

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, January 8, 2024
 5:30 p.m.

PRESENT: Commissioners Agbalog, Bowers, Holt, Johnson, and Price

ABSENT: None

OTHERS: Tracey Eldridge, Stephanie Bouey, Michael Goulart, Keri Pharris, Robyn Lipscomb, Kain Linville, Sandy Arellano, Terrie Martinez, Michael Johnston, and others.

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

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

PUBLIC SESSION

1. **Public Presentations:** NO PUBLIC COMMENT

***CONSENT AGENDA:** NO PUBLIC COMMENT

***2. Approval of Minutes**

Regular meeting on November 13, 2023; **APPROVED; Ho/Jo – 4 ayes; 1 ab, Ag**

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED; Ho/Jo – 4 ayes; 1 ab, Ag**

9027 Planner I/II/III
 9212 Appraiser I - Department Promotional
 8914 PW Maintenance Worker
 9211 Engineering Aide I/II/III
 9213 Assessment Technician
 9214 Senior Systems Analyst
 9215 First Responder Paramedic
 9216 First Responder Medical Unit Operator
 9217 Senior Legal Secretary
 9218 Extra Help Law Clerk - DA
 9219 Departmental Aide-Part-Time-Shift-Boron
 9222 Office Services Specialist-Department Promotional-BHRS
 9223 Sheriff's Support Specialist - Shift
 9224 Sheriff's Program Specialist

- 9220 Appraisal Assistant
- 9221 Appraiser I
- 9225 Senior Auditor-Appraiser
- 9229 Human Services Supervisor-Bilingual-Delano-DP-DHS
- 9230 Human Services Supervisor-Bilingual-Lamont-DP-DHS
- 9226 Fire Battalion Chief - Department Promotional - Fire
- 9227 Fire Captain - Department Promotional - Fire
- 9228 Fire Engineer - Department Promotional - Fire
- 9231 Fiscal Support Specialist - DP - TTC
- 9232 Departmental Aide-Part-Time-Shift-Rosamond
- 9234 Criminalist
- 9233 Sheriff's Senior Support Specialist - Shift - DP - Sheriff
- 9235 Sheriff's Records Supervisor - Shift
- 9236 Sheriff's Records Unit Supervisor

4. **New Specification(s):** The following job specification(s) have been created and approved by the Chief Human Resources Officer (CHRO) and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.

- a. KCSO Morgue Supervisor, Item No. 3700
Human Resources Analyst Michael Johnston presented; No public comment;
APPROVED; Bo/Jo – 4 ayes; 1 ab, Ag

5. **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. Park Ranger positions;
 - i. Park Ranger Trainee, Item No. 5250
 - ii. Park Ranger, Item No. 5249
 - iii. Senior Park Ranger, Item No. 5246
 - iv. Supervising Park Ranger, Item No. 5243Human Resources Analyst Michael Johnston presented; No public comment;
APPROVED; Bo/Ho – 4 ayes; 1 ab, Ag
- b. Fire Department EOC positions;
 - i. First Responder Medical Unit Operator, Item No. 3282
 - ii. First Responder Paramedic, Item No. 3283Deputy Chief Human Resources Officer (DCHRO) Michael Goulart presented; No public comment; **APPROVED; Bo/Jo – All ayes**
- c. KBHRS Resource Operations Manager, Item No. 0774
Deputy Chief Human Resources Officer (DCHRO) Keri Pharris presented; No public comment; No Commission questions; **APPROVED; Bo/Jo – All ayes**

6. Second Reading of Amendment to Rule 200 of the Civil Service Commission; **WAIVED READING; No Public Comment; APPROVED; ADOPTED; Bo/Ag – All ayes**

7. **Election of 2024 Civil Service Commission Officers:**

President Price was elected to the role of President; **Ag/Bo – All ayes**

Commissioner Agbalog was elected to the role of Vice President; **Pr/Bo 4 Ayes, 1 abd, Ag**

8. **Civil Service Rule Revision Status Updates:** Deputy County Counsel (DCC), Stephanie Bouey, reported that CSR 1800 communications between the Commission, HR, and the appropriate labor organizations is scheduled to take place on January 18, 2024, and she will provide updates at the next Regular Meeting

9. **CSR 1800 Investigations and Timelines:** DCC Bouey indicated that there are currently five active investigations and all of them are within timelines.

10. **Commission Officer Items/Report:** None

11. **Human Resources Division Items/Report:** Assistant Chief Human Resources Officer, Tracey Eldridge reported that the Chief Human Resources Officer, Devin Brown, will be leaving and his last day will be January 26, 2024. Ms. Eldridge will serve as Interim Chief Human Resources Officer until a permanent appointment is made.

President Price offered congratulations and condolences and asked that she offer Mr. Brown the best wishes of the Commission.

12. **Commission Member Presentations or Announcements:** Commissioner Bowers congratulated President Price and Vice President Agbalog on their appointments. President Price thanked Commissioner Bowers.

CLOSED SESSION (Government Code § 54957): NO CLOSED SESSION ITEMS SCHEDULED FOR THIS MEETING.

13. Adjourned to the Regular Meeting to be held on Monday, February 12, 2024, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, December 11, 2023
5:30 p.m.

PRESENT: Commissioners Agbalog, Bowers, Holt, Johnson, and Price

ABSENT: None

OTHERS: Devin Brown, Stephanie Bouey, Michael Goulart, Tracey Eldridge, Keri Pharris, Robyn Lipscomb, Zachary Wells, Brenda Guerra, Alison Burrowes, Terrie Martinez, Michael Johnston, Francisco Martinez, and others.

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

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

PUBLIC SESSION

1. Public Presentations

Francisco Martinez SSW III, DHS and SEIU 529 Shop Steward, reported that he was interested in exploring any recourses available to him to stay at his current work site at 100 E. California Avenue, the OC Sills Building. He believes he can provide services to his client and be a team player with his unit while working from OC Sills, not the Dream Center on 19th Street, where the remainder of his unit works.

He feels that the catalyst to his relocation is retaliation for his role as a shop steward and believes he is being moved to create barriers for his coworkers’ union representation and ability to advocate for themselves at OC Sills. He knows the department has great leeway when it comes to his placement, but he would like them to answer or comment on the benefits he enumerated to him not being relocated.

No additional comment or questions

***CONSENT AGENDA:** NO PUBLIC COMMENT

*2. Approval of Minutes

Regular meeting on November 13, 2023; **APPROVED;** Ag/Jo – 5 ayes

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED;** Ag/Jo – 5 ayes

8836 Accountant / Sr. Accountant
9174 Senior Traffic Signal Technician
9175 Stock Clerk I

9176 Sheriff's Sergeant - DP
9177 Office Services Specialist-Bilingual-Delano
9178 Wastewater Treatment Plant Operator Trainee/I/II - DP
9179 Public Works Maintenance Supervisor - DP
9180 Social Service Supervisor I/II-DP
9181 Sheriff's Lieutenant - DP
9182 Youth Services Officer I/II - Shift
9183 Program Specialist I/II - Bilingual
9184 Technical Support Specialist I/II
9185 Legal Secretary - Lamont
9186 Legal Secretary - Ridgecrest
9187 Elections Process Clerk II/III
9188 Environmental Health Technician I
9189 Assistant Fire Marshal - Department Promotional
9190 Library Associate - Shift
9191 Departmental Aide - Part-Time - California City - Shift
PD9192 Per Diem Elections Process Aide
9193 Departmental Aide - Part-Time - Mojave - Shift
9194 Office Services Technician-Boron-Shift
9195 Staff Development Specialist
9196 DNA Technical Lead Criminalist
9197 Air Quality Administrative Manager
9198 Office Service Specialist - Bilingual
9199 Office Services Specialist - Outlying Areas
9200 Office Services Technician
9201 Office Services Technician - Bilingual
9202 Office Services Technician - Outlying Areas
9203 Fiscal Support Specialist - Bilingual
9204 Office Services Specialist - Bilingual - Delano
9205 Behavioral Health Workforce Development Coordinator
9206 Sheriff's Support Specialist
9207 Fire Plan Examiner - Department Promotional - Fire
9208 Maintenance Worker/Senior Maintenance Worker
9209 Supervising Auditor-Appraiser
9210 Behavioral Health and Recovery Services Finance Director

4. **New Specification(s):** The following job specification(s) have been created and approved by the Chief Human Resources Officer (CHRO) and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.
- a. KBHRS Resources Operations Manager, Item No. 0774
Deputy Chief Human Resources Officer (DCHRO) Keri Pharris presented; No public comment; No Commission questions; **APPROVED**; Bo/Ag – 5 ayes
 - b. Coroner Family Advocate, Item No. 4380
Human Resources Analyst Michael Johnston presented; No public comment; Commissioner Bowers agreed that the position was necessary but requested verification that the position would not refer the public to specific funeral homes; Mr. Johnston believed it was really a facilitation not a referral; Commissioner Bowers approved and

indicated that he would follow up with the department later that this was not the practice;
APPROVED; Bo/Jo – 5 ayes

5. **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. Fire Captain, Item No. 4590

DCHRO Brenda Guerra presented; No public comment;
Commissioner Agbalog confirmed that the position is represented, and inquired whether this recruitment is only available to internal candidates; Deputy Chief (DC) Zachary Wells indicated that this position was only available to internal candidates with two years' experience with Kern County Fire Department (KCFD); Commissioner Agbalog and DC Wells discussed the merits and drawbacks of limiting recruitment to people within the department; Commissioner Agbalog stated his concerns with barriers to recruitment in light of the County stated goals of Diversity, Equity and Inclusion. Commissioner Bowers and DC Wells discussed the practical need for experience and knowledge of Kern County geography for this type of first line management position, and industry norms. Commissioners Bowers and Johnson discussed with DC Wells the availability of the simulation required by this revised specification. President Price and Commissioner Agbalog expressed additional concerns about promotional meritocracy.

CHRO Devin Brown reiterated that this is a represented position by the Kern County Firefighters Union and that the current language, and the job specification experience as a KCFD Engineer; this was negotiated and has been settled for many years; there is an expectation by our union that this will continue to be our practice; any discussion or changes to this would require negotiations and is far beyond anything else we could accomplish tonight; it is an expected practice by our union; it is a benefit to the employees that are a part of that union that they'll be able to promote; and it is also part of your civil service ordinance to encourage internal promotion where practical falls in line with the voter's intent; in his experience this requirement is standard in every fire departments; the only requested change to this specification was to request the addition of a required Fire Captain Simulation.

President Price and Commissioner Agbalog expressed concerns that firefighters were leaving Kern County to get better pay or be closer to home in another county;

DC Wells and CHRO Brown explained that the firefighters are not leaving to be captains or chiefs in other counties but to start at the entry level firefighter rank;

Commissioner Agbalog thanked DC Wells for his presentation and his service, but took exception to this particular job classification and the way it was written and sees it as a required qualification; and will oppose it respectfully;

Commissioner Johnson clarified that the request was to add the Fire Captain simulation as a required qualification;

CHRO Brown confirmed; **APPROVED**; Bo/Ho – 3 ayes, 2 nays Ag, Pr

b. KCSO positions

i. Records Unit Supervisor, Item No. 3253

ii. Records Supervisor, Item No 3254

Principal Human Resources Analyst Michael Johnston presented; No public comment; No Commission questions; **APPROVED**; Ho/Jo – 5 ayes

6. First Reading of Amendment to Rule 200 of the Civil Service Commission; **WAIVED READING; No Public Comment; APPROVED**; Bo/Jo – 5 ayes
7. **Civil Service Rule Revision Status Updates:** Deputy County Counsel (DCC), Stephanie Bouey, reported that CSR 1800 communications between the Commission, HR, and the appropriate labor organizations are continuing and there should be an update next month.
8. **CSR 1800 Investigations and Timelines:** DCC Bouey indicated that there are six current investigations and all of them are within timelines.
9. **Commission Officer Items/Report:** None
10. **Human Resources Division Items/Report:** CHRO Brown thanked everyone for a great calendar year and wished happy holidays to everybody and appreciates all the hard work
11. **Commission Member Presentations or Announcements:** None

CLOSED SESSION (Government Code § 54957): NO CLOSED SESSION ITEMS SCHEDULED FOR THIS MEETING.

12. Adjourned to the Regular Meeting to be held on Monday, January 8, 2024, at 5:30 p.m.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9212	Appraiser I - Department Promotional	12/1/2023	12/5/2023	MGV	DP	11/30/2023
8914	PW Maintenance Worker	12/4/2023	Continuous	MES	Open	12/4/2023
9211	Engineering Aide I/II/III	12/4/2023	Continuous	MES	Open	11/29/2023
9213	Assessment Technician	12/4/2023	12/8/2023	MGV	Open	11/30/2023
9214	Senior Systems Analyst	12/4/2023	12/15/2023	DMR	Open	11/30/2023
9215	First Responder Paramedic	12/4/2023	12/15/2023	CMR	Open	11/30/2023
9216	First Responder Medical Unit Operator	12/4/2023	12/15/2023	CMR	Open	11/30/2023
9217	Senior Legal Secretary	12/4/2023	12/18/2023	M_H	Open	11/30/2023
9218	Extra Help Law Clerk - DA	12/4/2023	Continuous	M_H	Open	12/4/2023
9219	Departmental Aide-Part-Time-Shift-Boron	12/5/2023	Continuous	KB	Open	12/5/2023
9222	Office Services Specialist-Department Promotional-BHRS	12/7/2023	12/21/2023	MGV	DP	12/5/2023
9223	Sheriff's Support Specialist - Shift	12/7/2023	Continuous	NAA	Open	12/7/2023
9224	Sheriff's Program Specialist	12/7/2023	12/21/2023	NAA	Open	12/7/2023
9220	Appraisal Assistant	12/11/2023	12/15/2023	MGV	Open	12/5/2023
9221	Appraiser I	12/11/2023	12/15/2023	MGV	Open	12/5/2023
9225	Senior Auditor-Appraiser	12/11/2023	12/15/2023	MGV	Open	12/8/2023
9229	Human Services Supervisor-Bilingual-Delano-DP-DHS	12/11/2023	12/15/2023	DMR	DP	12/8/2023
9230	Human Services Supervisor-Bilingual-Lamont-DP-DHS	12/11/2023	12/15/2023	DMR	DP	12/8/2023
9226	Fire Battalion Chief - Department Promotional - Fire	12/12/2023	12/18/2023	CMR	DP	12/8/2023
9227	Fire Captain - Department Promotional - Fire	12/12/2023	12/18/2023	CMR	DP	12/8/2023
9228	Fire Engineer - Department Promotional - Fire	12/12/2023	12/18/2023	CMR	DP	12/8/2023
9231	Fiscal Support Specialist - DP - TTC	12/12/2023	12/17/2023	KAS	DP	12/11/2023
9232	Departmental Aide-Part-Time-Shift-Rosamond	12/12/2023	1/10/2024	KB	Open	12/12/2023
9234	Criminalist	12/12/2023	1/3/2024	MH	Open	12/12/2023
9233	Sheriff's Senior Support Specialist - Shift - DP - Sheriff	12/13/2023	12/13/2023	NAA	DP	12/12/2023
9235	Sheriff's Records Supervisor - Shift	12/18/2023	Continuous	NAA	Open	12/14/2023
9236	Sheriff's Records Unit Supervisor	12/18/2023	Continuous	NAA	Open	12/14/2023

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



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



January 8, 2024

Civil Service Commission
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93311

PROPOSED NEW SPECIFICATION FOR MORGUE SUPERVISOR

The Kern County Sheriff's Office has requested the development of a new specification titled Morgue Supervisor.

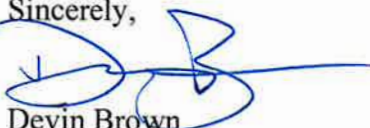
Attached for your review is the proposed job specification, Morgue Supervisor. The Human Resources Division has prepared the specification at the request of Undersheriff Larry McCurtain.

The newly created Morgue Supervisor is assigned to the Kern County Sheriff's Office. The proposed classification will be responsible for planning, organizing, supervising, and coordinating the activities involved in the operation and maintenance of the Coroner Morgue facility. This position will be responsible for supervising and participating in the most difficult and complex forensic work and updating and developing policies and procedures related to morgue operations. Additionally, this position will ensure the morgue, examining rooms, and equipment are cleaned and sterilized regularly to maintain a sanitary environment; and provide oversight for documenting, storing, retaining and/or disposing of all specimens obtained at time of forensic examination.

This classification is a represented Supervisory level position. The Service Employees' International Union Local 521 was notified and has concurred with the proposed specification.

Therefore, IT IS RECOMMENDED that the proposed specification of Morgue Supervisor be REVIEWED, RECEIVED AND FILED.

Sincerely,



Devin Brown

Chief Human Resources Officer

cc: Donny Youngblood, Sheriff
Larry McCurtain, Undersheriff

GROUND  BOUNDLESS

Morgue Supervisor
Bargaining Unit: 1
Salary Range: 59.6 (\$4,466 - \$5,337/mo)

Definition:

Under direction, to plan, organize, supervise, and coordinate the activities involved in the operation and maintenance of the Coroner Morgue facility; to supervise the work of technical staff; and to do other work as required.

The Morgue Supervisor is responsible for the operation of the Coroner Morgue facility and includes morgue and examination room activities. The incumbent reports to the Deputy Coroner Manager for overall administrative direction and supervision and receives medical direction regarding specific examinations from the forensic pathologist in charge. The incumbent supervises and participates in the most difficult and complex forensic work and is responsible for updating and developing policies and procedures related to morgue operations.

Essential Functions:

Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, and supervises the daily operation of morgue activities related to workflow, examinations, schedules, specimens, and intake/release of cases;
- Schedules and assigns the work of Autopsy Assistants; supervises and participates in the more difficult examining room procedures including autopsies, fingerprinting, photographing, and x-raying of bodies;
- Ensures the morgue, examining rooms, and equipment are cleaned and sterilized regularly to maintain a sanitary environment; orders supplies and maintains the facilities inventory;
- Participates in interviewing and hiring of new staff members; conducts the orientation of new employees and the training of Autopsy Assistants.
- Maintains liaison with other sections within the Coroner's Office, funeral homes, cremation services, law enforcement personnel, and pathologists in order to coordinate activities, solve mutual problems and/or exchange information;
- Consults with Deputy Coroner Manager in establishing goals and objectives necessary for effective facility operation; confers with pathologist on examining room procedures;
- Reinforces, establishes, and implements policies and procedures for facility operations; advises Deputy Coroner Manager of any unusual problems affecting departmental policies and procedures, recommending change as necessary;
- Assists in the preparation of annual budget requirements for the facility and monitors expenditures to ensure unit is within funding provisions; ensures accurate and complete records and logs are maintained;
- May serve as a witness in Court on Coroner's cases;
- Provides oversight for documenting, storing, retention and/or disposal of all specimens obtained at time of forensic examination; as identified, coordinates and processes all requests by others regarding further testing and/or analysis of retained specimens;
- Provides oversight for documenting and processing medications for disposal;

- Prepares, plans, coordinates, and releases specimens identified by the forensic pathologist as appropriate for further testing; may include histology, neurology, anthropology, or odontology consults, DOJ Unidentified Persons;
- Consults with Deputy Coroner Manager and reviews requests for rapid DNA profiles; identifies and directs appropriate specimens needed and provides oversight/documentation of specimens processed;
- Other duties, as assigned.

Employment Standards:

Two years of experience in a coroner/medical examiner system in forensic operation that includes any combination of duties related to collecting/retention of various specimens, assisting a forensic pathologist during autopsy or external examinations, intake/release of bodies from morgue, preparation of bodies for daily examination.

Completion of 30 semester units or 45 quarter units from an accredited college or university, with course work in anatomy, physiology, medical terminology, or closely related field may substitute for one year of experience.

Knowledge of: The principles of supervision and training; laws, rules, and regulations pertinent to a morgue and examining room facility; the techniques, procedures, equipment, and instruments used in autopsies, x-rays, photography, fingerprinting, anatomy, dissection, pathology, hygiene to include sanitation and public health, chain of custody and medical terminology.

Ability to: Plan, organize, coordinate, and supervise the morgue operation within the Coroner's facility; train subordinates in the methods and procedures of a medico-legal examining room; analyze operations for efficiency and technical problems, evaluate alternatives, and devise workable solutions; establish and maintain cooperative and effective working relationships with others; communicate effectively in both oral and written form; maintain comprehensive records; prepare reports and correspondence.

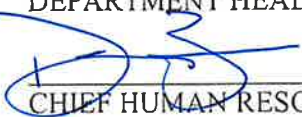
Supplemental:

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 event.


 DEPARTMENT HEAD

 12/15/23
 DATE


 CHIEF HUMAN RESOURCES OFFICER

 12/18/23
 DATE

Item #	3700
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	59.6
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	3
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	January 2024

New Classification
 January 2024
 Item Number: 3700



January 8, 2024

Civil Service Commission
 Kern County Administrative Center
 1115 Truxtun Avenue
 Bakersfield, CA 93311

**PROPOSED REVISED SPECIFICATIONS FOR PARK RANGER TRAINEE, PARK RANGER,
 SENIOR PARK RANGER, AND SUPERVISING PARK RANGER**

The Human Resources Division has prepared the attached revised job specifications at the request of Chief General Services Officer, Geoffrey Hill.

The proposed revisions for Park Ranger Trainee, Park Ranger, Senior Park Ranger, and Supervising Park Ranger have received various updates to their classifications to ensure incumbents obtain and meet the appropriate training, certification, and expectations for their position.

Park Ranger Trainee has primarily received revisions to the position's definition. The proposed revision now requires incumbents to enroll in a certified PC 832 'Arrest, Search and Seizure' and 'Arrest & Firearms' training program upon appointment. Incumbents are also expected to successfully complete the training program within six months of appointment.

Park Ranger has been revised to reflect the changes made to the Trainee classification. Park Ranger will now be expected to carry a firearm and will also require P.O.S.T certified certificates for PC 832 'Arrest, Search and Seizure' and 'Arrest & Firearms' to qualify for the position.

Senior Park Ranger has been revised and is expected to be used as a field investigator and in specialty assignments. This classification will also be expected to provide operational supervision to a section or area of assignment in the absence of the shift supervisor.

Supervising Park Ranger has primarily received revisions to the employment standards. Currently, the classification requires completion of full P.O.S.T. Basic Peace Officer Academy training or completion of a P.O.S.T certified Field Training Program. We are now requiring candidates to possess P.O.S.T. certified certificates for PC 832 'Arrest, Search and Seizure' and 'Arrest & Firearms'.

The attached specifications are represented by the Service Employees' International Union Local 521. The Union was notified and has concurred with the proposal.

Therefore, **IT IS RECOMMENDED** that the proposed revised specifications for Park Ranger Trainee, Park Ranger, Senior Park Ranger, and Supervising Park Ranger be REVIEWED, RECEIVED AND FILED.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Devin Brown', with a stylized, cursive-like flourish.

Devin Brown
Chief Human Resources Officer

cc: Geoffrey Hill, Chief General Services Officer

Park Ranger Trainee
Bargaining Unit: 3
Salary Range: 57.3 (\$3,982-\$4,758 /mo.)

Definition:

Under direction, attends structured training courses designed to qualify trainees for the position of Park Ranger-I and learns the duties necessary to protect park patrons, resources and properties administered by the Parks Department.

DISTINGUISHING CHARACTERISTICS:

This classification is a trainee position in the Park Ranger series requiring no previous law enforcement experience. Incumbents shall be required to enter into a **certified PC 832 'Arrest, Search and Seizure' and 'Arrest & Firearms' training program upon appointment.** ~~the Basic Peace Officer Academy (P.O.S.T.) training program upon appointment.~~ Employees in this classification will be required to work evenings, nights, weekends and holidays. Vacations may be limited to low recreational usage months.

Appointment to Park Ranger I is subject to the recommendation of the Director of Parks Department, and approval of the Director of Personnel. Failure to be enrolled in a **PC 832 'Arrest, Search and Seizure' and 'Arrest & Firearms' P.O.S.T. Basic Peace Officer Academy** certification program and/or successfully complete **P.O.S.T. course** ~~Basic Peace Officer Academy~~ within six (6) months of the date of appointment will result in termination. Incumbents in the Trainee classification are temporary employees and time spent in the classification does not meet the probationary requirements for Park Ranger-I.

Essential Functions:

- Attends the Basic Peace Officers Academy (P.O.S.T.) program and maintains at least the minimum levels of proficiency in all levels of training
- **Obtains a First Aid and CPR Card**
- Fulfills requirements necessary for appointment to the position of Park Ranger-I
- Participates in any other related and supplemental training

OTHER FUNCTIONS:

- Performs other duties of a similar nature or level as required

Employment Standards:

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

Possession of a valid California Class C Drivers License is required upon appointment.

Physical Requirements:

- Physical Exam:** Passing of a rigid medical exam by the County is required.
- Vision:** Correctable to 20/20. No color deficiency or permanent/progressive eye abnormalities.
- Hearing:** No deficiency.
- Character:** Applicants must have a reputation for honesty and trustworthiness. Felony law violations will be disqualifying, and except for a limited number of minor traffic offenses, misdemeanor offenses may also be disqualifying. Must be a U.S. Citizen or a permanent resident alien who is eligible for and has applied for citizenship. Appointees will be fingerprinted and required to pass an extensive background investigation.

Knowledge of: English grammar and spelling, and general mathematics

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

Supplemental:

A background check, **medical and psychological exam will** may be conducted for this Classification **prior to appointment**

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

Park Ranger Trainee

Page 3


DEPARTMENT HEAD

12/13/2023
DATE


CHIEF HUMAN RESOURCES OFFICER

12/18/23
DATE

Item #	5250
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	January 2024

Park Ranger
Bargaining Unit: 3

Salary Range: ~~54.8 (\$3,515-\$4,200 /mo.)~~ 63.4 (\$5,398-\$6,451 /mo.)

Definition:

Under supervision, performs duties necessary to protect park patrons, resources and properties administered by the Parks Division.

Distinguishing Characteristics

This classification is the entry-level peace officer position in the Park Ranger flexible series and requires completion of a P.O.S.T. certified **certificates for PC 832 'Arrest, Search and Seizure' and 'Arrest & Firearms.'** ~~Course within 6 months of appointment.~~ Incumbents are expected to effectively and independently deal with a range of law enforcement situations, including crowds, and be able to enforce laws and regulations within county parks. Incumbents must be able to relate with people in all aspects of public relations. Employees in this classification will be required to work evenings, nights, weekends and holidays. Vacations may be limited to low recreational usage months. ~~Will~~ May be required to carry a **firearm**, pepper spray or other controlling device with proper training (baton, taser, etc.) ~~This position may allow incumbents to carry a firearm if the incumbent possesses P.O.S.T. PC832 'Arrest and Firearms' Certification. Carrying a firearm will come at the recommendation of the Park Ranger Manager, and with the approval of the Chief General Services Officer.~~

~~Promotion to Senior Park Ranger is based upon successful completion of the 12-month probationary period, merit, experience, and is subject to the recommendation of the Chief General Services Officer and the approval of Human Resources.~~

Essential Functions:

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

- Provide security to assigned county buildings, which may include training and operation of magnetometers and x-ray equipment.
- **Conduct investigations on crimes that occur within Kern County Parks and county properties to promote public safety, utilizing state, federal and local laws and provide court testimony as required.**
- Performs other related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, and **must possess** ~~obtain a~~ P.O.S.T certified **certificates for** PC 832 'Arrest, Search and Seizure' and **'Arrest & Firearms.'** ~~course within 6 months of appointment.~~

Possession of a valid California Class C Driver's License, Standard First Aid and CPR Certificates.

PHYSICAL REQUIREMENTS:

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

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

Hearing: No deficiency.

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

Knowledge of: handling both water and land patrol vehicles; operation of law enforcement and safety equipment; safety and general law enforcement practices; courtroom procedures for testimony; general supervision techniques; collecting, receipting and accounting for money.

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

Revised

~~June 2019~~ **January 2024**

Item Number: 5249

Previous Title: Park Ranger I

Supplemental:

A background check, **medical and psychological exam will** ~~may~~ be conducted for this Classification **prior to appointment.**

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

Revised

~~June 2019~~ **January 2024**

#5249

JS5249

Previous Title: Park Ranger I

Park Ranger

Page 4


DEPARTMENT HEAD

12/13/2023
DATE


CHIEF HUMAN RESOURCES OFFICER

12/18/23
DATE

Item #	5249
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	63.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	January 2024

Revised

~~June 2019~~ January 2024

Item Number: 5249

Previous Title: Park Ranger I

Senior Park Ranger
Bargaining Unit: 3
Salary Range: 58.8 (\$4,291-\$5,128 /mo.) 65.3 (\$5,934-\$7,092 /mo.)

Definition:

Under direction, performs duties necessary to protect park patrons, resources and properties administered by the Parks Division; serving as a lead to lower levels; training new employees.

Distinguishing Characteristics

This position classification is used as a field investigator and in speciality assignments. Incumbents also provide operational supervision to a section or area of assignment in the absence of the shift supervisor. ~~a journey level peace officer position in the Park Ranger flexible series requiring previous law enforcement training and/or experience.~~ Incumbents are expected to effectively and independently deal with a full range of law enforcement situations, including large crowds, and be able to enforce all laws and regulations within county parks and county buildings. Incumbents must be able to relate with people in all aspects of public relations. Employees in this classification will be required to work evenings, nights, weekends and holidays. Vacations may be limited to low recreational usage months. This position shall require incumbents to carry a firearm, pepper spray or other controlling device with proper training (baton, taser, etc.)

Essential Functions:

- Serves as a lead, which may include assigning and monitoring work, training employees on work methods, and providing direction.
- Makes periodic patrols of assigned areas, by foot, bicycle or in a motorized vehicle or vessel.
- Meets the public and provides information in order to foster an understanding of state, federal, local laws, and park rules and regulations.
- Responds to situations, including emergencies, involving public safety and the protection of property; including the administration of first aid prior to arrival of other agencies.
- Communicates clearly with dispatcher to provide information regarding crimes and public safety concerns.
- Oversees daily activities of assigned personnel in the care of park or recreational facilities.
- Maintains proficiency and operates various law enforcement and safety-related equipment; and coordinates the maintenance, repair and replacement of assigned equipment.
- Attends advanced training courses.
- Maintains records and completes reports of actions taken.
- Conducts advanced investigations on crimes that occur within Kern County Parks and county buildings to promote public safety, utilizing state, federal and local laws; and provide court testimony as required.

- Issues citations for violations and makes arrests or detains subjects when necessary; transports of suspect(s) and completes required reports, and/or handles evidence.
- Conducts advanced investigations on crimes that occur within Kern County Parks and **county properties** ~~surrounding areas to promote public safety~~, utilizing state, federal and local laws; provides court testimony, as required.
- ~~Assists law enforcement agencies and other public entities, as needed.~~
- Maintains a working knowledge of county policies and procedures, case law, and other law enforcement literature.
- Collects various park fees and makes deposits.
- Functions as a Field Training Officer (FTO) for new hires.
- May attend meetings and other public functions to provide an understanding of park resources and uses.
- May collect data and provide input for park improvement programs.
- Provide security to assigned county buildings, which may include training and operation of magnetometers and x-ray equipment.
- Performs other related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, one (1) year of experience equivalent to a Park Ranger in the Kern County classification system.

OR

One (1) year full-time experience with another law enforcement agency in California as a certified Peace Officer, and must possess P.O.S.T. certified certificates for PC 832 'Arrest, Search and Seizure' and 'Arrest & Firearms'.

Experience must have been completed within three (3) years preceding appointment.
Possession of a valid California Class C Drivers License, Standard First Aid and CPR Certificates.

~~Incumbents must complete a P.O.S.T. approved 40-hour Field Training Officer program within 12 months of hire or be subject to termination.~~

Physical Requirements:

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

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

Hearing: No deficiency.

Previous Title: Park Ranger II

Revised Classification

~~June 2019~~ **January 2024**

Item Number: 5246

Character:

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

Knowledge of: handling both water and land patrol vehicles; operation of law enforcement and safety equipment; safety and general law enforcement practices; courtroom procedures for testimony; general supervision techniques; collecting, receipting and accounting for money.

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

Supplemental:

A background check, **medical and psychological exam will** ~~may~~ be conducted for this Classification **prior to appointment**

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

Senior Park Ranger

Page 4


DEPARTMENT HEAD

12/13/2023
DATE


CHIEF HUMAN RESOURCES OFFICER

12/18/23
DATE

Item #	5246
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	65.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	January 2024

Previous Title: Park Ranger II
Revised Classification
~~June 2019~~ January 2024
Item Number: 5246

Supervising Park Ranger
Bargaining Unit: 1
Salary Range: 64.6 (\$5,731-\$6,849 /mo.) 68.3 (\$6,892-\$8,237 /mo.)

Definition:

Under direction, supervises and coordinates the activities of subordinate staff to ensure a safe environment for park patrons, resources, and properties administered by the Parks Division.

Distinguishing Characteristics

This is the supervisory level of the Park Ranger Series. Incumbents are required to have previous law enforcement training and experience in dealing with laws, rules and regulations. Incumbents are expected to effectively and independently deal with a full range of law enforcement situations, including large crowds, and be able to enforce all laws and regulations within county parks. Incumbents must be able to relate with people in all aspects of public relations and deal with more difficult and complex assignments. Employees in this classification will be required to work evenings, nights, weekends and holidays. Vacations may be limited to low recreational usage months. This position requires incumbents to carry a firearm.

Essential Functions:

- Supervises Park Rangers in the enforcement of laws, ordinances and policies within their respective units, and handles problems that may arise.
- Plans, coordinates, reviews and evaluates the work and patrol schedules of subordinate Park Rangers and other personnel within their respective areas.
- Prepares performance evaluations; makes recommendations regarding hiring, promotions, salary increases, disciplinary actions, and/or terminations.
- Maintains records and completes reports of actions taken.
- Stays abreast of laws, ordinances and/or policy changes, and ensures such changes are known and understood by staff, disseminated through public contacts and/or adhered to in all enforcement actions.
- Meets the public, which may include the media, attends meetings, and provides information in order to foster an understanding of state, federal, local laws, and park rules and regulations.
- Responds to and supervises situations, including emergencies, involving public safety and the protection of property; including the administration of first aid prior to arrival of other agencies.
- Communicates clearly with dispatcher to provide information regarding crimes and public safety concerns.
- Makes periodic patrols of assigned areas by foot, bicycle or in a motorized vehicle or vessel.
- Maintains proficiency and operates various law enforcement and safety related equipment; and, coordinates the maintenance, repair and replacement of assigned equipment.
- Develops and implements special assignments and programs.

- Attends advanced training courses.
- Issues citations for violations and makes arrests when necessary; transports suspect(s) and completes required reports; and/or handles evidence.
- Supervises or conducts advanced investigations on crimes that occur within Kern County Parks and ~~county properties surrounding areas~~ to promote public safety, utilizing state, federal and local laws; and provide court testimony as required.
- Assists law enforcement agencies, and other public entities, as needed.
- Greets and provides information to park visitors.
- Collects various park fees, and makes deposits.

OTHER FUNCTIONS:

- Assume temporary responsibility of the Park Ranger Division in the absence of the Park Ranger Manager, as assigned.
- May be required to participate as a Field Training Officer (FTO).
- Provide security to assigned county buildings, which may include training and operation of magnetometers and x-ray equipment.
- Performs other related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent and two (2) years experience equivalent to a Senior Park Ranger in the Kern County classification system **OR** three (3) years full-time experience with another law enforcement agency in California as a certified Peace Officer. Experience must have been completed within the three (3) years preceding the appointment

Supervisory experience, **must possess P.O.S.T. certified certificates for PC 832 'Arrest, Search and Seizure' and 'Arrest & Firearms'** ~~completion of full P.O.S.T. Basic Peace Officer Academy training or completion of a P.O.S.T. certified Field Training Program is desirable.~~

Possession of a valid California Class C Drivers License, Standard First aid and CPR Certificates.

Physical Requirements:

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

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

Hearing: No deficiency.

Character: Applicants must have a reputation for honesty and trustworthiness.

Revised Classification

June 2019-January 2024

Item Number: 5243

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

Knowledge of: principles and practices of supervision and training; safety and law enforcement practices; handling both water and land patrol vehicles; operation of law enforcement and safety related equipment; courtroom procedures for testimony; collecting, receipting and accounting for money.

Ability to: plan, assign, direct, and supervise the work of subordinate Park Rangers; establish and maintain effective, cooperative working relationships with employees, the public and other entities; motivate and inspire employees to achieve their highest potential; think and react quickly to situations and adapt an effective course of action; handle complex criminal investigations; understand and follow oral and written directions; read, interpret and understand state and federal laws and County ordinances; keep precise records and write citations and various reports; make recommendations or decisions based on solid assumptions; write clear, grammatically correct and concise reports; and perform general mathematical calculations.

Supplemental:

A background check, **medical and psychological exam will** ~~may~~ be conducted for this Classification **prior to appointment**

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

Supervising Park Ranger

Page 4


DEPARTMENT HEAD

12/13/2023
DATE


CHIEF HUMAN RESOURCES OFFICER

12/18/23
DATE

Item #	5243
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	68.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	1
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	January 2024

Revised Classification
~~June 2019~~ January 2024
Item Number: 5243



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



January 8, 2024

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

**PROPOSED REVISED SPECIFICATIONS FOR FIRST RESPONDER MEDICAL UNIT OPERATOR AND
FIRST RESPONDER PARAMEDIC**

The Kern County Fire Department has requested the revision of two specifications, titled First Responder Medical Unit Operator and First Responder Paramedic.

Attached for your review are the proposed revised job specifications. The Human Resources Division has prepared the classification series at the request of the Fire Chief & Director of Emergency Services, Aaron Duncan.

Your Commission approved the newly created First Responder Medical Unit Operator and First Responder Paramedic classifications as part of the November Civil Service Commission Agenda. At the time of approval, the specifications inadvertently included language specific to experience and/or certifications attained in the County of Kern. The proposed revisions remove unnecessary language.

Specifically, the proposed revision to the First Responder Medical Unit Operator removes the requirement for a valid Kern County EMT license issued by the California State EMS Authority. A valid EMT license is required but the licensure does not have to be issued by an entity in the County of Kern.

Regarding the First Responder Paramedic classification, the proposed revisions remove the requirement for a Valid Kern County Paramedic Accreditation. This language has been moved to the Preferred Qualifications section of the specification.

The proposed revised specifications are placed in the unrepresented bargaining unit until formal representation is approved.

Therefore, IT IS RECOMMENDED that the proposed revised specifications of First Responder Medical Unit Operator and First Responder Paramedic be REVIEWED, RECEIVED, AND FILED.

Sincerely,

A handwritten signature in blue ink, appearing to read "Devin Brown", written over a horizontal line.

Devin Brown
Chief Human Resources Officer

Attachment

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

GROUND  BOUNDLESS

First Responder Medical Unit Operator

Bargaining Unit: U

Salary Range: 56.0 (\$3,732-\$4,460/mo.)

Definition:

This is a single-function, first responder EMT position. Under direction, safely responds to emergency medical calls for service, provides emergency medical services, performs basic vehicle checks, and assures vehicle is in safe and presentable condition. Assures required licenses and certificates are maintained.

The First Responder Medical Unit Operator must possess the ability to handle a high volume of calls with tact and good judgement, and to lift and carry heavy objects, including moving and transporting patients.

The First Responder Medical Unit Operator must have the willingness to work any shift assignment, including nights, weekends, holidays, overtime, including 8, 10, or 12-hour shifts in any area of Kern County.

First Responder Medical Unit Operator's shall be appointed in a probationary status for a period not to exceed one (1) year.

Essential Functions:

- Responds to emergency calls for service; provides Basic Life Support (BLS) patient care on scene; assess, treat, and stabilize critically ill and injured patients according to accepted LEMSA and Kern County Fire Department protocols and practices.
- Interacts effectively, professionally, tactfully, and confidentially with patients, other public agencies, medical and hospital personnel.
- Maintains all licenses, and certifications as outlined in the LEMSA EMT Policies. Failure to maintain any of the required certifications or licenses will result in discipline up to and including termination.
- Sets up, operates, and monitors defibrillators and other medical equipment as required, and two-way radio communications with other fire department personnel and hospital staff.
- Prepares and provides detailed and accurate verbal and electronic patient care reports (e-PCR).
- Maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA).
- Conducts daily inventory checks and ordering of medical equipment and supplies; logs and maintains records of inspections conducted and maintains accurate records of equipment and supplies.
- Participates in post incident critiques, and committees as assigned.
- Stays abreast of current trends and maintains subject matter currency through individual study of technical material and attendance at scheduled drills and classes.
- Utilizes a personal computer and related software.

- Assists in maintaining and caring for emergency response vehicles, fire stations and grounds.
- Meets and maintains department physical fitness standards.
- Safely drives and operates emergency response vehicles.
- Other duties as assigned.

Employment Standards:

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

Possess and maintain the following licenses/certifications:

- Valid California Class C Driver's License.
- Valid California DMV Ambulance Driver Certificate.
- Valid ~~Kern County~~ EMT license issued by the California State EMS Authority.
- Valid Health Care Provider CPR certification.

Preferred Qualifications:

Experience as a Kern County licensed EMT responding to 911 calls in the prehospital emergency care system.

Physical Requirements

Physical Examination:	A rigid medical examination by the County Physician is required. Includes Spine and Chest, X-Rays, Blood Chemistry, and Electro-cardiograph tests. Weight must be proportionate to height and age. Must meet and maintain county physical fitness requirements.
Vision:	20/40 uncorrected in each eye, corrected to 20/20 – with gas permeable or hard contact lenses or spectacles. Must pass color vision test. No permanent or progressive eye abnormalities. Any eye condition that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.
Hearing:	On audiometric testing, 25 decibels @ 500, 1000, 2000 or 3000 AND an average of 25 decibels for all four (4) frequencies in both ears, age corrected, using audiometric equipment calibrated to ANSI Standards and without the use of hearing aids.

Any ear condition or hearing impairment that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.

Minimum Age:

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

Character:

Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to complete and pass an extensive background investigation or be disqualified.

Knowledge of:

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

Ability to:

Provide exceptional customer service to those utilizing Kern County Fire Department services; commit to the work requirements set forth by the Kern County Fire Department; communicate clearly and concisely on a radio; correct misunderstandings; effectively provide customer service to the public and internal County employees; establish and maintain effective working relationships with fellow employees, work cooperatively with others and deal tactfully with the public; handle a high volume of emergency calls with tact and good judgment; lift and carry heavy objects, as well as move and transport patients; model and practice the highest standards of ethical conduct; operate a computer and utilize programs within Microsoft Office; perform competently under pressure in stressful situations; read maps and learn County geography and street layout; read, write legibly, and comprehend directions and instructions in English, both orally and in writing; resolve interpersonal conflicts. safely and effectively operate an emergency vehicle under normal and emergency response conditions; speak before groups and effectively present materials or information.

Supplemental:

A background check will be conducted for this classification.

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

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

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2- Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to

~~New~~ Revised Classification

~~November 2023~~ January 2024

Item Number: 3282

remain at work, or to report for work as soon as practicable following a significant emergency or disaster.


 DEPARTMENT HEAD

 CHIEF HUMAN RESOURCES OFFICER

12/20/23
 DATE
12/20/23
 DATE

Item #	3282
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	56.0
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	1
Bargaining Unit	U
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	January 2024

First Responder Paramedic
Bargaining Unit: U
Salary Range: 63.7 (\$5,479-\$6,548/mo.)

Definition:

This is a single-function, first responder Paramedic position. Under direction, safely responds to emergency medical calls for service, provides emergency medical services, performs basic vehicle checks, and assures vehicle is in safe and presentable condition. Assures required licenses and certificates are maintained.

The First Responder Paramedic must possess the ability to handle a high volume of calls with tact and good judgement, and to lift and carry heavy objects, including moving and transporting patients.

The First Responder Paramedic must have the willingness to work any shift assignment, including nights, weekends, holidays, overtime, including 8, 10, or 12-hour shifts in any area of Kern County.

First Responder Paramedics shall be appointed in a probationary status for a period not to exceed one (1) year.

Essential Functions:

- Responds to emergency calls for service; provides Advanced Life Support (ALS) and Basic Life Support (BLS) patient care on scene; assess, treat, and stabilize critically ill and injured patients according to accepted LEMSA and Kern County Fire Department protocols and practices.
- Interacts effectively, professionally, tactfully, and confidentially with patients, other public agencies, medical and hospital personnel.
- Maintains all licenses, and certifications as outlined in the LEMSA Paramedic Accreditation policies. Failure to maintain any of the required certifications or licenses will result in discipline up to and including termination.
- Under the supervision of a licensed physician, via telecommunication and radio systems, may administer intravenous solutions or intravenous injections of approved medications; perform first aid and CPR; perform intubation; and apply defibrillation techniques.
- Sets up, operates and monitors complex electronic medical equipment, such as a cardiac monitor, defibrillator and other medical equipment as required, and two-way radio communications with other fire department personnel and hospital staff.
- Prepares and provides detailed and accurate verbal and electronic patient care reports (e-PCR).
- Maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA).
- Conducts daily inventory checks and ordering of medical equipment and supplies; ensures secure storage of drugs and medications; logs and maintains records of inspections conducted and maintains accurate records of equipment and supplies.

- Participates in Quality Assurance (QA) Committees, post incident critiques, and other committees as assigned.
- Stays abreast of current trends and maintains subject matter currency through individual study of technical material and attendance at scheduled drills and classes.
- Utilizes a personal computer and related software.
- Assists in maintaining and caring for emergency response vehicles, fire stations and grounds.
- Meets and maintains department physical fitness standards.
- Safely drives and operates emergency response vehicles.
- Assists in training other department personnel in emergency medical protocols and makes public presentations as assigned.
- Other duties as assigned.

Employment Standards:

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

Possess and maintain the following licenses/certifications:

- Valid California Class C Driver's License.
- Valid DMV Ambulance Driver Certificate.
- Valid Paramedic license issued by the California State EMS Authority.
- ~~Valid Kern County Paramedic Accreditation.~~
- ~~Valid CPR and ACLS certifications.~~

Preferred Qualifications:

Experience as a Kern County accredited Paramedic responding to 911 calls in the prehospital emergency care system.

Valid CPR and ACLS certifications**Physical Requirements**

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

Vision: 20/40 uncorrected in each eye, corrected to 20/20 – with gas permeable or hard contact lenses or spectacles.

Must pass color vision test. No permanent or progressive eye abnormalities.

	Any eye condition that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.
Hearing:	On audiometric testing, 25 decibels @ 500, 1000, 2000 or 3000 AND an average of 25 decibels for all four (4) frequencies in both ears, age corrected, using audiometric equipment calibrated to ANSI Standards and without the use of hearing aids. Any ear condition or hearing impairment that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.
Minimum Age:	Applicants must have reached their 18 th birthday by the application filing deadline.
Character:	Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to complete and pass an extensive background investigation or be disqualified.

Knowledge of:

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

Ability to:

Provide exceptional customer service to those utilizing Kern County Fire Department services; commit to the work requirements set forth by the Kern County Fire Department; communicate clearly and concisely on a radio; correct misunderstandings; effectively provide customer service to the public and internal County employees; establish and maintain effective working relationships with fellow employees, work cooperatively with others and deal tactfully with the public; handle a high volume of emergency calls with tact and good judgment; lift and carry heavy objects, as well as move and transport patients; model and practice the highest standards of ethical conduct; operate a computer and utilize programs within Microsoft Office; perform competently under pressure in stressful situations; read maps and learn County geography and street layout; read, write legibly, and comprehend directions and instructions in English, both orally and in writing; resolve interpersonal conflicts; safely and effectively operate an emergency vehicle under normal and emergency response conditions; speak before groups and effectively present materials or information.

Supplemental:

A background check will be conducted for this classification.

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

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

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2- Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.


 DEPARTMENT HEAD

 CHIEF HUMAN RESOURCES OFFICER

12/20/23
 DATE
12/20/23
 DATE

Item #	3283
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	63.7
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	U
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	January 2024



Devin Brown
CHIEF HUMAN RESOURCES OFFICER



January 8, 2024

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

**PROPOSED REVISED JOB SPECIFICATION TITLED
BEHAVIORAL HEALTH AND RECOVERY SERVICES RESOURCE OPERATIONS MANAGER**

The Kern County Behavioral Health and Recovery Services department requests your Commission's review of a revised job specification titled Behavioral Health and Recovery Services Resource Operations Manager.

Interim Director Alison Burrowes requested the revision of this job specification to add supervisory experience to the five years of management experience required for the position. This will allow for an expansion of the applicant pool in the recruitment process. This position will be responsible for the oversight of the department's facilities and technology operations.

The Behavioral Health and Recovery Services Resource Operations Manager is an unrepresented management classification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed revised specification titled Behavioral Health and Recovery Services Resource Operation Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "Devin Brown".

Devin Brown
Chief Human Resources Officer

cc: Alison Burrowes, Interim BHRS Director

Behavioral Health and Recovery Services Resource Operations Manager

Bargaining Unit: M

Salary Range: 72.0 (\$8289-9905/mo.)

Definition:

The Behavioral Health and Recovery Services (BHRS) Resource Operations Manager works at the direction of the Director of Behavioral Health and Recovery Services or designee. The BHRS Resource Operations Manager is responsible for planning, organizing, directing, and managing the day-to-day facilities and technology operations of the department. The incumbent provides leadership and guidance to Behavioral Health and Recovery Services administration for procurement and maintenance of physical assets and department-specific information technology services, maintaining the safety and security of these assets. The incumbent works closely with the County General Services and Information Technology Services Departments to ensure Kern BHRS facilities and information technology structures are maintained and operational, meeting statewide and federal standards with regards to rules and regulations for reporting and operations.

The Behavioral Health and Recovery Services Resource Operations Manager is an overtime-exempt classification.

Essential Functions:

- Plans, organizes, directs, coordinates, and manages staff engaged in management of the department facilities, fleet, and department's electronic health record (EHR) application development and support.
- Makes decisions, provides consultation, and guidance on problems related to technology utilization, including the department's electronic health record.
- Oversees the department's electronic health record system including functionality, state mandated updates/revisions, security, data governance, program outcomes, business/data analytics, and data warehouse.
- Assesses the data needs of the department to support effective and efficient operations, monitoring performance, and compliance with State and Federal mandates, and supporting business decisions. Implements data intelligence strategies to accomplish this.
- Reviews and presents to the director and other senior managers ongoing and regular facilities and technology related information.
- Ensures the department's compliance with data tracking and information exchange practices as outlined in State and Federal regulations, and as mandated by grants, contracts, and other distinct funding streams that support department operations.
- Coordinates the procedures and logistics relating to fleet and facilities for the department.
- Works closely with County ITS Department to coordinate the procedures and support relating to information technology for the department.
- Acts as the Department's Operations Center Logistics Chief, ensuring logistical needs are coordinated in case of a disaster.
- Acts as the Department's Safety Officer, to ensure measures are in place to support the safety and security of both staff and department assets.
- Under the guidance and governance model of Kern County ITS Information Security, acts as the Department's Information Security Officer as required under Federal law, monitoring the department's information technology controls, ensuring the physical security of protected health information, and identifying and addressing areas of risk.

Revised Job Specification

January 2024

Item No. 0774

- Works closely with the County General Services Department to coordinate property acquisition and large-scale site repairs or refurbishment.
- Works with other management level staff to coordinate space and onsite resource needs for the department.
- Evaluates the functions, operations and divisional facility and EHR/application development needs and assign personnel to accomplish departmental facilities and application support objectives effectively.
- Conducts and/or participates in meetings with staff, representatives from other aligned agencies or community representatives.
- Writes or directs the preparation of manuals, bulletins or general instructions on Facilities, Fleets, Safety, and department specific IT policies and procedures.
- Assists in interviewing and selecting personnel; oversees personnel decisions affecting assigned division.
- Oversees department specific software development to ensure the Department's Electronic Health Record meets reporting, architectural, and programming standards in accordance with the various behavioral health regulatory entities.
- Selects, trains, supervises, and evaluates staff as assigned.
- Acts on behalf of the Director as assigned.
- Perform other duties as required.

Employment Standards

Minimum Qualifications:

- A bachelor's degree from an accredited institution in Information Management, Management Information Systems, Information Technology, Information Security, Computer Science, Data Analytics, Business Administration, Public Administration, or related field.
- Five (5) years of **supervisory or** management experience in government, private industry or non-profit information technology, information security, information technology compliance, data intelligence strategies or large-scale facility resource management, and provision of direct staff supervision.

Possession of a valid California Driver's License.

Preferred Qualifications

- Professional Certification in CISA, CRISC, and/or CISSP
- Professional Certification in the areas of Project Management and/or Facility Resource Management.

Knowledge of: principles of administration, organization, and management necessary to develop, analyze, evaluate and implement administrative policies; principles and practices of continued improvement; organizational development; factors involved in effectively implementing change; effective personnel practices and procedures; operations management; project prioritizing; planning and execution; facilities resource management; business systems analysis; technology-based feasibility studies; IT policy development and implementation;

Revised Job Specification

January 2024

Item No. 0774

business/strategic planning; personnel/staff management; evaluation and implementation of technology solutions; and principles and practices of personnel and staff utilization.

Ability to: Manage and coordinate the activities of professional, administrative, and clerical personnel through subordinate supervisors; direct the implementation of significant changes affecting goals of the department and methods by which work is performed; maintain strict confidentiality; plan, organize, direct, and coordinate work of staff; keep informed of agency needs; establish and maintain effective collaborative working relationships; communicate effectively verbally and in writing; effectively utilize computer applications related to work; coordinate group activities and facilitate meetings; analyze data and draw sound conclusions; establish and maintain cooperative relations with those contacted during the course of work; prepare and maintain control of the department's facilities resource management and information technology services; and work collaboratively with managers, employees, and other agency partners; develop and maintain liaison relationships with various programs in Kern County; promote and take actions in alignment with the core purpose, vision, and mission of the Department; travel to locations outside the regular office to perform necessary tasks.

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

12/21/23
DATE


CHIEF HUMAN RESOURCES OFFICER

12.21.23
DATE

Item #	0774
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/Grade	72.0
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	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Julia Carlson
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	January 2024

201.00 **UNDER AUTHORITY OF CHAPTER 2, DIVISION 3, PART 1**, of the Ordinance Code, Rule II classifies and prescribes salaries for all positions in the classified service of the County of Kern. Because of its size and because it is periodically re-enacted with or without amendments, Rule II is printed in a separate book to which reference is here made.

202.00 **CLASSIFICATION OF POSITIONS**

Each position in the classified service shall be classified upon recommendation of the Chief Human Resources Officer and approval of the Commission and the Board and shall be allocated to the appropriate class in accordance with the character, difficulty, and responsibility of its assigned duties. Positions shall be allocated to the same class when their duties are sufficiently similar that:

- 202.10 The same descriptive title may be used to designate each position in the class.
- 202.20 The same level of education, experience, knowledge, and other qualifications may be required of incumbents.
- 202.30 Similar tests of fitness may be used to select incumbents.
- 202.40 The same schedule of compensation will apply with equity under substantially the same employment conditions.

203.00 **AMENDMENT AND MAINTENANCE OF THE CLASSIFICATION PLAN**

Whenever one or more new positions are to be established or whenever, because of any change in organization or method, significant change in the duties or responsibilities of any existing position is to be made which requires the amendment of the classification plan, such revision and amendment of the classification plan shall be made in the manner as provided herein.

- 203.10 Whenever an appointing authority proposes that a significant change be made in the duties and responsibilities of an existing position, they shall forthwith report the significant facts in writing to the Chief Human Resources Officer. Thereupon, the Chief Human Resources Officer shall make a study of the duties and responsibilities of any such position and of the qualifications required for filling the same and of the relationship of such positions to other classes of positions in the classification plan.
- 203.20 The Chief Human Resources Officer, upon written request of a department head or any employee or upon its own initiative, may investigate the allocation of any existing position because of a significant change in the duties and responsibilities or because of the creation of a new class to which such position may more appropriately be allocated or because of the abolishment or combination of any existing positions or classes.
- 203.30 Whenever a new position is created and is classified before it is occupied, such position shall be subject to investigation to determine if it is correctly classified after the position is occupied.

- 203.40 Upon completion of such investigation, the Chief Human Resources Officer shall present his or her findings to the Commission and the Commission shall determine whether the duties of any existing or proposed positions have been changed, added to, or eliminated. If appropriate, the Commission shall direct the Chief Human Resources Officer to make a recommendation to the Board as to the changes that should be made in the salary schedules affected.
- 203.50 An employee occupying a position in the classified service under consideration for reclassification to a higher level must meet the employment standards for the higher-level classification. Subject to the judgment and discretion of the Chief Human Resources Officer, the employee may be required to demonstrate qualifications for the higher-level classification by appropriate examination.

204.00 SPECIFICATIONS

- 204.10 The Commission shall maintain a written specification for each class of position in the classified service and, when approved and adopted by the Commission, they shall constitute the official specifications of classes in the County Service. The official copy of the specification for each class of position shall be maintained in the office of the Commission and shall indicate the date of adoption or last revision or amendment.
- 204.20 The specification shall include: the class title; a brief description of the scope, nature, and responsibility of the class; a description, typical but not necessarily restrictive, of tasks or duties ordinarily performed in positions allocated to the class; a statement of education, experience, knowledge, skills, abilities, and additional factors or features necessary to perform satisfactorily on the job.
- 204.21 The Chief Human Resources Officer may approve new specifications and revise existing specifications, pursuant to the terms of this subsection. Such approval or revision shall require the concurrence of any recognized employee organization(s) and affected County department(s), it shall be calendared for review and approval by the Commission at a regularly scheduled or special meeting. The Commission shall approve or reject the proposed new or revised specifications at that time.
- 204.30 Specifications are not restrictive and shall not be construed as declaring that duties and responsibilities shall not be changed or that an appointing authority may not temporarily assign other duties and responsibilities to or otherwise direct and control the work of employees under his supervision.

205.00 COMPENSATION PLAN

The Basic Pay Plan consists of the salary schedule and the assignment of classes to such schedules as provided in the Salary Ordinance. Each employee shall be paid within the schedule for his class as provided in said ordinance.

- 205.10 The County's compensation program shall be maintained through a program involving meetings and conferences between the Board of Supervisors' designated representatives and representatives of recognized employee

organizations conducted in accordance with the provisions of the Meyers-Milias-Brown Act (Government Code Section 3500 et seq.) and ordinances, resolutions, and regulations adopted from time to time by the Board of Supervisors regarding employer-employee relations. This Rule is adopted for the expressed purpose of implementing Section 3.04.060(B) of the Kern County Civil Service Ordinance in conformity with the Meyers-Milias-Brown Act which was intended by the State Legislature to regulate the field of public employee labor relations throughout the State.

Rule 200 CLASSIFICATION AND COMPENSATION

Rule 200 CLASSIFICATION AND COMPENSATION

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Style Definition: Normal

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Rule 200 CLASSIFICATION AND COMPENSATION

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Rule 200 CLASSIFICATION AND COMPENSATION

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204.00 SPECIFICATIONS

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- 204.21 The Director/Chief Human Resources Officer may approve new specifications and revise existing specifications, pursuant to the terms of this subsection. Such approval or revision shall require the concurrence of any recognized employee organizations/organization(s) and affected County departments, and department(s), it shall be calendared for review and approval by the Commission at the regularly scheduled or special meeting of the Commission. The Commission shall approve or reject the parties, the proposed new or revised specifications are subject to final approval by the Commission. (Rev. 08/00) at that time.
- 204.30 Specifications are not restrictive and shall not be construed as declaring that duties and responsibilities shall not be changed or that an appointing authority may not temporarily assign other duties and responsibilities to or otherwise direct and control the work of employees under his supervision.

205.00 COMPENSATION PLAN

Rule 200 CLASSIFICATION AND COMPENSATION

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Rule 200 CLASSIFICATION AND COMPENSATION

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