

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

Regular Meeting
Monday, February 13, 2023
5:30 p.m.

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS

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

The Board of Supervisors Chambers is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Civil Service Commission may request assistance at the Human Resources Division – County of Kern or by calling (661) 868-3962. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance, whenever possible.

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

PUBLIC SESSION

1. Public Presentations

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on this agenda or wishing to place the item on the next agenda and over which the Commission has jurisdiction. Please note that no response is required from the Commission or staff and no action can be taken on non-agenda items; however, the Commission may instruct staff to place the item on the agenda for a future meeting. Speakers are limited to three minutes. Please state and spell your name for the record before making your presentation.

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

***2. Approval of Minutes**

Regular meeting on January 9, 2023, Special meetings on January 10, 17, and 23, 2023;
APPROVE.

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

8811) Senior Systems Analyst
8812) Human Services Supervisor – DP

8815) Public Defender's Investigator – DP
8816) Senior Building Services Worker – Shift – DP – DHS
8823) Child Support Attorney I/II/III/IV
8824) Sheriff's Sergeant – DP
8825) Deputy District Attorney I/II/III/IV/V
8826) Engineering Technician I/II/III
8827) Technology Services Supervisor
8828) Administrative Services Officer
8829) Sewer Maintenance Worker I/II
8831) Office Services Technician – Bilingual - Lamont
8832) Youth Services Officer I/II – Shift
8835) Patients' Rights Advocate
8836) Accountant
8837) Senior Accountant
8838) Air Quality Specialist I
8839) Office Services Assistant – Shift
8840) Environmental Health Specialist-In Training
8841) Administrative Coordinator - Bilingual
8842) Medical Assistant - Bilingual
8843) Officer Services Specialist – Shift
8844) Administrative Coordinator – Shift – DP – Sheriff
8845) Program Coordinator – District Attorney
8846) Social Service Worker III – East Kern Region – DHS
8847) Office Services Coordinator
8848) Senior Office Service Specialist – DP – Probation
8849) Wastewater Treatment Plant Operator Trainee I/II/III
8850) Departmental Public Information Officer
8851) Accountant – DP – Public Health

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

- a) Forensic Interviewer, Item No. 1689
- b) Supervising Fire Handcrew Specialist, Item Nos. 4582 and 4583

5. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. **REVIEW, RECEIVE, AND FILE**

- a) Accountant/Senior Accountant and Auditor-Controller's Senior Accountant, Item Nos. 2349, 2345, and 2351

6. **Request to Abolish Eligible Lists:** The following eligible lists and associated certifications are submitted for the Commission's abolishment in accordance with Civil Service Rule 502.10. **APPROVE**

- a) Chief Deputy Sheriff – Department Promotional, Exam No. 8610
 - b) Sheriff's Commander – Department Promotional, Exam No. 8450
 - c) Sheriff's Lieutenant – Department Promotional, Exam No. 8609
7. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.
8. **Discussion on Formation of Ad Hoc Committee:** Discussion on the Formation of Ad Hoc Committee to review the Civil Service Commission's administrative support needs and provide recommendations to the Commission.
9. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business.
10. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)).

Adjourn to Closed Session: The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957)

11. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106
12. Public Employee – Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105
13. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, March 13, 2023, at 5:30 p.m.

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

Regular Meeting
Monday, January 9, 2023
5:30 p.m.

PRESENT: Commissioners Agbalog, Oliver, Price, and Rose

ABSENT: Commissioner Holt

OTHERS: Devin Brown, Tracey Eldridge, Kimberlyn Stillwell, and Stephanie Bouey.

NOTE: Ag, Ho, Ol, Pri, and Ro are abbreviations for Commissioners Agbalog, Holt, Oliver, Price, and Rose. For Example, Ho/Pri 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**

- *2. **Approval of Minutes**
Regular meeting on December 12, 2022; **APPROVED; Pri/Ro – All ayes**
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED; Pri/Ro – All ayes**
 - 8787) Investigative Aide
 - 8792) Senior Nutrition Site Coordinator – PT – Lake Isabella
 - 8793) Child Support Customer Service Representative
 - 8794) Microbiologist Trainee
 - 8795) Fire Engineer – DP
 - 8796) Fire Captain – DP
 - 8797) Fire Battalion Chief – DP
 - 8798) Supervising Heavy Equipment Mechanic – DP – Fire
 - 8799) Fire Prevention Inspector I/II
 - 8800) Technology Services Manager
 - 8801) Investigative Technician I/II – DP – District Attorney
 - 8802) Assistant Director of Child Support Services
 - 8803) Cook – PT – Outlying Areas
 - 8804) Social Service Worker III – East Kern Region – DHS
 - 8805) Department of Child Support Services Program Manager

- 8806) Communicable Disease Investigator
- 8807) KCERA Member Services Manager – DP
- 8808) Sheriff's Records Specialist – Shift – Ridgecrest
- 8809) Behavioral Health and Recovery System Administrator
- 8810) Public Health Program Specialist
- 8813) Paralegal/Senior Paralegal
- 8814) Nurse Practitioner

4. Election of 2023 Civil Service Commission Officers

Vice President Oliver was elected to the role of President; **Pri/Ag – All ayes**
Commissioner Price was elected to the role of Vice President; **Ro/OI – All ayes**

- 5. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions. Deputy County Counsel Stephanie Bouey and Chief Human Resources Officer Devin Brown provided update.
- 6. **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. No report.
- 7. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)). No report.

Adjourned to Closed Session

CLOSED SESSION (Government Code § 54957)

- 8. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary. (Government Code § 54957(b)); No reportable action
- 9. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106; Continued until February meeting
- 10. Public Employee – Discipline/Dismissal/Release
Sheriff's Detentions Lieutenant – Case No. 2023-0100; No reportable action
- 11. Reconvened from Closed Session; Adjourned to Special Meeting to be held on Tuesday, January 10, 2023, at 2:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Tuesday, January 10, 2023
2:00 p.m.

PRESENT: Commissioners Holt, Oliver, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Kimberlyn Stillwell

NOTE: Ag, Ho, Ol, Pri, and Ro are abbreviations for Commissioners Agbalog, Holt, Oliver, Price, and Rose. For Example, Ho/Pri 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

2. **Commission Member Presentations or Announcements**
None

Adjourn to Closed Session: The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957)

3. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary.
(Government Code § 54957(b)) **No reportable action**

4. Reconvene from Closed Session; Adjourn to Special Meeting to be held on Tuesday, January 17, 2023, at 3:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Tuesday, January 17, 2023
3:00 p.m.

PRESENT: Commissioners Holt, Oliver, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Kimberlyn Stillwell

NOTE: Ag, Ho, Ol, Pri, and Ro are abbreviations for Commissioners Agbalog, Holt, Oliver, Price, and Rose. For Example, Ho/Pri 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

2. Commission Member Presentations or Announcements

None

Adjourn to Closed Session: The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957)

3. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary. (Government Code § 54957(b)) **No reportable action**

4. Reconvene from Closed Session; Adjourn to Special Meeting to be held on Monday, January 23, 2023, at 3:30 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Tuesday, January 23, 2023
3:30 p.m.

PRESENT: Commissioners Holt, Oliver, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Kimberlyn Stillwell

NOTE: Ag, Ho, Ol, Pri, and Ro are abbreviations for Commissioners Agbalog, Holt, Oliver, Price, and Rose. For Example, Ho/Pri 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

2. Commission Member Presentations or Announcements

None

Adjourn to Closed Session: The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957)

3. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary. (Government Code § 54957(b)) **No reportable action**

4. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, February 13, 2023, at 5:30 p.m.

AGENDA ITEM NO. 3

Dates that ALL exams were closed:
7/25/2019
3/16/2020

Test Schedule

Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Requestor
8811	Senior Systems Analyst	1/3/23	1/17/23	DMR	Open	DMR
8812	Human Services Supervisor-DP-DHS	1/3/23	1/9/23	DMR	DP	DMR
8815	Public Defender's Investigator - DP	1/3/23	1/6/23	MES	DP	MES
8816	Senior Building Services Worker-Shift-DP-DHS	1/3/23	1/9/23	DMR	DP	DMR
8823	Child Support Attorney I/II/III/IV	1/9/23	Continuous	KAS	Continuous	KAS
8824	Sheriff's Sergeant - DP	1/6/23	1/20/23	NA	DP	NA
8825	Deputy District Attorney I/II/III/IV/V	1/10/23	Continuous	NA	Open	NA
8826	Engineering Technician I/II/III	1/9/23	1/20/23	KAS	Open	KAS
8827	Technology Services Supervisor	1/10/23	1/23/23	DMR	Open	DMR
8828	Administrative Services Officer	1/18/23	2/2/23	NA	Open	NA
8829	Sewer Maintenance Worker I/II	1/10/23	1/24/23	DG	Open	DG
8831	Office Services Technician - Bilingual - Lamont	1/24/23	1/31/23	NA	Open	NA
8832	Youth Services Officer I/II - Shift	1/17/23	1/27/23	NA	Open	NA
8835	Patients Right Advocate	1/16/23	1/30/23	MGV	Open	MGV
8836	Accountant	1/17/23	Continuous	MGV	Open	MGV
8837	Senior Accountant	1/17/23	Continuous	MGV	Open	MGV
8838	Air Quality Specialist I	1/18/23	1/30/23	MES	Open	MJ
8839	Office Services Assistant-Shift	1/20/23	2/3/23	DG	Open	DG
8840	Environmental Health Specialist - In Training	1/23/23	Continuous	JP	Open	KAS
8841	Administrative Coordinator - Bilingual	1/23/23	1/3/23	MES	Open	MES
8842	Medical Assistant - Bilingual	1/23/23	Continuous	JP	Open	KAS
8843	Office Services Specialist-Shift	1/24/23	2/7/23	DG	Open	DG
8844	Administrative Coordinator - DP - Sheriff	1/24/23	1/31/23	NA	DP	NA
8845	Program Coordinator - District Attorney	1/25/23	2/8/23	NA	Open	NA
8846	Social Service Worker III-East Kern Region-DHS	1/26/23	Continuous	DMR	Open	DMR
8847	Office Services Coordinator	1/26/23	2/8/23	DMR	Open	DMR
8848	Senior Office Services Specialist - DP - Probation	1/30/23	2/3/23	NA	DP	NA
8849	Wastewater Treatment Plant Operator Trainee I/II/III	1/25/23	2/6/23	MES	Open	KAS
8850	Departmental Public Information Officer	1/30/23	2/10/23	MGV	Open	MGV
8851	Accountant I - Department Promotional	1/30/23	2/5/23	JAP	DP	JAP

Green Exam #: Change to existing exam #
Grey line: history
Whiteline: Most up to date information for exam #
Blue "Continuous" and Red "T": Informational purposes
Yellow "Hold": on hold



February 13, 2023

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

PROPOSED NEW JOB SPECIFICATION FOR FORENSIC INTERVIEWER

The Kern County District Attorney's Office requested the development of a new classification titled Forensic Interviewer. Attached for your review is the proposed job specification for Forensic Interviewer.

The newly created Forensic Interviewer is assigned to the District Attorney's Office. The proposed classification will be responsible for providing developmentally sensitive, culturally appropriate, legally defensible forensic interviews of children and adolescents when an allegation of abuse has been made or a traumatic event witnessed.

The proposed new classification of Forensic Interviewer will conduct effective and legally defensible interviews; testify in court and/or other legal proceedings as needed; and serve on a multi-disciplinary sexual/physical assault response team. The creation of this classification is critical to the department's advocacy role through the delivery of victim/witness services. Victim/witness staff are not allowed to be witnesses in cases or testify. The Forensic Interviewer's role will be to testify to statements made during an interview.

This is a represented professional level position. The Human Resources Division received concurrence from the Service Employees' International Union, Local 521 on this matter.

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

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachment

cc: Cynthia J. Zimmer, District Attorney

Forensic Interviewer
Bargaining Unit: 5
Salary Range 62.2

Definition:

Under direction, conducts effective and legally defensible interviews with victims of and witnesses to sexual and/or physical abuse; testifies in court and/or other legal proceedings, as needed; serves on a multi-disciplinary sexual/physical assault response team; and performs related duties as assigned.

Incumbents are responsible for interviewing children who are suspected and/or confirmed victims of sexual and/or physical abuse, as well as witnesses of abuse or violence. An incumbent may be required to work as a member of a multi-disciplinary team, which may include law enforcement, victim advocates, caseworkers, prosecutors, medical personnel, and mental health personnel.

Essential Functions:

- Interviews witnesses of abuse and/or violence against children; completes accurate, timely documentation following interviews.
- Testifies in court or other legal proceedings related to interviews.
- Attends trainings related to child forensic interviews, or other related functions, as assigned.
- Facilitates case review meetings with members of the multi-disciplinary team.
- Collaborates with governmental agencies, other departments and community organizations to provide information, outreach, and advocacy for services.
- May serve as a member of a multi-disciplinary sexual assault response team with responsibility for interviewing and assisting children who are suspected victims of sexual and/or physical abuse.
- Assists with training program related to crimes against children.
- Write reports, perform statistical analysis, and conduct research.
- May be assigned to research and respond to grant opportunities, including but not limited to grant writing and tracking.
- Performs other related duties as required.

Employment Standards:

A Bachelor's degree from an accredited college or university in psychology, sociology, social work, human services, criminal justice, or a related field

AND

Eighteen (18) months of experience in a social services, child development, criminal justice, behavioral health or related field that includes working with children.

Successful completion of a state based or national forensic interview training protocol within one year of employment.

Experience working with child victims is preferred.

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

Knowledge of: Effective interviewing techniques, especially with children. Effective documentation techniques. Multi-disciplinary team approach to the investigation, intervention, and prosecution of child abuse cases. Dynamics of child abuse and child development stages. Impact of physical and/or sexual abuse on child victims and their family members. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to rules of evidence and criminal investigations.

Ability to: Interview and obtain information from witnesses, victims, and others. Elicit factual information from children in difficult circumstances. Perform job duties in accordance with professional ethics and organizational policies and procedures. Effectively manage time, resources, and workload priorities. Understand, interpret, and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence. Analyze situations and adopt effective courses of action. Communicate clearly and concisely, both orally and in writing. Maintain the confidentiality of case records. Work on own initiative without close supervision. Develop and prepare clear and concise records and reports. Effectively communicate with people from diverse ethnic and cultural backgrounds, including child victims. Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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.

Cynthia Zimmer
DEPARTMENT HEAD

2-2-23
DATE

[Signature]
CHIEF HUMAN RESOURCES OFFICER

2/3/23
DATE

Item #	1689
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	62.2
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	Joe Arriola
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 2023



February 13, 2023

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

**PROPOSED NEW SPECIFICATION FOR
SUPERVISING FIRE HANDCREW SPECIALIST**

The Kern County Fire Department has requested the development of a new classification titled Supervising Fire Handcrew Specialist.

Attached for your review is the proposed job specification for the Supervising Fire Handcrew Specialist. The Human Resources Division has prepared the specification at the request of the Fire Chief & Director of Emergency Services, Aaron Duncan.

The newly created Supervising Fire Handcrew Specialist is a singleton supervisory level classification assigned an administrative schedule at Fire Department headquarters. The proposed classification will be responsible for administering a large budget, prioritizing, planning, and scheduling complex work projects and maintaining numerous fuel abatement projects/breaks.

The proposed new classification of Supervising Fire Handcrew Specialist adds an integral layer of oversight and supervision to facilitate the needs of field personnel. The creation of this classification is critical to ensuring the department's handcrews are properly trained, supervised, and managed.

This is a represented supervisory level position. The Human Resources Division has received concurrence from the Kern County Firefighters Union.

Therefore, IT IS RECOMMENDED that the proposed specification of Supervising Fire Handcrew Specialist be REVIEWED, RECEIVED, AND FILED.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

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

Supervising Fire Handcrew Specialist
Bargaining Unit: 7
Salary Range: 70.5

Definition:

Direct operations for the Kern County Fire Department Handcrew Program. Supervise assigned personnel in operations such as fire suppression, fire prevention and all related work duties as required.

This is a singleton position and is distinguished as a first line supervisor managing all aspects of the Kern County Fire Department's Handcrew program. The position works on an administrative schedule assigned to Kern County Fire Department Headquarters. The Supervising Handcrew Specialist supervises a unit of fire department staff engaged in firefighting efforts. The Supervisor is responsible for administering a large budget, prioritizing, planning and scheduling complex work projects and maintaining numerous fuel abatement projects/breaks.

The Supervisor is in command of the handcrew program and oversees the separate handcrews, associated equipment, and facilities for the department. The Supervisor oversees annual hiring, training, and termination of a large amount of extra help positions. The Supervisor is responsible to manage the handcrew budget, including the acquisition and tracking of capital equipment assigned to the handcrews. The Supervisor provides leadership and career development to the crew overhead employees assigned to the handcrews. The Supervisor coordinates with the resource management staff assigned to Division 4 to implement the Kern Fire Plan using the handcrews as the primary workforce. The Supervisor responds to incidents as necessary to support the logistical needs of handcrew(s) on assignments.

Essential Functions:

- Plans, directs and coordinates the work and shift schedules of assigned staff.
- Trains and supervises staff; and evaluates the work performance of subordinates.
- Makes inspections of the handcrew facilities to determine status of equipment, facilities personnel, and training in progress; records and logs reports of inspections; and maintains and reviews records of facility activities.
- Assists in planning, directing and coordinating all phases of Kern County Fire Department Fuels Projects.
- Responds to emergency alarms, as necessary.
- Prepares and administers the handcrew program budget
- Coordinates work with State Fire Plan personnel and schedules fuel abatement projects as well as break construction.
- Sets priorities for equipment replacement and repair; schedules maintenance and over sees repairs by division personnel or private vendors.
- Acts as liaison between cooperating agencies, in and out of Kern County, requiring handcrew personnel/equipment for special operations or projects.

- Prepares and solicits price quotes and completes purchasing documents necessary for the purchase of new vehicles and equipment for repairs of existing vehicles and equipment.
- Researches, gathers and analyzes information for special projects.
- Conducts staff and safety meetings.
- Participates in the hiring procedures of hand crew unit staff.
- Keeps a variety of records and prepare reports.
- Attends meetings and conferences.
- May supervise and participate in facility training and drill programs.
- Performs other job-related duties as required.

Employment Standards:

Minimum Qualifications:

- A minimum of three (3) years at the Rank of Captain in the KCFD AND possession of a valid California Class C Driver's License.

Preferred Qualifications:

- National Wildfire Coordinating Group (NWCG)/California Incident Command Certification System (CICCS) Red Card Qualified Crewboss, Strike Team Leader Crews, Task force leader, Firing Boss, Incident commander type 4, and Division supervisor.
- Experience as a handcrew member.

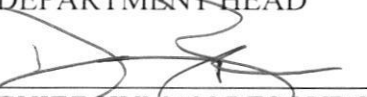
Knowledge of: the principles and practices of supervision; principles and techniques of fire prevention and suppression; the use and maintenance of handcrew equipment and apparatus; county and fire department rules and regulations; county geography, fire hazards and fire-fighting resources, such as personnel, equipment, water supply and communications; and Emergency Medical Technician (E.M.T) procedures.

Ability to: to plan, lay out and direct the work of others; to maintain effective discipline and morale; lead and train personnel; operate various types of handcrew equipment and apparatus and to instruct others in such operation; to communicate effectively both orally and in writing; keep records and prepare reports; establish and maintain effective working relationships with staff, local, state and federal agencies, the media, and the public; maintain physical endurance and agility commensurate with job-related duties.

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.

New Job Specification
February 2023
Item No. 4582


 DEPARTMENT HEAD

 CHIEF HUMAN RESOURCES OFFICER

1/27/2023
 DATE
1/27/2023
 DATE

Item #	4582
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	70.5
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	7
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 2023

Supervising Fire Handcrew Specialist - C
Bargaining Unit: 7
Salary Range: 72.9

Definition:

Direct operations for the Kern County Fire Department Handcrew Program. Supervise assigned personnel in operations such as fire suppression, fire prevention and all related work duties as required.

This is a singleton position and is distinguished as a first line supervisor managing all aspects of the Kern County Fire Department's Handcrew program. The position works on an administrative schedule assigned to Kern County Fire Department Headquarters. The Supervising Handcrew Specialist supervises a unit of fire department staff engaged in firefighting efforts. The Supervisor is responsible for administering a large budget, prioritizing, planning and scheduling complex work projects and maintaining numerous fuel abatement projects/breaks.

The Supervisor is in command of the handcrew program and oversees the separate handcrews, associated equipment, and facilities for the department. The Supervisor oversees annual hiring, training, and termination of a large amount of extra help positions. The Supervisor is responsible to manage the handcrew budget, including the acquisition and tracking of capital equipment assigned to the handcrews. The Supervisor provides leadership and career development to the crew overhead employees assigned to the handcrews. The Supervisor coordinates with the resource management staff assigned to Division 4 to implement the Kern Fire Plan using the handcrews as the primary workforce. The Supervisor responds to incidents as necessary to support the logistical needs of handcrew(s) on assignments.

Essential Functions:

- Plans, directs and coordinates the work and shift schedules of assigned staff.
- Trains and supervises staff; and evaluates the work performance of subordinates.
- Makes inspections of the handcrew facilities to determine status of equipment, facilities personnel, and training in progress; records and logs reports of inspections; and maintains and reviews records of facility activities.
- Assists in planning, directing and coordinating all phases of Kern County Fire Department Fuels Projects.
- Responds to emergency alarms, as necessary.
- Prepares and administers the handcrew program budget
- Coordinates work with State Fire Plan personnel and schedules fuel abatement projects as well as break construction.
- Sets priorities for equipment replacement and repair; schedules maintenance and over sees repairs by division personnel or private vendors.
- Acts as liaison between cooperating agencies, in and out of Kern County, requiring handcrew personnel/equipment for special operations or projects.

- Prepares and solicits price quotes and completes purchasing documents necessary for the purchase of new vehicles and equipment for repairs of existing vehicles and equipment.
- Researches, gathers and analyzes information for special projects.
- Conducts staff and safety meetings.
- Participates in the hiring procedures of hand crew unit staff.
- Keeps a variety of records and prepare reports.
- Attends meetings and conferences.
- May supervise and participate in facility training and drill programs.
- Performs other job-related duties as required.

Employment Standards:

Minimum Qualifications:

- A minimum of three (3) years at the Rank of Captain in the KCFD AND possession of a valid California Class C Driver's License.

Preferred Qualifications:

- National Wildfire Coordinating Group (NWCG)/California Incident Command Certification System (CICCS) Red Card Qualified Crewboss, Strike Team Leader Crews, Task force leader, Firing Boss, Incident commander type 4, and Division supervisor.
- Experience as a handcrew member.

Knowledge of: the principles and practices of supervision; principles and techniques of fire prevention and suppression; the use and maintenance of handcrew equipment and apparatus; county and fire department rules and regulations; county geography, fire hazards and fire-fighting resources, such as personnel, equipment, water supply and communications; and Emergency Medical Technician (E.M.T) procedures.

Ability to: to plan, lay out and direct the work of others; to maintain effective discipline and morale; lead and train personnel; operate various types of handcrew equipment and apparatus and to instruct others in such operation; to communicate effectively both orally and in writing; keep records and prepare reports; establish and maintain effective working relationships with staff, local, state and federal agencies, the media, and the public; maintain physical endurance and agility commensurate with job-related duties.

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.

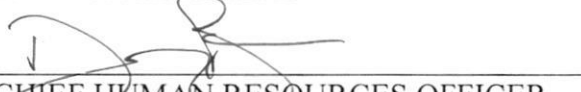
New Job Specification
February 2023
Item No. 4583



DEPARTMENT HEAD

1/27/2023

DATE



CHIEF HUMAN RESOURCES OFFICER

1/27/2023

DATE

Item #	4583
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	72.9
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	7
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 2023

February 13, 2023

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

**PROPOSED REVISED JOB SPECIFICATIONS FOR ACCOUNTANT (ITEM NO. 2349),
SENIOR ACCOUNTANT (ITEM NO. 2345) AND AUDITOR-CONTROLLER'S SENIOR
ACCOUNTANT (ITEM NO. 2351)**

The Human Resources Division requests approval of the revisions for the attached job specifications for Accountant (Item No. 2349), Senior Accountant (Item No. 2345) and Auditor-Controller's Senior Accountant (Item No. 2351).

The Board of Supervisors approved the consolidation and retitling of the Accountant classification series on January 10, 2023. The proposed revisions consolidate the classifications of Accountant I and Accountant II to the retitled classification of Accountant. Also retitled are the classifications of Senior Accountant (formerly Accountant III) and Auditor-Controller's Senior Accountant (formerly Senior Accountant). The County continues to have difficulty recruiting talent to these classifications and desires to take effective measures to ensure retention of personnel. The revised classifications allow for a broader candidate pool.

The affected employee organization – Service Employees' International Union, Local 521 – reach agreement with the County on the proposed consolidation and retitling of the classification series.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed specifications titled Accountant, Senior Accountant, and Auditor-Controller's Senior Accountant.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachments

ACCOUNTANT I Accountant
Bargaining Unit: 5
Range 61.2 (\$4,837 - \$5,780/mo)

Definition:

Under direction, performs accounting and auditing work of limited difficulty; and may supervise staff engaged in departmental accounting and clerical functions.

Distinguishing Characteristics

This is the entry level in the Accountant series and is distinguished by the limited degree of difficulty of work performed. The emphasis on essential functions performed may vary according to assignment. In departments with positions allocated as ~~Accountant I/II or Accountant I/II/III~~ Accountant/Senior Accountant, promotion is considered on a merit basis subject to recommendation of the department head and approval by the ~~HR Department Chief~~ Human Resources Officer.

Essential Functions:

- Conducts audits of County departments and other agencies as assigned.
- Performs general ledger maintenance and account reconciliation.
- Assists in preparation of annual departmental budget and analyzes budget variances.
- Prepares and reviews cost allocation plans; analyzes and/or prepares year-end revenue and expenditure accruals; analyzes and prepares depreciation schedules; performs financial monitoring of contracted service providers.
- Assigns and reviews the work of clerical staff.
- May assist with audits for analysis and verification of fiscal records.
- Assists in the preparation, analysis and review of revenue estimates, expenditures and fund conditions involved in administering departmental budgets.
- Prepares various financial statements/cost and written reports and/or assists in the preparation of the County's annual comprehensive financial statements.
- Operates a personal computer using a variety of software applications including accounting, spreadsheet, word processing, and database applications as well as task-specific applications.
- Performs other job related functions as required.

Other Functions

- ~~Performs other related duties as required.~~

~~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.~~

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business Administration, or related field. If the major has been in a field other than accounting, at least 15 semester or 25 quarter units of college level accounting courses must have been completed.

OR

Evidence of having passed all four parts of the Uniform Certified Public Accountant examination

OR

Possession of a Certified Public Accountant certificate will satisfy this requirement.

OR

Status as a senior accounting student at an accredited college or university will admit applicants to the examination; however, a Bachelor's degree in Accounting must be conferred prior to being considered eligible for appointment. Official notification verifying admission and senior accounting student status in the college or university must be submitted at time of application.

Depending upon assignment, incumbents may be required to possess and maintain a valid Class C California driver's license.

Knowledge of: general and cost accounting and auditing principles, theories and procedures; the principles and practices of supervision and training; computer spreadsheet, word processing, and data base applications.

Ability to: analyze fiscal data; establish and maintain fiscal records and procedures; prepare financial reports; use and understand information technology systems and applications; understand, interpret and apply provisions, of Federal, State and local laws, regulations, and policies including General Accounting Office (GAO), Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and American Institute of Certified Public Accountants (AICPA) pronouncements, advise management staff on accounting and fiscal matters; maintain complete and accurate records; supervise and train staff; maintain effective working relationships; communicate effectively orally and in writing; research and prepare clear and concise reports; operate a personal computer and a variety of software applications.

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.

ACCOUNTANT-III Senior Accountant
Bargaining Unit: 5
Range 64.2 (\$5,418 - \$6,713/mo)

Definition:

Under general direction, performs the most difficult accounting and auditing work; may supervise staff engaged in departmental accounting, auditing and clerical functions.

Distinguishing Characteristics

This is the lead level in the Accountant series and is distinguished from ~~Accountant II~~ Accountant by the level of knowledge and skill required including the degree of difficulty of work performed. The emphasis on essential functions performed may vary according to assignment. ~~Accountant III may conduct and supervise audits for the Auditor-Controller-County Clerk's, Office, or may have responsibility for accounting activities in a County department.~~

Essential Functions:

- Conducts field audits of County departments and other agencies as assigned.
- Prepares and reviews cost allocation plans; Reviews and verifies year-end revenue and expenditure accruals and depreciation schedules; performs financial monitoring of contracted service providers.
- Plans, performs, supervises and reviews a variety of accounting or auditing activities.
- Prepares reports and recommends improvements in general and cost accounting and audit systems; assists with accounting and/or auditing program implementation.
- Provides supervision, direction, and training to subordinate accountants and other personnel; evaluates the job performance of subordinates.
- Analyzes division or departmental workloads and work flow and recommends redistribution of work assignments.
- Prepares a variety of complex reports involving statistics, legal requirements, cost and general accounting, and auditing; prepares periodic financial statements/cost and written reports and/or assists in the preparation of the County's annual comprehensive financial statement.
- May prepare the departmental budget and monitor revenues and expenditures.
- May confer with county officials and departmental personnel on accounting and auditing matters.
- Operates a personal computer using a variety of software applications including accounting, spreadsheet, word processing, and database applications as well as task-specific applications.
- Performs other job related functions are required.

Other Functions

~~** ————— Performs other related duties as required.~~

Accountant III Senior Accountant

Page 2

~~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.~~

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business Administration or related field. If the major has been in a field other than accounting, at least 15 semester or 25 quarter units of college level accounting courses must have been completed OR evidence of having passed all four parts of the Uniform Certified Public Accountant examination OR possession of a Certified Public Accountant certificate, AND three (3) years of progressively responsible general accounting and/or auditing experience ~~or~~ OR two (2) years of experience in governmental accounting and/or auditing. Possession of an active California Certified Public Accountant certificate shall be considered equivalent to one year of general accounting/auditing experience, if not used to satisfy the education requirements.

Possession of a valid California driver's license, and the ability to maintain proof of vehicle insurance may be required of some positions.

Knowledge of: governmental accounting and budgeting; general and cost accounting and auditing principles, theories and procedures; the principles and practices of supervision and training; fiscal reports; computer spreadsheet, word processing and database applications, information technology systems and applications.

Ability to: analyze and verify financial records and documents; establish and maintain fiscal records and procedures; prepare comprehensive financial reports; use and understand information technology systems and applications; understand, interpret and apply provisions of Federal, State and local regulations and policies including General Accounting Office (GAO), Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and American Institute of Certified Public Accountants (AICPA) pronouncements; advise management staff on accounting and fiscal matters; maintain complete and accurate records; supervise and train staff; establish and maintain effective and cooperative working relationships; communicate effectively orally and in writing; conduct research and prepare clear and concise reports; operate a personal computer using a variety of software applications.

Essential Functions (continued):

~~effectively orally and in writing; conduct research and prepare clear and concise reports; operate a personal computer using a variety of software applications.~~

Other: ~~Possession of a valid California driver's license, and the ability to maintain proof of vehicle insurance may be required of some positions.~~

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.

~~SENIOR ACCOUNTANT~~**Auditor-Controller's Senior Accountant**
Bargaining Unit: 5
Range 67.1 (\$6,492 - \$7,758)

Definition:

Under direction, performs difficult professional accounting or auditing services and supervises an office staff section engaged in County-wide accounting functions in the Auditor-Controller-County Clerk Department.

Distinguishing Characteristics

The ~~Senior Accountant~~ Auditor-Controller's Senior Accountant classification is unique to the Auditor-Controller-County Clerk Department. Positions in this class report to a Division Chief and direct one or more sections in the Auditor-Controller-County Clerk Department.

Essential Functions:

- Supervises and directs the work of a section.
- ~~a~~Assists the Division Chief with planning, developing and implementing policies and procedures.
- Conducts research, trains and instructs subordinates on difficult problems.
- ~~a~~Assists with the development and implementation of in-service training programs and the development of procedural manuals.
- Serves as department representative regarding audit or accounting questions.
- Assists in maintaining conformity with audit/accounting standards.
- Prepares correspondence and reports.
- Operates a personal computer, employing various commercial and specialized department software systems.

Other Functions

- ~~Performs other related duties as required.~~

~~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.~~

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business Administration or related field. If the major has been in a field other than accounting, at least 15 semester units or 25 quarter units of college level accounting courses must have been completed OR evidence of having passed all four (4) parts of the Uniform Certified Public Accountant examination OR possession of a Certified Public Accountant certificate, AND one (1) year of experience at a level equivalent to an Accountant III in the Auditor-Controller - County Clerk's Department.

Knowledge and Abilities of: Extensive knowledge of: the various principles, theories, practices and procedures used in governmental accounting, auditing and budget systems; the laws, ordinances and regulations influencing County fiscal operations related to auditing, accounts payable, payroll and cash receipts; statistical and research methods; electronic accounting;

Ability to: Interpret complex laws, mandates and regulations and apply them to a variety of accounting and audit systems; direct and coordinate the work of the Auditor-Controller-County Clerk audit and accounting sections; analyze data and draw logical conclusions; evaluate and develop complex accounting systems and procedures; establish and maintain cooperative work relationships with department staff, other County staff, staff of other governmental agencies, and the general public; research and prepare comprehensive, clear and concise accounting, statistical and administrative reports; present accounting and fiscal programs to a variety of groups and individuals; operate personal computer and software programs.

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.

February 13, 2023

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

**REQUEST TO ABOLISH ELIGIBLE LIST - CHIEF DEPUTY SHERIFF – DEPARTMENT
PROMOTIONAL (EXAM NO. 8610), SHERIFF’S COMMANDER – DEPARTMENT
PROMOTIONAL (EXAM NO. 8450), AND SHERIFF’S LIEUTENANT – DEPARTMENT
PROMOTIONAL (EXAM NO. 8609)**

The Sheriff’s Office requests that the Civil Service Commission abolish the Department Promotional eligible list for Chief Deputy Sheriff, Exam No. 8610 originally established on July 29, 2022, Sheriff’s Commander, Exam No. 8450 originally established on March 10, 2022, and Sheriff’s Lieutenant, Exam No. 8609 originally established on August 2, 2022. The Sheriff’s Office received certification from the eligible lists and reported the following hire results:

- Chief Deputy Sheriff - certification 2022-05269, six (6) candidates referred to the department for an appointment interview and one (1) candidate hired with five (5) names active remaining on the eligible list.
- Sheriff’s Commander - certification 2022-04923 and 2022-05247, nine (9) candidates referred to the department for an appointment interview and three (3) candidates hired with six (6) names remaining on the eligible list.
- Sheriff’s Lieutenant - certification 2022-05248 and 2023-05599, resulting in seven (7) candidates referred to the department for an appointment interview and four (4) candidates hired with three (3) names remaining on the eligible list.

Because additional staff have reached eligibility for promotion and others have retired from active service since the establishment of the department promotional eligible lists, the Sheriff’s Office is requesting the abolishment the eligible lists.

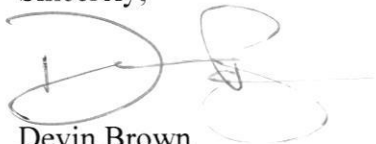
It is the desire of the Sheriff’s Office to offer all eligible personnel the opportunity to apply and participate in the promotional process. In accordance with the stipulated judgement, the approach of inclusion allows for a more diverse applicant pool.

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

Notice of intention to abolish the eligible lists has been sent to all candidates. If the Commission grants the abolishment of the eligible list, notification will be sent to all candidates notifying them of the opening of the new promotional recruitment.

Therefore, IT IS RECOMMENDED that the Department Promotional eligible lists for Chief Deputy Sheriff (Exam No. 8610), Sheriff's Commander (Exam No. 8450), and Sheriff's Lieutenant (Exam No.8609) BE ABOLISHED in accordance with Civil Service Rule 502.10.

Sincerely,

A handwritten signature in black ink, appearing to read 'Devin Brown', with a large, stylized 'D' and 'B'.

Devin Brown
Chief Human Resources Officer

cc: Larry McCurtain, Undersheriff