil Service Commission approved their operating budget for the next fiscal year, which includes salaries and benefits for the Commission Officer, Commissioner stipends, and office operating costs. The Commission's recommended operating budget is included in the Human Resources Division's budget and submitted to the Board of Supervisors as part of the County budget process.

OUTREACH

The Civil Service Commission (CSC) website provides current and useful information. Web pages include Home, Commission Contact, Commission Members, Special Vacancies, Regular Meeting Minutes, Joint/Special Meeting Minutes, and Reports. The CSC website also includes links to the regular monthly meeting agenda, deadline for agenda items, as well as the Civil Service Rules. The site is updated regularly by the Commission Officer to ensure that information is current and accessible.

While the Civil Service Commission and Rules cover most County employees, many are unaware of the role the Civil Service Commission performs or what rights and protections it affords. To foster strong relationships and to promote awareness with County department heads, the Commission visits and meets with various departments and their management teams throughout the year as time allows. Commission members met with Probation, Kern Behavioral Health and Recovery Services, Public Works, Veterans' Services, Child Support Services, Employers' Training Resource, Airports, and the KCSO Morgue facilities. Department visits are a vital tool in establishing open communication and accessibility to the Commission for all County departments.





COMMISSIONERS



Supervisory District 1

Romeo Agbalog – Vice President
Appointed to the
Commission for a term
that expires in 2025



Supervisory District 2

Jeremy Price – President
Appointed to the
Commission for a term
that expires in 2027



Supervisory District 3

Michael Bowers – Commissioner
Appointed to the
Commission for a term
that expires in 2025



Supervisory District 4

NaTasha Johnson – Commissioner
Appointed to the
Commission for a term
that expires in 2026



Supervisory District 5

Brian Holt – Commissioner
Appointed to the
Commission for a term
that expires in 2025



RESULTS FROM LAST YEAR

EMPLOYEE APPEALS

Civil Service Rule (CSR) 1705.00 sets forth the procedures to be followed any time an appointing authority takes action to dismiss, suspend, or reduce in rank or compensation any regular, non-probationary officer or employee in the classified civil service. The officer or employee may, within ten business days after presentation of the order, appeal to the Commission from the order (CSR 1730.00). The Commission shall commence a hearing and affirm, modify, or revoke the order. The appellant may appear personally, produce evidence, and have counsel and a public hearing (CSR 1735.10). Appeal Hearings are scheduled for 3-8 weeknights from 5:00 PM – 8:00 PM or 5:30 PM – 8:30 PM as schedules allow.

Civil Service Rule (CSR) 1800.00 sets forth the complaint procedures to be followed any time an employee believes they have experienced unlawful discrimination or harassment treatment in the workplace. Upon completion of the complaint investigation, the complainant or the affected County department have 20 calendar days to review and either accept or reject the findings and recommendations. If either party rejects the findings and recommendations, they may file a request for an evidentiary hearing before the Civil Service Commission.

In addition to disciplinary and evidentiary appeal requests, the Commission receives and considers other appeal requests, some of which could include reinstatement to re-employment and lay-off re-employment lists, removal from eligible and certification lists, reclassification, and personal necessity leave requests. The Commission considered two of these appeal requests.

Appeal requests may be withdrawn during the scheduling process and some appeals are settled between the parties before the scheduled hearings take place. There was one CSR 1800 evidentiary appeal request during Fiscal Year 2023-24. There was one disciplinary appeal request appeal hearing granted and one disciplinary hearing heard by the Commission during Fiscal Year 2023-24.

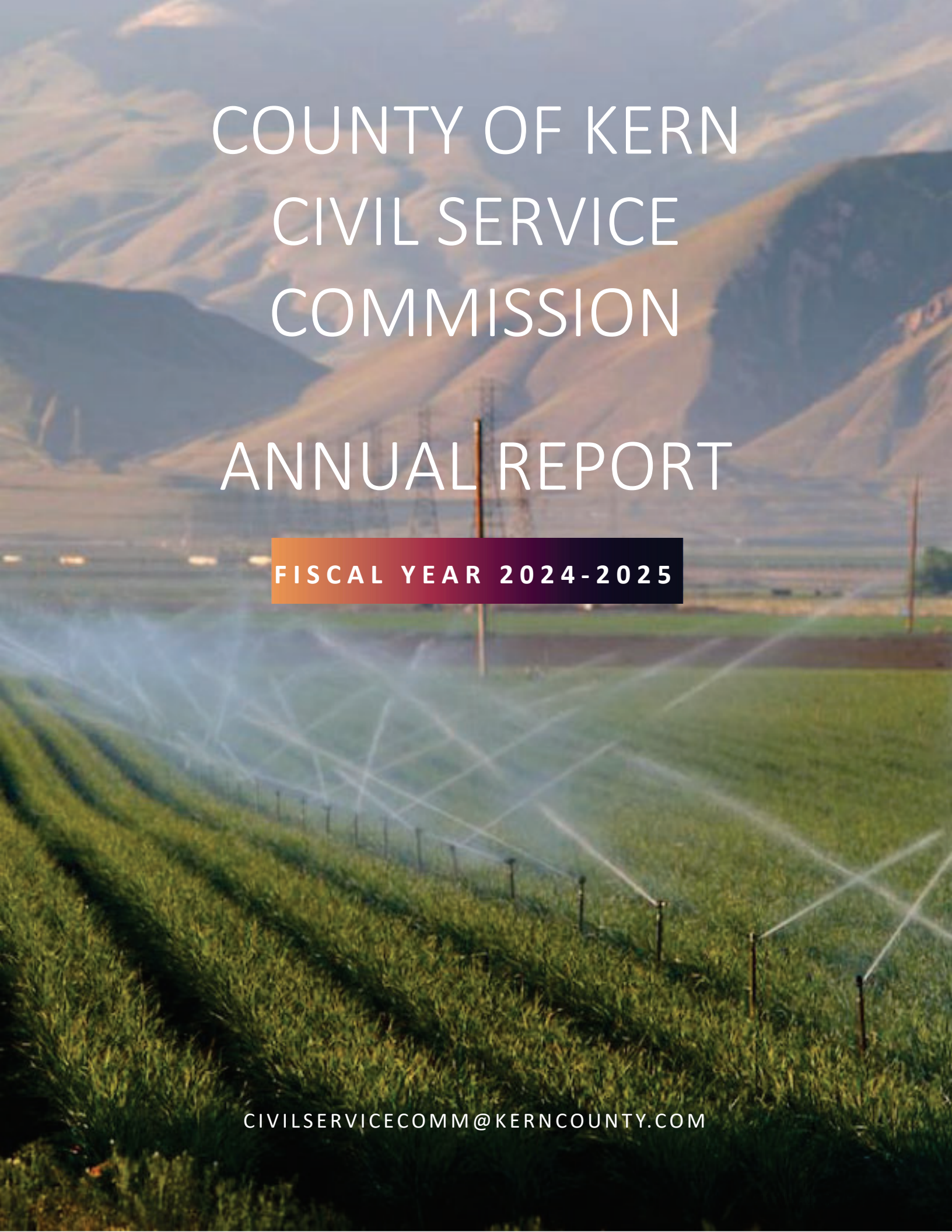
CLASSIFICATION ACTIVITY

Standard classification activity included 101 items that were considered by the Commission during this fiscal year.

CIVIL SERVICE RULE REVISIONS		DATE AMENDED
200	Classification & Compensation	January 8, 2024
500	Eligible Lists	In-process
1700	Dismissal, Suspension, Reduction	In-process
1800	Discrimination Appeals	May 13, 2024

COMMISSION ACTIVITY

Activity	New Specification	Revised Specification	Abolish Lists	Rule Updates	Hearings	Department Visited
July	7	1	1	1		
August	1	9			1	
September	3	1				
October	2	2		1		Probation
November	3	28				
December	2	3		1		
January	1	8			1	KBHRS
						Public Works
						Veterans'
February		5	1			CSS
						ETR
March					1	
April		3				KCSO Morgue
						KCSO Facility
May	2	17		1	1	
June		3				
TOTALS	21	80	2	4	4	8



COUNTY OF KERN CIVIL SERVICE COMMISSION ANNUAL REPORT

FISCAL YEAR 2024-2025

CIVILSERVICECOMM@KERNCOUNTY.COM



COMMISSION ESTABLISHED BY CIVIL SERVICE ORDINANCE

The voters of Kern County Adopted a Civil Service Ordinance in 1956 under the authority of Civil Service Enabling Law as set forth in the government Code of the State of California. The Civil Service System provides for employment on a merit basis and equitable and uniform procedures for dealing with personnel matters through a Civil Service Commission.

To administer its Civil Service System, the Board of Supervisors appoints citizens to serve as Commissioners. The Civil Service Commission maintains the integrity of Kern County's Civil Service System. It is an independent ruling body, which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments and employees.



The Kern County Civil Service Commission is pleased to present its Fiscal Year 2024-2025 annual report. This report intends to provide an overview of the Commission's activities and accomplishments for the previous year.

CIVIL SERVICE

The Civil Service Commission consists of five members appointed by the Kern County Board of Supervisors. They operate as a governing body in monitoring provisions of the Kern County Civil Service Ordinance, including Civil Service Rules and Regulations. Commissioners have responsibility for considering such personnel matters as classification, development and maintenance of examination procedures, employee appeals and applicant complaints.

The Commission meets regularly on the second Monday of each month with special meetings scheduled as necessary. During the reporting period, the Civil Service Commission conducted a total of 16 meetings, 12 regular meetings, and 4 special meetings were held to complete business directed to the Civil Service Commission and to consider employee appeals.

COMMISSION STAFF

On May 19, 2015, the Board of Supervisors approved the realignment of the Personnel Department, the County Administrative Office Employee Relations, and the Health Benefits Divisions into a consolidated Human Resources Division. The Civil Service Commission Officer is currently the only administrative staff to the Commission and is responsible for daily management of the Commission's activities.





COMMISSION PRIORITIES

- Establish, ensure, and maintain an equitable and credible merit system for public service employment for the citizens of Kern County



ADDED PRIORITIES

- Consistently provide the best-qualified candidates for public service in a timely and cost-effective manner



COMMISSION OUTREACH

- Website provides agendas, reports, and minutes
- Department visits build rapport and maintain Commission accessibility

COMMISSION GOALS

CIVIL SERVICE RULES

The Civil Service Commission evaluates the Civil Service Rules on a continual basis and makes revisions as needed to ensure the rules reflect the latest processes and technologies. There were two Civil Service Rule amendments in Fiscal Year 2024-2025.

BUDGET

The Commission's recommended operating budget is currently included in the Human Resources Division's budget and submitted to the Board of Supervisors as part of the County budget process.

OUTREACH

The Civil Service Commission (CSC) website provides current and useful information accessible to all CSC stakeholders. The web page include Home, Commission Contact, Commission Members, Special Vacancies, Regular Meeting Minutes, Joint/Special Meeting Minutes, and Reports. The CSC website also includes links to the regular monthly meeting agenda, deadline for agenda items, as well as the Civil Service Rules. The site is updated regularly by the Commission Officer to ensure that information is current and accessible.

While the Civil Service Commission and Rules cover most Kern County employees, many are unaware of the role the Civil Service Commission performs or what rights and protections it affords. To foster strong relationships and to promote awareness with County department heads, the Commission visits and meets with various departments, their management teams, and recognized labor organizations throughout the year as time allows.

Department visits are a vital tool in establishing open communication and accessibility to the Commission for all Kern County departments and stakeholders.





COMMISSIONERS



Supervisory District 1 – Romeo Agbalog – Vice President
Vice President Agbalog was appointed to the Commission for a term that expires in 2025



Supervisory District 2 – Jeremy Price – President
President Price was appointed to the Commission for a term that expires in 2027



Supervisory District 3 – Michael Bowers
Commissioner Bowers was appointed to the Commission for a term that expires in 2025



Supervisory District 4 – NaTasha Johnson
Commissioner Johnson was appointed to the Commission for a term that expires in 2026



Supervisory District 5 – Brian Holt
Commissioner Holt was appointed to the Commission for a term that expires in 2025



RESULTS FROM LAST YEAR

EMPLOYEE APPEALS

Civil Service Rule (CSR) 1705.00 sets forth the procedures to be followed any time an appointing authority takes action to dismiss, suspend, or reduce in rank or compensation any regular, non-probationary officer or employee in the classified civil service. The officer or employee may, within ten business days after presentation to him of the order, appeal through the Human Resources Officer to the Commission from the order (CSR 1730.00). Within 20 calendar days from the filing of the appeal, the Commission shall commence a hearing and affirm, modify, or revoke the order. The appellant may appear personally, produce evidence, and have counsel and a public hearing (CSR 1735.10). Appeal Hearings are scheduled for 3-8 weeknights from 5:00 PM – 8:00 PM or 5:30 PM – 8:30 PM as schedules allow.

Civil Service Rule (CSR) 1800.00 sets forth the complaint procedures to be followed any time an employee believes they have experienced unlawful discrimination or harassment treatment in the workplace. The complainant may file a complaint within 180 days of the occurrence of the acts giving rise to the complaint. Upon completion of the complaint investigation, the complainant or the affected County department have 20 calendar days to review and either accept or reject the findings and recommendations. If either party rejects the findings and recommendations, they may file a request for an evidentiary hearing before the Civil Service Commission.

In addition to disciplinary and evidentiary appeal requests, the Commission receives and considers other appeal requests, some of which could include reinstatement to re-employment, lay-off re-employment lists, removal from eligible and certification lists, and reclassifications.

Appeal requests may be withdrawn during the scheduling process and some appeals are settled between the parties before the scheduled hearings take place.

CLASSIFICATION ACTIVITY

Standard classification activity included 101 items that were considered by the Commission during this fiscal year.

CIVIL SERVICE RULE REVISIONS		DATE AMENDED
305	Experience	October 14, 2024
312	Extra Help Credit	October 14, 2024

COMMISSION ACTIVITY

Activity	New Specification	Revised Specification	Abolish Lists	Rule Updates	Hearings	Department Visits
July		4590				
		4595				
August	75	73				
September		4395			2024-0101	
		5250				
		5249				
		5246				
		5243				
October	2273	4395		305		
	2268			312		
	2276					
	2274					
	2275					
	2272					
November	4513				2023-0105	
December	773	490				
	101	494				
	472	2198				
	2192	2196				
	2880	3404				
	3051	2355				
		1712				
January	5392	505			2024-0107	
		645				
		3563				
		3560				
February	2326		9307			
	2325					
	2439					
	2329					
	2327					
March						
April	3279	8421			2021-0106	
		643				
		4498				
		5250				
		5249				
		4547				
		504				
May		3055				
June		4544			2024-0004	
Totals	21	29	1	2	5	0