

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

Regular Meeting
Monday, April 8, 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, March 11, 2024, and Special Meeting on Tuesday, April 2, 2024; APPROVE*

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

9312	Public Health Project Specialist - Bilingual
9313	Public Health Program Specialist
9314	Health Education Assistant I/II - Bilingual
9315	Air Quality Specialist I/II - Tehachapi
9316	Wildland Firefighter
9317	Victim Witness Program Supervisor
9318	Fiscal Support Specialist - DP - Sheriff
9319	Senior Office Services Specialist - DP - Probation
9320	Fire Equipment Technician
9321	Senior Human Resources Specialist-Non-Confidential
9322	Behavioral Health Recovery Specialist Aide
9323	Accountant/Senior Accountant-Department Promotional-BHRS
9324	Public Health Project Specialist
9325	Office Services Assistant - Part-Time - Shift
9326	Deputy Director of Agriculture & Measurement Standards - DP
9327	Substance Use Prevention Specialist I/II
9328	Probation Program Specialist
9329	Park Supervisor
9331	Office Services Technician - Shift – Mojave

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. Sheriff positions
 - i. Deputy Sheriff, Item No. 4493
 - ii. Deputy Sheriff Trainee, Item No. 4497
 - iii. Sheriff's Detention Deputy Trainee, Item No. 4547

5. BUDGET: Commission Officer to present Civil Service Commission Recommended Budget for Fiscal Year 2024-25; **ADOPT RECOMMENDED BUDGET AND AUTHORIZE YOUR OFFICER TO SUBMIT TO THE HUMAN RESOURCES DIVISION**

6. Civil Service Rule 1800 – First Reading of Revised Amendment to Rule 1800 of the Civil Service Commission; WAIVE READING; APPROVE

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 – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2023-0105
12. **Reconvene from Closed Session; Adjourn to the Special Meeting to be held on Monday, April 15, 2024, at 5:00 p.m.**

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, March 11, 2024
5:30 p.m.

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

ABSENT: None

OTHERS: Stephanie Bouey, Robyn Lipscomb, Michael Goulart, Sarah Gutierrez, 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:** NONE

***CONSENT AGENDA:** NO PUBLIC COMMENT

***2. Approval of Minutes**

Regular meeting on Monday, February 12, 2024, and Special Meeting Wednesday, February 14, 2024; **APPROVED; Bo/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; Bo/Jo – 4 ayes; 1 ab, Ag**

- 9273 KCERA Network Engineer / KCERA Senior Network Engineer
- 9274 Behavioral Health Unit Supervisor-Department Promotional
- 9275 Human Services Technician I/II-East Kern Region (Lake Isabella, Mojave, Ridgecrest)-DHS
- 9276 Behavioral Health Recovery Specialist I/II
- 9277 Technology Services Supervisor - Probation
- 9278 Sheriff's Sergeant - DP
- 9280 Sr. Youth Services Officer - DP
- 9281 Child Support Attorney I/II/III/IV
- 9282 Office Services Specialist - Bilingual - DP
- 9283 Fire Engineer - Department Promotional - Fire
- 9284 Environmental Health Specialist I/II/II
- 9285 Environmental Health Specialist - In-Training
- 9286 Environmental Health Technician II

9287 Airports Police Officer I/II
9288 Heavy Equipment Mechanic
9289 Assistant Division Director of Health Services
9290 Health Plan Services Specialist/Senior Health Plan Services Specialist
9291 Human Services Supervisor-DP-DHS
9292 Area Park Supervisor-DP-General Services
9293 Assistant Director of Libraries - DP
9294 Departmental Aide-Part-Time-Shift-Frazier Park
9296 KCERA Investment Analyst I
9297 Fiscal Support Specialist-DP-Assessor
9298 Senior Groundskeeper - Lake Isabella
9299 Child Support Specialist I
9300 Child Support Specialist I - Bilingual
9301 Child Support Customer Service Representative
9302 Child Support Customer Service Representative - Bilingual
9303 Office Services Coordinator
9304 Program Specialist I - Bilingual
9305 Business Manager-DP-County Counsel
9306 Maintenance Electrician
9307 Sheriff's Commander - DP
9308 Sheriff's Lieutenant - DP
9309 Engineer / Sr Engineer
9310 Network Systems Administrator
9311 Systems Analyst I/II

4. **Civil Service Rule 1800 – Updates:** Deputy Chief Human Resources Officer, Michael Goulart, shared Chief Human Resources Officer, Tracey Eldridge, would be contacting President Price with current labor organizations feedback and concerns.
5. **CSR 1800 Investigations and Timelines:** Deputy County Counsel Stephanie Bouey indicated that there are currently two active investigations within timelines, and another anticipated this week.
6. **Commission Officer Items/Report:** CSCO Robyn Lipscomb reported that since the last regular meeting she visited Child Support Services with Commissioner Johnson and trained and volunteered to work the Elections in Rosamond March 5, 2024.
7. **Human Resources Division Items/Report:** Michael Goulart shared that Tracey Eldridge was named permanent Chief Human Resources Officer for Kern County; President Price requested he convey the Commission's congratulations.
8. **Commission Member Presentations or Announcements:** NONE

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):

9. Public Employee – Discipline/Dismissal/Release
Detentions Deputy (Sheriff's Office) – Case No 2024-0103; **DATES SCHEDULED TO August 26, 27, and 28, 2024; CLOSED SESSION**

10. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2023-0105; **ITEM CONTINUED TO April 8, 2024, REGULAR CSC MEETING; CLOSED SESSION**

11. Public Employee – Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105; **REMOVED; DIRECTED COUNSEL TO REFER PITCHESS MOTION ONLY TO HEARING OFFICER SERVICES; APPROVED; Ho/Ag – 3 ayes; 2 ab, Bo/Jo**

12. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106; **SCHEDULED to April 15, 2024, CLOSED SESSION**

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

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN
2700 M Street, Ste 350
Bakersfield, California 93301

Special Meeting
Tuesday, April 2, 2024
2:00 p.m.

PRESENT: Commissioners Agbalog, Bowers, and Price

ABSENT: Commissioners Holt and Johnson

OTHERS: Robyn Lipscomb

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.

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)

1. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Officer
(Government Code § 54957(b)) **No reportable action**
4. Reconvene from Closed Session; Adjourn to Special Meeting to be held on Monday, April 8, 2024, at 5:30 p.m.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
EH9312	Lifeguard I - Extra Help	2/29/2024	Continuous	DG	Open	2/29/2024
EH9313	Communications Technician I - Extra Help	2/29/2024	Continuous	DG	Open	2/29/2024
EH9314	Lifeguard I - Extra Help	2/29/2024	Continuous	DG	Open	2/29/2024
9312	Public Health Project Specialist - Bilingual	3/18/2024	3/22/2024	JAP	Open	3/1/2024
9313	Public Health Program Specialist	3/18/2024	3/22/2024	JAP	Open	3/1/2024
9314	Health Education Assistant I/II - Bilingual	3/4/2024	Continuous	JAP	Open	3/1/2024
9315	Air Quality Specialist I/II - Tehachapi	3/11/2024	3/15/2024	MES	Open	3/6/2024
9316	Wildland Firefighter	3/11/2024	3/15/2024	CMR	Open	3/7/2024
9317	Victim Witness Program Supervisor	3/8/2024	3/14/2024	MH	Open	3/6/2024
9318	Fiscal Support Specialist - DP - Sheriff	3/7/2024	3/21/2024	NAA	DP	3/7/2024
9319	Senior Office Services Specialist - DP - Probation	3/11/2024	3/18/2024	TN	DP	3/7/2024
9320	Fire Equipment Technician	3/15/2024	3/22/2024	CMR	Open	3/13/2024
9321	Senior Human Resources Specialist-Non-Confidential	3/18/2024	3/22/2024	DMR	Open	3/14/2024
9322	Behavioral Health Recovery Specialist Aide	3/18/2024	4/1/2024	MGV	Open	3/15/2024
9323	Accountant/Senior Accountant-Department Promotional-BHRS	3/18/2024	3/22/2024	MGV	DP	3/15/2024
9324	Public Health Project Specialist	3/18/2024	3/22/2024	JAP	Open	3/15/2024
9325	Office Services Assistant - Part-Time - Shift	3/18/2024	4/5/2024	KB	Open	3/15/2024
9326	Deputy Director of Agriculture & Measurement Standards - DP	3/25/2024	2/26/2024	MES	DP	3/20/2024
9327	Substance Use Prevention Specialist I/II	3/21/2024	4/4/2024	MGV	Open	3/20/2024
9328	Probation Program Specialist	3/27/2024	4/5/2024	TN	Open	3/21/2024
9329	Park Supervisor	3/25/2024	4/8/2024	DG	Open	3/14/2024
9331	Office Services Technician - Shift - Mojave	3/26/2024	4/8/2024	KB	Open	3/25/2024

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
CHIEF HUMAN RESOURCES OFFICER



April 8, 2024

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

**PROPOSED REVISED JOB SPECIFICATIONS FOR DEPUTY SHERIFF, DEPUTY SHERIFF TRAINEE,
AND SHERIFF'S DETENTIONS TRAINEE**

Attached for your review is the proposed revised job specification for Deputy Sheriff, Deputy Sheriff Trainee, and Sheriff's Detentions Deputy Trainee.

There has been an increase of out of state applicants who do not possess a valid California Driver's License applying for safety positions with the Sheriff's Office. The entities that govern exams for these safety positions, Peace Officer Standards and Training (POST) and Board of State and Community Corrections (BSCC), do not require applicants to have a California Driver's License to take the written exam. To be inclusive and capture additional applicants, the proposed revisions will require applicants to possess a California Driver's License at the time of appointment, rather than at the time of application.

Therefore, IT IS RECOMMENDED that the proposed revised specification of Deputy Sheriff, Deputy Sheriff Trainee, and Sheriff's Detentions Deputy Trainee be REVIEWED AND APPROVED.

Sincerely,

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

Tracey Eldridge
Chief Human Resources Officer

cc: Sheriff Donny Youngblood

GROUND  BOUNDLESS

Deputy Sheriff
Bargaining Unit: L
Salary Range 64.1 (\$5,590-\$6,680/mo)

Definition:

Under supervision, to perform routine law enforcement work; may be assigned to County jail facilities, transportation, and court services; and to do related work as required.

Distinguishing Characteristics:

This is the lateral/entry level classification in the Deputy Sheriff job family (i.e., Senior Deputy Sheriff, Sheriff's Sergeant, etc.). Incumbents perform the full range of sworn peace officer duties, including community orientated policing by interacting and collaborating with the public to identify issues and develop solutions to detect, prevent and investigate crime.

Incumbents serve a probationary period of twelve (12) months. Incumbents will be required to work any shift, weekends and holidays; and may be required to work in outlying areas.

Essential Functions:

- Operates a patrol car; patrol assigned areas for the keeping of peace and protection of life and property.
- Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.
- Practices community-based policing and conflict de-escalation
- Acts as jailer receiving, booking, supervising, and searching prisoners.
- Transports, guards and/or escorts inmates to specified locations inside and outside custodial facilities such as jails, courts and other institutions.
- Enforce laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationally, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual perceived characteristics.
- Investigates criminal violations, and applies currently approved techniques of arrest, search and seizure.
- Collects and preserves evidence and maintains necessary records.
- Prepares complete and accurate reports as required in various areas of law enforcement.
- Testifies in court based upon actions taken and evidence uncovered during the course of investigations.
- Collects fines and accepts bail.
- Assists as a bailiff or guard in all county courts and transport inmates to State or Federal institutions, County facilities or appropriate private facilities.
- Serves warrants of arrest, legal papers, such as subpoenas, summons, complaints and writs of attachment, execution and restitution.
- Attends training classes.

Revised

~~June 12, 2023~~ **April 2024**

Item No. 4493

- Develops and maintains good relations with the public and interacts with the public to resolve issues, gain compliance, and build trust.
- Practices community-based policing and conflict de-escalation.
- Enforce laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationality, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.
- Maintain personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code of Ethics.

Other Functions:

- May act as a field training officer.
- Performs other related duties as assigned

Employment Standards:

Minimum Qualifications:

- Possession of a valid California Class C Driver's License **at the time of appointment.** Specialized licenses required for some assignments.
- High School Diploma, G.E.D. or equivalent AND successful graduation from a California P.O.S.T. approved Police or Sheriff's Academy (Basic Peace Officer Course); or possession of a Basic or higher P.O.S.T. Certificate.

In accordance with Government Code Section 1031 to be appointed as a peace officer in California, incumbents must be legally authorized to work in the United States under federal law.

Physical and Psychological Requirements: Applicants must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Physical Examination:

A rigid medical examination by the county physician is required. Includes spine and chest x-rays, blood chemistry and electro- cardiograph test. Weight must be proportionate to height and age.

Vision:

20/100 uncorrected in each eye (corrected to 20/20) - no color deficiency. No permanent or progressive abnormalities.

Hearing:

No hearing deficiency.

Minimum Age: 21 years of age by the final filing date.

Character: A thorough background investigation, including fingerprinting is required. Applicants must have a reputation for honesty, trustworthiness and be of good moral character, as determined by a thorough background investigation. Felony law violations will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor offenses may be disqualifying.

Psychological Examination: Emotional and mental conditions shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission of Peace Officer Standards and Training. Evaluation is designed for the conduct of pre-employment psychological screening of peace officers.

Knowledge of: Federal, State, and County codes and ordinances and department rules and regulations relating to law enforcement; modern approved principles and procedures of law enforcement work; court and evidence procedures; court decisions affecting law enforcement practices; public relations and communication skills; principles of community-based policing; the use of the English language and arithmetic concepts typical of that derived from basic course work in these subjects at the high school level.

Ability to: read and write at a level necessary to perform the duties of a Deputy Sheriff; read and understand county ordinances, state laws, general literature pertaining to law enforcement, departmental orders, policies, procedures and instructions; establish effective interpersonal relationships at all organizational levels and with the public; adopt quick, effective courses of action, with regard to surrounding hazards and circumstances in each instance; write clear concise reports; understand and follow oral directions; learn proper radio procedures; learn the use and care of various equipment.

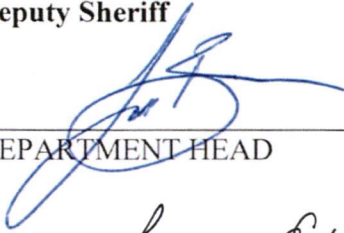
Possession of a valid California Driver's License upon appointment.

A background check shall be conducted for this classification.

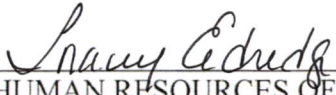
All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for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

Deputy Sheriff

Page 4


DEPARTMENT HEAD

3/28/24
DATE


CHIEF HUMAN RESOURCES OFFICER

3.28.24
DATE

Item #	4493
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	65.5
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	L
HR Analyst	Nesrine Annan
Reviewed By	Brenda Guerra
CAO Analyst	Joseph Arriola
Chief HR Officer	Tracey Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	

Revised

~~June 12, 2023~~ **April 2024**

Item No. 4493

Deputy Sheriff Trainee
Bargaining Unit: L
Salary Range 55.7 (\$3,676 - \$4,393/mo.)

Definition:

Under general supervision, to attend structured training courses designed to qualify trainees for the position of Deputy Sheriff; to learn functions carried out by the Department; and in a non-sworn capacity to do related work as required.

Deputy Sheriff Trainee may be appointed for a period not to exceed 180 days. Upon successfully completing the P.O.S.T. Basic academy the trainee must qualify for appointment as a probationary Deputy Sheriff I or be terminated from the trainee position. Must be willing to accept community orientated policing concepts and collaborating with the public.

Essential Functions:

- Attends the P.O.S.T. Basic Peace Officers Academy, maintaining at least minimum levels of proficiency at all levels of training.
- Completes introduction and indoctrination training which may include assignments to various divisions within the Department performing duties as may be assigned by Division Commanders.
- Fulfills all requirements necessary for appointment to the position of Deputy Sheriff.
- May be required to work shifts work, including weekends and holidays.
- Assignments may include work in outlying County areas.
- Performs other job-related duties as required.
- Be willing to practice community-based policing and conflict de-escalation.
- Be willing to develop and maintain good relations with the public and interact with the public to resolve issues, gain compliance, and build trust.
- Be willing to enforce laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationality, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent.
- Possession of a valid California driver's license **at the time of appointment**; may be required to obtain a Class II license.

In accordance with Government Code Section 1031 to be appointed as a peace officer in California, incumbents must be legally authorized to work in the United States under federal law.

Physical and Psychological Requirements: Applicants must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Physical Examination: A rigid medical examination by a county physician is required. Includes spine and chest x-rays, blood chemistry and electro- cardiograph test. Weight must be proportionate to height and age.

Psychological Examination: Emotional and mental conditions shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission of Peace Officer Standards and Training. Evaluation is designed for the conduct of pre-employment psychological screening of peace officers.

Vision: 20/100 uncorrected in each eye (corrected to 20/20) - no color deficiency. No permanent or progressive abnormalities.

Hearing: No hearing deficiency.

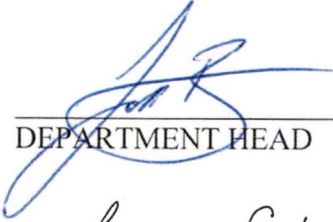
Minimum Age: 20.5 years of age by the final filing date; must be 21 years of age upon appointment to Deputy Sheriff.

Character: A thorough background investigation, including fingerprinting is required. Applicants must have a reputation for honesty, trustworthiness and be of good moral character, as determined by a thorough background investigation. Felony law violations will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor offenses may be disqualifying.

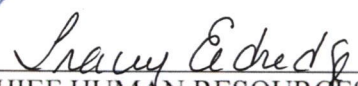
Ability to: understand and carry out oral and written instructions; ability to develop skill in use of firearms; ability to react quickly and calmly in emergencies; ability to obtain and verify information through telephone contact and interview.

A background check shall 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

 3/28/24
 DATE


 CHIEF HUMAN RESOURCES OFFICER

 3.28.24
 DATE

Item #	4497
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	56.5
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	L
HR Analyst	Nesrine Annan
Reviewed By	Brenda Guerra
CAO Analyst	Joseph Arriola
Chief HR Officer	Tracey Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	

Sheriff's Detentions Deputy Trainee
Bargaining Unit: T
Salary Range: Flat Bi-weekly (\$1,758.24)

Definition:

Under direct supervision and in a learning capacity, attends structured training courses designed to qualify trainees for the position of Sheriff's Detentions Deputy and Sheriff's Detentions Officer.

Sheriff's Detentions Deputy Trainee may be appointed for a period not to exceed six months. Upon successful completion of the Standards and Training for Corrections (STC) CORE course, the trainee must qualify for appointment as a probationary Sheriff's Detentions Deputy or Sheriff's Detention Officer or be terminated from the trainee position.

Incumbents learn the principles of community-oriented policing to effectively interact and collaborate with the public and in-custody individuals in order to gain compliance and solve problems for detection and prevention of crime within a jail facility.

Essential Functions:

- Attends the Corrections Officer CORE course, maintaining at least minimum levels of proficiency in all course subjects.
- Completes introduction and indoctrination training which may include assignments as a detention officer in a learning capacity within Sheriff's custodial facilities; learns functions related to the supervision of inmates, including maintaining security and monitoring inmate behavior.
- Fulfills all requirements necessary for appointment to the position of Sheriff's Detentions Deputy or Sheriff's Detentions Officer.
- Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.
- Practices collaborative problem solving and conflict de-escalation for jail facilities and custodial assignments.
- Learns community-oriented policing philosophy to enforce laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationality, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.
- Develops and maintains personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code of Ethics.
- Performs other duties of a similar nature or level as required.
- May be required to work shifts, weekends and holidays; assignments may include work in outlying County areas.

Employment Standards:

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

Possession of a valid California Class "C" Driver's License is required **at the time of appointment.**

Revised

August 14, 2023 **April 2024**

Item No. 4547

In accordance with Government Code Section 1031 to be appointed as a peace officer in California, incumbents must be legally authorized to work in the United States under federal law.

Physical and psychological requirements: Applicants must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Medical Examination: Candidates must pass a rigid post-employment offer, pre-placement examination given by the County Physician. It may include, but not be limited to, spine and chest x-rays, blood chemistry and electrocardiograph tests, hearing and vision test, functional capacity examination and psychological examination.

Character: A thorough background investigation, including fingerprinting, is required. Applicants must have a reputation for honesty and trustworthiness. Felony law convictions will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation.

Minimum age: Applicants must be 18 years of age by the final filing deadline.

Psychological Examination: Emotional and mental condition shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission of Peace Officer Standards and Training. Evaluation is designed for the pre-employment psychological screening of applications to determine suitability as a peace officer.

Knowledge of: grammar and spelling; principles of community-based policing.

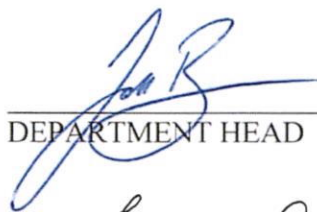
Ability to: give clear verbal instructions/directions, testify, and other oral communication; understand and follow oral instructions from others; understand facility forms, reports, manuals and laws pertaining to corrections; accurately observe, recall, and report behavior; maintain discipline without causing unnecessary tension; work with others and interact with diverse individuals and groups; have tolerance for the stress of working in a potentially dangerous environment; have tolerance of highly structured, regimented work environment; maintain self-control when confronted with verbal harassment or threats; stay calm and respond with composure in emergencies; work under close supervision; obey authority; perform repetitive tasks effectively or tolerate long periods of inactivity; establish effective interpersonal relationships at all organizational levels and with the public.

Revised

August 14, 2023 **April 2024**

Item No. 4547

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

3/28/24
 DATE

3.28.24
 DATE

Item #	4547
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	O
Basis of Pay (Bi-Weekly/Hourly)	Flat Bi-Weekly
Approved Salary Range	1,758.24
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	4
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	T
HR Analyst	Nesrine Annan
Reviewed By	Brenda Guerra
CAO Analyst	Joseph Arriola
Chief HR Officer	Tracey Eldridge
FLSA	No
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	

April 8, 2024

Civil Service Commission
1115 Truxtun Avenue, First Floor
Bakersfield, CA 93301

CIVIL SERVICE COMMISSION RECOMMENDED BUDGET

The Civil Service Commission's expenses are presently accounted for in the Human Resources Division budget unit and are included as part of their complete recommended budget.

The Civil Service Commission proposed recommended budget for Fiscal Year 2024-25 includes the following appropriations:

- Salaries and Benefits in the amount of \$147,365.
- Commission Meetings in the amount of \$27,000 – This amount is half of the maximum compensation allowable amount of \$54,000, per Ordinance G-8488.
- Hearing Officer Services Fee in the amount of \$20,000 – This amount is contingent upon the need for services. Previous data show the need for a Hearing Officer is rare and used only on two previous occasions.
- Mileage Expenses in the amount of \$3,000 – This amount is based on previous years' reimbursement data for Commission members.
- Services and Supplies in the amount of \$8,000 – this amount is projected to cover services and supplies needed in maintaining the operations of the Commission.

The projected number of meetings and Appeal Hearings are based on appeal requests submitted to the Commission to date. The revisions to the Civil Service Rules will continue to reflect current practices.

This projection is our best possible estimate based on all data available to us at this time. Therefore, IT IS RECOMMENDED that your Commission approve the proposed recommended Civil Service Commission budget for FY 2024-25 and authorize the Civil Service Commission Officer to submit to the Human Resources Division as required.

Sincerely,

A handwritten signature in blue ink that reads "Robyn Lipscomb".

Robyn Lipscomb, Officer
Civil Service Commission

CIVIL SERVICE COMMISSION PROPOSED BUDGET FY 2024-25

APPROPRIATIONS	FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 PROPOSED	FY 2023-24 TO DATE	FY 2024-25 PROPOSED
Salaries and Benefits	\$146,884	\$146,884	\$147,365	\$111,281	\$147,365
Commission Meetings*	\$5,475	\$5,475	\$27,000	\$6,569	\$27,000
Hearing Officer**	\$0	\$0	\$20,000	\$0	\$20,000
Mileage Reimbursements	\$845	\$1,537	\$3,000	\$1,351	\$3,000
Services and Supplies***	\$3,000	\$3,000	\$8,000	\$1,745	\$8,000
Total expenditures	\$156,204	\$156,896	\$205,365	\$120,946	\$205,365

Notes: * The projected amount of \$27,000 accounts for half of the amount allowed by Ordinance G-8488.

**The need for Hearing Officer services is rare and was only hired on two previous occasions. The total cost for this service for FY 2013-14 was \$19,249.

***The Services and Supplies amount is projected for all year as it is absorbed by Human Resources Division. This amount includes electronics, software and technology required to perform Commission duties including \$600 for outreach material and \$2,000 for updating the equipment needed for the Civil Service Hearing Room.

CIVIL SERVICE COMMISSION ACTIVITY

ITEM	2020-21	2021-22	2023-24	2023-24 TO DATE	2024-25 PROJECTED
Number of Meetings	26	27	20	17	24
Number of Appeal Hearings	1	3	8	8	8
Number of Pending Appeals	1	1	5	4	5
Civil Service System and Other Non-Disciplinary Appeals	11	5	5	2	8
Total Number of Nights	26	27	17	14	21
Changes to Civil Service Rules	0	0	4	3	5
Total Activity	65	63	59	28	42

Notes: The Civil Service Commission maintains the integrity of Kern County's Civil Service System.

It is an independent ruling body which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments and employees.

CIVIL SERVICE COMMISSION
SUPPLIES & SERVICES BREAKDOWN
FY 2024-25

PROPOSED		\$8,000.00
	Estimate	Balance
Hearing Room Equipment	\$1,000	\$7,000
Supplies-ink, paper, postage, and etc.	\$3,000	\$4,000
Outreach	\$600	\$3,400
Technology - Internet, phone, printer, etc.	\$1,000	\$2,400
Laserfiche Account	\$101	\$2,299
Adobe Acrobat License \$16.99 per month	\$204	\$2,095
Microsoft Office \$600/year	\$600	\$1,495
Training	\$1,495	\$0

1810.00 COMPLAINTS BASED ON DISCRIMINATION AND HARASSMENT

- 1810.01 Every person has the right to complain of and to seek remedy for acts of unlawful discrimination against or discriminatory harassment experienced by the person in applying for County employment or in the County workplace. Unlawful discrimination is discrimination based on the person's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, union affiliation, political affiliation, or military and veteran status, or the person's inclusion in a legally protected class.
- 1810.02 Every County officer and employee is prohibited from unlawfully discriminating against, harassing, retaliating against or taking adverse employment actions against a person based upon that person's complaint of unlawful discrimination or discriminatory harassment.
- 1810.03 Every County officer or employee is prohibited from unlawfully discriminating against, retaliating against, or taking adverse employment actions against an employee based upon an employee's testimony, assistance, cooperation, or participation in connection with an investigation, disciplinary action, or hearing before a governmental body arising out of the complaint of unlawful discrimination or harassment.
- 1810.04 As used in these rules, acts of unlawful discrimination, retaliation, and adverse employment actions include, but are not limited to:
- 1810.04.10 Verbal or physical abuse or threats of harm;
 - 1810.04.20 Disciplinary actions including demotions, suspensions, oral or written reprimands, transfers, or termination of employment;
 - 1810.04.30 Failure to give equal consideration in employment decisions;
 - 1810.04.40 The imposition of adverse working conditions not encountered by similarly situated employees; or
 - 1810.04.50 The unreasonable denial of employment benefits.

1820.00 COMPLAINT PROCEDURE

As set forth in Kern County Civil Service Commission Rule 1800 et seq., each employee or applicant for employment who believes that they have experienced unlawful discrimination or harassment in the application for employment, within the testing for promotion within County employment, or in the general terms and conditions of County employment may file a written complaint setting forth the specific facts and evidence supporting the complaint with the Equal Employment Opportunity Officer or their designee (for the purposes of this rule 1800, "EEOO"). This complaint shall provide all documentary evidence, names of potential witnesses, and any other information believed by the complainant to be

relevant to the complaint. Such complaints shall be filed within 180 calendar days of the occurrence of the acts giving rise to the complaint.

1820.01 INFORMAL INVESTIGATION

Upon the receipt of the written complaint, the EEO O shall attempt to resolve the complaint on an informal basis through informal investigatory and conciliation efforts between the complaining individual and the involved County department(s). The EE OO shall have a period not to exceed thirty (30) business days to investigate and to informally attempt to resolve the complaint.

1820.02 FORMAL INVESTIGATION

If the EEEO is unable to resolve the complaint through informal conciliation efforts, they shall notify the complainant and the impacted County department in writing. If the EEEO believes there are grounds to proceed, they may initiate a formal investigation of the allegations of the complainant, interview all witnesses to the incident giving rise to the complaint (including the complainant and the person(s) against whom the complaint is directed), and issue written findings as to the merits of the complaint and the remedy that should be implemented to resolve the complaint under existing County ordinances, policies, and procedures. The EEEO shall have a period of not more than forty-five (45) business days to conduct the investigation and to issue appropriate findings of fact and recommended remedies.

The complainant and the affected County department shall have twenty (20) business days to review and either accept or reject the findings and recommendations of the EEEO.

If at the conclusion of the seventy-five (75) business days collectively allotted for the formal and informal investigations, the CHRO has not either (1) issued findings of fact and recommended remedies, or (2) obtained a written time waiver from both the complainant and impacted County Department, then at the next regular meeting the Commission shall schedule a limited hearing to determine whether there is good cause for the delay. If the Commission determines that the CHRO has shown good cause for the delay, then the Commission shall grant an appropriate extension of time. If the Commission determines that the CHRO has not shown good cause for the delay, then the complainant may request the first available hearing date mutually agreeable to all parties for a preliminary hearing to review the need for or sufficiency of any temporary accommodations on behalf of the complainant. In the event the Commission determines a need for temporary accommodations or the modification of existing accommodations, it shall make a recommendation to the CHRO and the department. Both the limited hearing and preliminary hearing under this Subsection 1820.02 shall be conducted as public hearings, except that a complainant may request a closed session pursuant to Government Code section 54957.

“Good cause” may include but not be limited to (i) investigations in which the County has engaged third-parties and require a reasonable extension for

coordination of the involved parties; (ii) investigations involving more than one employee that require a reasonable extension; (iii) investigations involving a witness or complainant who is incapacitated or otherwise unavailable; and (iv) complex cases, including investigations involving a matter in civil or criminal litigation.

1820.03 EEO OFFICER FINDINGS AND RECOMMENDATIONS

If the complainant and the impacted County department are satisfied with the findings and recommendations of the EEOO, these findings and recommendations may be implemented and the matter closed. If the findings and recommendations of the EEOO require some action or order on the part of the Board of Supervisors to be implemented, the Chief Human Resources Officer shall forward the findings and recommendations to the Board of Supervisors for its subsequent action.

1830.00 EVIDENTIARY HEARING

If either the complainant or the impacted County department is not satisfied with the findings and recommendations of the EEOO, as a resolution to the complaint, either may file a written request within twenty (20) business days of the issuance of the findings and recommendations of the EEOO for an evidentiary hearing before the Commission. This hearing shall be commenced within thirty (30) business days of the written request for hearing.

1830.01 The purpose of this hearing is to create an evidentiary record of the basis for the complaint, to permit the examination and cross-examination of all witnesses under oath, and to permit the Commission to make factual findings based on the evidence presented and to order/recommend specific remedies designed to achieve a resolution to the dispute.

1830.02 The hearing shall be conducted as a public hearing, except that a complainant may request a closed session pursuant to Government Code section 54957. The hearing shall be conducted in accordance with the evidentiary standards established by Government Code Section 11513. The EEOO shall initiate the hearing by presenting his/her report and recommended findings to the Commission. After the presentation of the EEOO's report, the complaining person shall present all relevant documentary evidence and witness testimony that the complainant believes will establish proof of the unlawful discrimination or harassment. At the conclusion of this presentation, the impacted department shall present all relevant documentary evidence or witness testimony, which the department believes to refute or disapprove the complaining person's allegations. All witnesses shall be subject to cross-examination and to examination by the Commission. The complainant has the burden of proof to establish the validity of the complaint. At the conclusion of the hearing and upon the issuance of a written order, findings, and decision, the Civil Service Commission may take such action as is within its jurisdiction under Kern County Code Chapter 3.04 and Board of Supervisors' Resolution 85-094. If the action deemed appropriate is beyond the limited jurisdiction of the Civil

Service Commission to implement, the Commission's findings and recommendations shall be forwarded to the Board of Supervisors with the recommendation that the same be adopted as an order of the Board of Supervisors. The order and decision of the Commission (or the order of the Board of Supervisors implementing the decision of the Commission) shall be final when issued and are subject to the judicial review provisions of Rule 2303.

1810.00 COMPLAINTS BASED ON DISCRIMINATION AND HARASSMENT

- 1810.01 Every person has the right to complain of and to seek remedy for acts of unlawful discrimination against or discriminatory harassment experienced by the person in applying for County employment or in the County workplace. Unlawful discrimination is discrimination based on the person's race, religious creed, color, national origin, ancestry, sex, age, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, union affiliation, political affiliation, or military and veteran status, or the person's inclusion in a legally protected class, ancestry, religious affiliation, union affiliation, political affiliation, or sexual orientation.
- 1810.02 Every County officer and employee is prohibited from engaging in unlawfully discriminating against or harassing any person or from retaliating against or taking adverse employment actions against a person based upon that person's complaint of unlawful discrimination or discriminatory harassment.
- 1810.03 Every County officer or employee is prohibited from unlawfully discriminating against, retaliating against, or taking adverse employment actions against an employee based upon an employee's testimony, assistance, cooperation, or participation in connection with an investigation, disciplinary action, or hearing before a governmental body arising out of the complaint of unlawful discrimination or harassment.
- 1810.04 As used in these rules, acts of unlawful discrimination, retaliation, and adverse employment actions include, but are not limited to:
- 1810.04.10 Verbal or physical abuse or threats of harm;
 - 1810.04.20 Disciplinary actions including demotions, suspensions, oral or written reprimands, transfers, or termination of employment;
 - 1810.04.30 Failure to give equal consideration in employment decisions;
 - 1810.04.40 The imposition of adverse working conditions not encountered by similarly situated employees; or
 - 1810.04.50 The unreasonable denial of employment benefits.

1820.00 COMPLAINT PROCEDURE

As set forth in Kern County Civil Service Commission Rule 1800 et seq., each employee or applicant for employment who believes that they have experienced unlawful discrimination or harassment in the application for employment, within the testing for promotion within County employment, or in the general terms and conditions of County employment may file a written complaint setting forth the specific facts and evidence supporting the complaint with the Equal Employment Opportunity Officer or their designee (for the purposes of this rule 1800, "EEOO"). This complaint shall provide all documentary evidence, names of potential witnesses, and any other information believed by the complainant to be

relevant to the complaint. Such complaints shall be filed within 180 calendar days of the occurrence of the acts giving rise to the complaint.

1820.01 INFORMAL INVESTIGATION

Upon the receipt of the written complaint, the ~~Equal Employment Opportunity Officer~~ shall attempt to resolve the complaint on an informal basis through informal investigatory and conciliation efforts between the complaining individual and the involved County department(s). The ~~Equal Employment Opportunity Officer or his delegate~~ shall have a period not to exceed thirty (30) business days to investigate and to informally attempt to resolve the complaint. ~~(Rev. 03/99)~~

1820.02 FORMAL INVESTIGATION

If the ~~Equal Employment Opportunity Officer (EEOO)~~ is unable to resolve the complaint through informal conciliation efforts, the ~~y-EEOO~~ shall notify the complainant, ~~the Director of Personnel~~, and the impacted County department ~~of this inability~~ in writing. If the EEOO believes there are grounds to proceed, ~~he/she they~~ may initiate a formal investigation of the allegations of the complainant, interview all witnesses to the incident giving rise to the complaint (including the complainant and the person(s) against whom the complaint is directed), and issue written findings as to the merits of the complaint and the remedy that should be implemented to resolve the complaint under existing County ordinances, policies, and procedures. The ~~Equal Employment Opportunity Officer~~ shall have a period of not more than forty-five (45) business days to conduct the investigation and to issue appropriate findings of fact and recommended remedies. ~~(Rev. 03/99)~~

The complainant ~~person, and~~ the affected County department, ~~and the Director of Personnel~~ shall have twenty (20) calendar-business days to review and either accept or reject the findings and recommendations of the ~~Equal Employment Opportunity Officer~~.

If at the conclusion of the seventy-five (75) business days collectively allotted for the formal and informal investigations, the CHRO has not either (1) issued findings of fact and recommended remedies, or (2) obtained a written time waiver from both the complainant and impacted County Department, then at the next regular meeting the Commission shall schedule a limited hearing to determine whether there is good cause for the delay. If the Commission determines that the CHRO has shown good cause for the delay, then the Commission shall grant an appropriate extension of time. If the Commission determines that the CHRO has not shown good cause for the delay, then the complainant may request the first available hearing date mutually agreeable to all parties for a preliminary hearing to review the need for or sufficiency of any temporary accommodations on behalf of the complainant. In the event the Commission determines a need for temporary accommodations or the modification of existing accommodations, it shall make a recommendation to the CHRO and the department. Both the limited hearing and preliminary hearing under this Subsection 1820.02 shall be conducted as public hearings.

except that a complainant may request a closed session pursuant to Government Code section 54957.

“Good cause” may include but not be limited to (i) investigations in which the County has engaged third-parties and require a reasonable extension for coordination of the involved parties; (ii) investigations involving more than one employee that require a reasonable extension; (iii) investigations involving a witness or complainant who is incapacitated or otherwise unavailable; and (iv) complex cases, including investigations involving a matter in civil or criminal litigation.

1820.03 EEO OFFICER FINDINGS AND RECOMMENDATIONS

If the complainant, and the impacted County department, ~~the County Administrative Officer, and the Director of Personnel~~ are satisfied with the findings and recommendations of the ~~Equal Employment Opportunity Officer~~, these findings and recommendations may be implemented ~~informally~~ and the matter closed. If the findings and recommendations of the ~~Equal Employment Opportunity Officer~~ require some action or order on the part of the Board of Supervisors to be implemented, the ~~Director of Personnel~~ Chief Human Resources Officer shall forward the findings and recommendations to the Board of Supervisors for its subsequent action. ~~to the Board of Supervisors and recommend that the Board of Supervisors authorize the action called for therein.~~

1830.00 **EVIDENTIARY HEARING**

If either the complainant or the impacted County department is not satisfied with the findings and recommendations of the ~~Equal Employment Opportunity Officer~~, as a resolution to the complaint, either may file a written request within twenty (20) business days of the issuance of the findings and recommendations of the ~~Equal Employment Opportunity Officer~~ for an evidentiary hearing before the ~~Civil Service~~ Commission. This hearing shall be commenced within thirty (30) business days of the written request for hearing.

1830.01 The purpose of this hearing is to create an evidentiary record of the basis for the complaint, to permit the examination and cross-examination of all witnesses under oath, and to permit the ~~Civil Service~~ Commission to make factual findings based on the evidence presented and to order/recommend specific remedies designed to achieve a resolution to the dispute.

1830.02 The hearing shall be conducted as a public hearing, except that a complainant may request a closed session pursuant to Government Code section 54957. The hearing shall be conducted in accordance with the evidentiary standards established by Government Code Section 11513. The ~~Equal Employment Opportunity Officer~~ shall initiate the hearing by presenting his/her report and recommended findings to the Commission. After the presentation of the ~~Equal Employment Opportunity Officer's~~ report, the complaining person shall present all relevant documentary evidence and witness testimony that the complainant believes will establish proof of the

unlawful discrimination or harassment. At the conclusion of this presentation, the impacted department shall present all relevant documentary evidence or witness testimony, which the department believes to refute or disapprove the complaining person's allegations. All witnesses shall be subject to cross-examination and to examination by the Commission. The complainant has the burden of proof to establish the validity of the complaint. At the conclusion of the hearing and upon the issuance of a written order, findings, and decision, the Civil Service Commission may take such action as is within its jurisdiction under Kern County Code Chapter 3.04 and Board of Supervisors' Resolution 85-094. If the action deemed appropriate is beyond the limited jurisdiction of the Civil Service Commission to implement, the Commission's findings and recommendations shall be forwarded to the Board of Supervisors with the recommendation that the same be adopted as an order of the Board of Supervisors. The order and decision of the ~~Civil Service~~ Commission (or the order of the Board of Supervisors implementing the decision of the ~~Civil Service~~ Commission) shall be final when issued and are subject to the judicial review provisions of Rule 2303. (Rev. 5/14)