

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

Regular Meeting
Monday, June 10, 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, May 13, 2024* **APPROVE**

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

9364	Technology Services Manager
9365	Human Services Program Specialist-DP-DHS
9366	Program Specialist I/II - Bilingual
9367	Human Resources Specialist I - Non-Confidential - DP - Sheriff
9368	Sheriff's Dispatch Assistant - Shift
9369	Public Works Maintenance Worker I/II/III - Mojave / Rosamond
9370	Public Works Maintenance Worker I/II/III - Tehachapi
9371	Heavy Equipment Mechanic - Mojave / Rosamond
9372	Heavy Equipment Mechanic - Tehachapi
9373	Public Works Maintenance Technician I/II - Mojave / Rosamond
9374	Public Works Maintenance Technician I/II - Tehachapi
9375	Disposal Site Gate Attendant - Mojave / Rosamond
9376	Disposal Site Gate Attendant - Tehachapi
9377	Highway Painter / Senior Highway Painter - Mojave / Rosamond
9378	Highway Painter / Senior Highway Painter - Tehachapi
9379	Cook
9380	Sheriff's Sergeant - DP
9381	Senior Deputy Sheriff - DP
9382	Assistant Director of Human Services-DP-DHS
9383	Deputy County Counsel I/II/III/IV/V
9384	Engineering Manager - DP - PW
9385	Deputy Probation Officer III - DP - Probation
9386	District Attorney's Lieutenant - Countywide Promotional
9387	Systems Analyst I/II
9388	Library Associate - Shift - DP
9389	Senior Child Support Customer Service Representative

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. Eligibility Worker, Item No. 8038
- b. Human Services Technician, Item No. 3753
- c. Senior Deputy Probation Officer, Item No. 3464

5. **Petition and Challenging Petition for Non-Coterminous Decertification/Severance of the following County Classifications from Service Employees' International Union, Local 521:** Deputy Public Defender I/II/III/IV/V – Bargaining Unit 2; Public Defender's Investigator I/II/Senior – Bargaining Unit 3; and Public Defender's Investigative Aide – Bargaining Unit 3: Vacate June 17th hearing date and approve June 19th and 26th hearing dates. **APPROVE**

6. **Civil Service Officer:** Civil Service Commission to discuss possible revisions to the Civil Service Officer job specification and salary.
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.

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, May 13, 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)

PRESENT: President Price, Commissioner Bowers, and Commissioner Agbalog

ABSENT: Commissioner Holt and Commissioner Johnson

OTHERS: Tracey Eldridge, Stephanie Bouey, Michael Goulart, Michael Johnson, Sarah Gutierrez, Michelle Venegas and others

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

PUBLIC SESSION

1. Public Presentations

None

***CONSENT AGENDA:** All items listed with asterisk (*) are considered routine and non-controversial by Commission staff. Consent items will be considered first and may be approved by one motion if no member of the Commission or public comments were submitted for discussion. If discussion is desired, the item will be removed from the consent agenda and will be considered in listed sequence.

***2. Approval of Minutes:** Regular Meeting on *Monday, April 8, 2024*, and *Special Meeting on Monday, April 15, 2024*; **APPROVED; Ag/Bo - 3 ayes**

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

9332	Assistant Chief Human Resources Officer-Department Promotional
9333	Facilities and Services Specialist
9334	Behavioral Health Peer Specialist
9335	Supervising Agricultural Biologist/Weights and Measures Inspector

9336	Officer Services Specialist-DP-Probation
9337	Fiscal Support Specialist-DP-Probation
9338	Park Ranger Trainee-KCSO
9339	Legal Secretary
9340	Behavioral Health and Recovery Services Deputy Director-Department Promotional
9341	Environmental Health Technician II
9342	Coroner Division Chief
9343	Deputy Sheriff Trainee-Shift
9344	Deputy Sheriff-Lateral
9345	Office Services Technician-Shift
9346	Supervising Fire Dispatcher-DP
9347	Fiscal Support Supervisor
9348	Air Conditioning Mechanic
9349	Office Services Assistant-Shift
9350	Deputy Public Defender I/II/III/IV/V
9351	Construction Project Inspector I/II/III
9352	Fair Housing Coordinator-Bilingual
9353	Building Inspector
9354	Senior Child Support Specialist
9355	Office Services Specialist-DP-Assessor/Recorder
8356	Program Support Supervisor
9357	Marketing & Promotions Coordinator-DP
9358	Emergency Medical Services Coordinator
9359	Public Health Nurse I/II
9360	Senior Accountant
9361	Office Services Technician-Bilingual
9362	Database Analyst I/II
9363	Departmental Aide-Part Time-Shift-Tehachapi

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. **REVIEWED, RECEIVED AND FILED**

- a. Social Service Worker I/II/II, Item Nos. 3662, 3661, & 3660; Michael Goulart, ACHRO presented; **APPROVED; Ag/BO – 3 ayes**
- b. Information Technology positions
 - i. Technical Support Engineer I/II, Item Nos. 2441 & 2440; Michael Goulart, ACHRO presented; **APPROVED; Bo/Ag – 3 ayes**
 - ii. Systems Analyst I/II, Item Nos. 2455 & 2454; Michael Goulart, ACHRO presented; **APPROVED; Bo/Ag – 3 ayes**
- c. Engineering Positions; **Michael Johnson, HR Analyst presented; APPROVED; Bo/Ag – 3 ayes**
 - i. Engineering Technician I/II/III, Item Nos. 1106, 1104 & 1102
 - ii. Engineering Aide I/II/III, Item Nos. 1170, 1169 & 1168

- d. Human Resources Positions; **Michael Goulart, ACHRO presented; APPROVED; Bo/Ag – 3 ayes**
 - i. Human Resources Analyst, Item Nos. 2324
 - ii. Senior Human Resources Analyst, Item No. 2323
 - e. Medical Social Worker, Item No. 3631; **Michael Johnson, HR Analyst presented; APPROVED; Bo/Ag – 3 ayes**
 - f. District Attorney positions; **Michael Johnson, HR Analyst presented; APPROVED; Bo/Ag – 3 ayes**
 - i. District Attorney's Lieutenant, Item No. 4373
5. **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 **REVIEWED, RECEIVED AND FILED**
- a. Perinatal Health Advocate, Item No. 1481; **Michael Johnson, HR Analyst presented; APPROVED; Bo/Ag – 3 ayes**
 - b. Air Quality Compliance Supervisor, Item No. 2210; **Michael Johnson, HR Analyst presented; APPROVED; Bo/Ag – 3 ayes**
6. **Civil Service Officer:** Civil Service Commission to discuss possible revisions to the Civil Service Officer job specification and salary. **President Price suggested to table until next meeting due to absence of 2 commissioners; Bo/Ag – 3 ayes**
7. **Petition for Non-Coterminous Decertification/Severance of the following County Classifications from Service Employees' International Union, Local 521:** Deputy Public Defender I/II/III/IV/V – Bargaining Unit 2; Public Defender's Investigator I/II/Senior – Bargaining Unit 3; and Public Defender's Investigative Aide – Bargaining Unit 3. **DATES SCHEDULED; Stephanie Bouey presented; Jacob Evans with CMEU spoke; June 17th and June 19th were scheduled; Bo/Ag – 3 ayes**
8. **Selection of Hearing Officer:** Selection of Judge David R. Lampe to act as the hearing officer for Case No. 2022-0105 under the same authority and requirements as apply when the Civil Service Commissions serve as hearing officers. **APPROVED; Bo/Ag – 3 ayes**
9. **Civil Service Rule 1800:** Second Reading of Revised Amendment to Rule 1800 of the Civil Service Commission; **WAIVE READING; APPROVED; ADOPTED; Bo/Ag – 3 ayes**
10. **CSR 1800 Investigations and Timelines:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations. **Stephanie Bouey presented; 1 active investigation within timeline**
11. **Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities. **No items to report**

12. 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. **Tracey Eldridge announced Michael Goulart's promotion to Assistant Chief Human Resources Officer**

13. 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)). **No items to report**

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):

14. Public Employee – Discipline/Dismissal/Release
Sergeant (Sheriff's Office) – Case No. 2022-0032

15. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday June 10, 2024, at 5:30pm

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9364	Technology Services Manager	5/1/2024	Continuous	NAA	Open	5/1/2024
9365	Human Services Program Specialist-DP-DHS	5/6/2024	5/10/2024	DMR	DP	5/3/2024
9366	Program Specialist I/II - Bilingual	5/6/2024	5/17/2024	KB	Open	5/3/2024
9367	Human Resources Specialist I - Non Confidential - DP - Sheriff	5/6/2024	5/7/2024	NAA	DP	5/3/2024
9368	Sheriff's Dispatch Assistant - Shift	5/6/2024	Continuous	NAA	Open	5/6/2024
9369	Public Works Maintenance Worker I/II/III - Mojave / Rosamond	5/13/2024	Continuous	MES	Open	5/7/2024
9370	Public Works Maintenance Worker I/II/III - Tehachapi	5/13/2024	Continuous	MES	Open	5/7/2024
9371	Heavy Equipment Mechanic - Mojave / Rosamond	5/13/2024	Continuous	MES	Open	5/7/2024
9372	Heavy Equipment Mechanic - Tehachapi	5/13/2024	Continuous	MES	Open	5/7/2024
9373	Public Works Maintenance Technician I/II - Mojave / Rosamond	5/13/2024	Continuous	MES	Open	5/7/2024
9374	Public Works Maintenance Technician I/II - Tehachapi	5/13/2024	Continuous	MES	Open	5/7/2024
9375	Disposal Site Gate Attendant - Mojave / Rosamond	5/13/2024	Continuous	MES	Open	5/7/2024
9376	Disposal Site Gate Attendant - Tehachapi	5/13/2024	Continuous	MES	Open	5/7/2024
9377	Highway Painter / Senior Highway Painter - Mojave / Rosamond	5/13/2024	Continuous	MES	Open	5/7/2024
9378	Highway Painter / Senior Highway Painter - Tehachapi	5/13/2024	Continuous	MES	Open	5/7/2024
9379	Cook	5/8/2024	Continuous	DMR	Open	5/7/2024
9380	Sheriff's Sergeant - DP	5/14/2024	5/24/2024	NAA	DP	5/10/2024
9381	Senior Deputy Sheriff - DP	5/14/2024	5/24/2024	NAA	DP	5/10/2024
9382	Assistant Director of Human Services-DP-DHS	5/20/2024	5/24/2024	DMR	DP	5/16/2024
9383	Deputy County Counsel I/II/III/IV/V	5/20/2024	Continuous	DG	Open	5/17/2024
9384	Engineering Manager - DP - PW	5/20/2024	5/24/2024	MES	DP	5/17/2024
9385	Deputy Probation Officer III - DP - Probation	5/20/2024	5/24/2024	TN	DP	5/20/2024
9386	District Attorney's Lieutenant - Countywide Promotional	5/20/2024	5/24/2024	CMR	Open	5/20/2024
9387	Systems Analyst I/II	5/23/2024	Continuous	NAA	Open	5/22/2024
9388	Library Associate - Shift - DP	5/29/2024	6/4/2024	KB	DP	5/28/2024
9389	Senior Child Support Customer Service Representative	5/30/2024	6/13/2024	KB	Open	5/28/2024



Human
Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



June 10, 2024

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

PROPOSED REVISED SPECIFICATION FOR ELIGIBILITY WORKER

The Human Resources Division requests approval of the attached revisions to the Eligibility Worker specification

The Department of Human Services has requested to include language that requires candidates to possess a valid Class C California Driver's License upon appointment. This position may be required to travel to various locations for training sessions, staff development activities, or to conduct home visits. The intent of the attached revisions is to establish a consistent employment standard for similar specifications throughout the Department of Human Services.

Eligibility Worker is represented by the Service Employees' International Union 521. The Human Resources Division has not received any objection from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specification titled Eligibility Worker be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Lito Morillo, Director of Human Services

GROUND  BOUNDLESS

Eligibility Worker
Bargaining Unit: A
Salary Range: 53.4 (\$3,278 - \$3,917 /mo.)

Definition:

Under close supervision accurately applies regulations governing public assistance programs. Learns and applies techniques and methods of interactive interviewing and fact gathering to obtain, verify and evaluate information from applicants and recipients regarding initial and continuing eligibility for public assistance programs. Learns and applies the procedures used to initiate and process casework required for public assistance.

Distinguishing Characteristics

This classification is used only for extra-help or temporary hiring. Due to the temporary nature of employment, it is expected that opportunities for extensive training will not be available. Duties will include determination of initial and/or ongoing eligibility of public assistance programs and resolution of problems.

Limited training/instruction will consist of information about regulations governing public assistance programs, and procedures required to initiate and continue public assistance.

Essential Functions:

- Distributes, collects and assists applicants and recipients in completing documents upon which eligibility determinations are based.
- Verifies accuracy, completeness, timely submission and consistency of eligibility documents.
- Interviews applicants and recipients to obtain and verify information needed to determine initial and/or ongoing eligibility for public assistance; obtains information in difficult and emotional situations on such matters as applicant income, assets and financial obligations, parental status and living arrangements.
- Advises applicants and recipients of their basic rights and responsibilities associated with public assistance.
- Explains program benefits, requirements and procedures to public assistance applicants and recipients, and answers routine questions.
- Determines program eligibility in accordance with a variety of regulations.
- Prepares documents necessary to initiate, continue and modify public assistance.
- Contacts applicants and recipients regarding discrepancies; refers questionable cases to Special Investigations Unit, as appropriate, for follow-up.
- Provides information and makes routine referrals to resources available through the county and within the community; refers applicants and recipients for mandated social services.
- Enters and retrieves numerical and narrative data from an automated system; reads and interprets computer printouts and information on computer screens.

- Establishes and maintains case files.
- Plans, organizes and prioritizes workload to ensure that necessary tasks are completed in accordance with regulations relating to eligibility and timeliness.
- Attends meetings and participates in training sessions or staff development activities, located on or off-site.
- Maintains client confidentiality at all times.
- Conducts assessments of family strengths, needs, and barriers.
- Builds rapport with client(s) and involves client(s) in the decision making process.
- Recognizes basic indicators of child/adult abuse, substance abuse, domestic violence and other barriers, and makes appropriate referrals.
- May conduct home calls for the purpose of obtaining and verifying information.
- May process cases manually as required, including benefit computations and under/over payment adjustments.
- Performs other job-related duties as assigned.

Employment Standards:

High School Diploma, G.E.D. or equivalent, AND completion of 60 semester or 90 quarter units from an accredited college or university, or any equivalent combination of education and/or experience that provides the knowledge and abilities indicated below.

Possession of a valid Class C California driver's license is required **upon appointment**. Incumbents must have the ability to travel to designated locations.

Knowledge of: Principles of customer service and human behavior; business practices; appropriate business attire; telephone etiquette; organizational practices and procedures; basic mathematics; basic computer operations; techniques of interviewing to obtain information; basic grammar; basic public contact skills.

Ability to: Read, understand, apply, and explain complex regulations and procedures; conduct interviews effectively to obtain personal information from applicants and recipients to establish program eligibility; communicate effectively, both verbally and in writing, with persons from a variety of social, cultural, and economic backgrounds; prioritize multiple tasks, organize and perform work amid interruptions in an effective manner; maintain cooperative relationships with applicants and recipients in tense and emotional situations; establish and maintain effective working relationships with co-workers and collaborative agencies; demonstrate accurate and logical judgment skills; be flexible and adapt to change; record appropriate information and complete complex forms accurately; learn to access, input, and retrieve information using a computer terminal; maintain a non-judgmental attitude; determine appropriate courses of action in emergency or stressful situations; make referrals to other appropriate agencies and social service programs; detect and evaluate possible fraudulent situations; make arithmetic computations.

Revised Classification

~~April 2011~~ **June 2024**

Item Number: 8038

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.

W. W. Mills
DEPARTMENT HEAD

5/30/24
DATE

Tracey Eldridge
CHIEF HUMAN RESOURCES OFFICER

5.30.24
DATE

Item #	8038
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	E
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	53.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	A
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	June 2024

Revised Classification

~~April 2011~~ June 2024

Item Number: 8038

June 10, 2024

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

PROPOSED REVISED SPECIFICATION FOR HUMAN SERVICES TECHNICIAN I

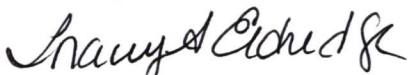
The Human Resources Division requests approval of the attached revisions to the Human Services Technician I specification.

The Department of Human Services has requested to include language that requires candidates to possess a valid Class C California Driver's License upon appointment. We are also proposing to include language that indicates incumbents must have the ability to travel to designated locations. This specification may be required to attend off-site training sessions, staff development activities, or to conduct home visits. The intent of the attached revisions is to establish a consistent employment standard across similar specifications throughout the Department of Human Services.

Human Services Technician I is represented by the Service Employees' International Union 521. The Human Resources Division has not received any objection from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specifications titled Human Services Technician I be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

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

Tracey A. Eldridge
Chief Human Resources Officer

cc: Lito Morillo, Director of Human Services

Human Services Technician I
Bargaining Unit: 3
Salary: 53.4 (\$3,278 - \$3,917 /mo.)

Definition:

Under close supervision, in a combined classroom and training unit environment, learns to accurately apply regulations governing public assistance programs. Learns techniques and methods of interactive interviewing and fact gathering to obtain, verify and evaluate information from applicants and recipients regarding initial and continuing eligibility for public assistance programs. Learns the procedures used to initiate and process casework required for public assistance.

Distinguishing Characteristics

Human Services Technician I is the Trainee level in the flexible classification of Human Services Technician I/II/III. Human Services Technician I's are employed in a temporary capacity while participating in a formal training program, not to exceed 180 days. Upon satisfactory completion of training, incumbents are promoted to Human Services Technician II, and begin their probationary period. Incumbents who do not successfully complete training will be terminated.

Training consists of classroom instruction about regulations governing public assistance programs, and procedures required to initiate and continue public assistance. In addition, closely supervised practical experience will be obtained under the auspices of Staff Development/designated trainer.

Essential functions:

In a training capacity, learns by assisting in the following activities:

- Distributes, collects and assists applicants and recipients in completing documents upon which eligibility determinations are based.
- Verifies accuracy, completeness, timely submission and consistency of eligibility documents.
- Interviews applicants and recipients to obtain and verify information needed to determine initial and/or ongoing eligibility for public assistance; obtains information in difficult and emotional situations on such matters as applicant income, assets and financial obligations, parental status and living arrangements.
- Advises applicants and recipients of their basic rights and responsibilities associated with public assistance.
- Explains program benefits, requirements and procedures to applicants and recipients, and answers questions.
- Determines program eligibility in accordance with a variety of regulations.
- Prepares documents necessary to initiate, continue and modify public assistance.

- Contacts applicants and recipients regarding discrepancies; refers questionable cases to Special Investigations Unit, as appropriate, for follow-up.
- Conducts home calls for the purpose of obtaining and verifying information.
- Provides information and makes routine referrals to resources available through the county and within the community; refers applicants and recipients for mandated social services.
- Enters and retrieves numerical and narrative data from an automated system; reads and interprets computer printouts and information on computer screens.
- Processes cases manually as required, including benefit computations and under/over payment adjustments.
- Establishes and maintains case files.
- Plans, organizes and prioritizes workload to ensure that necessary tasks are completed in accordance with regulations relating to eligibility and timeliness.
- Attends meetings and participates in training sessions or staff development activities, located on or off-site.
- Maintains client confidentiality at all times.
- Conducts assessments of family strengths, needs, and barriers.
- Builds rapport with client(s) and involves client(s) in the decision making process.
- Recognizes basic indicators of child/adult abuse, substance abuse, domestic violence and other barriers, and makes appropriate referrals.
- Performs other job-related duties as assigned.

Employment Standards:

High School Diploma, G.E.D. or equivalent and completion of 60 semester or 90 quarter units from an accredited college or university, or any equivalent combination of education and/or experience that provides the knowledge and abilities indicated below.

Possession of a valid Class C California driver's license is required **upon appointment. Incumbents must have the ability to travel to designated locations.** ~~upon completion of training program.~~

Knowledge of: Principles of customer service and human behavior; business practices; appropriate business attire; telephone etiquette; organizational practices and procedures; basic mathematics; basic computer operations; techniques of interviewing to obtain information; basic grammar; basic public contact skills.

Ability to: Read, understand, apply, and explain complex regulations and procedures; conduct interviews effectively to obtain personal information from applicants and recipients to establish program eligibility; communicate effectively, both verbally and in writing, with persons from a variety of social, cultural, and economic backgrounds; prioritize multiple tasks, organize and perform work amid interruptions in an effective manner; maintain cooperative relationships with applicants and recipients in tense and emotional situations; establish and maintain effective working relationships with co-workers and collaborative agencies; demonstrate accurate and logical judgment skills; be flexible and adapt to change; record appropriate information and complete complex forms accurately; learn to access, input, and retrieve information using a

Revised Classification

~~June 2004~~ **June 2024**

Item Number: 3753

computer terminal; maintain a non-judgmental attitude; determine appropriate courses of action in emergency or stressful situations; make referrals to other appropriate agencies and social service programs; detect and evaluate possible fraudulent situations; make arithmetic computations.

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.

M. Ullrich
DEPARTMENT HEAD

5/30/24
DATE

Tracey Eldridge
CHIEF HUMAN RESOURCES OFFICER

5.30.24
DATE

Item #	3753
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	E
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	53.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	June 2024



Human
Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



June 10, 2024

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

PROPOSED REVISED JOB SPECIFICATION TITLED SENIOR PROBATION OFFICER

The Kern County Probation Department (KCPD) requests approval of the attached revised job specification titled Senior Deputy Probation Officer (currently Deputy Probation Officer III).

KCPD is moving away from corrections programming to a facility treatment model for youth. The revisions are intended to capture the contemporary language related to youth in a facility setting. The revisions also reflect a title change in addition to the deletion of language referencing the outdated classification title and minor changes related to formatting.

The Kern County Probation Officers' Association is in support of the revisions. There is no change to the salary.

Therefore, **IT IS RECOMMENDED** that your Commission REVIEW AND APPROVE the proposed revised job specification titled Senior Deputy Probation Officer.

Sincerely,

Tracey Eldridge
Chief Human Resources Officer

cc: William Dickenson, Chief Probation Officer

GROUND  BOUNDLESS

Deputy Senior Deputy Probation Officer III

Bargaining Unit: Q

Salary Range: 64.1 (\$5,590-\$6,680/mo.)

Definition:

Under direction, responsible for and depending upon assignment, performs as an assistant supervisor in a ~~Juvenile youth~~ or ~~a~~ Adult field unit, as a facility or program supervisor in the ~~juvenile institutions~~ ~~Youth Detention Facilities~~, as a specialist in a program or other positions requiring expertise administered by the Kern County Probation Department.

Distinguishing Characteristics

The ~~Deputy Senior Deputy~~ Probation Officer III is distinguished as the lead level within the Deputy Probation Officer series. The incumbent performs as an assistant unit supervisor in field services and is assigned the more difficult, complex case assignments. The ~~Deputy Senior Deputy~~ Probation Officer III may supervise and/or perform as the person in charge of a ~~juvenile institution or Youth Detention Facility~~ in the absence of management. The ~~Deputy Senior Deputy~~ Probation Officer III may also direct a special program and the work of subordinate staff.

This job classification may require the applicant to work any eight-hour shift of a 24-hour period and any five out of seven days or any ten-hour shift of a 24-hour period and any four out of seven days. Candidates must be willing to work in Bakersfield or any community in Kern County.

Essential Functions:

- Assists in supervising in a ~~juvenile youth~~ or adult field unit, supervises staff and programs in a ~~juvenile institution or Youth Detention Facility~~ and/or in the absence of management, or directs a special program in a field unit.
- Reviews and evaluates the work of assigned subordinate staff.
- Assists in the development of policies, procedures, staff and budget requirements; implements new procedures.
- Plans, organizes and directs the operation of a ~~juvenile institution or Youth Detention Facility~~; plans daily living activities; determines procedures regarding temporary outings and visits by parents or guardians.
- Maintains facility security; inspects grounds and living areas for proper maintenance and adherence to rules and regulations.
- Supervises line staff, volunteers and interns in a coordinated program of providing care, health, safety and security of ~~juveniles youth~~.
- Instructs and advises staff regarding group management techniques; plans and conducts staff meetings and training sessions and prepares work schedules.
- Conducts comprehensive investigations which include interviewing and review of such documents as police reports, Court transcripts and records, criminal records and case laws and decisions to prepare written and verbal reports to the Courts recommending sentencing, disposition and rehabilitation of ~~juvenile youth~~ and adult offenders.

- Supervises adult and/or ~~juvenile~~ youth probationers.
- Investigates and reviews any grievance filed by a ~~juvenile~~ youth.
- Prepares and maintains case records and prepares reports as required.
- Makes arrests; transports arrestees and detainees.
- Formulates plans of probation; monitors offender compliance with orders of the Court; prepares reports on offender progress; acts as Court hearing officer.
- Works closely in a liaison role with other governmental agencies, school officials, non-profit agencies and other divisions within the Department.
- Receives intakes of ~~juveniles~~ youth from law enforcement, both in custody and out of custody.
- Refers clients and/or their families to appropriate community resources.
- Conducts individual, family and group sessions in an ~~institutional~~ facility or out of custody setting to assist probationers and ~~wards~~ youth in addressing emotional and social problems.
- Collects fines, restitution, maintenance and other costs ordered by the Court.
- Locates suitable foster homes for placement of Juvenile Court ~~Ward~~ Youth.
- Provides public education which may include conducting seminars concerning drugs, alcohol, or sexual abuse, the prevention of such abuse, laws and other related matters.
- Performs other job-related duties as assigned.

Employment Standards:

Graduation from an accredited four-year college or university with a degree preferably in the behavioral sciences, supplemented by course study that provides comprehensive knowledge of the criminal justice system and two years of experience in Probation or Parole work, one of which must be equivalent to a Deputy Probation Officer II or a ~~Juvenile-Corrections~~ Senior Youth Services Officer III in the Kern County Probation Department.

A valid California Class C driver's license is required at time of appointment; specialized licenses may be required depending upon assignment.

Incumbents may be required to carry firearms while on duty and to pass a monthly firearms qualification examination.

Physical Medical Examination: A thorough physical and psychological evaluation is required. Applicant's state of health must be consistent with the ability to perform the duties of the position as demonstrated by meeting the Board of Corrections guidelines for vision, hearing and medical screening. Applicants must be free from conditions which would prevent them from performing the work required of a Deputy Probation Officer.

Character: Applicants must meet the minimum Peace Officer Standards as defined in the California Penal Code, Section 830.5 and the California Government Code, Sections 1029 and 1031. Applicants must have a reputation of honesty and trust worthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to pass an extensive background investigation.

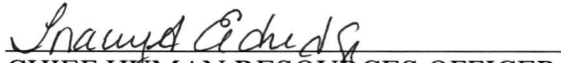
Knowledge of: Pertinent law; basic knowledge of criminological, psychological, and economic theories of human behavior; California Board of Corrections Standards; principles and practices of supervision and staff development.

Ability to: Perform with minimum supervision in a work environment that requires autonomy; investigate; supervise; communicate effectively both orally and in writing; analyze social, psychological and criminological information objectively and accurately; exercise authority effectively and constructively; complete required training under the Standards of Training for Corrections, including firearms training; work effectively with employees, officials, community leaders and the public.

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

May 30, 2024
DATE


CHIEF HUMAN RESOURCES OFFICER

5.30.24
DATE

Item #	4460
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	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	75.9
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	R
HR Analyst	B Guerra
Reviewed By	T Eldridge
CAO Analyst	J Arriola
Chief HR Officer	T Eldridge
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	