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)

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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. **APPROVE**

    a. Social Service Worker I/II/II, Item Nos. 3662, 3661, & 3660

    b. Information Technology positions
        i. Technical Support Engineer I/II, Item Nos. 2441 & 2440
        ii. Systems Analyst I/II, Item Nos. 2455 & 2454

c. Engineering Positions
    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
    i. Human Resources Analyst, Item Nos. 2324
    ii. Senior Human Resources Analyst, Item No. 2323

e. Medical Social Worker, Item No. 3631

f. District Attorney positions
    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

    a. Perinatal Health Advocate, Item No. 1481

    b. Air Quality Compliance Supervisor, Item No. 2210

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

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. **SCHEDULE HEARING DATES.**

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. **APPROVE**

9. **Civil Service Rule 1800:** Second Reading of Revised Amendment to Rule 1800 of the Civil Service Commission; **WAIVE READING; APPROVE; ADOPT**

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

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.

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.

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)).

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**

SUMMARY OF PROCEEDINGS

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

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

PRESENT: Commissioners Bowers, Holt, Johnson, and Price

ABSENT: Commissioner Agbalog

OTHERS: Stephanie Bouey, Robyn Lipscomb, Tracey Eldridge, Brenda Guerra, 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, March 11, 2024, and Special Meeting on Tuesday, April 2, 2024; **APPROVED; Ho/Jo – 3 ayes; 2 ab, Ag/Bo**

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED; Ho/Jo – 3 ayes; 2 ab, Ag/Bo**

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; Human Resources Analyst, Nesrine Annan, presented: **APPROVED; Ho/Jo – 3 ayes; 2 ab, Ag/Bo**

    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; **ADOPTED RECOMMENDED BUDGET AND AUTHORIZED CSC OFFICER TO SUBMIT TO THE HUMAN RESOURCES DIVISION; APPROVED; Bo/Jo – 4 ayes; 1 ab, Ag**

6. **Civil Service Rule 1800** – First Reading of Revised Amendment to Rule 1800 of the Civil Service Commission; **WAIVED READING; APPROVED; Bo/Jo – 4 ayes; 1 ab, Ag**

7. **CSR 1800 Investigations and Timelines**: Deputy County Counsel Stephanie Bouey indicated that there are currently two active investigations within timelines.

8. **Commission Officer Items/Report:** CSCO Robyn Lipscomb reported that the CSC Office was relocated to 2700 M Street, but the telephone number will remain the same. I visited the existing County Morgue facility with Commissioner Bowers.

9. **Human Resources Division Items/Report:** Tracey Eldridge reported that the first two Free Speech trainings were held today, and she encouraged staff to attend at their convenience.

10. **Commission Member Presentations or Announcements:** Commissioner Johnson recognized CSCO Lipscomb for her service to the Commission as she promotes to General services; Commissioner Bowers thanked her for scheduling visits to various departments; President Price and Commissioner Holt thanked her as well.

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; **ITEM SCHEDULED TO JULY 1, 2, and 3, 2024, SPECIAL MEETING CSC MEETING; CLOSED SESSION**

12. Adjourned to the Closed Session Special Meeting to be held on Monday, April 15, 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
Monday, April 15, 2024
5:00 p.m.

PRESENT: Commissioners Agbalog, Holt, and Price

ABSENT: Commissioners Bowers and Johnson

OTHERS: Stephanie Bouey, Andrew Hamilton, Steven Alvarado, Robyn Lipscomb, 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.

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 – Discipline/Dismissal/Release
   Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **NO REPORTABLE ACTION**

4. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, May 13, 2024, at 5:30 p.m.

Test Schedule						
Exam #	**Recruitment Title**	**Open Date**	**Close Date**	**Recruiter Assigned**	**Action**	**Request Date**
9332	Assistant Chief Human Resources Officer-Department Promotional	4/1/2024	4/5/2024	MGV	DP	3/26/2024
9333	Facilities and Services Specialist	4/4/2024	4/18/2024	MGV	Open	4/3/2024
9334	Behavioral Health Peer Specialist	4/4/2024	4/18/2024	MGV	Open	4/3/2024
9335	Supervising Agricultural Biologist/Weights and Measures Inspector	4/22/2024	4/26/2024	MES	Open	4/4/2024
9336	Office Services Specialist - DP - Probation	4/8/2024	4/12/2024	TN	DP	4/4/2024
9337	Fiscal Support Specialist - DP - Probation	4/8/2024	4/12/2024	TN	DP	4/4/2024
9338	Park Ranger Trainee - KCSO	4/8/2024	5/6/2024	TN	Open	4/4/2024
9339	Legal Secretary	4/8/2024	Continous	MH	Open	4/3/2024
9340	Behavioral Health and Recovery Services Deputy Director - Department Promotional	4/6/2024	4/16/2024	MGV	Open	4/8/2024
9341	Environmental Health Technician II	4/9/2024	Continuous	JAP	Open	4/8/2024
9342	Coroner Division Chief	4/15/2024	Continuous	NAA	Open	4/10/2024
9343	Deputy Sheriff Trainee - Shift	4/11/2024	Continuous	NAA	Open	4/11/2024
9344	Deputy Sheriff - Lateral	4/11/2024	Continuous	NAA	Open	4/11/2024
9345	Office Services Technician - Shift	4/12/2024	4/26/2024	KB	Open	4/11/2024
9346	Supervising Fire Dispatcher - DP	4/15/2024	4/19/2024	CMR	DP	4/11/2024
9347	Fiscal Support Supervisor	4/12/2024	4/26/2024	DG	Open	4/11/2024
9348	Air Conditioning Mechanic	4/23/2024	5/7/2024	DG	Open	4/11/2024
9349	Office Services Assistant - Shift	4/15/2024	4/26/2024	KB	Open	4/12/2024
9350	Deputy Public Defender I/II/III/IV/V	4/16/2024	Continuous	KB	Open	4/16/2024
9351	Construction Project Inspector I/II/III	4/23/2024	5/14/2024	DG	Open	4/17/2024
9352	Fair Housing Coordinator - Bilingual	4/22/2024	5/3/2024	MES	Open	4/19/2024
9353	Building Inspector	4/22/2024	5/3/2024	MES	Open	4/19/2024
9354	Senior Child Support Specialist	4/22/2024	5/3/2024	KB	Open	4/19/2024
9355	Office Services Specialist - DP - Assessor/Recorder	4/29/2024	5/1/2024	DG	DP	4/25/2024
9356	Program Support Supervisor	4/26/2024	5/10/2024	MGV	Open	4/25/2024
9357	Marketing & Promotions Coordinator - DP	4/29/2024	5/7/2024	JAP	DP	4/26/2024
9358	Emergency Medical Services Coordinator	4/29/2024	5/13/2024	JAP	Open	4/26/2024
9359	Public Health Nurse I/II	4/29/2024	Continuous	JAP	Open	4/26/2024
9360	Senior Accountant	4/29/2024	Continuous	DMR	Open	4/26/2024
9361	Office Services Technician - Bilingual	4/29/2024	Continuous	DG	Open	4/26/2024
9362	Database Analyst I/II	5/1/2024	Continuous	MGV	Open	4/30/2024
9363	Departmental Aide - Part-Time - Shift - Tehachapi	5/1/2024	5/14/2024	KB	Open	4/30/2024

May 13, 2024

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

PROPOSED REVISED SPECIFICATIONS FOR SOCIAL SERVICE WORKER I, SOCIAL SERVICE WORKER II, SOCIAL SERVICE WORKER III

The Human Resources Division requests approval of the attached revisions to the job specifications for Social Service Worker I, Social Service Worker II, and Social Service Worker III.

The Human Resources Division is proposing to update the employment standards for the Social Service Worker I, Social Service Worker II, and Social Service Worker III specifications. Currently, the employment standard for all three specifications requires a Bachelor's Degree in a behavioral science or related field. The attached revisions replace this language with allowing a Bachelor's Degree in any field which must include a minimum of 12 semester or 20 quarter units in behavioral science.

The intent of these revisions is to broaden the applicant pool by allowing a path for applicants who did not major in a behavioral science but may possess four or more courses in the behavioral science field.

This specification series is represented by the Service Employee's International Union Local 521. The Human Resources Division has not received any objection from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specifications titled Social Service Worker I, Social Service Worker II, Social Service Worker III be REVIEWED, RECEIVED AND FILED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Lito Morello, Director of the Department of Human Services
Brynn Carrigan, Director of Public Health Services
Jeremy Oliver, Director of Aging & Adult Services

Social Service Worker I
Bargaining Unit: 5
Salary Range 58.0 ($4,123-$4,927/mo.)

Definition:

Under close supervision, learn to assess needs and provide basic social services to individuals and families; promote client self-sufficiency; carry a limited non-complex caseload.

This is the entry level in the flexible classification of Social Service Worker I/II/III/IV/V. Incumbents work in a trainee capacity in assessing problem situations and formulating plans for services. This leads progressively toward competency as a Social Service Worker II upon one-year of satisfactory service. Promotion to Social Service Worker II is considered on a merit basis subject to recommendation of the Department Head.

Essential Functions:

- Interviews individuals and families to assess needs and strengths and develops case plans.
- Takes proactive role in engaging individuals and families to value and secure self-sufficiency.
- Studies and applies the principles and techniques of social work to a caseload.
- Under close supervision, monitors, evaluates, and implements case plans and, if applicable, compliance with court orders.
- Interprets rules, regulations and policy to individuals, families and the general public when within the scope of job responsibility.
- Evaluates socioeconomic factors affecting self-sufficiency, such as homelessness, low level education, drug addiction, employment, domestic abuse, mental illness, child abuse and neglect, etc.; provides case management, information or referral to individuals and families for social problems.
- Provides case management and individual and family needs assessment to identify self-sufficiency barriers; makes appropriate referrals to other agencies.
- Authorizes supportive services, such as foster care, transportation, child care reimbursement, respite care, In-Home Supportive Services, or if applicable, elderly and disabled services as needed.
- Creates, processes, and completes necessary case records and reports manually and electronically, within mandated time frames, to meet federal audit requirements and meet outcome performance objectives.
- Makes home calls or field visits in connection with case management assignments (which could include potentially volatile situations).
- Transports individuals and families for court appearances, scheduled appointments, required activities, visitations or other purposes.
- Maintains records, inputs data and retrieves information from case management computer systems.
- Functions as a mandated reporter, reports possible abusive situations to appropriate social service programs.
- Reports, investigates and acts to protect vulnerable adults and children.

- Evaluates personal risk and uses good judgement to avoid harm.
- Consults supervisor when problems are complex.
- Works cooperatively with representatives from other agencies with related goals.
- Attends training courses designed to further understanding of the social work processes and to increase technical competence.
- Administers drug tests (witness urine samples given by clients).
- Prepares court reports and legal documents.
- Performs other job-related duties as required.

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in ~~a behavioral science or related field~~ any field which includes a minimum of 12 semester or 20 quarter units in behavioral science, OR a Bachelor's degree AND six months experience equivalent to a Human Services Technician I, Job Developer I, or Eligibility Worker, or Program Specialist I in the Kern County classification system.

Possession of a valid California Driver's License is required. Incumbent must have the ability to travel to designated locations.

Appointees are subject to fingerprinting for the purpose of a criminal record check as authorized by Section 16501 of the California Welfare and Institutions Code and Section 11105.3 of the California Penal Code.

Knowledge of: Socioeconomic conditions and trends; basic principles of individual and group behavior; principles of interviewing and problem solving; effective public speaking and public relations methods; cultural diversity.

Ability to: Identify and assess conditions of individuals and families; obtain facts and recognize the relevant and significant dynamics of individuals and families; develop and implement a plan to address assessed needs; coach, mentor and advocate for individuals and families; establish and maintain working relationships with individuals and families; organize and maintain workload; learn and apply ethical standards of professional behavior; communicate effectively both verbally and in writing, including preparation and delivery of effective presentations; demonstrate appropriate and effective interpersonal skills; establish and build relationships in the community and with internal and external partner agencies; utilize and profit from supervision in achieving agency goals; understand and implement agency programs, policies and procedures; travel and locate individuals, families, and resources in the community; respect and maintain confidentiality; use computers and other technological devices in the scope of work; follow courtroom protocol; project appropriate courtroom demeanor; understand and prepare legal reports and documents.

Supplemental:

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.

Social Service Worker I

M. Morillo — 5/3/24

DEPARTMENT HEAD — DATE

CHIEF HUMAN RESOURCES OFFICER — DATE

Item #	3662
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	58.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	5
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	May 2024

Social Service Worker II
Bargaining Unit: 5
Salary Range 59.0 ($4,334-$5,179/mo.)

Definition:

Under general supervision, assesses needs and provides comprehensive social services to individuals and families, and promotes client self-sufficiency.

This is the journey level in the flexible classification of Social Service Worker I/II/III/IV/V. Incumbents are expected to utilize greater skills and depth of job knowledge than a Social Service Worker I in assessing problem situations and formulating plans for services. Positions in this class differ from Social Service Worker III, in that the latter level is normally assigned to the most difficult cases, or to a specialized function, or to a geographic or functional area where supervision may not be immediately available. Promotion to Social Service Worker III is considered on a merit basis, subject to recommendation of the Department Head.

Essential Functions:

- Interviews individuals and families to assess needs and strengths and develop case plans.
- Takes proactive role in engaging individuals and families to value and secure self-sufficiency.
- Interprets and applies the principles and techniques of social work to a caseload.
- Interprets the policies, rules and regulations to individuals, families and the general public within the scope of job responsibility.
- Evaluates socioeconomic factors affecting self-sufficiency, such as homelessness, low level education, drug addiction, employment, domestic abuse, mental illness, child abuse and neglect, etc.; provides case management, information or referral to individuals and families for social problems.
- Provides case management and individual and family needs assessment to identify self-sufficiency barriers; makes appropriate referrals to other agencies.
- Authorizes supportive services, such as foster care, transportation, child care reimbursement, respite care, In-Home Supportive Services, or if applicable, elderly and disabled services as needed.
- Creates, processes, and completes necessary case records and reports manually and electronically, within mandated time frames, to meet federal audit requirements and meet outcome performance objectives.
- Monitors, evaluates, and implements case plans and, if applicable, compliance with court orders.
- Makes home calls or field visits in connection with case management assignments.
- Transports individuals and families for court appearances, scheduled appointments, required activities, visitations or other purposes.
- Maintains records, inputs data and retrieves information from case management computer systems.
- Functions as a mandated reporter, reports possible abusive situations to appropriate social service programs.
- Reports, investigates and acts to protect vulnerable adults and children.
- Evaluates personal risk and uses good judgement to avoid harm.
- Consults supervisor when problems are complex.

- Works cooperatively with representatives from other agencies with related goals.
- Attends training courses designed to further understanding of social work processes and to increase technical competence.
- Administers drug tests (witness urine samples given by clients).
- Prepares court reports and legal documents.
- Performs other job-related duties as required.

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in any field which includes a minimum of 12 semester or 20 quarter units in a behavioral science ~~or related field~~ AND six (6) months of experience as a Social Service Worker in the Kern County classification system

OR

Bachelor's degree AND six (6) months experience equivalent to a Human Services Technician II, Program Specialist I, Job Developer I, or Eligibility Worker, in the Kern County classification system and six (6) months of experience as a Social Service Worker in the Kern County classification system

OR

Bachelor's degree and successful completion of 24 semester or 40 quarter units of a Master's degree in Social Work or a Counseling program, from an accredited college or university, emphasizing Marriage, Family and Child Counseling or Marriage and Family Therapy, Gerontology or Clinical Psychology.

Possession of a valid California Driver's License is required. Incumbent must have the ability to travel to designated locations.

Appointees are subject to fingerprinting for the purpose of a criminal record check as authorized by Section 16501 of the California Welfare and Institutions Code and Section 11105.3 of the California Penal Code.

Knowledge of: Socioeconomic conditions and trends; basic principles of individual and group behavior; principles of interviewing and problem solving; effective public speaking and public relations methods; cultural diversity; laws, rules and regulations governing the operations of the public welfare agency, or aging agency on the federal, state, and local level; services and resources provided through other governmental agencies and community-based organizations; patterns of stability affecting individuals and families and barriers to self-sufficiency (such as drug abuse, unemployment, domestic abuse, and other conditions).

Ability to: Identify and assess conditions of individuals and families; obtain facts and recognize the relevant and significant dynamics of individuals and families; develop and implement a plan

to address assessed needs; coach, mentor, and advocate for individuals and families; establish and maintain working relationships with individuals and families; organize and maintain workload; communicate effectively both verbally and in writing, including preparation and delivery of effective presentations; demonstrate appropriate and effective interpersonal skills; establish and build relationships in the community and with internal and external partner agencies; understand and implement agency programs, policies, and procedures; travel and locate individuals, families, and resources in the community; respect and maintain confidentiality; use computers and other technological devices in the scope of work; follow courtroom protocol, project appropriate courtroom demeanor; demonstrate ethical standards of behavior; work independently and utilize supervision when needed in achieving agency goals; apply education and experience in developing skills in interviewing and case recording, assessment, and overall caseload management; analyze and adopt a plan to address assessed needs; understand and prepare legal reports and documents.

Supplemental:

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.

Social Service Worker II

M. Mollo 5/13/24

DEPARTMENT HEAD DATE

Tracy A Eldredge 5.3.24

CHIEF HUMAN RESOURCES OFFICER DATE

Item #	3661
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	59.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	5
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	May 2024

Revised Job Specification
May 2024
Item No. 3661

Social Service Worker III
Bargaining Unit: 5
Salary Range 62.0 ($5,034-$6,016/mo.)

Definition:

Under direction, assesses needs and provides comprehensive social services to individuals and families, and promotes client self-sufficiency. Performs assignments involving individualized treatment and specialized application of casework methods and skills.

This is the advanced journey level in the flexible classification of Social Service Worker I/II/III/IV/V. This classification is distinguished from Social Service Worker II by assignment to the most difficult social service cases, to a specialized function requiring a high degree of perception and creativity, or to a geographic or functional area where supervision may not be immediately available. Social Service Worker III's are expected to perform with a high degree of technical competence and independence. They may assist in training co-workers and oversee special projects. Promotion to Social Service Worker IV is subject to recommendation of the Department Head.

Essential Functions:

- Interviews individuals and families to assess needs and strengths and develop case plans
- Responds to reports of abuse requiring immediate investigation; drives to and locates individuals and families in the field, often under time constraints and stressful conditions.
- Reports, investigates, and acts to protect vulnerable adults and children.
- Acts as lead worker in an assigned unit and in the absence of a supervisor when designated.
- Evaluates socioeconomic factors affecting self-sufficiency, such as homelessness, aging process (if applicable), low level education, drug addiction, employment, domestic abuse, mental illness, child abuse and neglect, etc.; provides case management, information or referral to individuals and families for social problems.
- Provides case management and individual and family needs assessment to identify self-sufficiency barriers; makes appropriate referrals to other agencies.
- Monitors, evaluates, and implements case plans and, if applicable, compliance with court orders.
- Authorizes supportive services, such as foster care, transportation, child care reimbursement, respite care, or if applicable, elderly and disabled care, etc.
- Takes proactive role in engaging individuals and families to value and secure self-sufficiency.
- Makes home calls or field visits in connection with case management assignments that could be high risk.
- Transports individuals and families for court appearances, scheduled appointments, required activities, visitations or other purposes.
- Evaluates personal risk and uses good judgment to avoid harm.
- Creates, processes, and completes necessary case records and reports manually and electronically, within mandated time frames, to meet federal audit requirements and meet outcome performance objectives.
- Interprets policies, rules and regulations to individuals, families and the general public within the scope of job responsibility.
- Functions as a mandated reporter, reports possible abusive situations to appropriate social service programs.
- Works cooperatively with representatives from other agencies with related goals.

- Consults supervisor when problems are complex.
- Studies and applies the principles and techniques of social work to a caseload.
- Attends training courses designed to further understanding of social work processes and to increase technical competence.
- Maintains records, inputs data and retrieves information from case management computer systems.
- Administers drug tests (witness urine samples given by clients).
- Prepares court reports and legal documents.
- Conducts forensic interviews.
- Conducts training presentations in specialized areas of expertise for staff and community.
- Performs other job-related duties as required.

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in any field which includes a minimum of 12 semester or 20 quarter units in a behavioral science ~~or related field~~, AND eighteen months (18 mo.) of experience equivalent to a Social Service Worker in the Kern County classification system.

OR

Graduation from an accredited college or university with a Bachelor's degree and six (6) months experience equivalent to a Human Services Technician I, Job Developer I, Program Specialist I or Eligibility Worker, in the Kern County classification system AND eighteen months (18 mo.) of experience equivalent to a Social Service Worker in the Kern County classification system.

OR

Bachelor's degree and successful completion of 24 semester or 40 quarter units of a Master's degree program in Social Work, or a Counseling program from an accredited college or university, emphasizing Marriage, Family and Child Counseling or Marriage and Family therapy, Gerontology or Clinical Psychology, AND twelve (12) months of social casework experience.

Possession of a valid California Driver's License is required. Incumbent must have the ability to travel to designated locations.

Appointees are subject to fingerprinting for the purpose of a criminal record check as authorized by Section 16501 of the California Welfare and Institutions Code and Section 11105.3 of the California Penal Code.

Knowledge of: Socioeconomic conditions and trends; principles of individual and group behavior; principles of interviewing and problem solving; effective public speaking and public relations methods; cultural diversity; laws, rules, and regulations governing the operations of the public welfare agency, or aging agency on the federal, state, and local level; services and resources provided through other governmental agencies and community-based organizations; patterns of stability affecting individuals and families and barriers to self-sufficiency (such as,

drug abuse, unemployment, domestic abuse, etc.); human development and indicators of maltreatment; principles of investigative techniques; professional ethics.

Ability to: Identify and assess conditions of individuals and families; obtain facts and recognize the relevant and significant dynamics of individuals and families; develop and implement a plan to address assessed needs; coach, mentor, and advocate for individuals and families; establish and maintain working relationships with individuals and families; organize and maintain workload; communicate effectively both verbally and in writing, including preparation and delivery of effective presentations; demonstrate appropriate and effective interpersonal skills; establish and build relationships in the community and with internal and external partner agencies; understand and implement agency programs, policies, and procedures; travel and locate individuals, families, and resources in the community; respect and maintain confidentiality; use computers and other technological devices in the scope of work; follow courtroom protocol; project appropriate courtroom demeanor; demonstrate ethical standards of behavior; work independently and utilize supervision when needed in achieving agency goals; apply education and experience in developing skills in interviewing and case recording, assessment, and overall caseload management; analyze and adopt a plan to address assessed needs; train and mentor co-workers; assess levels of risk in individuals and families, and act appropriately; work independently in making decisions and managing a caseload; review casework and evaluate for quality, consistency, and compliance; understand and prepare legal reports and documents.

Supplemental:

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.

Social Service Worker III

M. Monith — 5/23/24

DEPARTMENT HEAD — DATE

Tracy A Eldridge — 5.3.24

CHIEF HUMAN RESOURCES OFFICER — DATE

Item #	3660
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	62.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	5
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	May 2024

May 13, 2024

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

PROPOSED REVISED SPECIFICATIONS FOR TECHNICAL SUPPORT ENGINEER I AND TECHNICAL SUPPORT ENGINEER II

The Human Resources Division requests approval of the attached revision to the job specifications for Technical Support Engineer I and Technical Support Engineer II.

Currently, Technical Support Engineer I and Technical Support Engineer II require qualifying experience that must have been earned in the last five years. Technical Support Engineer I has a five-year qualifying standard whereas Technical Support Engineer II has a six-year qualifying standard. As Technical Support Engineer II currently reads, applicants who intend to qualify exclusively with experience will not qualify for the position. This requirement has inadvertently limited our applicant pool preventing otherwise qualified applicants from moving forward in the recruitment process. Removing the aforementioned language will broaden the applicant pool and further improve the County of Kern's recruitment efforts in the Information Technology field.

This specification series is represented by the Service Employee's International Union Local 521. The Human Resources Division has not received any objection from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specifications titled Technical Support Engineer I and Technical Support Engineer II be REVIEWED, RECEIVED AND FILED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Mark Buonauro, Chief Information Technology Officer
Alison Burrowes, Director of Behavioral Health & Recovery Services
Brynn Carrigan, Director of Public Health Services
Aaron Duncan, Fire Chief & Director of Emergency Services
William Dickinson, Chief Probation Officer
Donny Youngblood, Sheriff-Coroner-Public Administrator
Elizabeth Chavez, Director of Child Support Services
Jordan Kaufman, Treasurer-Tax Collector
Lito Morillo, Director of the Department of Human Services

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Technical Support Engineer I
Bargaining Unit: 6
Salary Range 64.2 ($5,618 – $6,714 /mo.)

Definition

Under general direction provides support to customers by resolving technical issues and providing support for complex systems, server-based applications, and network-related IT problems.

~~Distinguishing Characteristics~~

The Technical Support Engineer I is the intermediate journey level position of the technical support classification series. Incumbents will provide advanced technical assistance to internal and external customers. This classification is characterized by its primary responsibility to assist in analyzing and affecting appropriate solutions for technical issues within different components: such as software, hardware, server-based applications, and networking issues. Incumbents must possess exceptional analytical, problem-solving and interpersonal skills to communicate on multiple technical-related problems quickly and efficiently. It is distinguished from the Technical Support Specialist II in the ability to perform more server and server-based application support, maintenance, troubleshooting and repair. It is further distinguished from the Technical Support Engineer II by the latter's responsibility to perform innovative technical support and lead IT implementations.

Essential Functions

- Install and configure complex server-based applications.
- Assist in monitoring and maintaining computer networks.
- Install and configure desktop & server operating systems.
- Assists in the administration and maintenance of Directory Services
- Resolve basic issues related to the network.
- Resolve hardware malfunctions and effects repairs.
- Prioritize and manage the workflow.
- Diagnose, troubleshoot, and resolve IT issues by questioning customers about the issues they are facing in a detailed fashion so that they understand the root cause of issues.
- Design IT systems to meet the particular requirements of their organization or clients.
- Possess the ability to learn and work on changing and emerging technologies.
- Track users' system issues until resolved while adhering to the agreed timelines.
- To resolve complex problems, by interacting with customers through phone, emails, chats or other electronic means, and provide unambiguously written instructions or technical manuals.
- Properly escalate unresolved issues to appropriate internal teams
- Maintain procedural documents and reports.
- Follow standard procedures of the organizations to resolve issues by escalating problems to the relevant internal departments.
- Provide accurate feedback to customers promptly.
- Ensure proper logging of all issues.
- Follow up with customers to make sure their computer systems are functioning properly after troubleshooting.

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- Prepare accurate reports promptly.
- Document technical knowledge in the knowledge database.
- Provide training on the use of different types of systems for both users and technical staff.
- Monitor daily performance of technical systems.
- Deploy new software or hardware systems.

~~Other Functions~~

- Monitors existing systems to assure appropriateness, effectiveness, accuracy and timeliness of information received.
- Researches, analyzes, evaluates and makes recommendations on data processing program procedures and systems.
- Evaluates equipment and software capability; researches and resolves problem areas and discrepancies in computer applications.
- May represent the department at information technology meetings.
- Analyzes state and federal regulations to determine needed changes to automated systems and procedures.
- May be required to maintain, troubleshoot and perform repairs on telephones and related equipment.
- Perform related duties consistent with the scope and intent of the position.

Employment Standards

Graduation from an accredited college or university with a bachelor's degree, including 15 semester (25 quarter) units in computer science or management information systems **AND** one (1) year of paid experience in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization;

OR

Completion of (60) semester (90) quarter units from an accredited college or university with course work in computer science or management information systems **AND** three (3) years of paid experience, one (1) of which must have been in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization

OR

Completion of an accredited trade or vocational school training program in computer repair, computer science or information systems, **AND** three (3) years paid experience, one (1) year of which must have been in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing and coordinating the data processing operations for a department or organization

OR

Two (2) years of experience as a Technical Support Specialist II in the Kern County classification systems.

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OR

Five (5) years of experience, three (3) of which must have been in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization

~~Qualifying experience must have been within the last five (5) years.~~

Applicants must possess the physical capacity to perform all essential tasks.

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

Knowledge of: the procedures and techniques used in the installation, configuration, support troubleshooting and repair of applicable operation systems, server and storage related equipment, software applications, other IT hardware and peripherals; network and security concepts; basic network administration; Directory Services, such as Active Directory; general principles of office automation, and computer systems analysis; techniques to evaluate customers' needs and requirements and identify possible business solutions.

Ability to: independently install and troubleshoot locally used software applications, hardware, and peripherals; analyze and resolve user needs and issues; identify and solve basic networking problems; integrate desktop software with custom applications; interpret and apply information from technical resources; communicate on technical concepts with non-technical staff; provide technical training; establish and maintain effective working relationship with other staff; plan, organize, and prioritize the work of self and others.

Supplemental:

A background check may be conducted for this classification.

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

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Mark Buonauro
DEPARTMENT HEAD

07-May-24 | 7:43 PM PDT
DATE

Tracy Eldridge
CHIEF HUMAN RESOURCES OFFICER

5.8.24
DATE

Item #	2441
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	64.2
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	6
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

DocuSign Envelope ID: 64263333-B844-425E-AB57-4783E08F515C

Technical Support Engineer II
Bargaining Unit: 5
Salary Range: 65.2 ($5,905 - $7,056 /mo.)

Definition:

Under direction plans, organizes and directs IT support to customers by resolving technical issues and providing support for complex computer systems, server-based applications, and network-related IT problems.

~~Distinguishing Characteristics~~

The Technical Support Engineer II is the lead position of the technical support classification series. The incumbent's role is to plan and provide advanced and innovative technical assistance to internal and external customers. This classification is characterized by its primary responsibility to analyze and affect appropriate solutions for technical issues within different components; such as software, hardware, server-based applications, and networking issues. They must have excellent analytical, problem-solving and interpersonal skills to communicate on complex technical-related problems quickly and efficiently. It is distinguished from the Technical Support Engineer I in the ability to lead in the planning, implementation, and support of complex server and application solutions; including maintenance, troubleshooting and repair. It is further distinguished from the Systems Administrator by the latter's responsibility to maintain and support enterprise-level Directory Services and server-based applications.

Essential Functions:

- Install and configure complex server-based applications.
- Assist in monitoring and maintaining computer networks.
- Install and configure desktop & server operating systems.
- Development, administration and maintenance of Directory Services.
- Resolve basic issues related to the network.
- Resolve hardware malfunctions and effects repairs.
- Prioritize and manage the workflow.
- Diagnose, troubleshoot, and resolve IT issues by questioning customers about the issues they are facing in a detailed fashion so that they understand the root cause of issues.
- Design IT systems to meet the particular requirements of their organization or clients.
- Possess the ability to learn and work on changing and emerging technologies.
- Track users' system issues until resolved while adhering to the agreed timelines.
- Resolve complex problems, by interacting with customers through phone, emails, chats or other electronic means, and provide unambiguously written instructions or technical manuals.
- Properly escalate unresolved issues to appropriate internal teams
- Maintain procedural documents and reports.
- Follow standard procedures of the organizations to resolve issues by escalating problems to the relevant internal departments.
- Provide accurate feedback to customers promptly.
- Ensure proper logging of all issues.
- Follow up with customers to make sure their computer systems are functioning properly after troubleshooting.

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- Prepare accurate reports promptly.
- Document technical knowledge in the knowledge database.
- Provide training on the use different types of systems.
- Monitor daily performance of technical systems for both users and technical staff.
- Deploy new software or hardware systems.
- Monitors existing systems to assure appropriateness, effectiveness, accuracy and timeliness of information received.
- Researches, analyzes, evaluates and makes recommendations on data processing program procedures and systems.
- Evaluates equipment and software capability; researches and resolves problem areas and discrepancies in computer applications.
- May represent the department at information technology meetings.
- Analyzes state and federal regulations to determine needed changes to automated systems and procedures.
- May be required to maintain, troubleshoot and perform repairs on telephones and related equipment.
- Perform related duties consistent with the scope and intent of the position.

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree, including 15 semester (25 quarter) units in computer science or management information systems AND two (2) years of paid experience, one (1) of which must have been paid experience in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization.

OR

Completion of (60) semester (90) quarter units from an accredited college or university with course work in computer science or management information systems AND four (4) years of paid experience, two (2) of which must have been in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization.

OR

Completion of an accredited trade or vocational school training program in computer repair, computer science or information systems AND four (4) years of paid experience, two (2) of which must have been in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization.

OR

Two (2) years of experience as a Technical Support Engineer I in the Kern County classification systems.

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OR

Six (6) years of experience, four (4) of which must have been in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization.

~~Qualifying experience must have been within the last five (5) years.~~

Applicants must possess the physical capacity to perform all essential tasks.

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

Knowledge of: the procedures and techniques used in the installation, configuration, support troubleshooting and repair of applicable operating systems, server and storage related equipment, software applications, other IT hardware and peripherals; network and security concepts; basic network administration; Directory Services, such as Active Directory; general principles of office automation, and computer systems analysis; techniques to evaluate customers' needs and requirements and identify possible business solutions.

Ability to: independently install and troubleshoot locally used software applications, hardware, and peripherals; analyze and resolve user needs and issues; identify and solve basic networking problems; integrate desktop software with custom applications; manage and maintain Active Directory services; interpret and apply information from technical resources; communicate on technical concepts with non-technical staff; provide technical training; establish and maintain effective working relationship with other staff; plan, organize, and prioritize the work of self and others.

Supplemental:

A background check may be conducted for this classification.

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

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Mark Buonauro
DEPARTMENT HEAD

07-May-24 | 7:43 PM PDT
DATE

Tracy Eldridge
CHIEF HUMAN RESOURCES OFFICER

5.8.24
DATE

Item #	2440
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	65.2
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	5
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

May 13, 2024

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

PROPOSED REVISED SPECIFICATIONS FOR SYSTEMS ANALYST I AND SYSTEMS ANALYST II

The Human Resources Division requests approval of the attached revision to the job specifications for Systems Analyst I and Systems Analyst II.

The revisions for these two specifications represent cleanup language resulting from the collapse of the now obsolete Programmer I and Programmer II specification series. The most significant revisions include replacing the current employment standards of the Systems Analyst I/II series with the previously existing Programmer I/II employment standards. Updating the employment standards for the Systems Analyst I/II series establishes an appropriate career ladder for current and prospective employees who want to perform systems analysis, design, and programmer support.

This specification series is represented by the Service Employee's International Union Local 521. The Human Resources Division has not received any objection from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specifications for Systems Analyst I and Systems Analyst II be REVIEWED, RECEIVED AND FILED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Lito Morillo, Director of Human Services
Alison Burrowes, Director of Behavioral Health & Recovery Services
Brynn Carrigan, Director of Public Health Services
Aaron Duncan, Fire Chief & Director of Emergency Services
William Dickinson, Chief Probation Officer
Donny Youngblood, Sheriff-Coroner-Public Administrator
Elizabeth Chavez, Director of Child Support Services
Mark Buonauro, Chief Information Technology Officer
Jordan Kaufman, Treasurer-Tax Collector

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Systems Analyst I
Bargaining Unit: 5
Salary Range: 66.2 ($6,207 - $7,417 /mo.)

Definition:

Under general supervision, to conduct routine systems analysis; design and implement less complex systems for computer applications including, personnel, equipment and data flow; and to analyze and write basic application programs; and to troubleshoot, identify and resolve a variety of technical problems.

~~Distinguishing Characteristics~~

This is the entry ~~advanced~~ ~~journey~~ level class in the ~~Programmer/~~Systems Analyst series. Incumbents in this class are expected to demonstrate entry ~~advanced~~ ~~journey~~ level programming skills. The Systems Analyst I provides systems analysis, design and programming support for existing production applications. ~~The Systems Analyst I is distinguished from the Programmer II by the former's responsibility to translate user requests into detailed design and program specifications.~~ The Systems Analyst I is ~~further~~ distinguished from the Systems Analyst II by the latter's responsibility for the more complex projects.

~~An Information Technology Certificate verifying proficiency in programming, systems analysis and design is required at the time of appointment.~~

Promotion to the next level is considered on a merit basis, subject to the recommendation by the department head and approval by the Chief Human Resources Officer ~~Director of Human Resources Personnel~~.

Essential Functions:

- Develops, implements and maintains computer application systems; consults with current and proposed systems users to discuss and document requests for new and/or modified system changes; researches and identifies design alternatives; and recommends computer based solutions;
- Prepares routine project descriptions, cost/benefit analysis and needs assessment for new and/or enhanced system modifications;
- Writes basic program specifications; coordinates program testing; makes necessary corrections; and confers with management and departmental staff regarding changes in operating procedures and systems design to ensure application meet users needs;
- Troubleshoots, reports and documents system problems; develops and implements solutions to the problem; and oversees maintenance of the system;
- Provides user access requirements; and maintains system security;
- Develops user instruction manuals and provides assistance and training to users for applicable software applications;
- Modifies, enhances, or adds modules to existing applications; and adapts purchased software to hardware used by the department;

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- Reviews software programs to ensure logical flow; modifies existing programs to correct errors and develops recommendations and implementation plans;
- Coordinates system design and interface between public and private agencies; and assists in designating controls and audit trails;
- Stays abreast of technological trends;
- Analyzes data and creates queries and ad hoc reports;
- Dependent upon assignment, may be required to research existing procedures and requirements in sufficient detail to develop appropriate information technology solutions; and write and maintain application programs from predefined program specifications;
- May represent the department in meetings;
- Performs other job-related duties as required;

Employment Standards:

Completion of thirty (30) semester or forty-five (45) quarter units from an accredited college or university, with course work in computer science or management information systems or closely related field.

OR

Completion an accredited trade or vocational school training program in programming.

OR

One (1) year of technical experience in an information systems environment.

~~Graduation from an accredited college or university with a bachelor's degree, including fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems or closely related field AND two (2) year of programming and systems analysis experience in an information systems environment.~~

~~OR~~

~~Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university, including fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems AND four (4) years of programming and systems analysis experience in an information systems environment.~~

~~OR~~

~~Completion of an accredited technical or vocational school training program in computer science, computer office automation technology, computer systems technology or closely related field AND four (4) years of programming and systems analysis experience in an information systems environment.~~

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~~OR~~

~~Four (4) years of programming and two (2) years of systems analysis experience in an information systems environment.~~

~~OR~~

~~Two (2) years as a Programmer II or Information Systems Specialist III.~~

~~An Information Technology Certificate verifying proficiency in programming, systems analysis and design issued by the Kern County Personnel Department or its authorized agent is required at the time of appointment.~~

~~Qualifying experience must have been within the last eight (8) years.~~

Valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of the basic principles, methods and techniques used in the development, installation and maintenance of software programs; the principles and techniques applied in designing systems; operational characteristics of various computer program network software packages and programming languages; computer operation capabilities and limitations; nomenclature; basic accounting principles; the principles of organization; and the principles of documentation/record keeping, record storage and retrieval.

Ability to gather and analyze data, reason logically, draw sound conclusions, and make appropriate recommendations; perform systems analysis and programming work; design new and revise existing systems; recommend, design, test, implement and/or install computer software applications; troubleshoot, identify and resolve programming problems; respond to, analyze and assess user needs, resolve problems, and determine solutions; write basic instructions; train staff and users; communicate effectively, both verbal and written; interpret and follow detailed oral and written instructions; prepare clear and concise reports; and establish and maintain cooperative work relationships with staff and people of various professional, vocational and educational backgrounds.

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.

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Mark Buonauro 07-May-24 | 7:43 PM PDT

DEPARTMENT HEAD DATE

Tracy Eldridge 5.8.24

CHIEF HUMAN RESOURCES OFFICER DATE

Item #	2455
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	66.2
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	5
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

DocuSign Envelope ID: 64263333-B844-425E-AB57-4783E08F515C

Systems Analyst II
Bargaining Unit: 5
Salary Range: 68.2 ($6,858 - $8,195 /mo.)

Definition:

Under direction, to conduct systems analysis; develop, evaluate, modify, document and implement moderate to difficult systems for computer applications including, personnel, equipment and data flow; to analyze and write application programs and to troubleshoot, identify and resolve a variety of technical problems.

~~Distinguishing Characteristics~~

This is the ~~advanced~~ journey level class in the ~~Programmer/~~Systems Analyst series. Incumbents in this class are responsible for all phases of analysis, design, development, and implementation of computer application systems. Project assignments are generally moderate to difficult in level of complexity. The Systems Analyst II is distinguished from the Systems Analyst I by the former's responsibility for moderate to difficult project assignments.

Essential Functions:

- Designs and participates in the development, testing, and implementation of computer application systems; consults with current and proposed systems users to discuss and document requests for new and/or modified system changes; researches and identifies design alternatives; and recommends computer-based solutions;
- Prepares project descriptions, cost/benefit analysis and needs assessment for new and/or enhanced system modifications;
- Writes specifications for system and program design; coordinates system and program testing to ensure conformance to specifications and identify and correct problems;
- Confers with management, departmental staff and vendors regarding changes in operating procedures and systems design to ensure application meets users needs;
- Monitors, troubleshoots, and documents system problems; develops and implements solutions to the problem; and oversees maintenance of the system;
- Determines user access requirements; and maintains system security;
- Modifies, enhances, upgrades and/or adds modules to existing applications; and adapts new purchased software to hardware used by the department;
- Oversees and reviews software program procedures to ensure logical flow; conducts tests of new and/or revised systems for conformance with designed specifications; and corrects problems identified, as needed;
- Coordinates information technology solutions between County departments, public and private agencies;
- Analyzes data and creates queries and ad hoc reports;
- Provides guidance and assistance to ~~Programmers and~~ Systems/Analyst I in developing procedures and coding programs;
- Develops and maintains user instruction manuals and assists and trains users in applicable

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software applications;
- Stays abreast of technological changes;
- Dependent upon assignment, may be required to research existing procedures and requirements in sufficient detail to develop appropriate information technology solutions; and write and maintain application programs from predefined program specifications;
- May represent the department in meetings;
- Performs other job-related duties as required;

Employment Standards:

Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university with course work in computer science or management information systems or closely related field AND one (1) year of full-time paid experience programming in an information systems environment.

OR

Completion of an accredited trade or vocational school training program in programming AND two (2) year of full-time paid experience programming in an information systems environment.

OR

Three (3) years of full-time paid experience programming in an information systems environment.

OR

One (1) year as a Systems Analyst I in the Kern County classification system.

~~Graduation from an accredited college or university with a bachelor's degree, including fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems or closely related field AND three (3) years of programming and systems analysis experience in an information systems environment.~~

~~OR~~

~~Completion of sixty (60) semester or ninety (90) quarter units from an accredited college or university, including, fifteen (15) semester or twenty-five (25) quarter units in computer science, management information systems AND five (5) years of programming and systems analysis experience in an information systems environment.~~

~~OR~~

~~Completion of an accredited technical or vocational training program in computer science, computer office automation technology, computer systems technology or closely related field AND five (5) years of programming and systems analysis experience in an information systems environment.~~

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~~OR~~

~~Four (4) years of programming and three (3) years of systems analysis experience in an information systems environment.~~

~~OR~~

~~Two (2) years as a Systems Analyst I in the Kern County classification system.~~

~~Qualifying experience must have been within the last eight (8) years.~~

~~An Information Technology Certificate verifying proficiency in programming, systems analysis and design issued by the Kern County Personnel Department or its authorized agent is required at the time of appointment.~~

Valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of: the principles, methods and techniques used in the development, installation and maintenance of software programs; the principles and techniques applied in designing moderately difficult systems; operational characteristics of various computer program network software packages and programming languages; computer operation capabilities and limitations; nomenclature; general accounting principles; the principles of organization; principles and techniques of training; and the principles of documentation and record keeping, record storage and retrieval.

Ability to: define problems, gather and analyze data, reason logically, draw sound conclusions, and make appropriate recommendations; perform systems analysis and programming work; design, enhance and modify new and existing systems; recommend, design, test, implement and/or install computer software applications; troubleshoot, identify and resolve programming problems; respond to, analyze and assess user needs, resolve problems, and determine solutions; write instructions; train staff and users; communicate effectively, both verbal and written; interpret and follow detailed oral and written instructions; prepare clear and concise reports; and establish and maintain cooperative work relationships with staff and people of various professional, vocational and educational backgrounds.

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.

Revised Classification
May 2024
Item Number: 2454

DocuSign Envelope ID: 64263333-B844-425E-AB57-4783E08F515C

Mark Buonauro
DEPARTMENT HEAD

07-May-24 | 7:43 PM PDT
DATE

Tracy Eldridge
CHIEF HUMAN RESOURCES OFFICER

5.8.24
DATE

Item #	2454
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	68.2
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	5
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

DocuSign Envelope ID: 64263333-B844-425E-AB57-4783E08F515C

Technical Support Engineer I
Bargaining Unit: 6
Salary Range 64.2 ($5,618 – $6,714 /mo.)

Definition

Under general direction provides support to customers by resolving technical issues and providing support for complex systems, server-based applications, and network-related IT problems.

~~Distinguishing Characteristics~~

The Technical Support Engineer I is the intermediate journey level position of the technical support classification series. Incumbents will provide advanced technical assistance to internal and external customers. This classification is characterized by its primary responsibility to assist in analyzing and affecting appropriate solutions for technical issues within different components: such as software, hardware, server-based applications, and networking issues. Incumbents must possess exceptional analytical, problem-solving and interpersonal skills to communicate on multiple technical-related problems quickly and efficiently. It is distinguished from the Technical Support Specialist II in the ability to perform more server and server-based application support, maintenance, troubleshooting and repair. It is further distinguished from the Technical Support Engineer II by the latter's responsibility to perform innovative technical support and lead IT implementations.

Essential Functions

- Install and configure complex server-based applications.
- Assist in monitoring and maintaining computer networks.
- Install and configure desktop & server operating systems.
- Assists in the administration and maintenance of Directory Services
- Resolve basic issues related to the network.
- Resolve hardware malfunctions and effects repairs.
- Prioritize and manage the workflow.
- Diagnose, troubleshoot, and resolve IT issues by questioning customers about the issues they are facing in a detailed fashion so that they understand the root cause of issues.
- Design IT systems to meet the particular requirements of their organization or clients.
- Possess the ability to learn and work on changing and emerging technologies.
- Track users' system issues until resolved while adhering to the agreed timelines.
- To resolve complex problems, by interacting with customers through phone, emails, chats or other electronic means, and provide unambiguously written instructions or technical manuals.
- Properly escalate unresolved issues to appropriate internal teams
- Maintain procedural documents and reports.
- Follow standard procedures of the organizations to resolve issues by escalating problems to the relevant internal departments.
- Provide accurate feedback to customers promptly.
- Ensure proper logging of all issues.
- Follow up with customers to make sure their computer systems are functioning properly after troubleshooting.

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- Prepare accurate reports promptly.
- Document technical knowledge in the knowledge database.
- Provide training on the use of different types of systems for both users and technical staff.
- Monitor daily performance of technical systems.
- Deploy new software or hardware systems.

~~Other Functions~~

- Monitors existing systems to assure appropriateness, effectiveness, accuracy and timeliness of information received.
- Researches, analyzes, evaluates and makes recommendations on data processing program procedures and systems.
- Evaluates equipment and software capability; researches and resolves problem areas and discrepancies in computer applications.
- May represent the department at information technology meetings.
- Analyzes state and federal regulations to determine needed changes to automated systems and procedures.
- May be required to maintain, troubleshoot and perform repairs on telephones and related equipment.
- Perform related duties consistent with the scope and intent of the position.

Employment Standards

Graduation from an accredited college or university with a bachelor's degree, including 15 semester (25 quarter) units in computer science or management information systems **AND** one (1) year of paid experience in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization;

OR

Completion of (60) semester (90) quarter units from an accredited college or university with course work in computer science or management information systems **AND** three (3) years of paid experience, one (1) of which must have been in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization

OR

Completion of an accredited trade or vocational school training program in computer repair, computer science or information systems, **AND** three (3) years paid experience, one (1) year of which must have been in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing and coordinating the data processing operations for a department or organization

OR

Two (2) years of experience as a Technical Support Specialist II in the Kern County classification systems.

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OR

Five (5) years of experience, three (3) of which must have been in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, managing or coordinating the data processing operations for a department or organization

~~Qualifying experience must have been within the last five (5) years.~~

Applicants must possess the physical capacity to perform all essential tasks.

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

Knowledge of: the procedures and techniques used in the installation, configuration, support troubleshooting and repair of applicable operation systems, server and storage related equipment, software applications, other IT hardware and peripherals; network and security concepts; basic network administration; Directory Services, such as Active Directory; general principles of office automation, and computer systems analysis; techniques to evaluate customers' needs and requirements and identify possible business solutions.

Ability to: independently install and troubleshoot locally used software applications, hardware, and peripherals; analyze and resolve user needs and issues; identify and solve basic networking problems; integrate desktop software with custom applications; interpret and apply information from technical resources; communicate on technical concepts with non-technical staff; provide technical training; establish and maintain effective working relationship with other staff; plan, organize, and prioritize the work of self and others.

Supplemental:

A background check may be conducted for this classification.

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

DocuSign Envelope ID: 64263333-B844-425E-AB57-4783E08F515C

Mark Buonauro
DEPARTMENT HEAD

07-May-24 | 7:43 PM PDT
DATE

Tracy Eldridge
CHIEF HUMAN RESOURCES OFFICER

5.8.24
DATE

Item #	2441
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	64.2
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	6
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

May 13, 2024

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

PROPOSED REVISED SPECIFICATIONS FOR ENGINEERING AIDE AND ENGINEERING TECHNICIAN

The Human Resources Division requests approval of the attached revision to the job specifications for Engineering Aide and Engineering Technician.

The Human Resources Division is proposing to collapse the Engineering Aide I/II/III and Engineering Technician I/II/III classification series into a single specification. Currently, there is no differentiation within the qualifying standards between levels. The collapse of each series is intended to improve the recruitment and retention of staff in these classifications.

Engineering Aide and Engineering Technician have also received general clean-up revisions. The proposed revisions include the removal of language referencing the flexible classification series as well as updates to the format to ensure consistency with contemporary classifications.

Engineering Aide and Engineering Technician are represented Technical Services level classifications. The Human Resources Division has received concurrence from Service Employees' International Union 521.

Therefore, IT IS RECOMMENDED that the proposed revised specifications for Engineering Aide and Engineering Technician be REVIEWED, RECEIVED AND FILED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Joshua Champlin, Director of Public Works
Laura Avila, Assessor
Geoffrey Hill, Chief General Services Officer

Engineering Aide ~~I/II/III~~
Bargaining Unit: 3
Salary Range: 59.3 ($4,400-$5,258 /mo.)

Definition:

Under direction, assists in the field and with office work related to engineering, surveying, assessment mapping, architecture, and perform related work as required.

~~Distinguishing Characteristics~~

The Engineering Aide is distinguished from the Engineering Technician in that the Engineering Aide is responsible for performing semi-skilled and routine tasks in support of the engineering or architectural function. ~~Promotion from I to II and II to III is considered on a merit basis and is subject to recommendation of the Department Head.~~

~~***Engineering Aide I:*** This is the entry level of the Engineering Aide series. The Engineering Aide I is distinguished from the Engineering Aide II in that incumbents are responsible for performing the most routine tasks such as providing physical labor, performing routine mathematical calculations, and collecting data. The Engineering Aide I works under direct supervision.~~

~~***Engineering Aide II:*** This is the second level of the Engineering Aide series. The Engineering Aide II is distinguished from the Engineering Aide I in that incumbents may work independently and perform advanced office and fieldwork.~~

~~***Engineering Aide III:*** This is the third level of the Engineering Aide series. The Engineering Aide III is distinguished from the Engineering Aide II by its responsibility for working on small projects from the beginning to the end, and training lower level aides. Some positions may perform work in support of architectural functions requiring independent judgment and project team management.~~

Essential Functions:

- Calculates volumes, distances, elevations and lengths; performs routine engineering or architectural computations.
- Conducts studies, tests, and surveys.
- Researches data files and records; maintains maps, databases, photographs, files and other records.
- Assists the general public, other organizations and agencies by providing information and answering routine questions.

~~Some Positions Also:~~

- Assist in general architectural and/or engineering design.
- Assists in the preparation of plans and written specifications; coordinates work with involved parties; prepare related project documents.
- Perform engineering/architectural computer aided drafting.
- Performs a wide variety of sampling and testing activities in the materials laboratory.
- Perform physical labor in the field.
- Serve as an instrument person in the field.

- Prepare graphics for presentations.
- Create, scan, update, maintain plot maps; plot subdivisions; engineering and/or architectural plans.
- Perform other duties of similar nature or level as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent and course work in algebra and geometry or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: basic algebra and geometry and, common terms used in engineering construction, and architecture; and computer related drafting techniques.

Ability to~~Skill in~~: obtain~~ing~~ and collect~~ing~~ data; perform~~ing~~ basic engineering calculations; use~~ing~~ computers and related software applications; maintain~~ing~~ files and records; and, communicate~~ing~~ both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

A background check may be conducted for this classification.

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

DEPARTMENT HEAD — DATE 5.2.24

CHIEF HUMAN RESOURCES OFFICER — DATE 5324

Item #	1168
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	59.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Kaler Ayala
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

Engineering Technician ~~I/II/III~~
Bargaining Unit: 3
Salary Range: 65.3 ($5,934 - $7,091 /mo.)

Definition:

Under direction, provides a skilled level of engineering support activities requiring the incumbent to have knowledge and experience in areas such as engineering, surveying, or architecture; and perform related work as required.

~~Distinguishing Characteristics~~

The Engineering Technician is distinguished from the Engineering Aide ~~and Drafting Technician~~ by its responsibility for performing paraprofessional engineering support activities. ~~The Engineering Technician classification series is combined with the Drafting Technician classification series and is considered a flexible classification position. Advancement between the Engineering Technician I, II, and III or laterally from the Drafting Technician I, II, and III is considered on a merit basis and is subject to recommendation of the Department Head. Further, the salary ranges for the Engineering Technician II/Drafting Technician III and the Engineering Technician I/Drafting Technician II shall be maintained the same per their respective ranges.~~

~~***Engineering Technician I:*** This is the entry level of the Engineering Technician class. Incumbents perform the most routine of the paraprofessional duties such as assisting engineers by researching designs and plans, performing inspections, preparing reports and may act as a Survey Crew Party Chief. Incumbents may perform plan reviews of professional engineers and surveyors.~~

~~***Engineering Technician II:*** This is the journey level of the paraprofessional Engineering Technician class. Incumbents perform the full range of the paraprofessional duties, but are not expected to work at the same skill level and with the discretion of the Engineering Technician III. Incumbents oversee the work of survey crews, perform complex calculations, conduct difficult lab tests, and assist field inspectors in resolving problems.~~

~~***Engineering Technician III:*** This is the advanced journey level of the paraprofessional Engineering Technician class. Incumbents perform the most complex of the engineering support activities and are expected to work independently and with discretion. Incumbents prepare project budgets, recommend new procedures, and assist in the preparation of agreements and board letters.~~

Essential Functions:

- Coordinates projects with engineers, architects and other related parties.
- Performs complex mathematical calculations.
- Performs complex inspections and testing.
- Provides direction and serves as a lead to lower level staff.
- Provides information to other departments, organizations, agencies, etc. on related projects and procedures.
- Conducts complex studies and surveys.

~~Some Positions Also:~~

- Assists engineers or architects in researching and preparing project plans and specifications; review and check maps, plans and calculations for private engineers, surveyors or architects.
- Investigates and responds to complaints from the general public.
- Prepares a variety of technical reports, board letters, resolutions and ordinances.
- Assists with design and inspection of construction and maintenance projects.
- Conducts pre-design meetings and prepare plans and written specifications; coordinate work with involved parties; prepare related project documents.
- Create, scan, update, maintain and plot complex maps and subdivisions.
- Receives, reviews, and comments on construction plans received from private surveying and engineering companies.
- Oversees the work of survey crews.
- Performs engineering, or architectural computer aided drafting.
- Performs other duties of similar nature or level as required.

Employment Standards:

Associate Degree in Architecture, Engineering, Surveying, Construction Management or directly related field.

OR

Two years of experience sufficient to obtain the knowledge and skills to successfully perform the essential duties of the job, such as an Engineering Aide. ~~III or Drafting Technician I.~~

OR

An equivalent combination of education and experience sufficient to obtain the knowledge and skills to successfully perform the essential duties of the job.

Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: basic engineering principles; survey and inspection techniques; applicable codes, computer aided drafting techniques, laws and regulations; basic algebra, geometry and trigonometry; and common terms used in engineering, construction and architecture.

Ability to~~Skill in~~: coordinate~~ing~~ work; conduct~~ing~~ inspections; conduct~~ing~~ testing and sampling; prepare~~ing~~ maps and plans; obtain~~ing~~ and collect~~ing~~ data; perform~~ing~~ basic engineering calculations; use~~ing~~ computers and related software applications; maintain~~ing~~ files and records; and, communicate~~ing~~ both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

A background check may be conducted for this classification.

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

DEPARTMENT HEAD 5.2.24 DATE

CHIEF HUMAN RESOURCES OFFICER 5.2.24 DATE

Item #	1102
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	65.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Kaler Ayala
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

May 13, 2024

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

PROPOSED REVISED SPECIFICATIONS FOR HUMAN RESOURCES ANALYST AND SENIOR HUMAN RESOURCES ANALYST

The Human Resources Division requests approval of the attached revisions to the job specifications titled Human Resources Analyst and Senior Human Resources Analyst.

The role of Human Resources Analyst and Senior Human Resources Analyst will vary based on the assigned countywide human resources program. Generally, these classifications report directly to a Deputy Chief Human Resources Officer. Oversight of the Diversity and Inclusion team, however, is provided by a recently developed specification titled Director of Diversity Equity and Inclusion. We are proposing to include the Director of Diversity Equity and Inclusion to both specifications to accurately depict the reporting relationships.

Additionally, we are proposing to broaden the employment standards by allowing two years of experience as a Senior Human Resources Specialist to substitute for educational requirements on a year for year basis, up to two years. Society for Human Resources Management (SHRM) CP or SCP & Association of Workplace Investigators Certificate Holder (AWI-CH) certifications are also being included as a desirable employment standard. The intent of these revisions is to establish a more flexible employment standard for promotional opportunities and to acknowledge that the Human Resources Division values the SHRM and AWI certifications in our profession.

These specifications are Mid-Management and Unrepresented.

Therefore, IT IS RECOMMENDED that the proposed revised specifications titled Human Resources Analyst and Senior Human Resources Analyst be REVIEWED, RECEIVED AND FILED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

Human Resources Analyst
Bargaining Unit: D
Salary Range: 63.0 ($5,291 - $6,323 /mo.)

Definition:

The Human Resources Analyst is a junior level professional position within the Division of Human Resources of the Chief Administrative Office. Each Human Resources A~~a~~analyst is responsible for the implementation, planning, coordination, and analysis of a countywide human resources program within the Division of Human Resources. He or she reports directly to either a Deputy Chief Human Resources Officer or Director of Diversity Equity and Inclusion ~~Principal Human Resources Analyst~~.

The Human Resources Analyst is the entry level of the Human Resources A~~a~~analyst classification series. Employees in this classification regularly exercise their independent judgment and discretion in their areas of assigned responsibility, but may rely on guidance from senior level or management staff. Assignments in this classification may fall under one or more of the following countywide human resources programs:

- Diversity and Inclusion
- Employee Relations
- Learning and Development
- Performance Management
- Talent Acquisition

This position is exempt from overtime eligibility.

Essential Functions:

- Supervises support staff engaged in planning and conducting activities in one or more human resources programs.
- Reviews the work of staff and develops performance standards to ensure consistency with established professional and legal standards.
- Develops policies and procedures for his or her assigned human resources program(s).
- Reviews information gathered and analyzes data and proposals for completeness, logic of reasoning; makes recommendations for consideration by superiors.
- Receives requests and inquiries from department officials and confers with them regarding issues and disposition of problems.
- Analyzes new legislation, case law, and related materials to determine impact on operations.
- Communicates and provides administrative guidance about state, federal and county legislation, rules, regulations, and policies.
- Interprets policies, procedures, rules, and regulations of the county.
- Performs or coordinates the completion of investigations.
- Uses a computer to write reports, perform statistical analysis and conduct research.
- Acts as an internal consultant to County departments on assigned human resources program(s).
- Identifies countywide human resources issues and develops plans for addressing those issues.

- Develops and conducts training programs and prepares training material in areas of expertise.
- Performs other related duties as assigned.

Core Competencies:

Employees in this position will exhibit a high level of performance and capability in the following core competencies:

1. Critical Thinking
2. Communication and Collaboration
3. Decision Making and Judgment
4. Technical/Functional Expertise

Employment Standards:

Bachelor's degree from an accredited college or university and one year of professional experience in human resource management, preferably in the public sector.

Experience as a Senior Human Resources Specialist may substitute for educational requirement(s) on a year for year basis, up to two (2) years.

The following certifications are desirable:

- Society for Human Resources Management (SHRM) CP or SCP
- Association of Workplace Investigators Certificate Holder (AWI-CH)

Possession of a valid California Driver's License.

Supplemental:

A background check may be conducted for this classification.

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

DEPARTMENT HEAD — DATE

Tracey A Eldridge — 5.3.24

CHIEF HUMAN RESOURCES OFFICER — DATE

Item #	2328
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	63.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	4
Bargaining Unit	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

Revised Specification
~~October 2018~~ May 2024
Item Number: 2328

Senior Human Resources Analyst
Bargaining Unit: D
Salary Range: 66.0 ($6,145 - $7,343 /mo.)

Definition:

The Senior Human Resources Analyst is a senior level professional position within the Division of Human Resources of the Chief Administrative Office. Each Senior Human Resources Analyst is responsible for the implementation, planning, coordination, and analysis of a countywide human resources program within the Division of Human Resources. He or she reports directly to either a Deputy Chief Human R~~r~~esources Officer or Director of Diversity Equity and Inclusion ~~Principal Human Resources Analyst~~.

The Senior Human Resources Analyst is the highest level of the Human Resources Analyst classification series. Employees in this classification regularly exercise their independent judgment and discretion in their areas of assigned responsibility, and rarely rely on the guidance of management staff. Assignments in this classification may fall under one or more of the following countywide human resources programs:

- Diversity and Inclusion
- Employee Relations
- Learning and Development
- Performance Management
- Talent Acquisition

This position is exempt from overtime eligibility.

Essential Functions:

- Supervises support staff engaged in planning and conducting activities in one or more human resources programs.
- Acts as a lead over junior-level professional staff, including mentoring and training.
- Reviews the work of staff and develops performance standards to ensure consistency with established professional and legal standards.
- Develops policies and procedures for his or her assigned human resources program(s).
- Reviews information gathered and analyzes data and proposals for completeness, logic of reasoning; makes recommendations for consideration by superiors.
- Receives requests and inquiries from department officials and confers with them regarding issues and disposition of problems.
- Analyzes new legislation, case law, and related materials to determine impact on operations.
- Communicates and provides administrative guidance about state, federal and county legislation, rules, regulations, and policies.
- Interprets policies, procedures, rules, and regulations of the county.

- Performs or coordinates the completion of investigations
- Uses a computer to write reports, perform statistical analysis and conduct research.
- Acts as an internal consultant to County departments on assigned human resources program(s).
- Identifies countywide human resources issues and develops plans for addressing those issues.
- Develops and conducts training programs and prepares training material in areas of expertise.
- Performs other related duties as assigned.

Core Competencies:

Employees in this position will exhibit a high level of performance and capability in the following core competencies:

1. Leadership
2. Critical Thinking
3. Communication and Collaboration
4. Decision Making and Judgment
5. Technical/Functional Expertise

Employment Standards:

Bachelor's degree from an accredited college or university and three years of professional experience in human resource management, preferably in the public sector.

Experience as a Senior Human Resources Specialist may substitute for educational requirement(s) on a year for year basis, up to two (2) years.

The following certifications are desirable:

- Society for Human Resources Management (SHRM) CP or SCP
- Association of Workplace Investigators Certificate Holder (AWI-CH)

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

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.

Revised Classification
~~October 2018~~ May 2024
Item Number: 2320

DEPARTMENT HEAD _____ DATE _____

Tracey A Eldridge
CHIEF HUMAN RESOURCES OFFICER

5.3.24
DATE

Item #	2320
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	66.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	4
Bargaining Unit	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

Revised Specification
~~October 2018~~ May 2024
Item Number: 2320

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

May 13, 2024

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

PROPOSED REVISED SPECIFICATION FOR MEDICAL SOCIAL WORKER

The Human Resources Division requests approval of the attached revisions to the job specification titled Medical Social Worker.

The Human Resources Division is proposing to collapse the Medical Social Worker I/II specification series into a single specification. Medical Social Worker I/II has been a dormant specification series since the County of Kern's separation from Kern Medical Center in 2016. The Department of Public Health has requested the attached revisions to utilize this specification to better serve the County of Kern's family population.

The proposed collapse and revision of the Medical Social Worker specification will ensure this position will be allocated to the Department of Public Health. This specification is expected to work with children and their families to prepare them for transition from the Department of Public Health's Children's Services Program to conventional adult healthcare services. This specification is expected to function at a highly skilled level in areas such as counseling, medical social work, protective services, family services, and community organization and research.

This classification series is represented by the Service Employee's International Union Local 521. The Human Resources Division has not received any objection from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specification titled Medical Social Worker be REVIEWED, RECEIVED AND FILED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Brynn Carrigan, Director of Public Health Services

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Medical Social Worker ~~II~~
Bargaining Unit: 2
Salary Range: ~~63.3 ($5,371 - $6,418/mo.)~~ 63.5 ($5,425 - $6,483 /mo.)

Definition:

Under general supervision, to plans and implements medical social service delivery programs in clinical service areas; and to perform responsible medical social work for the Department of Public Health Services patients and their families. ~~performs responsible medical social work for patients at Kern Medical Center and for their families; and performs related work as required.~~

~~Distinguishing Characteristics~~

This classification is assigned to the California Childrens Services program and will be expected to work with children to prepare them for transition from the Department of Public Health's program and into adulthood. ~~Medical Social Worker II is the experienced level classification in this series. This class is distinguished from the next lower class of Medical Social Worker I by the level of responsibility authorized, variety and complexity of problems handled, the leadership exercised with other staff and the degree of supervision received.~~

Essential Functions:

~~Dependent upon assignment:~~

- Functions at a highly skilled level in such areas as counseling, medical social work, protective services, family services, community organization and research;
- Interviews and counsels patients and relatives in order to determine appropriateness of services, to determine extent of social and emotional problems, and to plan for patient's illness and related problems;
- Evaluates problems and makes treatment plans; provides casework and group work treatment for patients;
- Interprets diagnoses ~~and prognoses~~ to patients and their families to insure best adjustment to ~~hospitalization~~ treatment and/or medical condition;
- ~~Provides casework and group work treatment for patients; conducts therapy groups;~~
- Counsels patients on rehabilitation and employment programs;
- Performs assessments and provides information for use in diagnosis and treatment;
- Participates in research projects, mental health educational programs, treatment intervention; ~~and assist in discharge transition;~~
- Observes effects of current policies and informs supervisor of gaps in the program;
- Participates in conferences, meetings and committees;
- Cooperates with other agencies to insure adequate resources to assist in the patient's maximum level of functioning and adjustment;
- Evaluates patient's community behavior and assists in determining need for further treatment
- Arranges for follow-up care;
- Prepares case records, reports, and correspondence;
- Develops the cultural competency program ~~in the internal medicine department~~;
- Develops professional interviewing skills for residents ~~of the internal medicine department~~;

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- Dependent upon area of practice or department assignments, demonstrates clinical knowledge and skill in the care of the newborn, infant, toddler, child, adolescent, and adult ~~and geriatric~~ patient ~~ranging up to 100+ years of age~~.

Employment Standards:

Graduation from an accredited college or university with a Master's degree in Social Work OR in one of the related health sciences, including but not limited to, Counseling and Guidance, Psychology, or Public Health.

Experience in a health care facility, psychiatric clinic, or family counseling service is desirable.

~~**Positions assigned to Kern Medical Center require possession and maintenance of a current American Heart Association Healthcare Provider Basic Life Support (BLS) card. Appointees not possessing the BLS card must successfully complete appropriate training and qualify for the BLS card within 60 days of appointment.**~~

~~**OPTION 1:** Requires an M.S.W as required by state and accrediting agencies and two (2) years experience in a health care facility or psychiatric clinic performing duties comparable to a Medical Social Worker I.~~

~~**OPTION 2:** Requires a Master's degree from an accredited School of Social Work, or a Master's degree in one of the related health sciences, including Counseling and Guidance, Psychology, or Public Health and two (2) years experience in a health care facility, psychiatric clinic, or family counseling service performing duties comparable to a Medical Social Worker I.~~

~~**OPTION 3:** Requires a Master's degree in Social Work or Social Welfare from a college or university accredited by the Council on Social Work Education, or a Master's degree in Psychology or Marriage, Family and Child Counseling and two (2) years experience in a health care facility, psychiatric clinic, or family counseling service performing duties comparable to a Medical Social Worker I. Incumbents will be assigned to the Maternal, Child and Adolescent Health Program at the Department of Public Health Services.~~

Knowledge of: The principles, procedures, techniques, trends and literature of social work; knowledge of social, emotional, behavioral, and economic implications of illness, disease, incapacitation, and disfigurement; knowledge of general laws relating to health and welfare; coach, mentor, and advocate for individuals and families; ability to evaluate information and form logical and sound conclusions; ability to prepare reports and case records; ability to maintain effective and cooperative relationships with professional personnel, patients and community agencies; ability to interview and obtain accurate personal and psycho-social data for records.

Ability to: work with children to prepare them for transition into adulthood; establish and maintain effective working relationships with individuals and families; demonstrate ethical standards of behavior; apply education and experience in developing skills in interviewing; respect and maintain confidentiality; function in areas such as counseling, medical social work, protective services, family services, community organization and research; interview and counsel patients; interpret diagnoses to patients and their families; plan and implement medical social service delivery programs;

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Supplemental:

A background check may be conducted for this classification.

A background check may be conducted for this classification. All Kern County employees are designated "Disaster Service Worker" 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.

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DocuSigned by:
Brynn Carrigan
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5/6/2024

DEPARTMENT HEAD DATE

CHIEF HUMAN RESOURCES OFFICER DATE

Item #	3630
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	63.5
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	2
Bargaining Unit	2
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Julia Carlson
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

May 13, 2024

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

PROPOSED REVISED SPECIFICATION FOR DISTRICT ATTORNEY'S LIEUTENANT

The Human Resources Division requests approval of the attached revisions to the job specification titled District Attorney's Lieutenant.

Currently, District Attorney's Lieutenant requires eight years' experience as a peace officer in the State of California including either three years' experience as an Investigator in the Kern County District Attorney's Office or five years' experience as a Sergeant or equivalent in another law enforcement agency, one year of which must have been completed within the past three years.

The attached revisions update the employment standard by lowering the five-year experience requirement as a sergeant or equivalent in another law enforcement agency to two years. Additionally, we are increasing the time period for an applicant to have completed one year of Investigator or Sergeant experience to within the past five years. The intent of these revisions is to ensure that the department remains consistent and competitive with other local law enforcement agencies while also expanding on the candidate pool.

This specification series is represented by the Kern County Sheriff's Command Association. The Human Resources Division has received concurrence from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specifications titled District Attorney's Lieutenant be REVIEWED, RECEIVED AND FILED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Cynthia Zimmer, District Attorney

District Attorney's Lieutenant
Bargaining Unit: N
Salary Range: 77.3 ($10,797 - $12,902 mo.)

Definition:

Under general direction, to supervise and direct a unit of investigators in the Investigation Division of the District Attorney's Office; coordinate training of subordinates in investigative laws, procedures and techniques; to personally supervise special projects and conduct sensitive and complex investigations; and to do related work as required.

Essential Functions:

- Assigns and reviews the work of subordinates and evaluates subordinates performance.
- Coordinates resolutions of investigative and legal problems with attorney staff, subordinates, and other agencies.
- May personally conduct Grand Jury and other special or difficult investigations.
- Implements new policies and procedures affecting areas of responsibility.
- Assists the Chief and Assistant Chief Investigators in the establishment of departmental policies and procedures.
- Develops recommendations regarding budgetary needs and staffing.
- Supervises and directs an Officer Involved Shooting team.
- Performs other job-related duties as required.

Employment Standards:

Eight (8) year's experience as a peace officer in the State of California **INCLUDING EITHER** three (3) year's experience as an Investigator in the Kern County District Attorney's Office **OR** two (2) years ~~five (5) years~~ experience as a Sergeant or equivalent in another law enforcement agency, one year of which has been completed within the past five ~~three~~ years.

Possession of an Advanced Certificate awarded by the Peace Officer Standards and Training Commission (POST). Applicants must meet all requirements for peace officer status that are mandated by the California Government Code and Peace Officer Standards and Training (POST) Regulations for the class of Investigator.

Possession of a valid California Driver's License.

Knowledge of: principles of organization supervision and training; the function, responsibilities, and authority of the District Attorney's Office; methods and techniques of criminal investigation, including techniques of interviewing and interrogation; laws of arrest, search and seizure, rules of evidence, and courtroom procedures; principles of supervision and training.

Ability to: coordinate and supervise activities of an area of assignment; identify, analyze, and effectively solve law enforcement issues; supervise, instruct, and advise subordinates in all pertinent phases of law enforcement procedures; effectively deploy and review the work of subordinates; research and analyze applicable divisional and department issues; conduct special studies and prepare comprehensive reports and establish and maintain effective public relations.

Supplemental:

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.

Cynthia Zimmer 5-2-24
DEPARTMENT HEAD DATE

Tracy A Eldridge 5324
CHIEF HUMAN RESOURCES OFFICER DATE

Item #	4375
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	77.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	N
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	May 2024

Revised Specification
May ~~2023~~ 2024
Item No. 4375

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

May 13, 2024

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

PROPOSED NEW SPECIFICATION FOR PERINATAL HEALTH ADVOCATE

The Human Resources Division requests approval of the development of a new specification titled Perinatal Health Advocate

Attached for your review is the proposed job specification, Perinatal Health Advocate. The Human Resources Division has prepared the specification at the request of the Director of Public Health Services, Brynn Carrigan.

The newly created Perinatal Health Advocate is assigned to the Kern County Public Health Department. The proposed specification will be responsible for assessing needs and providing psychosocial, nutritional, and health education and referral services to pregnant and post-partum women and families in individual and group settings. This position will also be responsible for administration of developing, planning, organizing, and evaluating community health promotional activities and establishing and maintaining collaborative relationships with perinatal support groups and agencies.

This classification is represented by the Service Employee's International Union Local 521. The Human Resources Division has not received any objection from the Union.

Therefore, IT IS RECOMMENDED that the proposed new specification titled Perinatal Health Advocate be REVIEWED, RECEIVED AND FILED.

Sincerely,

Tracey A Eldridge

Tracey A. Eldridge
Chief Human Resources Officer

cc: Brynn Carrigan, Director of Public Health Services

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Perinatal Health Advocate
Bargaining Unit: 3
Salary Range: 54.0 ($3,378 - $4,037 /mo.)

Definition:

Under general supervision, assesses needs and provides psychosocial, nutritional and health education and referral services to pregnant and postpartum women and families in individual and group settings.

Perinatal Health Advocate is expected to participate in needs assessments and provide basic health education, nutritional and psychosocial services for pregnant and postpartum women and infants.

Essential Functions:

- Provides social service case management to clients;
- Obtains patient health histories and inventories health practices and habits;
- Assesses needs and strengths of patients and develops individualized care plans; provides ongoing maternal and infant health education sessions utilizing the individualized care plan as a guide;
- Evaluates socioeconomic factors affecting pregnancy, such as homelessness, employment, food insecurity, domestic abuse, mental illness, risk-taking behaviors, etc.;
- Conducts home calls or field visits to patients' homes to conduct assessments and provide case management;
- Performs community outreach and public speaking to increase public awareness on the impact of maternal and infant mortality outcomes;
- Informs target community groups about health education programs and services;
- Assists in assessing community health education needs and in developing, planning, organizing, and evaluating community health promotional activities, which may include special events in conjunction with community celebrations, workshops, seminars and discussion groups;
- Assists in identifying and partnering with community leaders to promote health Education services;
- Responsible for administration of developing, planning, organizing, and evaluating community health promotional activities, which may include special events in conjunction with community celebrations, workshops, seminars and discussion groups;
- Establishes and maintains collaborative relationships with perinatal support groups and agencies;
- Performs other job-related duties as assigned.

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree in social work, public health, nursing, education, health education, public health administration, community health, health promotion or other health or social sciences, or a closely related field.

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AND

One year of community work experience providing direct services.

Lived experience with women and infant health is preferred.

Knowledge of: socioeconomic conditions and trends, environmental and cultural factors affecting perinatal health care; women's health including prenatal and postpartum health; basic counseling skills (i.e. reflecting, active listening, paraphrasing, motivational interviewing); basic administrative skills (i.e. appointment scheduling, documentation, report writing, computer skills, organizational skills); effective public speaking and public relations methods; cultural diversity.

Ability to: understand and respect the values and beliefs of other cultures (i.e. BIPOC communities, etc.); operate in a culturally affirming manner; obtain facts and recognize the relevant and significant dynamics of individuals and families; coach, mentor and advocate for individuals and families; demonstrate critical thinking and problem-solving skills; communicate effectively both orally and in writing; keep accurate and detailed records; evaluate health history data and prepare individualized care plans for clients; provide services for persons from diverse social, economic and cultural backgrounds; demonstrate, at all times, commitment, integrity and professional conduct; co-facilitate educational workshops to groups or individuals; read, understand and apply written procedures and instructions; conduct individual and group education activities centered around women and infant health; travel and locate resources in the community; display sensitivity to individual needs and an enthusiasm for health care services.

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.

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DocuSigned by:
Brynn Carrigan
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5/6/2024

DEPARTMENT HEAD DATE

CHIEF HUMAN RESOURCES OFFICER DATE

Item #	1481
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	54.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Julia Carlson
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024

New Classification
May 2024
Item Number: 1481

KERN COUNTY / Human Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

May 13, 2024

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

PROPOSED NEW SPECIFICATION FOR AIR QUALITY COMPLIANCE SUPERVISOR

The Human Resources Division requests approval of the development of a new specification titled Air Quality Compliance Supervisor.

Attached for your review is the proposed job specification, Air Quality Compliance Supervisor. The Human Resources Division has prepared the specification at the request of the Air Pollution Control Officer, Gary Ray.

The newly created Air Quality Compliance Supervisor is assigned to the Eastern Kern Air Pollution Control District. The proposed specification is expected to implement and oversee complex air quality planning activities, function as a department representative, and will draft various rules and policies. This position is also expected to supervise the Air Quality Specialist series and is designated as a lead in attainment/non-attainment planning, rule development, and special studies.

This classification is represented by the Service Employee's International Union Local 521. The Human Resources Division has not received any objection from the Union.

Therefore, IT IS RECOMMENDED that the proposed new specification titled Air Quality Compliance Supervisor be REVIEWED, RECEIVED AND FILED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Gary Ray, Air Pollution Control Officer

Air Quality Compliance Supervisor
Bargaining Unit: 1
Salary Range: 71.6 ($8,125 - $9,709 /mo.)

Definition:

Under general direction, to implement and oversee complex air quality planning activities; to function as department representative; to initiate compliance action; to draft rules and policies; and to supervise professional level and support staff.

This is the supervisory level of the professional Air Quality Specialist series. The Air Quality Compliance Supervisor is distinguished from the Senior Air Quality Specialist by its full supervisory responsibility. This position is expected to develop plans and rules to bring the District into attainment and have full supervisory authority over two or more staff in the professional air quality specialist series and may supervise other staff as assigned.

Essential Functions:

- Supervises professional and support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, disciplinary and termination recommendations;
- Oversee implementation of advanced planning, technical, and compliance policies;
- Designated as lead in attainment/non-attainment planning, rule development, and special studies;
- Develops technical procedures, makes compliance determinations, and recommends compliance actions for the District;
- Completes special projects, as assigned;
- Performs other related duties as required or assigned;

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in engineering, physical, biological, environmental, or equivalent science, and five years of air quality control experience comparable to an Air Quality Engineer or Senior Air Quality Specialist.

Possession of a valid Class C California driver's license is required upon appointment.

Knowledge of: supervisory and leadership principles; budgetary policies; the practices essential to urban and reginal planning or control and reduction of air pollution; major types of sources of air pollution and sources of air quality control programs; and local, state, and federal laws, regulations, rules, and policies applicable to air quality.

Ability to: read and interpret laws, regulations, and rules; manage complex programs/projects; use tact and good judgement in execution of duties; and represent the District to private industry, public agencies, and general public.

Supplemental:

A background check may be conducted for this classification.

A background check may be conducted for this classification. All Kern County employees are designated "Disaster Service Worker" 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.

Gary Ray Jr. 5/6/24
DEPARTMENT HEAD DATE

CHIEF HUMAN RESOURCES OFFICER DATE

Item #	2210
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	71.6
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	1
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Kaler Ayala
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2024