

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

**Regular Meeting**  
*Monday, February 12, 2024*  
5:30 p.m.

**THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS**

**AMERICANS WITH DISABILITIES ACT  
(Government Code Section 54953.2)**

The Board of Supervisors Chambers is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Civil Service Commission may request assistance at the Human Resources Division – County of Kern or by calling (661) 868-3910. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance, whenever possible.

All Civil Service Commission agenda item supporting documentation is available for public review at the County of Kern Human Resources Division, 1115 Truxtun Avenue First Floor, Bakersfield, CA, 93301 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the 72-hour posting period and prior to the meeting will also be available for review. This disclosure does not pertain to closed session items and/or those that are not otherwise public.

**PUBLIC SESSION**

**1. Public Presentations**

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, January 8, 2024*; **APPROVE**

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

9182 Youth Services Officer I/II - Shift  
9237 Supervising Park Ranger  
9238 KCERA Administrative Specialist/KCERA Senior Administrative Specialist  
9239 Elections Division Manager  
9240 Public Works Maintenance Worker I/II/III  
9241 Engineering Technician I/II/III  
9242 Child Support Specialist I  
9243 Child Support Specialist I - Bilingual  
9244 Senior Cook-Shift  
9245 First Responder Paramedic - Shift - Fire  
9246 Identification Technician  
9247 Morgue Supervisor  
9248 Coroner Family Advocate  
9249 Contracts Administration Assistant  
9250 Sheriff's Dispatch Assistant  
9251 Human Resources Manager - DP - Fire  
9252 Fire Prevention Inspector I/II  
9253 Senior Building Services Worker - DP - Airports  
9254 Behavioral Health and Recovery Services Resource Operations Manager-DP-BHRS  
9255 Senior Deputy Sheriff - DP  
9256 Real Property Agent I/II/III  
9257 Librarian I - Shift  
9258 KCERA Legal Secretary / KCERA Senior Legal Secretary  
9259 KCERA Senior Member Services Analyst  
9260 Social Service Worker III  
9261 Social Service Worker III - Bilingual  
9262 Veterinary Assistant  
9263 Fire Engineer - Department Promotional - Fire  
9264 Public Health Program Manager - DP  
9265 Human Services Aide-Shift-DHS  
9267 Vocational Nurse I/II - Bilingual  
9268 Therapy Aide  
9269 Vital Statistics Technician - Bilingual

**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. Public Health positions:
  - i. Public Health Project Specialist, Item No. 1492
  - ii. Public Health Program Specialist, Item No. 1490
- b. Fire Engineer, Item No. 4595

- c. Human Resources positions:
  - i. Health Plan Services Representative Item No. 3057
  - ii. Senior Health Plan Services Representative, Item No. 3056

5. **Request to Abolish Eligible List(s):** The following eligible list(s) and associated certifications are submitted for the Commission's abolishment in accordance with Civil Service Rule 502.10.  
**APPROVE**

- a. Health Plan Services Representative/Senior Health Plan Services Representative, Exam No, 8918

6. **Civil Service Rule 1800 – Updates**

7. **CSR 1800 Investigations and Timelines:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations.

8. **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.

9. **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.

10. **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):**

- 11. Public Employee – Employment Eligibility List  
Fire position (Fire Department) – Case No. 2024-0102
- 12. Public Employee – Discipline/Dismissal/Release  
County Clerk / Elections – Case No. 2024-0101

13. Public Employee – Discipline/Dismissal/Release  
Deputy Sheriff (Sheriff's Office) – Case No. 2023-0105
14. **Reconvene from Closed Session; Adjourn to the Regular Meeting to be held on Monday, March 11, 2024, at 5:00 p.m.**

# 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.

| Test Schedule |                                                                                                 |           |            |                    |        |              |
|---------------|-------------------------------------------------------------------------------------------------|-----------|------------|--------------------|--------|--------------|
| Exam #        | Recruitment Title                                                                               | Open Date | Close Date | Recruiter Assigned | Action | Request Date |
| 9182          | Youth Services Officer I/II - Shift                                                             | 1/22/2024 | Continuous | TN                 | Open   | 1/22/2024    |
| 9237          | Supervising Park Ranger                                                                         | 1/2/2024  | 1/12/2024  | DG                 | Open   | 12/20/2023   |
| 9238          | KCERA Administrative Specialist/KCERA Senior Administrative Specialist                          | 1/3/2024  | 1/19/2024  | KAS                | Open   | 1/2/2024     |
| 9239          | Elections Division Manager                                                                      | 1/4/2024  | 1/10/2024  | MGV                | Open   | 1/4/2024     |
| 9240          | Public Works Maintenance Worker I/II/III                                                        | 1/8/2024  | Continuous | MES                | Open   | 1/4/2023     |
| 9241          | Engineering Technician I/II/III                                                                 | 1/8/2024  | 1/19/2024  | DG                 | Open   | 1/8/2024     |
| 9242          | Child Support Specialist I                                                                      | 1/8/2024  | 1/19/2024  | DG                 | Open   | 1/8/2024     |
| 9243          | Child Support Specialist I - Bilingual                                                          | 1/8/2024  | 1/19/2024  | DG                 | Open   | 1/8/2024     |
| 9244          | Senior Cook-Shift                                                                               | 1/8/2024  | 1/19/2024  | DMR                | Open   | 1/5/2024     |
| 9245          | First Responder Paramedic - Shift - Fire                                                        | 1/9/2024  | 1/19/2024  | CMR                | Open   | 1/8/2024     |
| 9246          | Identification Technician                                                                       | 1/9/2024  | 1/23/2024  | NAA                | Open   | 1/8/2024     |
| 9247          | Morgue Supervisor                                                                               | 1/10/2024 | 1/24/2024  | NAA                | Open   | 1/10/2024    |
| 9248          | Coroner Family Advocate                                                                         | 1/10/2024 | 1/24/2024  | NAA                | Open   | 1/10/2024    |
| 9249          | Contracts Administration Assistant                                                              | 1/11/2024 | Continuous | MGV                | Open   | 1/11/2024    |
| 9250          | Sheriff's Dispatch Assistant                                                                    | 1/11/2024 | Continuous | NAA                | Open   | 1/11/2024    |
| 9251          | Human Resources Manager - DP - Fire                                                             | 1/12/2024 | 1/12/2024  | CMR                | DP     | 1/10/2024    |
| 9252          | Fire Prevention Inspector I/II                                                                  | 1/16/2024 | 1/26/2024  | CMR                | Open   | 1/11/2024    |
| 9253          | Senior Building Services Worker - DP - Airports                                                 | 1/16/2024 | 1/22/2024  | MES                | DP     | 1/12/2024    |
| 9254          | Behavioral Health and Recovery Services Resource Operations Manager-Department Promotional-BHRS | 1/16/2024 | 1/18/2024  | MGV                | DP     | 1/12/2024    |
| 9255          | Senior Deputy Sheriff - DP                                                                      | 1/16/2024 | 1/30/2024  | NAA                | DP     | 1/16/2024    |
| 9256          | Real Property Agent I/II/III                                                                    | 1/17/2024 |            |                    |        |              |
| 9257          | Librarian I - Shift                                                                             | 1/16/2024 | Continuous | KB                 | Open   | 1/16/2024    |
| 9258          | KCERA Legal Secretary / KCERA Senior Legal Secretary                                            | 1/22/2024 | 2/2/2024   | KAS                | Open   | 1/22/2024    |
| 9259          | KCERA Senior Member Services Analyst                                                            | 1/22/2024 | 1/26/2024  | KAS                | DP     | 1/22/2024    |
| 9260          | Social Service Worker III                                                                       | 1/29/2024 | Continuous | JAP                | Open   | 1/25/2024    |
| 9261          | Social Service Worker III - Bilingual                                                           | 1/29/2024 | Continuous | MES                | Open   | 1/26/2024    |
| 9262          | Veterinary Assistant                                                                            | 1/29/2024 | 2/2/2024   | MES                | Open   | 1/26/2024    |
| 9263          | Fire Engineer - Department Promotional - Fire                                                   | 1/31/2024 | 2/2/2024   | CMR                | DP     | 1/26/2024    |
| 9264          | Public Health Program Manager - DP                                                              | 1/29/2024 | 2/2/2024   | JAP                | DP     | 1/26/2024    |
| 9265          | Human Services Aide-Shift-DHS                                                                   | 1/29/2024 | 2/9/2024   | DMR                | Open   | 1/26/2024    |
| 9267          | Vocational Nurse I/II - Bilingual                                                               | 1/30/2024 | Continuous | JAP                | Open   | 1/29/2024    |
| 9268          | Therapy Aide                                                                                    | 1/30/2024 | 2/13/2024  | JAP                | Open   | 1/29/2024    |
| 9269          | Vital Statistics Technician - Bilingual                                                         | 1/30/2024 | 2/13/2024  | JAP                | Open   | 1/29/2024    |

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

Tracey A. Eldridge  
INTERIM CHIEF HUMAN RESOURCES OFFICER



February 12, 2024

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

### **PROPOSED REVISED SPECIFICATIONS FOR PUBLIC HEALTH PROJECT SPECIALIST AND PUBLIC HEALTH PROGRAM SPECIALIST**

The Human Resources Division has prepared the attached revised job specifications at the request of the Director of Public Health Services, Brynn Carrigan.

The Public Health Project Specialist handles a special focus project within an established program. Incumbents are expected to collect, compile, and analyze data regarding community needs and determine needs that can be appropriately served by the assigned project. Public Health Project Specialists are also expected to coordinate and consult with public and private health care providers.

The Public Health Program Specialist reports to a department manager and is responsible for a broad program. Incumbents are expected to perform program development; supervision of staff; location and acquisition of funding; and coordination between projects within a program for the Public Health Department.

The proposed revisions modernize both specifications by removing outdated essential functions and restrictive qualifications. Previously, both classifications included language that limited the qualifying applicant pool. Candidates were required to possess experience performing professional or administrative duties in a health care or social service agency. The attached revisions eliminate that language and allow for candidates to qualify under a wide breadth of qualifying work experience. The proposed revisions establish a nexus for the Public Health Project Specialist, Public Health Program Specialist, and Public Health Program Manager which will aid in the County of Kern's recruitment and retention efforts.

The attached classifications are represented Administrative level positions. The Service Employee's International Union Local 521 was notified and has concurred with the proposed revisions.

Therefore, IT IS RECOMMENDED that the proposed revised specifications for Public Health Project Specialist and Public Health Program Specialist be REVIEWED AND APPROVED.

GROUND  BOUNDLESS

Sincerely,

A handwritten signature in cursive script, reading "Tracey A. Eldridge".

Tracey A. Eldridge  
Interim Chief Human Resources Officer

cc: Brynn Carrigan, Director of Public Health Services

**Public Health Project Specialist**  
**Bargaining Unit: 5**  
**Salary Range: 58.3 (\$4,186 - \$5,002/mo.)**

**Definition:**

~~Under direction, to coordinate a special focus project in the~~ **Public** Health Department.

**Distinguishing Characteristics:**

**Under direction, the** Public Health Project Specialist handles a special focus project within an established program. ~~Special focus projects are limited in scope and duration; funding is usually from a single source and is not expected to be continuous.~~

Incumbents may supervise ~~a small staff~~ of departmental employees and/or **oversee** contracted service providers. Positions that supervise are defined as working supervisors, in that incumbents perform the same type of work as subordinates/contractors in addition to their supervisory duties.

This classification is distinguished from Public Health Program Specialist in that the latter classification reports to a department manager, and is responsible for a broad ~~and established~~ program, which may include several special focus projects. ~~Examples of broad and established programs would be Child Health Disability Prevention, or Maternal, Child and Adolescent Health. Funding is expected to be continuous; there may be several different funding sources. Public Health Program Specialist requires program development; location and acquisition of funding; and coordination between projects within the program, and with other programs within the Health Department. A Public Health Program Specialist may supervise one or more Public Health Project Specialists.~~

**Essential Functions:**

- Collects, compiles and analyzes data regarding community needs and determines needs that can be appropriately served by the project.
- Coordinates and consults with other public and private health care providers and community organizations regarding project priorities, procedures and services.
- Provides recommendations for and assistance with development and implementation of project policies, procedures and protocols.
- Evaluates project performance against stated goals and objectives as set forth in the project plan; prepares progress and status summary reports for the project funding source.
- Ensures that subordinates and/or service providers know and comply with project procedures, policies and protocols.
- ~~Develops, schedules and coordinates publicity for the project; a~~ **Assists** in the preparation and dissemination of information regarding the project to the public; assists in planning and implementing special events to promote the project.
- ~~Ensures that physical facilities and equipment are properly maintained and operating to meet safety, security, sanitation and medical requirements; maintains an inventory of equipment and supplies used in the project.~~
- ~~Plans, organizes, conducts and participates in training programs and in service education programs for medical and other staff.~~
- Represents the department before boards and committees, in public meetings, and with other government agencies; **S**serves on committees or work groups involved with the project **and makes public presentations.**

- May supervise ~~professional, paraprofessional and other~~ staff, including interviewing; training; assigning, reviewing, scheduling and evaluating work; and other personnel matters.
- Maintains current knowledge of federal, state and local laws and regulations which govern the project; disseminates this information and ensures compliance by appropriate staff.
- Performs other job-related duties as required.

**Employment Standards:**

Completion of 60 semester or 90 quarter units from an accredited college, with an emphasis in Nursing, Health Care Administration, Business Administration, Public Administration, a health science, a behavioral science, or a closely related field, AND one year of experience **sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.** ~~performing professional or administrative duties in a health care or social service agency program.~~

(Examples of qualifying work experience include, but is not limited to: planning for and/or coordination of clinics and other public health activities and events; conducting needs assessments; making referrals for services; interviewing clients or patients; verifying documents to determine eligibility for social services and/or healthcare coverage; conducting outreach, education, and/or health promotion; conducting home or field visits.)

**OR**

any equivalent combination of education, training, **or** ~~and~~ experience.

**In addition:** ~~Positions assigned to the dental program require California licensure as a Dental Assistant.~~

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

**Knowledge of:** Community needs as they relate to the project; diverse social and economic factors as they influence the project; community resources with goals related to the project; basic supervision; medical terminology; statistics; and marketing principles and practices as they relate to promoting a public health project.

**Ability to:** Plan, organize, direct and control the work of subordinates or contract personnel; coordinate the provision of services; compile and analyze data; communicate effectively orally and in writing; establish and maintain effective working relationships with persons from diverse groups.

**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

1/25/2024  
DATE

  
CHIEF HUMAN RESOURCES OFFICER

1.31.24  
DATE

|                                                                                                                                                                                                                                                    |                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | <b>1492</b>             |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | <b>B</b>                |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | <b>Bi-weekly</b>        |
| <b>Approved Salary Range</b>                                                                                                                                                                                                                       | <b>58.3</b>             |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | <b>1</b>                |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | <b>1</b>                |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | <b>2</b>                |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | <b>5</b>                |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | <b>Michael Johnston</b> |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | <b>Michael Goulart</b>  |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | <b>Julia Carlson</b>    |
| <b>Chief HR Officer</b>                                                                                                                                                                                                                            | <b>Tracey Eldridge</b>  |
| <b>FLSA</b>                                                                                                                                                                                                                                        | <b>Non-Exempt</b>       |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | <b>Yes</b>              |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | <b>General</b>          |
| <b>Creation Date</b>                                                                                                                                                                                                                               | <b>February 2024</b>    |

**Public Health Program Specialist**  
**Bargaining Unit: 5**  
**Salary Range: 65.1 (\$5,875 - \$7,021/mo.)**

**Definition:**

~~Under direction, to coordinate a broad, ongoing program within the Public Health Department.~~

**Distinguishing Characteristics:**

~~Under direction, the Public Health Program Specialist This classification is responsible for a broad and established program, such as Child Health Disability Prevention, or Maternal, Child and Adolescent Health. Funding is expected to be continuous; there may be several different funding sources. The Public Health Program Specialist requires program development; location and acquisition of funding; and coordination between projects within a the program for the, and with other programs within the Public Health Department.~~

Incumbents usually supervise a staff of departmental employees and/or oversee contracted service providers. As needed, they may perform the same type of work as subordinates/contractors in addition to their supervisory duties.

~~The Public Health Program Specialist This classification is distinguished from Public Health Project Specialist in that the latter classification handles a special focus project within an established program. Special focus projects are limited in scope and duration; funding is usually from a single source and is not expected to be continuous. A Public Health Program Specialist may supervise one or more Public Health Project Specialists or other administrative support staff.~~

**Essential Functions:**

- Reviews program proposals and plans to determine time frames and funding limitations; develops and recommends methods and procedures for accomplishment of program objectives, staffing requirements and allotment of funds to various program activities.
- Collects, compiles and analyzes data regarding community needs and determines needs that can be appropriately served by the program.
- Coordinates and consults with other public and private health care providers and community organizations regarding program priorities, procedures and services.
- Provides recommendations for and assistance with development and implementation of program policies, procedures and protocols.
- Evaluates program performance against stated goals and objectives as set forth in the program plan; prepares progress and status summary reports for the program funding source.
- Ensures that subordinates and/or service providers know and comply with program procedures, policies and protocols, and with federal, state and local laws and regulations which govern the assigned programs and services; personally monitors program providers to ensure compliance within established guidelines.
- ~~Develops, schedules and coordinates publicity for the program; a~~Assists in the preparation and dissemination of information regarding the program to the public; assists in planning and implementing special events to promote the program.
- ~~Ensures that physical facilities and equipment are properly maintained and operating to meet safety, security, sanitation and medical requirements; maintains an inventory of equipment and supplies used in the program.~~
- ~~Plans, organizes, conducts and participates in training programs and in service education~~

- ~~programs for medical and other staff.~~
- ~~Represents the department before boards and committees, in public meetings, and with other government agencies; S~~serves on committees or work groups involved with the program ~~and makes public presentations.~~
- Serves as a resource within the department, and for other County departments, other public and private agencies, and the public regarding specific program assignments.
- Supervises ~~professional, paraprofessional and other~~ staff, including interviewing; training; assigning, reviewing, scheduling and evaluating work; and other personnel matters.
- Maintains current knowledge of federal, state and local laws and regulations which govern the assigned programs and services; disseminates this information to and ensures compliance by appropriate staff.
- Performs other job-related duties as required.

### Employment Standards:

Completion of ~~a Bachelor's degree~~ 60 semester or 90 quarter units from an accredited university or college, with an ~~emphasis~~ major in Nursing, Health Care Administration, Business Administration, Public Administration, a health science, a behavioral science, or a closely related field, AND two years of experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job. ~~equivalent to Public Health Project Specialist in the Kern County classification system performing professional or administrative duties in a health care or social service agency.~~

(Examples of qualifying work experience include, but is not limited to: planning for and/or coordination of clinics and other public health activities and events; conducting needs assessments; making referrals for services; interviewing clients or patients; verifying documents to determine eligibility for social services and/or healthcare coverage; conducting outreach, education, and/or health promotion; conducting home or field visits)

**OR**

One (1) year of experience as a Public Health Project Specialist.

**OR**

A Bachelor's Degree in Nursing, Health Care Administration, Business Administration, Public Administration, a health science, a behavioral science, or a closely related field.

**OR**

any equivalent combination of education, training, ~~or~~ and experience;

~~In addition: Positions involving direct patient care responsibilities require California licensure as a Registered Nurse, and California certification as a Public Health Nurse.~~

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

**Knowledge of:** Procedures required to obtain and track special funding; community needs as they relate to the program; diverse social and economic factors as they influence the program; community resources with goals related to the program; basic supervision; medical terminology; statistics; and marketing principles and practices as they relate to promoting a public health program.

**Ability to:** Follow procedures to obtain and track special funding, and to meet the requirements of the funding source; plan, organize, direct and control the work of subordinates or contract personnel; coordinate the provision of services; compile and analyze data; communicate effectively orally and in writing; establish and maintain effective working relationships with persons from diverse groups.

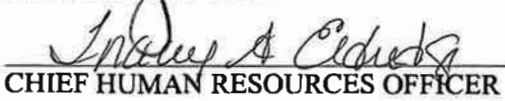
**Supplemental:**

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

1/25/2024  
DATE

  
CHIEF HUMAN RESOURCES OFFICER

1.31.24  
DATE

|                                                                                                                                                                                                                                                    |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 1490             |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | B                |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-weekly        |
| <b>Approved Salary Range</b>                                                                                                                                                                                                                       | 65.1             |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1                |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1                |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 3                |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | 5                |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | Michael Johnston |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | Michael Goulart  |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | Julia Carlson    |
| <b>Chief HR Officer</b>                                                                                                                                                                                                                            | Tracey Eldridge  |
| <b>FLSA</b>                                                                                                                                                                                                                                        | Non-Exempt       |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes              |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | General          |
| <b>Creation Date</b>                                                                                                                                                                                                                               | February 2024    |

February 12, 2024

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

### **PROPOSED REVISED JOB SPECIFICATION FOR FIRE ENGINEER**

Attached for your review is the proposed revised job specification of Fire Engineer. The Human Resources Division has prepared the revision at the request of the Fire Chief and Director of Emergency Services, Aaron Duncan.

The Fire Engineer classification was established prior to the recent development of the Wildland Firefighter classification. The Wildland Firefighter classification was created to assist with wildland fire suppression rather than the various phases of structural firefighting of the Firefighter classification.

The minimum employment standards of the Fire Engineer classification do not allow experience as a Wildland Firefighter to be considered as qualifying work experience. The proposed revisions will allow Wildland Firefighter experience to substitute for Firefighter experience not to exceed one year. This allows candidates to apply their experience in wildfire suppression along with experience attained as a Firefighter utilizing tools and equipment in structural fires as they prepare for promotion to Fire Engineer.

The Kern County Fire Fighter's Union is in agreement with the proposed revisions.

Therefore, it is RECOMMENDED that the proposed revised specification of Fire Engineer be REVIEWED, RECEIVED, AND FILED.

Sincerely,



Tracey Eldridge  
Interim Chief Human Resources Officer

Attachment

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

**Fire Engineer**  
**Bargaining Unit: F**  
**Salary Range 66.0 (\$6,145-\$7,344/mo.)**

**Definition:**

Under direction, to drive and operate assigned fire trucks and other automotive equipment in responding to fire and other emergency calls; to assist in the suppression of fires; and to do related work as required.

**Essential Functions:**

- Respond to fire and other emergency alarms by driving required automotive equipment to required spot.
- Operate equipment and otherwise assist in the suppression of fires and in the protection of life and property; and operates resuscitators and administers first aid.
- Assume primary responsibility for the servicing and maintenance of assigned fire equipment; and assist in maintenance of fire station and surrounding grounds.
- Participate in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes.
- Instruct other fire personnel in operation and care of fire equipment; may train or assist in training auxiliary fire fighters when assigned, and relieves Fire Captain.
- When assigned to the Headquarters Fire Prevention Unit, acts as a regular fire prevention inspector in conducting assigned inspections and investigations.
- Performs other job-related duties as required.

**Employment Standards:**

Two years of experience as a Fire Fighter or Fire Heavy Equipment Specialist II in the Kern County Fire Department **AND** California State certified Fire Marshall (CSFM) Driver Operator 1A and 1B certificates, **AND** successful completion of a Kern County Fire Department practical certification exam are required. **Experience as a Wildland Firefighter may be substituted for an equivalent amount of Fire Fighter experience; not to exceed one (1) year.**

Possession of a valid California Class C non-commercial Firefighter's Restricted Driver's License with specific endorsements is required.

By assignment may be required to possess a valid California Class A or B Commercial License with specific endorsements.

**Knowledge of:** modern fire prevention and suppression methods; technical firefighting techniques and principles of hydraulics applied to fire suppression; the use and maintenance of fire-fighting equipment and apparatus; departmental rules and regulations; first aid; and physical endurance and agility.

**Ability to:** operate such equipment and apparatus safely and effectively; understand, interpret, apply and follow rules and regulations; and operate effectively during all phases of an emergency incident.

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.

James Mitchell  
DEPARTMENT HEAD

2/8/24  
DATE

Tracey Eldridge  
CHIEF HUMAN RESOURCES OFFICER

2.8.24  
DATE

|                                                                                                                                                                                                                                                    |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 4595              |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | C                 |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-Weekly         |
| <b>Approved Salary Range</b>                                                                                                                                                                                                                       | 66.0              |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1                 |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1                 |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 2                 |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | F                 |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | Cassandra Ramirez |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | Brenda Guerra     |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | Alex Alva         |
| <b>Chief HR Officer</b>                                                                                                                                                                                                                            | Tracey Eldridge   |
| <b>FLSA</b>                                                                                                                                                                                                                                        | Yes               |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes               |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | Safety            |
| <b>Creation Date</b>                                                                                                                                                                                                                               |                   |



Human  
Resources

Tracey A. Eldridge  
INTERIM CHIEF HUMAN RESOURCES OFFICER



February 12, 2024

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

**PROPOSED REVISED JOB SPECIFICATIONS TITLED  
HEALTH PLAN SERVICES REPRESENTATIVE AND  
SENIOR HEALTH PLAN SERVICES REPRESENTATIVE**

The Human Resources Division has prepared the attached job specification revisions for Health Plan Services Representative and Senior Health Plan Services Representative at my request.

The Health Plan Services Representative and Senior Health Plan Services Representative flexible classification series are solely allocated to the Health and Wellness team in the Human Resources Division of the County Administrative Office. The positions are responsible for a variety of duties that support the administration of the County's health and related benefits for employees, retirees, and affiliated special districts.

The proposed revisions to the job specifications are made to accurately capture the work performed by incumbents in these classifications as reflected in the definition, essential functions and knowledge and skills. The revisions delineate the distinction in the work performed at both the entry and senior levels of the series. Revisions to the employment standards are made to remove the allowance of college coursework as a standalone requirement and include more detailed healthcare administrative support requirements that are required to successfully perform in the positions.

The Health Plan Services Representative and Senior Health Plan Services Representative are unrepresented confidential classifications.

Therefore, IT IS RECOMMENDED that your Commission REVIEW AND APPROVE the proposed revised specifications titled Health Plan Services Representative and Senior Health Plan Services Representative.

Sincerely,

A handwritten signature in black ink that reads "Tracey A. Eldridge".

Tracey A. Eldridge  
Interim Chief Human Resources Officer

GROUND  BOUNDLESS

**Health Plan Services Specialist**  
**Bargaining Unit: X**  
**Salary Range: 56.4 (\$3807-\$4550/mo.)**

**Definition:**

The Health Plan Services Specialist is the entry-level in the paraprofessional Health Plan Services flexible classification series. Incumbents, under direction, perform specialized work in providing support activities related to the administration of employee health benefits or other employee benefits programs, utilization review and benefits determination for health plans administered by the Human Resources Division of the County Administrative Office. Duties might include: answering telephones, ~~greeting the public, and~~ providing general customer service; providing advocacy on behalf of health plan members or benefit program participants; assessing problems in access to care and resolving issues and complaints; ~~coordinating with partnering agencies and outside vendors for day-to-day operations of health plan and employee benefits administration;~~ ~~intake of referral authorization requests;~~ determine plan benefits and eligibility; prepare notice of actions to members and providers; processing enrollment forms; ~~training and serve as a lead to lower level staff; serving as a liaison;~~ and provide interpretation of benefits and programs.

The Health Plan Services Specialist is distinguished from the Senior Health Plan Services Specialist classification by the latter's responsibility to work in a lead **or supervisory** capacity, handle more complex **assignments**, and work with minimal supervision. **Positions in this class are categorized as confidential due to the sensitivity and nature of the information incumbents will be privy to that affect employee relations.**

**Essential Functions:**

- ~~Researches and resolves issues and complaints from health plan members and health care providers.~~
- Works in collaboration with Human Resources Division staff, other departments, organizations, agencies, **employers, employees, members**, outside vendors, and health care providers, to facilitate enrollment in health benefits and/or access to services and resolve member and provider complaints.
- Responds to requests for information and inquiries related to health plan administrative functions, member eligibility, plan benefits and covered or excluded services, ~~provider contracts and reimbursements;~~ employee benefits, County policies, and/or other related information.
- Uses County or vendor computer systems and applications to determine health plan and benefit eligibility and authorization for services.
- ~~Enters and retrieves a variety of information from databases.~~
- Receives and performs initial intake processing of all incoming enrollment documentation, referral and authorization requests within established turnaround time and production standards.
- **Gathers** all pertinent documentation, including clinical documentation, to forward to vendors for review.

- Processes and records member and vendor payments and assists with daily cash deposits.
- Prepares, processes, and maintains a variety of records and reports.
- **Establishes and maintains employee health benefit files and other personnel records in electronic or paper form; scans personnel documents and manages files.**
- ~~Conducts research to keep abreast of latest developments in assigned area of responsibility.~~
- ~~Provides information and assistance to health plan members, potential members and/or other interested parties.~~
- Provides information and/or documentation supporting health plan or employee benefit policies and procedures and may assist members with completing required documents to facilitate payment/reimbursement for or access to covered services.
- ~~Assists with monitoring contracted vendors to ensure satisfactory performance.~~
- Prepares member and provider communications.
- ~~Conducts outreach to members and providers.~~
- ~~Generates correspondence to members and providers.~~
- ~~Performs individual and group orientations regarding health plans or employee benefit programs.~~
- ~~Assists with training of other unit staff.~~
- ~~Serves as a liaison with other departments, organizations, agencies, employers, outside vendors, health care providers, employees, plan members, and the general public in answering questions, resolving complaints, and promoting programs.~~
- ~~Demonstrates a comprehensive knowledge of health plan benefits, provider's networks, and health plan administration.~~
- Performs other related duties as required.

#### **Employment Standards:**

- ~~Thirty (30) semester or forty-five (45) quarter units from an accredited college or university or any combination of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.~~

**High School Diploma, G.E.D., or equivalent, AND one (1) year of experience in health plan and/or employee benefits administration support, health care provider network administrative support or utilization management support; OR a combination of education and experience sufficient to obtain the knowledge and skills to successfully perform the essential duties of the job.**

**Experience in employee group insurance; COBRA requirements; HIPAA; Section 125 cafeteria plans; open enrollment process; and state and federal mandated leave of absence regulations is preferred.**

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

~~Qualifying related experience may include health plan administrative, support; utilization management support, basic medical terminology; provider relations, call center management; medical office administration or support; medical education or training; hospital business office or~~

Revised Job Specification

~~May 9, 2022~~ **February 12, 2024**

Item No. 0466-3057

~~patient registration; medical or insurance claims processing; patient accounting and collections; verifying documents to determine eligibility for medical benefits and/or social services; conducting needs assessments; medical or social service case management and/or making referrals for services; public relations; and general customer service experience. Health plan experience is preferred.~~

**Knowledge of:** health plan networks; principles and practices of benefit plan administration; employee health benefit programs; general practices and procedures of health insurance carriers in the evaluation and processing of claims; laws and regulations related to employee benefit administration; customer service principles; basic mathematical concepts; English language, grammar, and punctuation; public relations principles; **and business office practices.** ~~HIPAA privacy and security regulations; medical and insurance terminology; standard office procedures, statistical methods; data compilation methods; and report writing.~~

**Ability to:** interpret and explain benefit plan documents; gather accurate and complete information to resolve employee benefit issues; interpret and administer rules and regulations governing the administration of benefit plans; prepare clear and concise reports, correspondence and benefits communication materials; establish and maintain effective working relationships with employees, retirees, vendors, and plan administrators; maintain confidentiality; resolve conflict; speak in public; and operate standard office equipment and **personal computer.** ~~use a computer and related software applications; interview individuals and collect information from a variety of sources, including health plan members, health care providers, and contracted vendors as necessary to complete tasks and goals; prepare and deliver presentations; read, comprehend, and explain regulations and procedures; resolve conflict; speak in public; establish and maintain effective working relationships with internal and external customers; use tact and empathy in working with customers under stressful situations; communicate both orally and in writing to exchange or convey information and to receive work direction.~~

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

2/2/24  
DATE

  
CHIEF HUMAN RESOURCES OFFICER

2/2/24  
DATE

|                                                                                                                                                                                                                                                    |                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 3057            |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | C               |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-weekly       |
| <b>Approved Salary Range/Grade</b>                                                                                                                                                                                                                 | 56.4            |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1               |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1               |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 1               |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | X               |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | Keri Pharris    |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | Tracey Eldridge |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | Eric Nisbett    |
| <b>INTERIM Chief HR Officer</b>                                                                                                                                                                                                                    | Tracey Eldridge |
| <b>FLSA</b>                                                                                                                                                                                                                                        | Non-Exempt      |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes             |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | General         |
| <b>Revision Date</b>                                                                                                                                                                                                                               | February 2024   |

**Senior Health Plan Services Specialist**  
**Bargaining Unit: X**  
**Salary Range: 58.6 (\$4249-5077/mo.)**

**Definition:**

The Senior Health Plan Services Specialist is the senior level in the **paraprofessional** Health Plan Services Specialist flexible classification series. Incumbents performs specialized work in providing support activities related to the administration of employee health benefits or other employee benefits programs, ~~as well as~~ utilization review and benefits determination for health plans administered by the Human Resources Division of the County Administrative Office. The Senior Health Plan Services Specialist works independently and exercises good judgement to perform tasks in delineated areas of responsibility. The Senior Health Plan Services Specialist may also assist with training and/or supervising staff involved in human resources activities. Positions in this class are categorized as confidential due to the sensitivity and nature of the information incumbents will be privy to that affect employee relations.

**Essential Functions:**

- Responds to a variety of inquiries regarding employee or retiree benefit eligibility.
- Provides technical assistance to county departments and/or other human resources staff in reviewing, processing and approving various health benefit transactions.
- Oversees and may assist employees in completing various health benefit documents, reviews and approves various personnel transactions for completeness, accuracy, and compliance.
- **Researches and resolves** ~~Research and resolve~~ issues and complaints from health plan members and health care providers.
- **Assists** ~~Assist~~ with negotiation of Memorandum of Understanding (MOUs) and/or Letters of Agreement (LOAs) with providers and facilities; manage documentation of such contracts.
- Assists with reconciling bills from service providers to County service records and prepares claims for payment to providers; assists management, employees and insurance companies in resolving issues.
- Establishes and maintains employee health benefit files and other personnel records in electronic or paper form; scans personnel documents and manages files; submits necessary documentation to vendors.
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling benefits with outside vendors, employee benefits and other fiscally related information; coordinates with management, employees, retirees, and/or departments in resolving omissions and discrepancies.
- Assists in developing, scheduling and presenting various employee and/or retiree health benefits related classes/seminars/outreach events.
- Explains, notifies, and **advises** ~~advised~~ employees of benefit provisions for county benefit programs; records and updates employee benefit coverage records; and compiles benefit data and prepares summary reports.

- Assist with daily cash deposits/reconciliation as well as basic monthly/quarterly reconciliation and transmittal of funds with Special Districts, Life Insurance, and other vendors.
- Assist with the issuance of Request for Proposals.
- Assists with updating payroll insurance tables and transfers premium amounts between County accounts; bills and collects premium payments from employees on leaves of absence or on COBRA coverage.
- Assist in reconciling bills from service providers to County service records and prepares claims for payment to providers; assists management, employees and insurance companies in resolving issues.
- **Assists with the administration of COBRA, Voluntary Benefits, Retiree Benefits, Special Districts, and Leaves of Absence.**
- Prepares and distributes informational literature to employees and attends meetings as required.
- ~~• Uses a personal computer and associated software.~~
- May assist in training or supervising other Health Plan Service Representatives and support staff.
- Performs other job-related duties as assigned.

### **Employment Standards:**

#### **Minimum Qualifications:**

- ~~• Sixty (60) semester or ninety (90) quarter units from an accredited college or university and three (3) years of related work experience or any combination of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.~~

~~Qualifying related work experience must be related to fiscal or administrative work in a hospital, medical office or health plan setting.~~

**High School Diploma, G.E.D., or equivalent, AND three (3) years of experience in health plan and/or employee benefits administration support, health care provider network administrative support or utilization management support; OR a combination of education and experience sufficient to obtain the knowledge and skills to successfully perform the essential duties of the job.**

**Experience in employee group insurance; COBRA requirements; HIPAA; Section 125 cafeteria plans; open enrollment process; and state and federal mandated leave of absence regulations is preferred.**

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

**Knowledge of:** health plan networks; principles and practices of benefit plan administration; employee health benefit programs; general practices and procedures of health insurance carriers in the evaluation and processing of claims; laws and regulations related to employee benefit administration; customer service principles; basic mathematical concepts; English language, grammar, and punctuation; public relations principles; interviewing techniques; data gathering, compilation, and report writing; basic principles of training and supervision; and business office practices.

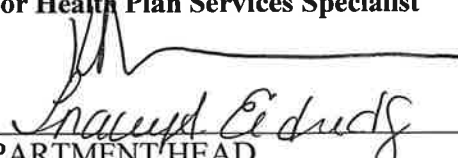
~~basic human resource programs; health plan administration; basic functions of a human resources department; office operations and clerical functions; business English including spelling, punctuation, grammar and vocabulary, principles and methods of public relations/customer service and interviewing techniques; data gathering, compilation and report writing.~~

**Ability to:** interpret and explain benefit plan documents; gather accurate and complete information to resolve employee benefit issues; interpret and administer rules and regulations governing the administration of benefit plans; prepare clear and concise reports, correspondence and benefits communication materials; establish and maintain effective working relationships with employees, retirees, vendors, and plan administrators; maintain confidentiality; resolve conflict; speak in public; coordinate and prioritize assignments; and operate standard office equipment and personal computer.

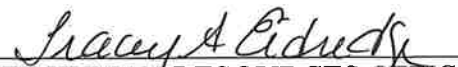
~~read and comprehend technical material; maintain confidential information; communicate orally and in writing; gather and analyze a variety of data and prepare appropriate reports; coordinate and prioritize assignments; apply basic statistical and mathematical concepts; establish and maintain effective work relationships; work effectively in teams; and operate a personal computer and associated software.~~

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

2/2/24  
 DATE

  
 CHIEF HUMAN RESOURCES OFFICER

2/2/24  
 DATE

|                                                                                                                                                                                                                                                    |                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 3056            |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | C               |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-weekly       |
| <b>Approved Salary Range/Grade</b>                                                                                                                                                                                                                 | 58.6            |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1               |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1               |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 2               |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | X               |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | Keri Pharris    |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | Tracey Eldridge |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | Eric Nisbett    |
| <b>INTERIM Chief HR Officer</b>                                                                                                                                                                                                                    | Tracey Eldridge |
| <b>FLSA</b>                                                                                                                                                                                                                                        | Non-Exempt      |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes             |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | General         |
| <b>Revision Date</b>                                                                                                                                                                                                                               | February 2024   |



Human  
Resources

Tracey A. Eldridge  
INTERIM CHIEF HUMAN RESOURCES OFFICER



February 12, 2024

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

**REQUEST TO ABOLISH ELIGIBLE LIST -  
Health Plan Services Specialist/Senior Health Plan Services Specialist-Exam No. 8918**

Tracey Eldridge, Interim Chief Human Resources Officer, requests that the Civil Service Commission abolish the eligible list for Health Plan Services Specialist/Senior Health Plan Services Specialist, Exam No. 8918, established on April 21, 2023. The Human Resources Division of the CAO utilized this list in two certifications (2023-05845 and 2024-06355). The first certification resulted in the referral of seven (7) candidates on that list and the selection of one (1) candidate. The second certification resulted in the referral of ten candidates (10) and no selection due to an incomplete certification.

The Human Resources Division is requesting to abolish this eligible list in conjunction with a proposed job specification change to the Health Plan Services Specialist/Senior Health Plan Services Specialist flexible classification series, which also appears on this agenda. Changes to the job descriptions include revisions to the employment standards removing the educational requirements and expanding the experience requirements to better align with the essential duties required of the positions.

Civil Service Rule 502.10 states: "Eligible lists shall continue in force for a period of one (1) year from date of promulgation unless abolished or extend by the order of the Commission. In no event shall a list remain in force for less than six (6) months nor more than two (2) years."

Notice of intent to abolish the list has been sent by the Civil Service Commission Secretary to all candidates on the list. If the Commission grants the abolishment of the eligible list, notification will be sent to all candidates notifying them of the opening of the new open recruitment.

Therefore, **IT IS RECOMMENDED** that the eligible list for Health Plan Services Specialist/Senior Health Plan Services Specialist, Exam No. 8918 **BE ABOLISHED** in accordance with Civil Service Rule 502.10.

Sincerely,

A handwritten signature in black ink that reads "Tracey A. Eldridge".

Tracey A. Eldridge  
Interim Chief Human Resources Officer

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