

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

Regular Meeting
Monday, May 8, 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) 868-3910. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance, whenever possible.

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

PUBLIC SESSION

1. Public Presentations

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

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

***2. Approval of Minutes**

Regular meeting on April 10, 2023, Special Meeting on May 1, 2023; **APPROVE**

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

8927	Supervising Engineer
8929	Public Health Laboratory Assistant I/II
8930	Department of Child Support Services Program Manager
8931	Probation Technician/Senior Probation Technician
8932	Technical Support Engineer I/II - Department Promotional - BHRS
8933	Departmental Analyst I/II
8934	Geographic Information Systems (GIS) Technician
8935	Victim/Witness Services Specialist I/II
8936	Office Services Technician-Bilingual
8937	Highway Painter / Senior Highway Painter
8938	Safety Specialist
8939	Sheriff's Aide - Shift
EH8940	Senior Human Resources Specialist - Extra Help
8941	Senior Legal Process Technician
8942	Human Services Supervisor-DP-DHS-East Kern Region (Ridgecrest, Mojave, Lake Isabella)
8943	Sheriff's Dispatch Assistant - Shift
8944	Contract Administrator
8945	Social Service Supervisor I-DP-DHS-East Kern Region (Ridgecrest, Mojave, Lake Isabella)
8946	Social Service Supervisor I-DP-DHS
8947	Chief Deputy Public Defender-DP-Public Defender
8948	Public Works Manager - DP - Public Works
8949	Clinical Supervisor-DP-BHRS
8950	KCERA Deputy Chief Legal Officer / KCERA Senior Deputy Chief Legal Officer
8951	Office Services Technician-Shift
8952	Elections Process Clerk I/II/III-Auditor-Controller/County Clerk/Elections
8953	Public Health Project Specialist
8954	Public Works Program Manager - DP
8955	Building Services Worker
8956	Health Education Assistant I/II
8957	Facilities and Services Manager
8958	Marketing and Promotions Associate I/II
8959	Senior CAO Manager

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. Proposed new job specifications for Kern County Employees' Retirement Association
 - i. KCERA Director of Compliance, Item No. 0504
 - ii. KCERA Deputy Director of Compliance, Item No. 0505
 - iii. KCERA Director of Information Technology, Item No. 1226
 - iv. KCERA Deputy Director of Information Technology Security, Item No. 1227
 - b. Proposed new job specifications for Information Technology Services
 - i. Information Security Analyst, Item No. 2389
 - ii. Information Security Administrator, Item No. 2388

- c. Proposed new job specifications for Animal Services
 - i. Veterinary Assistant, Item No. 0822

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. District Attorney's Lieutenant, Item No. 4375
- b. KCERA Member Services Manager, Item No. 2544
- c. KCERA positions
 - i. KCERA Investment Officer, Item No. 0717
 - ii. KCERA Senior Investment Analyst, Item No. 1641
 - iii. KCERA Investment Analyst I, Item No. 4747
 - iv. KCERA Investment Analyst II, Item No. 3761
 - v. KCERA Investment Officer, Item No. 0708
- d. KCERA positions
 - i. KCERA Members Services Analyst, Item No. 2525
 - ii. KCERA Members Services Specialist, Item No. 2527
 - iii. KCERA Members Services Technician, Item No. 2528
- e. Departmental Analyst, Item No. 0849
- f. KCSO positions
 - i. Chief Deputy Sheriff, Item No. 4449
 - ii. Sheriff's Commander, Item No. 4452
 - iii. Sheriff's Lieutenant, Item No. 4460

6. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.

7. **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.

8. **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.

9. **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)

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

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, April 10, 2023
5:30 p.m.

PRESENT: Commissioners Oliver, Price, and Rose

ABSENT: Commissioner Agbalog and Holt

OTHERS: Devin Brown, Michael Goulart, Stephanie Bouey, Kate Zimmerman, Robyn Lipscomb, and others.

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

Philip Rodriguez, Kern County employee, expressed concerns regarding the Human Resources Division retaining sole determination as to internal staffing qualifications and eligibility for department vacancies. Mr. Rodriguez shared that while our county continues to struggle with retention, one factor we can absolutely control is upward mobility by promoting from within. Mr. Rodriguez expressed that staff without college degrees are not eligible and not preferred for positions despite experience in particular programs. Mr. Rodriguez believes individual departments should have more say as to qualifications required for a particular position and cited that an Administrative Coordinator for Public Works may require an entirely different skill set than that in Public Health, but candidates are required to qualify for both.

Commissioner Price thanked the speaker and requested the Chief Human Resources Officer (CHRO) confirm and elaborate that Human Resources is in fact eliminating many formal education requirements or allowing experience to account for some or all education requirements in many cases, and working with departments to ensure that classifications may allow for internal promotions.

CHRO, Devin Brown confirmed that HR works closely with departments to establish and verify minimum requirements for vacancies to ensure they are essential. In addition, dedicated staff remain available for applicants requiring additional information or challenge/review if they fail to meet minimum requirements. HR is updating minimum requirements to meet department's evolving needs as quickly as possible. Mr. Rodriguez's concerns are acknowledged and are being addressed with new and revised specifications on a rapid and consistent basis.

Commissioner Price thanked Mr. Rodriguez again and agreed at least in part with his observations. Our Commission regularly receives and approves revised and new specifications that allow for experience in lieu of education where possible. The changes are not immediate, but the Human Resources Division is addressing your concerns as diligently as possible.

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular meeting on March 13, 2023; **APPROVED**; Pri/Ro – 3 ayes, 2 ab-Ag/Ho

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

- 8740 Social Service Worker I- Bilingual - Aging and Adult
- 8892 Supervising Fire Aviation Specialist - DP - Fire
- 8893 Supervising Fire Investigator - DP - Fire
- 8894 Supervising Fire Handcrew Specialist - DP - Fire
- 8895 Fiscal Support Specialist-Bilingual
- 8896 Auditor-Controller's Senior Accountant - Department Promotional
- 8897 Contracts Administration Assistant
- 8898 Building Plans Technician
- 8899 Senior Appraiser - Department Promotional
- 8900 Library Associate-Shift
- 8901 Forensic Investigator - Department Promotional - District Attorney
- 8902 Human Services Program Director - DP - Aging and Adult Services
- 8903 Senior Human Resources Specialist - Non-Confidential
- 8904 Local Area Network Systems Administrator
- 8905 Office Services Technician-Shift-Arvin/Lamont
- 8906 Office Services Specialist
- 8907 Senior Building Services Worker-DP-County Administrative Office
- 8908 Supervising Park Ranger-Shift-DP-County Administrative Office
- 8909 Health Education Assistant I/II
- 8910 Supervising Public Health Nurse
- 8911 Office Services Assistant-East Kern Region
- 8912 Supervising Fire Dispatcher
- 8913 Heavy Equipment Mechanic
- 8914 PW Maintenance Worker
- 8915 Supervising Disposal Site Gate Attendant
- 8916 Animal Care Worker
- 8917 Risk Manager-DP-County Counsel
- 8918 Health Plan Services Specialist
- 8919 Automotive Mechanic I/II
- 8920 Social Service Worker III - Aging
- 8921 Social Service Worker I - Aging
- 8922 Air Quality Support Specialist
- 8923 Billing Office Specialist I/II
- 8924 Environmental Health Technician I/II - Bilingual

- 8925 Health Education Assistant I/II - Bilingual
- 8926 Senior Child Support Customer Service Representative
- 8927 Supervising Engineer
- 8928 Job Developer I/II-Bilingual-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. **REVIEWED, RECEIVED, AND FILED**
 - a. Sheriff Aircraft Pilot, Item No. 4473; Devin Brown, CHRO presented a summary of the necessary revisions; Commissioner Rose inquired if the updates will successfully increase the candidate pool; CHRO believes the revisions and proposed salary changes going before the Board, will result in our county's best shot for a strong candidate pool. No public comment. **APPROVED;** Pri/Ro – 3 ayes, 2 ab-Ag/Ho
5. **Request to Abolish Eligible List(s):** The following eligible list(s) and associated certifications are submitted for the Commission's abolishment in accordance with Civil Service Rule 502.10. **APPROVED;** Pri/Ro – 3 ayes, 2 ab-Ag/Ho
 - a. Fire Division Chief – Department Promotional, Exam No, 8640; CHRO Devin Brown provided particulars to this request; Chief Mitchell shared that this was a relatively new classification and that staff now have more knowledge of the position expectations in addition to recent retirements and turn over indicate that a new list would provide a more robust candidate pool. No public comment.
6. **BUDGET:** Commission Officer to present Civil Service Commission Recommended Budget for Fiscal Year 2023-24; **ADOPTED RECOMMENDED BUDGET AND AUTHORIZED THE COMMISSION OFFICER TO SUBMIT TO THE HUMAN RESOURCES DIVISION;** Pri/Ro – 3 ayres, 2 ab-Ag/Ho
7. **Civil Service Rule 615 Limited Appointments:** Rule 615 indicates extra help positions may not exceed 9-months. The Kern County and SEIU MOU dated December 2021, Section 9 indicates extra help positions may be for two years. Commissioner Price expressed concern as CSC Rules indicate that staff employed more than nine-months may be heard by the Commission. The item was tabled to a special meeting on May 1, 2023, to allow all Commissioners to participate and provide HR to gain counsel's input. **REFERRED MATTER TO SPECIAL MEETING TO BE HELD MONDAY, MAY 1, 2023, AT 5:00 P.M.;** Pri/Ro –3 ayes, 2 ab-Ag/Ho
8. **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, advised that there are currently two cases, and both are timely.
9. **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.* The

Commission Officer reported that Commission members visited Aging & Adult Services and the Public Health Department. There are visits scheduled with KBHRS and DHS. Commission Officer is waiting to receive updated Brown Act Training after the AB 1234 Ethics training scheduled April 27, 2023, at 3:00 p.m. via Microsoft Teams.

10. **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.* Devin Brown CHRO reported that Kern County is experiencing a 20% vacancy rate, in range but on the high side for California counties. NEOGOV Kern's HR software reported a 56% decrease in applications since last year. Workforce in general is not staying with any employer long term. HR is hopeful proposed salary bump, proposed 4% COLA, adopted by all but one labor union and ready to go before the Board will alleviate some of our vacancy issues. HRD will be participating in job fairs though out the County. March efforts were primarily local, but April will encompass all of Kern. Commissioner Rose inquired as to the hiring statistics for the Job Fair held last Fall. CHRO Brown indicated that while Child Support Services was able to make immediate hires of Extra Help staff, more concrete statistics were dependent on applicants identifying their participation in a particular event. Tracking and recording an applicant's path may not be the best use of resources. HRD struggles at retention without tier one pension plan but is focusing on referral bonuses and retention bonuses for BOS approval.
11. **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)).* Commissioner Rose was very impressed with staff at Public Health and appreciates all the department staff and congratulates HRD for a fine job of recruiting and keeping such fabulous staff. She is grateful to all staff that has provided such great work through the pandemic.

Adjourn to Closed Session

CLOSED SESSION (Government Code § 54957)

12. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106; **Continued to May 8, 2023**
13. Public Employee -- Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105; **Continue to May 8, 2023**
14. Public Employee – Discipline/Dismissal/Release
Sheriff's Detentions Lieutenant (Sheriff's Office) – Case No. 2023-0100; **HEARING DATES CONFIRMED MAY 9, 10, & 17, 2023.**
15. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on
Monday, May 8, 2023, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Monday, May 1, 2023
5:00 p.m.

PRESENT: Commissioners Agbalog, Holt, Price, and Rose

ABSENT:

OTHERS: Devin Brown, Stephanie Bouey, Tracey Eldridge, and Robyn Lipscomb.

NOTE: Ag, Ho, Pri, and Ro are abbreviations for Commissioners Agbalog, Holt, 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

President Price called the meeting to order at 5:00 p.m.

PUBLIC SESSION

1. Public Presentations

None

2. Civil Service Rule 615 Limited Appointments:

Devin Brown, Chief Human Resources Officer, provided a brief history of the BOS May 17, 2016, ordinance revision that removed language regarding rulemaking authority over extra help positions from the Civil Service Ordinance. The decision was part of a large broader action that realigned responsibilities for personnel administration between the BOS and Commission. At the time of the action, the term of the extra help positions was nine-months. In 2021, the BOS approved a MOU with SEIU extending the extra help term to two years.

Commissioner Agbalog recalled the transition as part of the idea of transitioning from the Personnel Department to the Human Resources Department under the CAO. This change was part of many other changes including increasing the number of candidates from three to seven and allowing departments additional time to decide. Commissioner Agbalog expressed concerns between the rules and practice and how we can move forward from this discrepancy.

Commissioner Rose recalled many of the same conversations and shares Commissioner Agbalog's concerns. Commissioner Rose asked counsel what to do at this point and what would be the best way to move forward.

Stephanie Bouey, Deputy County Counsel, reported that there does not appear to be a legal pathway to enforce Civil Service Rule 615 and that the Commission may want to consider working with HR to understand which qualifications prevent permanent employment but allow employees to perform similar duties as extra-help.

Commissioner Agbalog recalled that previous counsel, Mark Nations, warned the Commission of future attempts to try to usurp Commission authority. We must see if this does open the door to further infringement. The length of time would not have been in the rule without reason. The Commission must address this from a policy standpoint. Individuals from the Roads Department may only be able to work for a nine-month term, but an individual from Animal Control may be allowed to work for a two-year term. Mr. Nations advised this Commission that this is a slippery slope.

Commissioner Holt appreciated the chart¹ provided by CHRO Brown demonstrating the number of extra help employees from 2014 to present and questioned the MOU's ability to define extra help or excluded and exempt employees. How long can extra help be stretched, several decades?

President Price indicated that the term would not have been included if it were not part of the Commission's purview and stated that the BOS cannot rule on application. Just calling an employee extra help does not make it true. If extra help can go from nine-months to two years, can it go to ten years. Asking counsel for any case law to substantiate this newfound authority. At the baseline, a civil service employee cannot be removed, but if duration is not a factor, couldn't this be used as a work around? President Price does not believe anyone proceeded with ill intent, but this action cannot set a precedent to eliminate employee protection².

Commissioner Agbalog found this to be a big stretch and referred to previous court decisions in 1984 and determinations in San Joaquin County in 1974. While he understands that extra help can assist the departments especially in times of tight budgets, the determination of who qualifies for civil service protections and who does not cannot be arbitrary.

DCC Bouey explained that she had researched back several decades and there were no findings to support that the Commission's purview includes extra help or the determination as to the length of time that that would include. The Commission could request a legal paper to analyze which employees are placed in the civil service system. DCC Bouey referenced section 31106 of the County Civil Service Enabling Law under which the county ordinance creating the civil service system shall designate the employees to be placed in the system.

Commissioner Rose recalled several reasons for the restructuring of the Civil Service Ordinance but could not recall the genesis. It was never intended that the changes would usurp the Civil Service Commission's authority.

President Price will look forward to the legal paper from counsel and expressed concerns related to liability of rules not being rules and rules being incongruent with others. He felt employees

¹ Attachment A

² Attachment B

may feel entitled to benefits or protections as they had been employed more than the nine-months as Civil Service Rules indicate extra help terms may not extend beyond that. He fears there could be great costs and liability to the County if several employees felt they had not received the benefits and protections of civil service.

CHRO Brown expressed that extra help terms were the maximum not the minimum, and even a nine-month extra help employee was not guaranteed the limit of their term. Many extra help durations were only three months for a season or project may only last that long. While there was a recent increase in the number of extra help employees, there may be other factors contributing to the increase. Over the last ten years, there has not been a significant increase and it has ranged from 500-700 employees. It is not the intent of the department to avoid hiring permanent employees and he would have to dig more deeply as to all the causes. Extending the term may increase the number as the individuals were able to stay longer. The two-year term was of great benefit to Public Health through the pandemic and currently the IT system replacement. These projects can be managed by permanent staff but require extra help to initialize the projects.

CHRO Brown stated the term limit duration of two years is also used by Kern County Employee Retirement Association (KCERA) and the Social Security Administration. While the County also has per diem employees that are not two years, the two-year limit is only a maximum. Despite extra help not receiving all civil service benefits, they have paid leave and access to voluntary benefits, just no pension.

President Price expressed that the primary purpose of this Commission is to ensure merit-based hiring or job security with a relatively high assurance of tenure. The changes made in relation to the extra help maximum term are in direct conflict with the Civil Service Commission Rules. To reiterate Commissioner Agbalog's analogy we are left to figure out how to unscramble this egg.

Commissioner Agbalog stated that he believes there was no intention to reduce protections to civil service employees. He appreciated the chart provided by CHRO Brown and understands the budgetary benefits of extra help and that the extra help term has always been a maximum. He also shared President Price's concerns and agrees we must find a resolution without the courts.

Commissioner Rose agreed we want no quagmire, no courts, and we appreciate the opportunity to discuss this and find resolution prior to an incident.

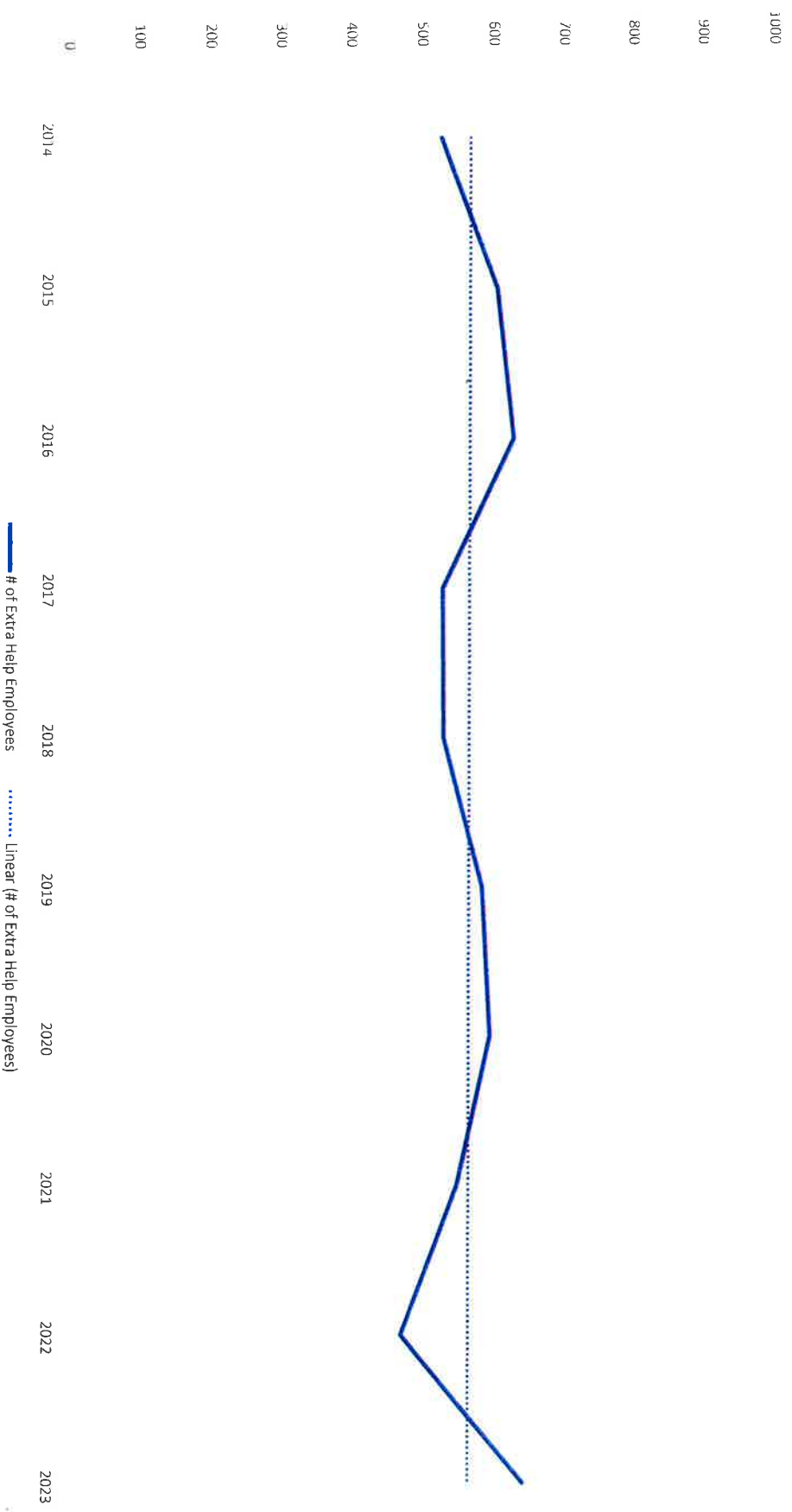
3. Commission Member Presentations or Announcements:

None

CLOSED SESSION (Government Code § 54957) – NO CLOSED SESSION ITEMS SCHEDULED FOR THIS MEETING

4. President Price adjourned the meeting at 5:45 p.m. to the Regular Meeting to be held on Monday, May 8, 2023, at 5:30 p.m.

of Extra Help Employees



**COUNTY OF KERN
CIVIL SERVICE COMMISSION**

CIVIL SERVICE COMMISSION

Joy Rose, President
M. Bryan Burrow, Vice President
Romeo Agbalog
Jeremy Price
Frederick Prince

Peggy Mendiburu, Commission Secretary



MEMORANDUM

TO: Members, Kern County Civil Service Commission

FROM: Mark L. Nations, Assistant Kern County Counsel
Peggy Mendiburu, Civil Service Commission Secretary

DATE: December 14, 2015

SUBJECT: Proposed deletion of Civil Service Rules 800, 1100, 1800, 1900 and 2100

**I.
INTRODUCTION**

On November 9, 2015, the Human Resources Division proposed the deletion of Civil Service Rules 800, 1100, 1800, 1900 and 2100 for the reasons explained in its memorandum submitted to your Commission. The purpose of this memorandum is to convey the recommendations of legal counsel and the Civil Service Commission Secretary as to what action your Commission should take on the proposed deletion of the referenced rules.

**II.
BACKGROUND**

The proposed deletion of Civil Service Rules 800, 1100, 1800, 1900 and 2100 is premised on the idea that the Civil Service Ordinance does not expressly confer authority on your Commission in the areas covered by those rules. Human Resources is proposing that the subject matters of those rules be addressed in the Kern County Administrative Policy and Procedures Manual (KCAPP) and deleted from the Civil Service Commission Rules. On November 10, 2015, the Board of Supervisors adopted the recommendation of the Human Resources Division to include (with minor amendments) the current language of Rules 800, 1100, 1800, 1900 and 2100 in the KCAPP.

The Kern County Civil Service Ordinance confers exclusive authority on your Commission to prescribe rules and regulations for the operation of the civil service system. (3.04.060A) Rule 2301 provides that amendments to the Rules may be proposed at any meeting of the Commission, but action shall not be taken until a subsequent meeting. Since your Commission has express authority to prescribe and amend rules for the

operation of the civil service system, you have the implied authority to delete rules. This memorandum will address each of the Rules proposed by Human Resources for deletion and will recommend whether your Commission should delete the rule or take an alternative course of action. Prior to addressing each individual rule, staff will first recommend a methodology for addressing this proposal and future similar proposals.

III. RECOMMENDED METHODOLOGY

As noted earlier, the Civil Service Ordinance confers on your Commission, among other powers, the authority to prescribe rules for the operation of the county's civil service system. As is the case with other public agencies, your Commission possesses not only expressly granted powers but also "such implied powers as are necessary or reasonably appropriate to the accomplishment of [your] express powers." *Cox v. Kern County Civil Service Commission* (1984) 156 Cal.App.3d 867, 873 (citing *County of San Joaquin v. Stockton Swim Club* (1974) 42 Cal.App.3d 968, 971) Thus, the fact that authority is not expressly conferred on your Commission by the Civil Service Ordinance is not the end of the inquiry.

The Civil Service Ordinance provides that it may not be repealed or amended in any manner that nullifies the basic principles of the civil service system absent a vote of the electorate. (3.04.120) It has been observed that the civil service system has two primary purposes: 1) merit-based appointments and promotions and 2) protection of employee job security by a relatively high assurance of tenure. (*Placer County Employees Association v. Board of Supervisors of Placer County* (1965) 233 Cal.App.2d 555, 558; *Los Angeles County Employees Association, SEIU, Local 660 v. Superior Court* (2000) 81 Cal.App.4th 164, 169) When evaluating a reorganization effort that results in abolition of civil service positions, the key inquiry is whether the change is being undertaken in good faith or whether it is a subterfuge for the piecemeal dismantling of the civil service system. (*Placer*, supra. at p. 559) No such reorganization effort is at issue here, but how the civil service system is to operate is governed by its rules. Thus, staff suggests that it is entirely proper to evaluate proposed amendments or deletions of Civil Service Rules for their overall impact on the integrity of the civil service system.

Given the foregoing, staff recommends evaluating proposed Rule amendments and deletions with the following questions in mind:

1. Does the proposed change infringe on the express or implied powers of the Commission?
2. Does the proposed change contribute to a piecemeal dismantling of the civil service system?
3. Does the proposed change adversely impact either of the primary purposes of the civil service system: merit-based hiring or job security with a relatively high assurance of tenure?

4. Does the change effectively amend the civil service ordinance?
5. What impact, if any, does the proposed change have on the efficiency, and fairness of the civil service system?

With the listed criteria in mind, staff has evaluated each of the proposed rule deletions and makes the recommendations stated below.

IV. ANALYSIS AND RECOMMENDATIONS

It is helpful to remember that the current Civil Service Rules were written when the Commission had authority to appoint the Personnel Director and the Personnel Director oversaw the Personnel Department. That organizational structure meant that the Personnel Department provided staff support for your Commission since the Personnel Director also served as Secretary to the Commission. However, it also meant that the Personnel Department engaged in activity in which the Commission had no participation or role (e.g. payroll certification) even though the Commission appointed the Personnel Director. With the recent absorption of the Personnel Department (now Human Resources) into the County Administrative Office and the dissolution of the Personnel Director position, processes once handled by the Personnel Department without Commission involvement or oversight now fall within the domain of Human Resources. One consequence of the organizational change is that Rules pertaining to functions once performed by the Personnel Department without Commission involvement no longer fill a practical role in the Civil Service Rules.

Proposed deletion of Rule 800

Recommendation: Approve deletion of Rule 800.

Rule 800 pertains to Performance Evaluation Reports. It provides for the timing of such reports, where they are to be filed, how they may be used, the presentation of the report to the employee and the confidentiality of the report. Rule 803.00 specifically provides that the "Director shall ascertain that performance evaluation reports are prepared in accordance with procedures prescribed by the Commission...." However, as far as staff can ascertain, the Commission has not prescribed procedures for the preparation of such reports. Rather, such reports are prepared in conformance with the Rater's Guide for Employee Performance Reports: a 21-page document originally prepared by the Personnel Department. Much of Rule 803 is duplicated in section 135 of the KCAPPM and that section was recently amended to bring it into full conformity with Rule 803.

Your Commission has not traditionally had any role in the administration of Employee Performance Reports. For example, your Commission has not reviewed or filed completed reports or evaluated adherence by Departments to Rule 803 requirements.

That responsibility fell to the Personnel Department. It now falls to the Human Resources Division. The original reports have been and still are filed in the employee personnel files which are now maintained by the Human Resources Division.

It appears to staff that the proposed deletion of Rule 800 does not impinge on the express or implied powers of your Commission, does not contribute to a piecemeal dissolution of the civil service system, does not impact the primary purposes of the civil service system, does not effectively amend the Civil Service Ordinance and has no impact on the efficiency or fairness of the civil service system. Assuming that County departments and the Human Resources Division will continue to follow the guidelines established in the KCAPPM, the creation, administration and keeping of Performance Evaluation Reports should continue as it has for many years.

Civil Service Rule 800 is procedural in nature. Performance evaluation reports are often tied to step level increments per KCAPPM section 110.2. Step level increment denials can be appealed to the Commission. (Ordinance, 3.08.180; KCAPPM, sec. 139.2) Staff recommends deletion of Civil Service Rule 800 provided Kern County Ordinance 3.08.180 and KCAPPM, section 139.2 remain in force. Staff also recommends that the Civil Service Rules should reflect the date of deletion of Rule 800 and the section(s) of the KCAPPM that will supersede it.

Proposed deletion of Rule 1100

Recommendation: Approve deletion of Rule 1100

Civil Service Rule 1100 pertains to vacations. It provides that vacations be allowed for employees consistent with County ordinances and requires the appointing authority to "report to the Commission, on the forms prescribed for the purpose, the dates each employee in his department has taken vacation." (Rule 1101.10)

The KCAPPM contains a lengthy rule that governs vacation leave. (Section 119) As to the reporting element of Rule 1100, it appears that Personnel Department staff traditionally tracked vacation accruals as well as other leaves. That function is now performed by the Human Resources Division. The Commission has not traditionally exercised any oversight of the County's vacation policy and its administration and there is no express or implied authority conferred on the Commission by the Civil Service Ordinance to do so.

The appointing authority of a department is aware of the department's workforce coverage needs when approving and disapproving vacations. There is also a safeguard in place through KCAPPM, sec. 119.1 which provides for an appeal process to the Board of Supervisors should a vacation request be denied.

It appears to staff that the proposed deletion of Rule 1100 does not impinge on the express or implied powers of your Commission, does not contribute to a piecemeal dissolution of the civil service system, does not impact the primary purposes of the civil

service system, does not effectively amend the Civil Service Ordinance and has no impact on the efficiency or fairness of the civil service system.

Proposed deletion of Rule 1800

Recommendation: Deny request.

Rule 1800 pertains to discrimination appeals.

The Civil Service Ordinance provides: “No person in the classified service or seeking admission thereto shall be appointed, reduced or removed, or in any way favored or discriminated against because of his religious opinion, color, race, religion, creed, national origin, ancestry, sex or age, except where sex or age is a valid occupational qualification.” (3.04.110)

Rule 1800 establishes a prohibition against discrimination and harassment, a complaint procedure for those who believe they have experienced unlawful discrimination or harassment, a process for investigating the complaint and a hearing process before the Civil Service Commission if the complainant is dissatisfied with the outcome and recommendations of the investigator. Investigations are to be conducted by the Equal Employment Opportunity Officer (EEOO). At the time Rule 1800 was formulated, the EEOO was part of the Personnel Department which functioned as an independent department within the County hierarchy. The EEOO is now in the Human Resources Division which is part of the County Administrative Office which answers directly to the Board of Supervisors. The fact that the EEOO is now under the jurisdiction of Human Resources has no bearing on whether Rule 1800 should be deleted.

Given that the Civil Service Ordinance expressly prohibits employment discrimination in its various forms, it is certainly within the province of the civil service system to provide a process whereby someone who believes they are the victim of discrimination in hiring or during employment may seek relief. Staff believes that the process described in Rule 1800 is rarely utilized, particularly since there are federal and state laws that provide alternative forms of relief through the court system. Nevertheless, the establishment of a Civil Service Rule and process for individuals to seek relief for employment-related discrimination is consistent with the primary purposes of the civil service system and is within the powers of your Commission to adopt and administer.

The current process contemplates the handling of the complaint, investigation and preparation of findings and recommendations by the EEOO. The Civil Service Commission’s role is to sit as a quasi-judicial fact-finder (a process similar to that utilized in discipline appeals) when the complainant is dissatisfied with the findings and recommendations of the EEOO. This process provides a level of protection to job applicants and employees that is a formal part of the civil service system.

The fact that the entire text of Rule 1800 has been incorporated into the KCAPPM as Section 147 is not determinative since your Commission has no authority over the KCAPPM. The Civil Service Rules outline how the civil service system is to operate. Your Commission is governed by and is responsible for the Civil Service Rules. A duplicate provision in the Policies and Procedures Manual does not dictate deletion of the Civil Service Rule. Its presence in the Manual is a positive reinforcement to all County employees that a means for addressing discriminatory behavior is available that does not require resort to the court system.

A sampling of other California counties reveals that many have an ordinance, policy or rule in place that provides a right to an appeal to the county civil service commission in the event of discrimination: Fresno (Article IX); Los Angeles (Rule 4.01 and Rule 25); Sacramento (Rule 1.6(a)); San Diego (Section 90); San Francisco (Rule 103.3.2) and Ventura (Personnel Rule 2310).

It is staff's view that the deletion of Rule 1800 would impinge on the express or implied powers of your Commission, would adversely impact the primary purposes of the civil service system and has the potential to adversely impact the fairness of the civil service system.

Proposed deletion of Rule 1900

Recommendation: Deny request

Rule 1900 sets forth ground rules to follow when a position or office (secondary office) has been absorbed by another position or office (primary office) and the duties of the former are consolidated with the duties of the latter and the former office is then eliminated. An example of this would be the consolidation of the duties of Coroner with those of the Sheriff and the elimination of the Coroner's office.

The rule provides that the following may be done "upon request therefore made to the Commission":

- Appointment of deputies from among the former employees of the secondary office without examination, without reference to the eligible list and without request for certification;
- Appointment of employees other than deputies to fill positions established in the primary office without examination, without reference to the eligible list, without request for certification and without reference to any particular classification previously held by the appointee in the eliminated secondary office.

The appointees to the primary office are subject to the provisions of Rule 700 pertaining to probationary period. Vacation, sick leave and retirement benefits transfer to the credit and benefit of the appointees as employees in the primary department.

The rule provides a significant role for the Commission in the process of consolidating offices in that the Commission oversees the transfer of employees from one office to the other and the terms under which those transfers take place. Moving forward with appointments as outlined in the rule is conditioned on a request being made to the Commission.

By ordinance, the Commission has express authority to adopt rules pertaining to minimum standards for classifications (3.04.060A), examinations (3.04.060E), eligible lists (3.04.060G) and certification (3.04.060I). It would certainly be an implied power of the Commission to oversee any process that involves the appointment of civil service employees and which bypasses such requirements. It would also be an implied power to oversee a process that might result in some employees in the secondary office being excluded from hiring in the primary office to ensure the consolidation of offices was undertaken in good faith.

Staff is of the opinion that deletion of this rule would impinge on the express and implied powers of your Commission, could adversely affect one of the basic purposes of the civil service system (job security) and could contribute to the piecemeal dissolution of the civil service system.

Proposed deletion of Rule 2100

Recommendation: Approve deletion of Rule 2100

Rule 2100 pertains to certification of payrolls and has as its underlying purpose the examination of payroll information to ensure that individuals being paid “have been appointed, promoted, demoted, or their salaries increased or decreased in accordance with the provisions of the Kern County Initiative Civil Service Ordinance and of the rules and regulations prescribed thereunder.” (Rule 2130) If the payroll is found to be in accordance with the Salary Ordinance and Civil Service Ordinance, then the payroll is to be certified by the Personnel Director. (Rule 2135) If a discrepancy is found in the payroll, the discrepancy is to be certified by the Personnel Director to the Auditor-Controller and the appointing authority. (Rule 2140) Rule 2145 specifically provides that the Director of Personnel is to act for the Commission in checking and certifying payrolls and may delegate that responsibility to “any regular employee of the Personnel Department.”

The Civil Service Ordinance does not expressly assign a role to the Civil Service Commission in the certification of payrolls. Traditionally payroll certification has been a function performed by Personnel Department staff members without any involvement of the Civil Service Commission members. Rule 2145 contemplates the certification of payrolls to be a function performed by the Personnel Director or his or her designee. It does not appear to staff that certification of payrolls would be an implied power of the Civil Service Commission since the Civil Service Ordinance does not provide for Commission involvement in payroll matters. The Commission does have a role as an appellate body under the salary ordinance when employees are denied a salary increase, but that is an entirely different issue. As a practical matter, given that the Personnel Department staff

responsible for certifying payrolls has transitioned into the Human Resources Division, your Commission does not have the means to certify payrolls even if it wanted to. Kern County Administrative Policies and Procedures Manual, Chapter 2, provides a comprehensive procedure for payroll.

It appears to staff that the proposed deletion of Rule 2100 does not impinge on the express or implied powers of your Commission, does not contribute to a piecemeal dissolution of the civil service system, does not impact the primary purposes of the civil service system, does not effectively amend the Civil Service Ordinance and has no impact on the efficiency or fairness of the civil service system.

Test Schedule

Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
8927	Supervising Engineer	4/3/2023	4/14/2023	MES	Open	3/29/2023
8929	Public Health Laboratory Assistant I/II	4/3/2023	4/17/2023	JAP	Open	3/30/2023
8930	Department of Child Support Services Program Manager	4/10/2023	4/14/2023	DG	DP	3/31/2023
8931	Probation Technician/Senior Probation Technician	4/3/2023	4/12/2023	NA	Open	4/3/2023
8932	Technical Support Engineer I/II - Department Promotional - BHRS	4/6/2023	4/13/2023	MGV	DP	4/5/2023
8933	Departmental Analyst I/II	4/10/2023	4/21/2023	DG	Open	3/31/2023
8934	Geographic Information Systems (GIS) Technician	4/11/2023	Continuous	MGV	Open	4/10/2023
8935	Victim/Witness Services Specialist I/II	4/17/2023	4/28/2023	NA	Open	4/12/2023
8936	Office Services Technician-Bilingual	4/14/2023	4/28/2023	JAP	Open	4/12/2023
8937	Highway Painter / Senior Highway Painter	4/17/2023	Continuous	MES	Open	4/13/2023
8938	Safety Specialist	4/17/2023	4/28/2023	MES	Open	4/13/2023
8939	Sheriff's Aide - Shift	4/17/2023	Continuous	NA	Open	4/13/2023
EH8940	Senior Human Resources Specialist - Extra Help	4/18/2023	Continuous	MGV	Open	4/17/2023
8941	Senior Legal Process Technician	4/20/2023	5/3/2023	DMR	Open	4/19/2023
8942	Human Services Supervisor-DP-DHS-East Kern Region (Ridgecrest, Mojave, Lake Isabella)	4/24/2023	4/28/2023	DMR	DP	4/19/2023
8943	Sheriff's Dispatch Assistant - Shift	4/25/2023	Continuous	NA	Open	4/18/2023
8944	Contract Administrator	4/24/2023	5/5/2023	DMR	Open	4/19/2023
8945	Social Service Supervisor I-DP-DHS-East Kern Region (Ridgecrest, Mojave, Lake Isabella)	4/24/2023	4/28/2023	DMR	DP	4/20/2023
8946	Social Service Supervisor I-DP-DHS	4/24/2023	4/28/2023	DMR	DP	4/20/2023
8947	Chief Deputy Public Defender-DP-Public Defender	4/24/2023	4/28/2023	DG	DP	4/20/2023
8948	Public Works Manager - DP - Public Works	4/24/2023	5/3/2023	MES	DP	4/21/2023
8949	Clinical Supervisor-DP-BHRS	4/25/2023	5/1/2023	MGV	DP	4/24/2023
8950	KCERA Deputy Chief Legal Officer / KCERA Senior Deputy Chief Legal Officer	4/25/2023	Continuous	KAS	Open	4/24/2023
8951	Office Services Technician-Shift	4/26/2023	5/10/2023	DG	Open	4/19/2023
8952	Elections Process Clerk I/II/III-Auditor-Controller/County Clerk/Elections	4/26/2023	4/28/2023	MGV	DP	4/25/2023
8953	Public Health Project Specialist	5/1/2023	5/22/2023	JAP	Open	4/26/2023
8954	Public Works Program Manager - DP	5/1/2023	5/9/2023	MES	DP	4/27/2023
8955	Building Services Worker	5/1/2023	5/12/2023	DMR	Open	4/27/2023
8956	Health Education Assistant I/II	5/1/2023	5/22/2023	JAP	Open	4/27/2023
8957	Facilities and Services Manager	4/28/2023	5/12/2023	MGV	Open	4/27/2023
8958	Marketing and Promotions Associate I/II	5/1/2023	5/15/2023	MGV	Open	4/27/2023
8959	Senior CAO Manager	5/1/2023	5/5/2023	DG	Open	4/28/2023

AGENDA ITEM NO. 3

May 8, 2023

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

**PROPOSED NEW JOB SPECIFICATIONS TITLED KCERA DIRECTOR OF COMPLIANCE,
KCERA DEPUTY DIRECTOR OF COMPLIANCE,
KCERA DIRECTOR OF INFORMATION TECHNOLOGY SECURITY, AND
KCERA DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY SECURITY**

The Kern County Employees' Retirement Association requests approval of new specifications titled KCERA Director of Compliance, KCERA Deputy Director of Compliance, KCERA Director of Information Technology Security, and KCERA Deputy Director of Information Technology Security.

The newly created specifications will assist KCERA in being competitive in the talent marketplace, retaining staff, and implementing succession planning. The proposed classifications identify tasks that are specific and necessary to the performance of compliance-related administrative functions and information technology security in a pension administration environment.

The KCERA Director of Compliance is responsible for the oversight and administration of KCERA's compliance function. The incumbent serves as a technical advisor to the KCERA CEO and the Board of Retirement on matters related to KCERA's operational and fiscal compliance and risk assessment.

The KCERA Deputy Director of Compliance is responsible for assisting the Director in the oversight and administration of KCERA's compliance function. The incumbent is responsible for overseeing and advising on matters related to KCERA's operational and fiscal compliance and risk assessment.

The KCERA Director of Information Technology Security is responsible for the department's overall cyber security framework. The incumbent directs security strategy, policies, procedures, plans and governance to safeguard KCERA systems and member information from internal and external threats.

The KCERA Deputy Director of Information Technology Security is responsible for assisting the Director in maintaining and protecting the department's overall cyber security framework. The incumbent assesses and implements security best practices to safeguard KCERA's networks and operating environments.

The KCERA Director of Compliance, KCERA Deputy Director of Compliance, KCERA Director of Information Technology Security and KCERA Deputy Director of Information Technology Security are unrepresented, management classifications.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed new specifications titled KCERA Director of Compliance, KCERA Deputy Director of Compliance, KCERA Director of Information Technology Security and KCERA Deputy Director of Information Technology Security .

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Brown", with a stylized flourish extending to the right.

Devin W. Brown
Chief Human Resources Officer

cc: Dominic Brown, KCERA CEO

KCERA Director of Compliance
Bargaining Unit: M
Salary Range 73.8 (\$9,067-\$10,836/mo.)

Definition

Under general direction, plans, organizes, oversees, and coordinates the staff and operations of Kern County Employees' Retirement Association's (KCERA) compliance function; sets compliance direction and develops strategies and action plans; reviews compliance developments and assesses compliance risks; recommends and participates in the development and implementation of compliance, goals, objectives, policies and priorities; recommends and administers policies and procedures; and performs related duties as required.

The KCERA Director of Compliance (KDOC) is a single position classification that reports directly to the KCERA Chief Executive Officer. The KDOC is responsible for serving as a technical advisor to the KCERA Chief Executive Officer (KCEO) and the Board of Retirement on matters related to KCERA's operational and fiscal compliance, risk assessment, development/testing of internal controls, and implementation of compliance policies and procedures. This position is responsible for serving as a liaison between compliance and KCERA staff, with respect to compliance and related procedures. Responsibilities require the use of tact, discretion, and independent judgment and to have full and thorough knowledge of the concepts, practices, procedures, and policies of assigned function.

Essential Functions

Include but are not limited to the following:

- Plans, manages and oversees the daily functions, operations and activities of KCERA's compliance function; areas of responsibility include organizational risk assessments, conducting audits, designing internal compliance plans and controls, and conducting compliance testing.
- Works with the KCEO and the Retirement Board to set compliance direction; develops strategies, policies and action plans; reviews compliance developments and assesses compliance risks.
- Participates in the development and implementation of compliance goals, objectives, policies and priorities; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; and works with employees on performance issues.
- Recommends the control structure for KCERA in accordance with KCERA Chief Legal Officer's interpretation of legal standards; advises the KCEO and the Retirement Board on functional requirements and assesses impact on operations; conducts an inventory of assets needed to fulfill requirements.

- Performs organizational risk assessments to identify compliance issues; upon completion of impact assessment, codifies the workflow procedure; advises management on workflow processes and standards; advises and trains managers and staff on matters of KCERA policy.
- Develops and implements compliance system structure, such as designing annual compliance plans and internal controls; monitors pension payments and develop processes to minimize errors.
- Designs employer audit standards and tests; conducts employer audits on KCERA participating employers; interfaces with KCERA employers to advise and implement regulatory changes.
- Advises the KCERA Retirement Board, Executive Management and staff regarding the application of statutes and regulations relevant to KCERA's business activities.
- Monitors and prepares reports on Internal Revenue Code compliance.
- Develops and maintains a system to identify, prepare, produce and deliver documents required to comply with the County Employees Retirement Law of 1937 (CERL), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and employer contracts.
- Analyzes the impact of changes in legislative or regulatory requirements; establishes and monitors procedures to implement necessary changes for KCERA.
- Attends professional meetings as necessary to stay current on audit standards, methods and techniques; networks with colleagues in other pension systems to share knowledge and ensure best practices.
- Performs other job-related duties as required.

Employment Standards:**Minimum Qualifications:**

Any combination of training, education, and/or experience that would provide the required knowledge, skills, and abilities is qualifying. An example of qualifying education and experience includes:

- Graduation from a four-year college or university with a major course work in Business Administration or related field and four (4) years of increasingly responsible experience in designing and developing compliance systems in a large fiscal operating environment.

Preferred Qualifications:

- Knowledge of internal control systems, pension administration, Governmental Accounting Standards Board (GASB), and investment management
- Certified Public Accountant (CPA)

Knowledge of: methods, techniques, principles, and practices of a comprehensive compliance system within a large fiscal institution; general accounting principles and standards; audit standards, methods and techniques; and principles and practices of risk management.

Ability to: serve as a technical advisor to the Retirement Board and the KCEO on regulatory, fiscal and operational compliance matters; recommend and implement compliance program goals, objectives, and practices; plan, organize, assign, review and evaluate the work of staff; train staff in work procedures; demonstrate strict confidentiality, professionalism, integrity and compliance with applicable laws and regulations at all times; and evaluate and develop improvements in compliance operations, policies, procedures or methods.

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

4/27/23
DATE


CHIEF HUMAN RESOURCES OFFICER

4/26/23
DATE

Item #	0504
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	73.8
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	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

New Job Specification
May 2023
Item No. 0504

KCERA Deputy Director of Compliance
Bargaining Unit: M
Salary Range 69.9 (\$7,465-\$8,921/mo.)

Definition

Under direction of the Kern County Employees' Retirement Association (KCERA) Director of Compliance, plans, organizes, oversees, and coordinates the staff and operations of KCERA compliance function; sets compliance direction and develops strategies and action plans; reviews compliance developments and assesses compliance risks; recommends and participates in the development and implementation of compliance, goals, objectives, policies and priorities; recommends and administers policies and procedures; and performs related duties as required.

The KCERA Deputy Director of Compliance (KDDOC) is a single position classification that reports directly to the KCERA Director of Compliance (KDOC). In the absence of the KDOC the KDDOC is responsible for serving as a technical advisor to the KCERA Chief Executive Officer and the Board of Retirement on matters related to KCERA's operational and fiscal compliance, risk assessment, development/testing of internal controls, and implementation of compliance policies and procedures.

Essential Functions

Include but are not limited to the following:

- Assist with planning and managing the daily functions, operations and activities of KCERA's compliance function; areas of responsibility include organizational risk assessments, conducting audits, designing internal compliance plans and controls, and conducting compliance testing.
- Works with the KCEO and the KDOC to set compliance direction; develops strategies, policies and action plans; reviews compliance developments and assesses compliance risks.
- Participates in the development and implementation of compliance goals, objectives, policies and priorities; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; provides or coordinates staff training.
- Recommends the control structure for KCERA in accordance with KCERA Chief Legal Officer's interpretation of legal standards; advises the KCEO and the KDOC on functional requirements and assesses impact on operations.
- Performs organizational risk assessments to identify compliance issues; upon completion of impact assessment, codifies the workflow procedure; advises management on workflow processes and standards; advises and trains managers and staff on matters of KCERA policy.

- Develops and implements compliance system structure, such as designing annual compliance plans and internal controls; monitors pension payments and develop processes to minimize errors.
- Designs employer audit standards and tests; conducts employer audits on KCERA participating employers; interfaces with KCERA employers to advise and implement regulatory changes.
- Advises the KCERA Executive Management, and staff regarding the application of statutes and regulations relevant to KCERA's business activities.
- Monitors and prepares reports on Internal Revenue Code compliance.
- Develops and maintains a system to identify, prepare, produce and deliver documents required to comply with the County Employees Retirement Law of 1937 (CERL), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and employer contracts.
- Analyzes the impact of changes in legislative or regulatory requirements; establishes and monitors procedures to implement necessary changes for KCERA.
- Attends professional meetings as necessary to stay current on audit standards, methods and techniques; networks with colleagues in other pension systems to share knowledge and ensure best practices.
- Performs other job-related duties as required.

Employment Standards**Minimum Qualifications:**

Any combination of training, education, and/or experience that would provide the required knowledge, skills, and abilities is qualifying. An example of qualifying education and experience includes:

Graduation from a four-year college or university with a major course work in Business Administration or related field and two (2) years of increasingly responsible experience in designing and developing compliance systems in a larger fiscal operating environment.

Preferred Qualifications:

- Knowledge of internal control systems, pension administration, Governmental Accounting Standards Board (GASB) and investment management
- Certified Public Accountant (CPA)

Knowledge of: methods, techniques, principles, and practices of a comprehensive compliance system within a large fiscal institution; general accounting principles and standards; audit standards, methods and techniques; and principles and practices of risk management

Ability to: serve as a technical advisor to the Retirement Board and the KCEO on regulatory, fiscal and operational compliance matters; recommend and implement compliance program goals, objectives, and practices; plan, organize, assign, review and evaluate the work of staff; train staff in work procedures; demonstrate strict confidentiality, professionalism, integrity and compliance with applicable laws and regulations at all times; and evaluate and develop improvements in compliance operations, policies, procedures or methods.

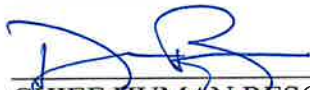
Supplemental:

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

4/27/23
DATE


CHIEF HUMAN RESOURCES OFFICER

4/26/23
DATE

Item #	0505
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	69.9
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	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

KCERA Director of Information Technology Security
Bargaining Unit: M
Salary Range 73.8 (\$9,067-\$10,836/mo.)

Definition

Under general direction, the Kern County Employees' Retirement Association (KCERA) Director of Information Technology Security will be primarily accountable for KCERA's overall cyber security strategy, policies, procedures, plans and SOC2 type 2 governance. The KCERA Director of Information Technology Security will assess and implement security best practices to safeguard KCERA's networks, operating environments, and offices from internal and external threats.

The KCERA Director of Information Technology Security is a single position classification that reports directly to the KCERA Chief Executive Officer. The KCERA Director of Information Technology Security is responsible for overall cyber security framework including documentation and implementation required to safeguard KCERA systems and member information from internal and external threats.

Essential Functions

Include but are not limited to the following:

- Design, document, and implement a cyber security framework.
- Deliver internal security training and reminders to minimize risk of external threats and attacks.
- Coordinate cyber security policy and communication between internal and external resources and bring cyber security risks to the attention of the appropriate member of the executive team, without delay.
- Data loss and fraud prevention: Ensure internal staff adheres to security policies designed to protect member, personal and privileged data. Oversee implementation of policies and procedures that enable KCERA to execute agreements with vendors. Work with Internal IT to ensure KCERA's identity and data management platforms are configured and continually maintained, according to policy.
- Cyber security architecture: Plan, budget, and develop configuration best practices of cyber security hardware, software, and cloud platforms.
- Identity and access management: Develop, identity and access management policies and procedures, routinely verifying that only authorized people have access to restricted data and systems, and track and report appropriate role-based access to systems.
- Investigations and forensics: Perform the role of security incident response commander, lead the investigation of root cause and mitigation.
- Data Classification: Work with peers to understand and classify data with respect to risk, build a risk-based access policy and work with KCERA staff to implement accordingly.

- Governance: Make sure all the above initiatives run smoothly and are appropriately resourced and that leadership understands their importance. Provide the appropriate metrics, analysis, and actions to protect KCERA and its members.
- Security Awareness Training management: Oversee the use of and report on employee adoption of this program. Perform targeted content and phishing campaigns as necessary.
- Provide regular feedback to the executive team regarding KCERA's internal security framework and governance. Provide appropriate monthly metrics for review.
- Maintain confidentiality of all members, employee and/or KCERA information as required.
- Establish and maintain effective working relationships and work collaboratively and respectfully with other team members.
- Assist the KCERA Chief Technology Officer with the development, review, and certification of all back-up and disaster recovery and business continuity policies, procedures, and plans.
- Select, manage, and develop subordinate staff to address work problems and issues and evaluate staff performance.
- Performs other job-related duties as required.

Employment Standards

Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree AND five (5) years of experience in any of the following areas:
 - Experience managing a cyber program including governance, risk management, and incident response.
 - Cyber security and network engineering, leading a cyber security function and/or responsible for a significant portion of security framework execution.
 - Familiarity with cyber security and compliance frameworks such as NIST, PCI, HIPAA, CMMC, FINRA, GDPR, CCPA, etc.
 - Hands-on experience deploying cyber security platforms including Vulnerability Management, Next-gen EDR/MDR (endpoint protection), SIEM, Email security, encryption, Information Protection, Data Loss Prevention, network log monitoring, Identity Management, SSO, MFA, Firewalls (physical/virtual/WAF), Secure Wifi, SSL VPN, IPSEC VPN, port sniffing and monitoring, patch management, and Active Directory.

Preferred Qualifications:

- Certified Information Systems Security Professional (CISSP)
- Certified Information Systems Auditor (CISA)

New Job Specification

May 2023

Item No. 1226

Knowledge of: information technology concepts, including databases, and distributed systems; familiarity with cyber security and compliance frameworks; principles and techniques of management and administration of technical personnel; modern hardware and software technology from a systems management perspective; developments and trends in information systems technology; and principles and methods of project management for information systems.

Ability to: manage a complex cyber security framework; organization and coordinate activities with other divisions; provide overall direction to information services such that uninterrupted, on-time service to end users is maximized at a reasonable cost; work effectively and cooperatively within KCERA and with its many stakeholders; work with individuals at all levels of the organization; demonstrate excellent analytical, organizational and interpersonal skills; utilize executive level written and verbal skills; communicate in an articulate and dynamic manner; self-direct and pace work and function well under pressure of deadlines and conflicting priorities; identify and prioritize risks and take actions to remediate; and create and foster a service philosophy and inspire the same in others.

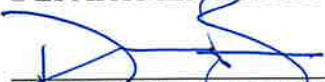
Supplemental:

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.


DEPARTMENT HEAD

4/27/23
DATE


CHIEF HUMAN RESOURCES OFFICER

4/26/23
DATE

Item #	1226
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	73.8
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	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

KCERA Deputy Director of Information Technology Security
Bargaining Unit: M
Salary Range 70.5 (\$7,691-\$9,192/mo.)

Definition

Under direction of the Kern County Employees' Retirement Association (KCERA) Director of Information Technology Security, the KCERA Deputy Director of Information Technology Security will be accountable for KCERA's cyber security strategy, policies, procedures, plans and SOC2 type 2 governance. The KCERA Deputy Director of Information Technology Security will assess and recommend security best practices to safeguard KCERA's networks, operating environments, and offices from internal and external threats.

The KCERA Deputy Director of Information Technology Security is a single position classification that reports directly to the KCERA Director of Information Technology Security. The KCERA Deputy Director of Information Technology Security responsibilities include assisting with the overall cyber security framework including documentation and implementation required to safeguard KCERA systems and member information from internal and external threats. May require acting in the absence of the KCERA Director of Information Technology.

Essential Functions

Include but are not limited to the following:

- Assist with the design, documentation, and implementation of a cyber security framework.
- Deliver internal security training and reminders to minimize risk of external threats and attacks.
- Assist with coordinating cyber security policy and communication between internal and external resources and bring cyber security risks to the attention of the appropriate member of the executive team, without delay.
- Data loss and fraud prevention: Ensure internal staff adheres to security policies designed to protect member, personal and privileged data. Oversee implementation of policies and procedures that enable KCERA to execute agreements with vendors. Work with Internal IT to ensure KCERA's identity and data management platforms are configured and continually maintained, according to policy.
- Cyber security architecture: Assist with planning, budgeting, and developing configuration best practices of cyber security hardware, software, and cloud platforms.
- Identity and access management: Develop, identity and access management policies and procedures, routinely verifying that only authorized people have access to restricted data and systems, and track and report appropriate role-based access to systems.
- Investigations and forensics: Perform the role of security incident response commander, lead the investigation of root cause and mitigation.
- Data Classification: Work with peers to understand and classify data with respect to risk, build a risk-based access policy and work with KCERA staff to implement accordingly.

- Governance: Make sure all the above initiatives run smoothly and are appropriately resourced and that leadership understands their importance. Provide the appropriate metrics, analysis, and actions to protect KCERA and its members.
- Security Awareness Training management: Oversee the use of and report on employee adoption of this program. Perform targeted content and phishing campaigns as necessary.
- Provide regular feedback to the executive team regarding KCERA's internal security framework and governance. Provide appropriate monthly metrics for review.
- Maintain confidentiality of all members, employee and/or KCERA information as required.
- Establish and maintain effective working relationships and work collaboratively and respectfully with other team members.
- Assist the KCERA Chief Technology Officer with the development, review, and certification of all back-up and disaster recovery and business continuity policies, procedures, and plans.
- Performs other job-related duties as required.

Employment Standards

Graduation from an accredited college or university with a bachelor's degree and three (3) years of experience in the following areas:

- Experience managing a cyber program including governance, risk management, and incident response.
- Cyber security and network engineering, leading a cyber security function and/or responsible for a significant portion of security framework execution.
- Familiarity with cyber security and compliance frameworks such as NIST, PCI, HIPAA, CMMC, FINRA, GDPR, CCPA, etc.
- Hands-on experience deploying cyber security platforms including Vulnerability Management, Next-gen EDR/MDR (endpoint protection), SIEM, Email security, encryption, Information Protection, Data Loss Prevention, network log monitoring, Identity Management, SSO, MFA, Firewalls (physical/virtual/WAF), Secure Wifi, SSL VPN, IPSEC VPN, port sniffing and monitoring, patch management, and Active Directory.

Preferred Qualifications:

- Certified Information Systems Security Professional (CISSP)
- Certified Information Systems Auditor (CISA)

Knowledge of: information technology concepts, including databases, and distributed systems; familiarity with cyber security and compliance frameworks; principles and techniques of management and administration of technical personnel; modern hardware and software technology from a systems management perspective; developments and trends in information systems technology; and principles and methods of project management for information systems.

Ability to: manage a complex cyber security framework; organization and coordinate activities with other divisions; provide overall direction to information services such that uninterrupted, on-time service to end users is maximized at a reasonable cost; work effectively and cooperatively within KCERA and with its many stakeholders; work with individuals at all levels of the organization; demonstrate excellent analytical, organizational and interpersonal skills; utilize executive level written and verbal skills; communicate in an articulate and dynamic manner; self-direct and pace work and function well under pressure of deadlines and conflicting priorities; identify and prioritize risks and take actions to remediate; and create and foster a service philosophy and inspire the same in 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.


 DEPARTMENT HEAD

4/27/23
 DATE


 CHIEF HUMAN RESOURCES OFFICER

4/26/23
 DATE

Item #	1227
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	4
Bargaining Unit	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023



May 8, 2023

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

**PROPOSED NEW SPECIFICATIONS FOR INFORMATION SECURITY ANALYST AND
INFORMATION SECURITY ADMINISTRATOR**

The Kern County Information Technology Services Division requested the development of two new specifications titled Information Security Analyst and Information Security Administrator.

Attached for your review are the proposed job specifications for Information Security Analyst and Information Security Administrator. The Human Resources Division has prepared the specifications at the request of the Chief Information Technology Officer, Mark Buonauro. The addition of these two classifications will allow the department to provide additional oversight to ensure the County's IT security system is up-to-date and able to handle various security threats and vulnerabilities.

The Information Security Analyst will be responsible for performing the day-to-day operations of in-place security solutions and will work alongside the ITS security team personnel to identify, investigate, and find resolutions of security issues and incidents detected by systems.

The Information Security Administrator will oversee the operations of in-place security solutions and will be responsible to assist in the deployment, management, and maintenance of all security systems and their corresponding or associated software.

The Service Employees' International Union 521 represents these proposed specifications. They have not offered any objections to these classifications.

Therefore, IT IS RECOMMENDED that that the proposed specifications of Information Security Analyst and Information Security Administrator be REVIEWED, RECEIVED, AND FILED.

Sincerely,

Devin W. Brown
Chief Human Resources Officer

cc: Mark Buonauro, Chief Information Technology Officer

Information Security Analyst
Bargaining Unit: 3
Salary Range: 67.4 (\$6,590 - \$7,875/Mo.)

Definition:

Under the direction of the Kern County Deputy Chief Information Technology Officer, or designee, performs the day-to-day operations of the in-place security solutions and works with other Security Team personnel in the identification, investigation, and resolution of security issues and incidents detected by those systems.

Duties may include, but are not limited to, the implementation of new security solutions, participation in the creation and or maintenance of policies, standards, baselines, guidelines, and procedures as well as conducting vulnerability audits and assessments. The Information Security Analyst is expected to be fully aware of the enterprise's security goals as established by its stated policies, procedures, and guidelines and to actively work towards upholding those goals.

Essential Functions:

- Monitor all in-place security solutions for efficient and appropriate operations.
- Review logs and reports of all in-place devices, whether they be under direct control (i.e. security tools) or not (e.g. workstations, servers, network devices). Interpret the implications of that activity and devise plans for appropriate resolution.
- Participate in investigations into problematic activity.
- Participate in the design and execution of vulnerability assessments, penetration tests, and security audits.
- Assist in incident response efforts and the remediation of threats and vulnerabilities
- Provide on-call support for end users for all in-place security solutions.
- Assist asset owners, maintainers, and supporters in securely configuring their systems and applications using established security best practices and County policy.
- Assist in the deployment, integration, and initial configuration of new security solutions and of any enhancements to existing security solutions.
- Maintain up-to-date knowledge of the IT security industry including awareness of new or revised security solutions, improved security processes, and the development of new attacks and threat vectors.
- Participate in the planning and design of enterprise security architecture.
- Participate in the creation of enterprise security documents (policies, standards, baselines, guidelines, and procedures).
- Participate in the planning and design of an enterprise business continuity plan and disaster recovery plan.

Other Functions:

- Performs other job-related duties as required.

Employment Standards:

A bachelor's degree from an accredited college or university, in computer science or information technology related field AND two (2) years of experience in desktop or network management and administration for a department or organization.

OR

An associate degree or sixty (60) semester or ninety (90) quarter units from an accredited college or university, in computer science or information technology related field AND four (4) years of experience in desktop or network management and administration 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 experience in desktop or network management and administration for a department or organization.

OR

Six (6) years of experience in desktop or network management and administration for a department or organization.

Qualifying experience must have been within the last seven (7) years.

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

Knowledge of: antivirus and end point management practices and techniques; working technical knowledge of the Microsoft Defender suite; strong understanding of IP, TCP/IP, and other network protocols; strong understanding of Windows Desktop and Server operating systems; familiarity with Microsoft Sentinel, Tanium, PRTG, and other monitoring systems

Ability to: conduct windows server administration; understand and utilize Microsoft Azure cloud environments; work with PowerShell and other scripting languages.

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.

Information Security Analyst

Page 3

Mark Buonanno

DEPARTMENT HEAD

21-Apr-23 | 1:54 PM PDT

DATE



CHIEF HUMAN RESOURCES OFFICER

 4/27/23
 DATE

Item #	2389
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	67.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	3
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	May 2023

New Job Specification
 May 2023
 Item No. 2389

Information Security Administrator
Bargaining Unit: 5
Salary Range: 68.4 (\$6,927 - \$8,278/mo.)

Definition:

Under the direction of the Kern County Deputy Chief Information Technology Officer, or designee, oversees the day-to-day operations of the in-place security solutions and works with other Security Team personnel; ensure the secure operation of the in-house computer systems, servers, and network connections. This includes checking server and firewall logs, scrutinizing network traffic, establishing and updating virus scans, and troubleshooting. This person will also analyze and resolve security incidents and vulnerability issues in a timely and accurate fashion.

This position is an Administrative level position. Duties may include, but are not limited to, the implementation of new security solutions, assist with the creation and or maintenance of policies, standards, baselines, guidelines, and procedures as well as conducting vulnerability audits and assessments. The Information Security Administrator is expected to be fully aware of and participate in establishing the enterprise's security goals as established by its stated policies, procedures, and guidelines and to actively work towards upholding those goals. The Information Security Administrator is distinguished from the Information Security Analyst by the formers responsibility to assist in the deployment, management, and maintenance of all security systems and their corresponding or associated software.

Essential Functions:

- Assist in the deployment, management, and maintenance of all security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems, and anti-virus software.
- Manage connection security for local area networks, the company web site, the company intranet, and e-mail communications.
- Manage and ensure security of databases and ensure data in transit is protected as appropriate for classification and compliancy regulations.
- Under general guidance of the Deputy Chief Information Technology Officer, perform vulnerability assessments of all systems to identify system vulnerabilities.
- Assist in a team lead role for incident response efforts and the remediation of threats and vulnerabilities
- Design, implement, and report on security system and end user activity audits.
- Download and test new security software and/or technologies.
- Provide on-call security support to end-users.
- Manage and/or provide guidance to junior members of the team.
- Recommend, schedule, and perform security improvements, and/or upgrades.
- Maintain up-to-date knowledge of the IT security industry including awareness of new or revised security solutions, improved security processes, and the development of new attacks and threat vectors.
- Assist in the planning and design of enterprise security architecture
- Assist in the creation of enterprise security documents (policies, standards, baselines, guidelines, and procedures)

- Assist in the planning and design of an enterprise business continuity plan and disaster recovery plan

Other Functions:

- Performs other job-related duties as required.

Employment Standards:

A bachelor's degree from an accredited college or university, in computer science or information technology related field AND three (3) years of experience in the administration of networks and/or security systems environments 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 five (5) years of experience in the administration of networks and/or security systems environments for a department or organization.

OR

Completion sixty (60) semester or ninety (90) quarter units from an accredited college or university, in computer science or information technology related field AND five (5) years of experience in the administration of networks and/or security systems environments for a department or organization.

OR

Seven (7) years of experience in the administration of networks and/or security systems environments for a department or organization.

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

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

Knowledge of: firewalls, intrusion detection systems, anti-virus software, data encryption, and other industry-standard techniques and practices; In-depth technical knowledge of network, PC, and platform operating systems; antivirus and end-point management practices and techniques; working technical knowledge of the Microsoft Defender suite; strong understanding of IP, TCP/IP, and other network protocols; hands-on experience with devices such as hubs, switches, and routers; familiarity with Microsoft Sentinel, Tanium, PRTG, and other monitoring systems

Ability to: conduct windows server administration; understand and utilize Microsoft Azure cloud environments; work with PowerShell and other scripting languages

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.

New Job Specification
May 2023
Item No. 2388

Information Security Administrator

Page 3

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.

Information Security Administrator**Page 4**Mark Buonaurio

DEPARTMENT HEAD

21-Apr-23 | 1:53 PM PDT

DATE



CHIEF HUMAN RESOURCES OFFICER

4/27/23
DATE

Item #	2388
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	68.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	5
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	May 2023

New Job Specification
 May 2023
 Item No. 2388



May 8, 2023

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

PROPOSED NEW SPECIFICATION FOR VETERINARY ASSISTANT

The Kern County Animal Services Department has requested the development of a new classification titled Veterinary Assistant.

Attached for your review is the proposed job specification for Veterinary Assistant. The Human Resources Division has prepared the specification at the request of the Director of Animal Services, Nicholas Cullen.

The newly created Veterinary Assistant is assigned to the Animal Services Department. The proposed classification will be responsible for providing routine veterinary medical assistance to a Veterinarian or a Registered Veterinary Technician.

The proposed new classification of Veterinary Assistant will be expected to assist in identifying, caring for, and treating sick and injured shelter animals. Veterinary Assistants will also be responsible for ensuring the surgical areas of the department remain clean and sanitary. The creation of this classification is critical to the department's ability to continue providing essential services to the animal population in our community.

This is a represented Trades/Crafts/Labor level position. The Human Resources Division has not received any objection from the Service Employees' International Union 521.

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

Sincerely,

Devin W. Brown
Chief Human Resources Officer

cc: Nicholas Cullen, Director of Animal Services

Veterinary Assistant
Bargaining Unit: 6
Salary Range: 51.4 (\$2,967 - \$3,546/mo.)

Definition:

Under supervision, provides routine veterinary medical assistance to either a Veterinarian or a Registered Veterinary Technician.

This classification will assist in identifying, caring for, and treating sick and injured shelter animals and maintaining surgical areas in a clean and sanitary manner. Veterinary Assistant is distinguished from the Registered Veterinary Technician in that the latter requires a valid Certificate of Registration as a Veterinary Technician issued by the California Veterinary Medical Board and as such, is able to perform certain medical procedures within the scope of that registration.

Essential Functions:

Duties may include, but are not limited to the following:

- Under supervision of a Veterinarian and/or Registered Veterinary Technician, provides medical care and treatment to animals by assisting in conducting physical examinations and observing for clinical symptoms;
- Assists with admissions, discharges and surgical releases;
- Checks incisions, clips and bathes animals to remove mats, blood, tar or other materials detrimental to the animal's health;
- Cleans and prepares the operating room, surgical instruments, medical equipment, medications and sedatives for use;
- Ensures that correct equipment and instruments are at hand, that monitoring and support equipment such as anesthetic machines, monitors, scopes, breathing apparatus are operable and sanitizes necessary equipment, instruments and the surgery area;
- Prepares instruments and medical supplies for Veterinarian use; prepares animals for various types of surgery; assists with anesthesia procedure;
- Records observations of animals & maintains records of animal treatments and monitors the feeding, care and physical condition of animals under veterinary care;
- Communicate necessary follow-up and home care instructions;
- Monitor animals during recovery from surgical procedures;
- Complete laboratory procedures, including but not limited to, the drawing and collecting of samples for laboratory and clinical testing;
- Assist in positioning and taking radiographs;
- Perform animal care and kennel duties;
- Maintain proper storage and safekeeping of drugs as directed by Veterinarian
- Manage inventory and assist in ordering medications and supplies;
- Maintain log books including, but not limited to, radiology, surgery, anesthesia, laboratory and controlled substance log;

- Bandaging and splinting animal appendages;
- Performs other duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent AND one (1) year of education, training, and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Qualifying work experience may include the care and handling of animals in an animal care clinic, kennel, or animal care setting.

Volunteer experience may be qualifying if confirmed in writing from a recognized organization

Other Requirements:

- Incumbents are required to successfully complete a Department approved course leading to a certification in Euthanasia by Injection within the first six (6) months of hire or promotion.
- Incumbents are required to successfully obtain a Veterinary Assistant Controlled Substances Permit (VACSP) through the California Veterinary Medical Board within the first six (6) months of hire or promotion.
- Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: animal behavior, anatomy, common animal diseases, care and feeding of animals, cleaning and disinfecting methods; cleaning procedures and appropriate cleaning agents, supplies and equipment; techniques of administering medications and treatments to animals; general surgical procedures and equipment used in animal health; inventorying and maintaining pharmaceutical supplies and equipment.

Ability to: handle and care for animals in a humane manner; learn how to recognize abnormal behavioral and physical symptoms in animals; learn how to safely handle and maintain clinic medical instruments and equipment; develop and maintain cooperative working relationships; learn how to deal tactfully with the public; learn how to maintain simple records and make reports as necessary.

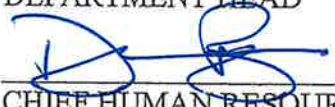
Supplemental:

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

 4-25-23
 DATE


 CHIEF HUMAN RESOURCES OFFICER

 4/26/23
 DATE

Item #	0822
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	51.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	3
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

New Specification
 May 2023
 Item No.



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

May 8, 2023

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

PROPOSED REVISED SPECIFICATION FOR DISTRICT ATTORNEY'S LIEUTENANT

The Human Resources Division requests approval of the attached revision to the job specification for District Attorney's Lieutenant (Item Number 4375).

The Human Resources Division is proposing to update the District Attorney's Lieutenant classification in order to be consistent with the County's contemporary standards. Currently, candidates must qualify with eight years of experience as a peace officer in the State of California including either three years' experience as an Investigator III in the Kern County District Attorney's Office or five years' experience as a Sergeant or equivalent in another law enforcement agency. Investigator III is no longer a valid classification title in the County of Kern's classification system. The proposed revision corrects an inconsistency by replacing "Investigator III", with "Investigator".

The county is also proposing to include an "Ability to" section in order to be more consistent with our current classifications. This proposed revision updates the employment standard and increases the potential pool of qualified applicants.

The Kern County Sheriff's Command Association was notified and has concurred with the proposed revisions.

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

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Brown", with a long horizontal line extending to the right.

Devin W. Brown
Chief Human Resources Officer

cc: Cynthia J. Zimmer, District Attorney

District Attorney's Lieutenant
Bargaining Unit: N
Salary Range: 75.9 (\$10,069 - \$12,032/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 III in the Kern County District Attorney's Office **OR** five (5) years experience as a Sergeant or equivalent in another law enforcement agency, one year of which has been completed within the past 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
DEPARTMENT HEAD

4-25-23
DATE

[Signature]
CHIEF HUMAN RESOURCES OFFICER

4/27/23
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	75.9
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	N
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	Safety
Creation Date	May 2023

May 8, 2023

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

**PROPOSED REVISED JOB SPECIFICATION FOR
KCERA MEMBER SERVICES MANAGER**

The Kern County Employees' Retirement Association requests approval of a revised job specification titled KCERA Member Services Manager.

The revisions to this job specification will assist KCERA in being competitive in the talent marketplace, retaining staff, and implementing succession planning. The proposed classification is within KCERA's member services division and is responsible for providing customer service to retirement system members.

The specification revision includes changes to the employment standard to better align the classification's scope of responsibility with other classifications recently created and revised because of KCERA's ongoing reorganization. The changes broaden the requirements to remove restrictions to the bachelor's degree field of study and to allow for a broader range of experience required for qualified candidates.

The KCERA Member Services Manager is an unrepresented mid-management classification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed revised specification titled KCERA Member Services Manager.

Sincerely,



Devin W. Brown
Chief Human Resources Officer

cc: Dominic Brown, KCERA CEO

KCERA Member Services Manager
Bargaining Unit D
Salary Range 66.8 (\$6,395-\$7,643/mo.)

Definition

The KCERA Member Services Manager works under the KCERA CMSO and KCERA Deputy CMSO to manage one or more functional areas within the Member Services Division of the Kern County Employees' Retirement Association (KCERA); and to carry out the statutory requirements of the County Employees Retirement Law of 1937; to carry out the policies of the Board of Retirement; to perform related work as required.

The KCERA Member Services Manager is a first level management position responsible for participating in and directing staff and/or outside consultants in all matters related to benefit administration. Work is performed in accordance with established departmental procedures and the County Employees Retirement Law of 1937. Independent action and judgment in planning and performing the job functions is required.

Essential Functions

Include but are not limited to the following:

- Advises management and senior leadership team on all aspects of employment and retirement issues; handles complex retirement issues and makes recommendations to management on the most appropriate course of action.
- Plans, organizes, and directs the work of supervisory and clerical staff in the operations of the Member Services Division.
- Plan and design new procedures for recommendation to management.
- Prepares reports and correspondence.
- Interprets and applies complex statutory and regulatory provisions relating to the retirement system.
- Maintains records on all active, deferred, retired, and separated members of the system.
- Interviews members and prospective retirees and provides counsel of the various options and benefits available to them.
- Processes service and disability retirement applications.
- Certifies service credits, compensation and other data furnished by the Actuary in determining death, disability, and retirement benefits.
- Obtains legal and medical documents required for presentation to the Retirement Board in matters requiring its consideration and action.
- Provides testimony relating to disability matters.
- Speaks before groups regarding retirement laws. Processes subpoenas and other legal documents.
- Confers with attorneys and physicians regarding disability and legal matters. Performs related work as required.

Graduation from an accredited college or university with a bachelor's degree in ~~Public or Business administration or related field~~ and three (3) years of progressively responsible experience in retirement benefit administration, **human resources, payroll or a closely related field.**

OR

One (1) year of experience as a KCERA Senior Member Services Analyst.

OR

Any equivalent combination of education and/or experience.

Knowledge of: the principles and practices of defined benefit management and administration; applicable County Ordinances, rules and regulations, State and Federal laws; basic budgetary management and tracking principles; training trends; and supervisory principles.

Ability to: plan, direct, and coordinate functional areas within the Member Services division of KCERA; direct, coordinate, train and evaluate the work of staff; analyze data and prepare reports and recommendations; handle complex defined benefit issues; conduct research; design and implement training programs; maintain confidentiality and use sound judgment in making decisions and recommendations to management; communicate effectively orally and in writing; develop and maintain cooperative work relationships with employees, management, and representatives of other groups and organizations; prepare clear and concise reports; and use a personal computer with associated software.

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


 CHIEF HUMAN RESOURCES OFFICER

4/25/23
 DATE

4/25/23
 DATE

Item #	2544
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	66.8
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	D
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	May 2023



May 8, 2023

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

PROPOSED REVISED SPECIFICATIONS FOR KCERA INVESTMENT OFFICER, KCERA SENIOR INVESTMENT OFFICER, KCERA INVESTMENT ANALYST I, KCERA INVESTMENT ANALYST II, KCERA SENIOR INVESTMENT ANALYST

The Human Resources Division requests approval of the attached job specification revisions for the Kern County Employees' Retirement Association, titled KCERA Investment Officer (Item Number 0717), KCERA Senior Investment Officer (Item Number 0708), and KCERA Investment Analyst I (Item Number 4747), KCERA Investment Analyst II (Item Number 3761), and KCERA Senior Investment Analyst (Item Number 1641).

The proposed revisions to the attached job specifications include updates to the job titles and minor language revisions to the specification to ensure contemporary standards are met. The proposed revisions are consistent with the department's reorganization efforts and assists with the department's recruiting endeavors by utilizing the KCERA acronym.

The proposed revised classifications are unrepresented, management and mid-management classifications.

Therefore, IT IS RECOMMENDED that the proposed revised classifications for KCERA Investment Officer, KCERA Senior Investment Officer, KCERA Investment Analyst I, KCERA Investment Analyst II, and KCERA Senior Investment Analyst be REVIEWED, RECEIVED AND FILED.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Brown", with a stylized flourish at the end.

Devin W. Brown
Chief Human Resources Officer

cc: Dominic Brown, KCERA CEO

Retirement ~~KCERA~~ Investment Officer
Bargaining Unit: M
Salary Range: 72.5 (\$8,498 - \$10,155/mo.)

Definition:

Under direction, assists and advises the Chief Investment Officer in managing the investment portfolio of the Kern County Employees' Retirement Association (KCERA), while taking initiative to improve the investment program and enhance performance.

Distinguishing Characteristics:

This position reports to the Chief Investment Officer. The ~~Retirement~~ **KCERA** Investment Officer is responsible for supporting the Chief Investment Officer with the implementation of the ~~Kern County Employees' Retirement Association~~ (KCERA or Plan) investment strategy. The Investment Officer contributes substantially to the overall investment strategy and performance of the Plan. This position is part of a flexible classification series that includes the ~~Retirement~~ **KCERA** Senior Investment Officer position. Incumbents may advance to the Senior ~~Retirement~~ **KCERA** Investment Officer after gaining experience and demonstrating proficiency in the work

Essential Functions:

- Cash management and portfolio rebalancing; including updating market values and cash flows, estimating changes in market value, forecasting cash flows, liquidity modeling, estimating portfolio deviations from target, modeling proforma portfolio exposure, and calculating adjusted overlay targets as necessary.
- Recommends potential cash management and rebalancing trades; prepares trade authorizations, and coordinates trades internally with accounting, legal, and administration.
- Support initial and ongoing due diligence effort on current investment managers and prospective investment managers across all asset classes; source investment ideas; perform quantitative analysis; review advisor investment, operational, and quantitative due diligence; develop qualitative assessment; generate reports and presentations; and collaborate with investment advisors.
- Manage legal contracting process for investments on an initial and ongoing basis; including legal documentation review, side letter negotiation and preparation, amendments review, side letter provision elections, and subscription document preparation, as well as other insurance, regulatory, and compliance requirements. Actively interact with legal counsel to find solutions to issues.
- Perform risk analysis including, gathering and organizing data; aggregating and analyzing holdings and exposures; and evaluating output from returns-based factor decomposition models.
- Perform analysis and review for the asset allocation process and makes recommendations.

- Analyze investment structure and strategy; evaluate opportunities to improve the risk and/or return expectations for an asset class; formulate new and differentiated approaches to managing investment structure, and support ideas with analytical frameworks. Makes recommendations to the Chief Investment Officer.
- Oversee junior staff in monitoring investment program compliance with all investment related policies and procedures
- Suggest and develop investment related policy, procedure, and process improvements to the Chief Investment Officer, including opportunities for technology solutions to improve efficiency and productivity.
- Researches and analyzes pension fund trends and new product developments in the institutional investment marketplace.
- Prepare and evaluate investment related Requests for Information and Requests for Proposals; analyze data; interview candidates; travel for on-site due diligence; prepare summary reports with findings; make recommendation to the Chief Investment Officer.
- Review performance and attribution analysis
- Monitors and analyzes investment related fees and expenses, evaluate relative to contract terms and benchmarks, and from a cost/benefit perspective.
- Reviews investment reporting; works with junior investment staff to make improvement or corrections.
- Reviews investment related materials submitted by third parties; coordinates with third parties or junior investment staff to make improvements or corrections
- Oversees junior investment staff for portfolio transitions and the evaluation of transition management services.
- Prepares and presents written and oral reports concerning the investment program to the Board of Retirement, the Kern County Board of Supervisors, retirees, employees, and other public/private groups as directed by the Chief Investment Officer and as needed.
- Attends investment conferences; meets with financial services and investment organizations to discuss investments, financial markets, and economic trends; leverages third party investment research and news to remain abreast of economic and financial markets. Uses information and analysis to formulate and recommend portfolio changes, including potential tactical or risk management positions.
- Reviews and coordinates investment-related training opportunities for the Retirement Board and staff; participates in the delivery of training as appropriate.
- Attends monthly Retirement Board and Investment Committee meetings, presents to the Retirement Board and/or Investment Committee as needed

OTHER FUNCTIONS:

- Perform other ad hoc investment and financial analysis, report writing, presentation preparation, and presenting to the Investment Committee and/or Board.
- Performs other job related duties as assigned.

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree in Finance, Accounting, Economics, Business Administration or a closely related field **AND** five (5) years of related work experience in a defined benefit retirement fund, investment consulting, investment management, or financial services. Possession of a master's degree in Business Administration with a concentration in finance and a Chartered Financial Analyst (CFA) designation are desirable.

ADDITIONAL REQUIREMENTS:

Possess and maintain a valid California Class C Driver's License.

Knowledge of: the principles and practices of institutional investment management; financial analysis and modeling; the principals of modern portfolio theory, portfolio management, risk management, investment analysis and quantitative and statistical methods; defined benefit pension administration; and actuarial methods.

Skill in: developing strategies related to the management of a public pension investment portfolio; analyzing complex financial investments; performing complex financial analysis; working independently; exercising sound judgment; making recommendations and appropriate course of action; communicating effectively verbally and in writing; develop comprehensive presentations and reports; making presentations to Boards and management groups; establishing and maintaining effective work relationships; and utilizing a personal computer and related software to generate investment management analysis.

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.

~~March 2021~~ **May 2023**

#0717

JS0717

Revised


DEPARTMENT HEAD

4/26/23

DATE


CHIEF HUMAN RESOURCES OFFICER

4/27/23
DATE

Item #	0717
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	72.5
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	4
Bargaining Unit	M
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

KCERA Senior Retirement Investment Analyst
Bargaining Unit: D
Range: 69.5 (\$7,317 - \$8,744)

Definition:

Under general direction, the **KCERA** Senior Retirement Investment Analyst, conducts highly complex research and analysis on Kern County Employee's Retirement Association (KCERA) strategic investment initiatives; provides investment and operational support to the investment group.

DISTINGUISHING CHARACTERISTICS

The **KCERA** Senior Retirement Investment Analyst is the lead level position in the three-level **KCERA** Retirement Investment Analyst series. Incumbents work under general direction, perform duties with a high degree of independence and exercise independent judgment and decision-making. This series has an emphasis on investment research and analysis at the management level.

Essential Functions:

- Conducts highly complex investment research and analysis on asset classes, investment managers, investment strategies, economics, and financial markets.
- Formulates recommendations within the Kern County Employees' Retirement Association (KCERA) investment program.
- Oversees specialized investment programs such as foreign tax reclaims, transaction cost analysis, and securities lending.
- Creates highly complex financial models and quantitative analysis, such as stress tests and scenario analysis.
- Analyzes requests for proposals and requests for information.
- Gathers legal documents for investment contracting and negotiations; monitors legal contracting process.
- Collaborates and coordinates with internal and external departments, including third party investment consultants, investment managers, and other service providers, to facilitate investment operation activities.
- Acts as a lead over junior-level professional staff, including mentoring and training.
- May supervise support staff.
- Reviews investment materials submitted by third parties.
- Formulates recommendations, prepares and presents reports.
- Uses a computer to write reports, perform statistical analysis, and conduct research.
- Recommends improvements in systems, tools, and policies.
- Performs other job related duties as assigned.

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree in Finance, Economics, Business Administration or a closely related field and four years of related work experience in investment consulting, investment management, financial services, or economics.

Possession of a master's degree in Business Administration or a closely related field, Chartered Financial Analyst (CFA) designation, or Chartered Alternative Investment Analyst (CAIA) designation can be substituted for two years of required work experience. Progress towards these credentials is desirable.

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

Knowledge of: the principles and practices of institutional investment management; financial analysis and modeling; the principals of modern portfolio theory, portfolio management, risk management, investment analysis and quantitative and statistical methods; defined benefit pension administration; and actuarial methods.

Skill in: developing strategies related to the management of a defined benefit pension investment portfolio; analyzing complex financial investments; performing complex financial analysis and modeling; working independently; exercising sound judgment; making recommendations and determining appropriate course of action; effectively communicating both verbally and in writing; developing detailed and comprehensive presentations and reports; making presentations to internal groups; establishing and maintaining highly effective work relationships; and utilizing a personal computer and related software to generate investment management analysis, reports, and presentations.

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 Job Specification

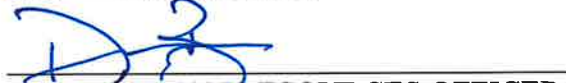
~~August 2022~~ **May 2023**

Item No. 1641


DEPARTMENT HEAD

4/26/23

DATE


CHIEF HUMAN RESOURCES OFFICER

4/27/23
DATE

Item #	1641
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	69.5
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	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

KCERA Retirement Investment Analyst I
Bargaining Unit: D
Salary Range: 63.5 (\$5,425 - \$6,483)

Definition:

Under direction, the **KCERA Retirement** Investment Analyst I performs investment research and analysis within the context of the Kern County Employee's Retirement Association (KCERA) strategic investment initiatives. The **KCERA Retirement** Investment Analyst I reports to the Chief Investment Officer.

DISTINGUISHING CHARACTERISTICS

The **KCERA Retirement** Investment Analyst I is the entry-level position of the three-level **KCERA Retirement** Investment Analyst series. This series has an emphasis on investment research and analysis at the mid-management level. Incumbents are extensively involved in contributing to the KCERA investment program and work closely with internal and external groups.

Promotion to **KCERA Retirement** Investment Analyst II may be considered on a merit basis, subject to the approval of the **KCERA department head Chief Executive Officer**.

Essential Functions:

- Conducts investment analysis on asset classes, investment managers, investment strategies, economics, and financial markets; assists in developing recommendations on actions to be taken.
- Gathers and organizes information and data, such as fund terms, investment manager data, capital calls, distributions, and economic and financial market data; creates and updates databases.
- Monitors and logs compliance with investment policies, such as monitoring investment manager compliance with investment guidelines, collecting ADVs, and gathering proxy voting data.
- Organizes investment manager meetings; attends meetings and takes notes.
- Develops and responds to investment surveys.
- Formulates recommendations, prepares and presents reports.
- Uses a computer to write reports, perform statistical analysis, and conduct research.
- Performs other related duties as assigned.

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in Finance, Economics, Business Administration or a closely related field.

Possession of, or progress toward, a master's degree in Business Administration or a closely related field, Chartered Financial Analyst (CFA) designation, or Chartered Alternative Investment Analyst (CAIA) designation is desirable.

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

Knowledge of: the principles and practices of institutional investment management; financial analysis and modeling; the principals of modern portfolio theory, portfolio management, risk management, investment analysis, and quantitative and statistical methods; defined benefit pension administration; and actuarial methods.

Ability to: gathering, organizing, and analyzing data; financial analysis and modeling; exercising sound judgment; effectively communicating both verbally and in writing; developing comprehensive presentations and reports; establishing and maintaining effective work relationships; and utilizing a personal computer and related software to generate investment management analysis and reports.

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 Job Specification

~~August 2022~~ **May 2023**

Item No. 4747


DEPARTMENT HEAD

4/26/23

DATE


CHIEF HUMAN RESOURCES OFFICER

4/27/23
DATE

Item #	4747
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	3
Bargaining Unit	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

KCERA Retirement Investment Analyst II
Bargaining Unit: D
Range: 66.5 (\$6,300 - \$7,529)

Definition:

Under direction, the **KCERA Retirement** Investment Analyst II conducts complex research and analysis on asset classes, investment managers, investment strategies, economics, and financial markets; provides investment and operational support to the investment group; develops recommendations and prepares reports.

DISTINGUISHING CHARACTERISTICS

The **KCERA Retirement** Investment Analyst II is the journey level position of the three-level **KCERA Retirement** Investment Analyst series. It is distinguished from the **KCERA Retirement** Investment Analyst I by the increased level of knowledge and skill required, as well as the level of difficulty of work assigned, and the ability to perform with minimum supervision. Incumbents are extensively involved in contributing to the KCERA investment program and work closely with internal and external groups. Promotion to the **KCERA Senior Retirement** Investment Analyst may be considered on a merit basis, subject to the approval of the department head.

Essential Functions:

- Conducts complex investment analysis on asset classes, investment managers, investment strategies, economics, and financial markets.
- Creates, monitors, and updates financial models and quantitative analyses such as cash flow forecasting, rebalancing and proforma exposures, overlay positions, and capital efficiency.
- Gathers, organizes, and analyzes investment fees and expenses.
- Prepares detailed performance and attribution analysis.
- Develops and analyzes requests for proposal and requests for information; oversees process.
- Attends investment manager meetings and takes notes.
- Formulates recommendations, prepares and presents reports.
- Uses a computer to write reports, perform statistical analysis, and conduct research.
- Recommends improvements in systems, tools, and policies.
- Performs other job related duties as assigned.

Employment Standards:

Graduation from an accredited college or university with a bachelor's degree in Finance, Economics, Business Administration or a closely related field and two years of related work experience in investment consulting, investment management, financial services, or economics.

Possession of a master's degree in Business Administration or a closely related field, Chartered Financial Analyst (CFA) designation, or Chartered Alternative Investment Analyst (CAIA) designation can be substituted for required work experience. Progress towards these credentials is desirable.

Possess and maintain a valid California Class C Driver's License.

Knowledge of: the principles and practices of institutional investment management; financial analysis and modeling; the principals of modern portfolio theory, portfolio management, risk management, investment analysis and quantitative and statistical methods; defined benefit pension administration; and actuarial methods.

Skill in: analyzing financial investments; working independently; exercising sound judgment; making recommendations and determining appropriate course of action; communicating effectively verbally and in writing; developing presentations and reports; making presentations to internal groups; establishing and maintaining effective work relationships; and utilizing a personal computer and related software to generate investment management analysis and reports.

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 Job Specification

~~August 2022~~ **May 2023**

Item No. 3761


DEPARTMENT HEAD

4/26/23

DATE


CHIEF HUMAN RESOURCES OFFICER

4/27/23
DATE

Item #	3761
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	66.5
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	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

KCERA Senior ~~RETIREMENT~~ Investment Officer
Bargaining Unit: M
Salary Range: 76.0 (\$10,119 - \$12,092)

DESCRIPTION:

Under general direction, assists and advises the Chief Investment Officer in managing the investment portfolio of the Kern County Employees' Retirement Association (KCERA), while taking significant initiative to improve the investment program and enhance performance.

DISTINGUISHING CHARACTERISTICS:

This position reports to the Chief Investment Officer. The **KCERA** Senior Investment Officer is responsible for supporting the Chief Investment Officer with the implementation of the Kern County Employees' Retirement Association (KCERA or Plan) investment strategy. The **KCERA** Senior Investment Officer contributes substantially and materially to the overall investment strategy and performance of the Plan. This position is part of a flexible classification series that includes the ~~Retirement~~ **KCERA** Investment Officer position. Incumbents may advance to the **KCERA** Senior ~~Retirement~~ Investment Officer after gaining experience and demonstrating proficiency in the work.

ESSENTIAL FUNCTIONS:

- Cash management and portfolio rebalancing; including updating market values and cash flows, estimating changes in market value, forecasting cash flows, liquidity modeling, estimating portfolio deviations from target, modeling proforma portfolio exposure, and calculating adjusted overlay targets as necessary.
- Recommends potential cash management and rebalancing trades. Prepares Trade Authorizations, and coordinates trades internally with accounting, legal, and admin. Takes a managing and mentoring role with junior levels of investment staff in the cash management and rebalancing process.
- Perform initial and ongoing due diligence on current investment managers and prospective investment managers across all asset classes; source investment ideas; perform quantitative analysis; review advisor investment, operational, and quantitative due diligence; develop qualitative assessment; generate reports and presentations; collaborate with investment advisors; potentially develop new investment strategies, funds, and investment terms.
- Manage legal contracting process for investments on an initial and ongoing basis; including legal documentation review, side letter negotiation and preparation, amendments review, side letter provision elections, and subscription document preparation, as well as other insurance, regulatory, and compliance requirements. Actively interact with legal counsel to identify problems and find solutions to issues.
- Perform risk analysis including, gathering and organizing data; aggregating and analyzing holdings and exposures; and evaluating output from returns-based factor decomposition models. Takes a managing and mentoring role with junior levels of investment staff in the risk management process.
- Performs analysis and review for the asset allocation process. Utilizes data and research to bring new ideas to the asset allocation process. Makes recommendations.

- Analyze investment structure and strategy; evaluate opportunities to improve the risk and/or return expectations for an asset class; formulates new and differentiated approaches to managing investment structure, and supports ideas with analytical frameworks. Develops ideas for potentially restructuring asset classes, incorporating new approaches and frameworks, to improve risk and/or returns. Make recommendations.
- Oversees junior staff in monitoring investment program compliance with all investment related policies and procedures. Develops tools and process to support the monitoring process.
- Develop investment related policy, procedure, and process improvements, including opportunities for technology solutions to improve efficiency and productivity. Documents changes and new approaches. Develops plans for deploying new approaches.
- Researches and analyzes pension fund trends and new product developments in the institutional investment marketplace. Formulates investment ideas. Makes recommendations.
- Prepare and evaluate investment related Requests for Information (RFI) and Requests for Proposals (RFP); analyze data; interview candidates; travel for on-site due diligence; prepare summary reports with findings; make recommendations to the Chief Investment Officer. Takes a managing and mentoring role with junior levels of investment staff in the RFI and RFP process.
- Reviews performance and attribution analysis. Mentors junior levels of investment staff in the preparation and review of performance and attribution analysis.
- Monitors and analyzes investment related fees and expenses, evaluate relative to contract terms and benchmarks, and from a cost/benefit perspective. Develops ideas to improve fees and alignment of interest with investment managers. Makes recommendations.
- Reviews investment related materials submitted by third parties; coordinates with third parties or junior investment staff to make improvements or corrections.
- Mentors junior investment staff in performing portfolio transitions and the evaluation of transition management services.
- Prepares and presents written and oral reports concerning the investment program to the Board of Retirement, the Kern County Board of Supervisors, retirees, employees, and other public/private groups as directed by the Chief Investment Officer on a regular basis.
- Attends investment conferences; meets with financial services and investment organizations to discuss investments, financial markets, and economic trends; leverages third party investment research and news to remain abreast of economic and financial markets. Identifies new and unique sources of information, data, analysis and research. Uses information and analysis to formulate and recommend portfolio changes, including potential tactical or risk management positions.
- Reviews, recommends and coordinates investment-related training opportunities for the Retirement Board and staff; regularly participates in the delivery of training.
- Attends monthly Retirement Board and Investment Committee meetings; presents to the Retirement Board and/or Investment Committee on a regular basis.

OTHER FUNCTIONS:

- Perform other ad hoc investment and financial analysis, report writing, presentation preparation, and presenting to the Investment Committee and/or Board and other constituents groups.

- Performs other job related duties as assigned.

EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a bachelor's degree in Finance, Accounting, Economics, Business Administration or a closely related field AND eight (8) years of related work experience in a defined benefit retirement fund, investment consulting, investment management, or financial services. Possession of a master's degree in Business Administration with a concentration in finance and a Chartered Financial Analyst (CFA) designation are desirable.

ADDITIONAL REQUIREMENTS:

Possess and maintain a valid California Class C Driver's License.

Knowledge of: the principles and practices of institutional investment management; financial analysis and modeling; the principals of modern portfolio theory, portfolio management, risk management, investment analysis and quantitative and statistical methods; defined benefit pension administration; and actuarial methods.

Skill in: developing strategies related to the management of a public pension investment portfolio; analyzing complex financial investments; performing complex financial analysis; working independently; exercising sound judgment; making recommendations and appropriate course of action; communicating effectively verbally and in writing; develop comprehensive presentations and reports; making presentations to Boards and management groups; establishing and maintaining effective work relationships; and utilizing a personal computer and related software to generate investment management analysis.

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.

~~March 2021~~ **May 2023**

#0708

JS0708

~~New~~ **Revised**

Dominic Brown
DEPARTMENT HEAD

4/26/23
DATE

DZ
CHIEF HUMAN RESOURCES OFFICER

4/27/23
DATE

Item #	0708
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	76.0
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	M
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

May 8, 2023

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

**PROPOSED REVISED SPECIFICATIONS FOR KCERA MEMBER SERVICES ANALYST,
KCERA MEMBER SERVICES SPECIALIST, AND KCERA MEMBER SERVICES
TECHNICIAN**

The Human Resources Division requests approval of the attached job specification revisions for the Kern County Employees' Retirement Association, titled KCERA Member Services Analyst (Item Number 2525), KCERA Member Services Specialist (Item Number 2527), and KCERA Member Services Technician (Item Number 2528).

The proposed revisions to the attached job specifications include updates to the job titles and minor language revisions to the specification to ensure contemporary standards are met. The proposed revisions are consistent with the department's reorganization efforts and assists with the department's recruiting endeavors by utilizing the KCERA acronym.

The Service Employees' International Union 521 represents these proposed specifications. They have not offered any objections to these classifications.

Therefore, IT IS RECOMMENDED that the proposed revised classifications for KCERA Member Services Analyst, KCERA Member Services Specialist, and KCERA Member Services Technician REVIEWED, RECEIVED AND FILED.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Brown", with a stylized flourish extending from the end.

Devin W. Brown
Chief Human Resources Officer

cc: Dominic Brown, KCERA CEO

KCERA Member Retirement Services Analyst
Bargaining Unit: 5
Salary Range: 59.8 (\$4,511 - \$5,391 /mo.)

Definition:

Under supervision, provides information to retirement members and beneficiaries regarding retirement benefits and options, and the policies and regulations governing the retirement system; perform calculations to provide estimate of benefits and service purchases; and monitor and coordinate activities relating to the disability claims process. Manage a caseload providing the full range of retirement coverage for members of the Kern County Employees' Retirement Association (KCERA).

Distinguishing Characteristics:

The **KCERA Member Retirement Services Analyst** is the advanced journey level position in the **KCERA Member Retirement Services** series. Incumbents in this class are expected to work independently and complete the more difficult duties in the three major areas of retirement benefit administration: active member administration, retirement benefit administration, and applications for disability retirement.

Essential Functions:

- Applies in-depth knowledge of state and federal guidelines, KCERA policies, procedures, and regulations in the provision of retirement services administered by the department.
- Performs retirement services and analysis duties of moderate complexity.
- Conducts complex audit of member accounts, verifies previous audits, and resolves discrepancies to assure compliance with retirement laws and regulations.
- Informs, and provides assistance to plan members, retirees, beneficiaries, survivors, legal and financial representatives, and employers.
- Analyzes and determines interim and/or final monthly benefits for members and beneficiaries and/or adjustments involving recalculation of benefits during final audits; authorizes, calculates, and ensures the provision of benefits within the prescribed parameters.
- Audits active, retired, and disability retirement accounts and authorized corrections to system, plan service credit and contribution records; computes and provides estimates for members and attorneys, calculates retiree benefits and buyback requests.
- Provides information to members on KCERA policies and procedures including information related to eligibility determination for service purchases, reciprocity, service retirement, disability retirement, death benefits and member rights and responsibilities under the law.

- Oversees the preparation of disability retirement materials for Retirement Board consideration, meetings, and hearings. Attends Committee and Board meetings as relates to the disability process.
- Responds to telephone and written inquiries and resolves complaints.
- Coordinates with attorneys and members regarding disability determinations, appeals, and Qualified Domestic Relations Orders.
- Prepares correspondence of a complex nature involving the application of retirement law and KCERA processes and procedures for members, retirees, beneficiaries, and other agencies.
- Interacts with county departments, governmental and special districts representatives on issues involving member eligibility, retirement, and reciprocity.
- Conducts legal research, and locates statutes related to applicable retirement related issues.
- Develops educational materials; and plans, develops and makes presentations.
- Represents the department at county meetings, and functions sponsored by outside agencies.
- Trains new employees and existing staff on work procedures and activities.
- Performs other job-related duties as required.

Employment Standards:

Associate degree from an accredited college and one (1) year of experience equivalent to a Retirement Services Specialist in the Kern County Classification system.

OR

High school diploma, (G.E.D.), or equivalent AND three (3) years of experience equivalent to a Retirement Services Specialist in the Kern County Classification system.

Knowledge of: The Kern County Retirement System and benefit programs; laws and regulations covering retirement benefits and coverages; interviewing techniques; customer service principles, effective business communications methods; office practices and procedures; business math and computerized systems and software applications.

Ability to: Read and understand laws, regulations, personnel policies, memoranda of understanding and changes to the County Employees Retirement Law of 1937 that effect the pension system; develop and implement new procedures; organize work and set priorities on an ongoing basis; meet deadlines under demanding conditions with changing priorities; research, collect, and organize material into a manageable form; recognize and maintain confidentiality of information; read, understand and interpret medical and legal terminology; establish and maintain effective working relationships; communicate effectively orally and through written correspondence; verify information and calculate benefits, service credit, contributions and disbursements.

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

4/26/23

DATE


CHIEF HUMAN RESOURCES OFFICER

4/27/23

DATE

Item #	2525
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	59.8
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	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

KCERA Member Retirement Services Specialist
Bargaining Unit: 5
Salary Range: 56.8 (\$3,884 - \$4,641 /mo.)

Definition:

Under supervision, provides information to plan members and beneficiaries regarding retirement benefits and options, and the policies and regulations governing the retirement system; perform calculations to provide estimate of benefits and service purchases; and monitor and coordinate activities relating to the disability claims process. Manages a caseload of retirement coverage for members of the Kern County Retirement System.

Distinguishing Characteristics:

The **KCERA Member Retirement Services Specialist** is the journey level position in the **KCERA Member Retirement Services** series. Incumbents in this class normally work under close supervision performing a group of repetitive or closely related duties according to established procedures. Positions may perform the lead role in retirement support services. A **KCERA Member Retirement Services Specialist** is expected to learn the three major areas of retirement benefit administration: active member administration, retirement benefit administration and applications for disability retirement.

Promotion to **KCERA Member Retirement Services Analyst** is made on a merit basis and is subject to the recommendation of the Executive Director and approval of Human Resources.

Essential Functions:

- Applies in-depth knowledge of state and federal guidelines, KCERA policies, procedures, and regulations in the provision of retirement services administered by the department.
- Informs and provides assistance to plan members, retirees, beneficiaries, survivors, legal and financial representatives and employers.
- Determines eligibility, analyzes and audits member accounts, verifies and authorizes adjustments, service credits, compensation, and contributions.
- Calculates retiree benefits, buyback requests and estimates for counseling members.
- Provides information to members on KCERA policies and procedures including information related to eligibility determination for service purchases, reciprocity, service retirement, disability retirement, death benefits and member rights and responsibilities under the law.
- Prepares estimates, distribution calculations, and benefit payout options. Computes and processes initial and adjusted retirement benefits.
- Provides information to members related to contribution rates, service credit, membership eligibility and termination of employment including deferral, reciprocity and refund options.
- Responds to telephone and written inquiries and resolves complaints.

- Prepares correspondence of a routine nature involving the application of retirement law and KCERA processes and procedures for members, retirees, beneficiaries, and other agencies.
- May assist in the preparation of disability retirement materials for Retirement Board consideration, meetings and hearings and attends Committee and Board meetings as relates to the disability process.
- Interacts with county departments, governmental and special districts representatives on issues involving member eligibility, retirement and reciprocity.
- Conducts basic legal research, and locates statutes and relevant case citations.
- Assists with the development of materials for educational presentations county-wide.
- May represent the department at county meetings, and functions sponsored by outside agencies.
- May assist with the training of new employees and existing staff on work procedures and activities.
- Post bi-weekly active member payrolls.
- Review and correct semi-annual actuarial data.
- Performs other job-related duties as required.

Employment Standards:

Associate degree from an accredited college AND one (1) year of experience equivalent to a staff person of a benefit program.

OR

High School Diploma, G.E.D. or equivalent AND three (3) years of experience equivalent to a staff person of a benefit plan.

Knowledge of: The Kern County Retirement System or similar benefit programs; laws and regulations covering retirement benefits and coverages; interviewing techniques; customer service principles, effective business communication methods; office practices and procedures; business math and computerized systems and software applications.

Ability to: Read and understand laws, regulations, policies, memoranda of understanding and changes to the County Employees Retirement Law of 1937 that effect the pension system; assist in developing and implementing new policies and procedures; organize work and set priorities on an ongoing basis; meet deadlines under demanding conditions with changing priorities; verify information and calculate benefits, service credit, contributions and disbursement; research, collect, and organize material into a manageable form; recognize and maintain confidentiality of information; read, understand and interpret medical and legal terminology; establish and maintain effective working relationships; and communicate 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

4/26/23

DATE


CHIEF HUMAN RESOURCES OFFICER

4/27/23

DATE

Item #	2527
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	E
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	56.8
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	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023

KCERA Member Retirement Services Technician

Bargaining Unit: 4

Salary Range: 53.8 (\$3,344 - \$3,996 /mo.)

Definition: Description:

Under supervision, to perform specialized support activities requiring knowledge of retirement benefit administration. Duties might include: preparing statistical data; assist in training new employees; creating spreadsheets; balancing funds; and gathering data and statistics.

Distinguishing Characteristics:

The **KCERA Member Retirement Services Technician** is the entry level position in the **KCERA Member Retirement Services** series. Incumbents in this class are expected to work independently and complete duties in the major areas of retirement services administration: active member administration, deferred or deferred reciprocal administration, refunds, deposits, accounts payables, and assisting with service purchases.

Essential Functions: Duties:

- Applies knowledge of state and federal guidelines, KCERA policies, procedures, and regulations in the provision of retirement services administered by the department.
- Submits, reviews and monitors member demographic corrections and adjustments.
- Prepares and submits weekly deposits.
- Prepares or processes request for purchase of service, terminations, refunds, enrollments, reciprocity, pull reports, associated backup and others as necessary.
- Provides assistance and information to members, county departments, governmental and special district representatives on KCERA policies and procedures including information related to eligibility determination for reciprocity, service purchases, refunds, and member rights and responsibilities under the law.
- Responds to telephone and written inquiries and resolves complaints.
- Prepare address changes.
- Contract and insurance monitoring
- Agenda preparation.
- Provides back up to clerk functions.
- Maintains office supplies inventory.
- Operates standard office equipment including computers, telephone system, and digital scanning equipment.
- Storage maintenance.
- Tracking training, education, and travel.
- Reconciling contributions with plan sponsor payroll.
- Key Vouchers into related programs and entering accounts payable and journal entries into the general ledger.
- Assists in the preparation and distribution of materials for member educational presentations.

- Performs other job-related duties as required.

Employment Standards:

Associate degree from an accredited college,

OR

High School Diploma, G.E.D. or equivalent AND two (2) years of related program experience sufficient to obtain knowledge and skill to successfully perform the essential function of the job.

Knowledge of: The Kern County Retirement System or similar benefit programs; laws and regulations covering retirement benefits and coverages; customer service principles, effective business communication methods; office practices and procedures; business math and computerized systems and software applications.

Ability to:Skill in: prioritizing and assigning work; using computers and related software applications; performing mathematical calculations; balancing and reconciling financial accounts; preparing reports; filing and maintaining records; keyboarding; using standard office equipment; providing excellent customer service; organizing work and setting priorities on an ongoing basis; meeting deadlines under demanding conditions with changing priorities; researching, collecting, and organizing material into manageable form; recognizing and maintaining confidentiality of information; establishing and maintaining effective working relationships; and, communicating 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

4/26/23

DATE


CHIEF HUMAN RESOURCES OFFICER

4/27/23

DATE

Item #	2528
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	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	53.8
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	4
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Eric Nisbett
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 2023



May 8, 2023

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

PROPOSED REVISED SPECIFICATION FOR DEPARTMENTAL ANALYST

The Human Resources Division requests approval of the attached revision to the job specification for Departmental Analyst (Item Number 0849).

On November 29, 2022, the Board of Supervisors approved the collapse of the Departmental Analyst I/II series. The proposed revisions encapsulates the affect of the Board's action. Currently, the specification is titled Departmental Analyst, however the specification's "Definition" and "Employment Standards" refer to this classification as a Departmental Analyst I/II series.

The County has a desire to ensure effective measures are taken to increase retention of our personnel. The County has also had difficulty recruiting talent for this classification and we believe this will help attract qualified talent.

The Service Employees' International Union, Local 52 agreed to collapse the series.

Therefore, IT IS RECOMMENDED that the proposed revised classification for Departmental Analyst be REVIEWED, RECEIVED AND FILED.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Brown", with a stylized flourish extending to the right.

Devin W. Brown
Chief Human Resources Officer

Departmental Analyst
Bargaining Unit: 5
Salary Range: 59.6 (\$4,466 - \$5,337)

Definition:

Under direction, to perform a wide variety of analytical duties in support of a departmental service or program. Incumbents may oversee support staff.

Distinguishing Characteristics

~~These are the first and second levels in the three level analyst series. The Analyst is a broad class that ranges from entry professional to journey level professional analysts. Advancement between levels I and II is considered on a merit basis and is subject to recommendation of the Department Head and approval by the Director of Personnel.~~

~~**Analyst I:** This is the entry professional level analyst. Incumbents perform professional level analytical duties in support of a departmental service or program. They work under direction and are expected to become proficient in the full range of duties as assigned.~~

~~**Analyst II:** This is the full journey level in the analyst series. **This position is distinguished from the Supervising Departmental Analyst, which is responsible for performing full supervisory responsibilities.** Positions are distinguished from the Analyst I in that incumbents perform the full range of duties as assigned, working independently and exercising judgment and initiative. Incumbents receive only occasional instruction or assistance as new or unusual situations arise. Incumbents may serve as a lead to Departmental Analyst I's.~~

Essential Functions:

- Prepares grant proposals and requests for proposals to include researching, compiling, composing and formatting responses and applications. Administers grant funding programs.
- Analyzes a variety of information such as legislation, proposals, budgets, expenditures, documents, etc.; updates and/or develops documents, policies or procedures to address program requirements.
- Conducts studies to include determining scope, planning, organizing, compiling, analyzing, and making recommendations.
- Provides technical assistance and guidance to clients, customers, other agencies and department staff in area of expertise; serves as a subject matter expert.
- Serves as a liaison to other departments, agencies, customers, etc.
- Participates in and/or chairs committees, meetings and task forces.
- Negotiates agreements and contracts.
- Develops, administers, coordinates and evaluates programs/projects.
- Creates and maintains databases for tracking a variety of information; utilizes and maintains electronic records and files; accesses and utilizes electronic database computer systems; and performs basic typing and computer tasks.
- Prepares and gives presentations on studies and projects.
- Performs other duties of similar nature or level as required.

Employment Standards:

Level I: Bachelor's Degree OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Level II: ~~Bachelor's Degree AND one (1) year of experience equivalent to a Departmental Analyst I OR an equivalent combination of education and experience.~~

Qualifying experience may includes reading and interpreting legislation and regulations, conducting research, budget preparation, managing projects, preparation of grant proposals and negotiating contracts.

Knowledge of: statistical methodology; research techniques; report writing techniques; budgeting principles; conflict resolution techniques; and applicable laws, rules, regulations and policies.

Ability to:~~Skill in:~~ conducting research including researching on the internet; performing mathematical calculations; reading and interpreting legislation and regulations; using computers and related software applications; preparing reports, charts, graphs and other presentation materials; solving problems; technical business writing; managing projects/studies; preparing and giving presentations; negotiating; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction; maintain effective work relationship with public and private agencies.

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



 4/27/23
 DATE

CHIEF HUMAN RESOURCES OFFICER

Item #	0849
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	59.6
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	2
Bargaining Unit	5
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	May 2023

DEPARTMENT HEAD

DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	0849
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	59.6
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	2
Bargaining Unit	5
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	May 2023



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

May 8, 2023

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

**PROPOSED REVISED JOB SPECIFICATIONS FOR CHIEF DEPUTY SHERIFF,
SHERIFF'S COMMANDER AND SHERIFF'S LIEUTENANT**

Attached for your review is the proposed revised job specifications for Chief Deputy Sheriff, Sheriff's Lieutenant, and Sheriff's Commander. The Human Resources Division has prepared the specifications at the request of Sheriff Youngblood.

The proposed revisions to the classifications assigned to the Patrol/Operations function of the Sheriff's Office incorporate Assembly Bill No. 846 compliant language that places an increased emphasis on community interaction and collaborative problem solving. The definition and essential functions have been revised to place more emphasis on community interaction and deemphasize the paramilitary aspects of the positions. Revisions to the knowledge, skills and abilities include clean up language in addition to language related to the principles of community policing.

The respective unions representing each classification were advised of the proposed job specification revisions. Kern County Sheriff's Command Association and Kern County Sheriff's Command Association III support of the proposed revised job specifications.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised job specifications of Chief Deputy Sheriff, Sheriff's Commander, and Sheriff's Lieutenant.

Sincerely,

A handwritten signature in blue ink, appearing to be "Devin Brown", with a stylized flourish extending to the right.

Devin Brown
Chief Human Resources Officer

Attachments

GROUNDED & BOUNDLESS

Chief Deputy Sheriff
Bargaining Unit: Z
Salary Range 80.9 (\$12,920-\$15,439/mo.)

Definition:

Under the direction of the Undersheriff and subject to administrative determination of policy, supervises and administers a major bureau of the Sheriff's Office.

This is the **Executive Management level classification in the Sheriff's Office and reports directly to the Undersheriff** ~~lateral/entry level classification in the Deputy Sheriff job family (i.e., Senior Deputy Sheriff, Sheriff's Sergeant, etc.~~ Incumbents perform the full range of sworn peace officer duties, including ~~patrol, crime investigations~~ **administrative and supervisory work assisting the Undersheriff and Sheriff in the management of all Sheriff's Office operations. Considerable judgment and initiative are required in determining facts, interpreting, and applying the law in making decisions, without reference to higher authority. Incumbents effectively** ~~interacting and collaborating with the public, community-based organizations, and other governmental entities to identify problems develop solutions, and effectively carry out law enforcement functions.~~

Incumbents serve a probationary period of six (6) months. Incumbents will be required to work any shift, weekends, and holidays; and may be required to work in outlying areas.

Essential Functions:

- Assists the Sheriff and Undersheriff in the development of departmental programs, policies and procedures; confers on matters pertaining to departmental operations; acts for the Sheriff and the Undersheriff as assigned.
- Assists the Sheriff and Undersheriff and takes an active part in the preparation and administration of the budget.
- Supervises the divisions of the department through their commanding officers; coordinates functions of the various divisions and maintains effective work relationships between operating units.
- Assigns and supervises the work of subordinates and in consultation with the Sheriff and Undersheriff, personally conducts criminal investigations in which the welfare of the department is involved.
- Supervises the departmental selection process of new employees; performs personnel management functions including taking disciplinary actions and making transfers.
- Develops employee training policies and oversees training activities.
- Prepares reports and reviews reports written by subordinates; relays pertinent information to the Undersheriff.
- Coordinates law enforcement activities with other law enforcement agencies.
- Represents the Sheriff at official and civic meetings.

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

Employment Standards:

Possession of an Advanced and Management Certificate awarded by the Peace Officer Standards and Training Commission for the State of California, and one year experience as a Sheriff's Commander with the Kern County Sheriff's Office.

Knowledge of: the organization, functions, responsibilities and procedures of the Sheriff's Office; the principles and policies of administration and accepted practices and procedures of police science; personnel management and public relations; the proper and effective methods of deploying personnel in response to actual and anticipated emergencies;

Ability to: analyzing and interpreting problems involving assigned divisions; supervising, instructing and advising subordinates officers; analyzing and interpreting laws and ordinances and instructing personnel as to the application of laws and ordinances; conducting special studies and preparing comprehensive reports, establishing and maintaining effective public relations.

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

5/1/23
DATE


CHIEF HUMAN RESOURCES OFFICER

5.7.23
DATE

Item #	4449
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	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	80.9
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	4
Bargaining Unit	Z
HR Analyst	B Guerra
Reviewed By	T Eldridge
CAO Analyst	J Arriola
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	

Sheriff's Commander
Bargaining Unit: R
Salary Range 77.9 (\$11,125-\$13,294/mo.)

Definition:

Under direction, manages the activities of a major organizational division or operation in an assigned Bureau of the Sheriff's Office.

This classification is a management level position in the Sheriff's **Office** Department and reports directly to a Chief Deputy Sheriff. **Incumbents perform the full range of sworn peace officer duties, including administrative and supervisory work assisting Chief Deputies in the management of bureau operations and special projects. Considerable judgment and initiative are required in determining facts, interpreting and applying the law in making decisions, occasionally referring to higher authority.**

Incumbents effectively interact and collaborate with the public, community-based organizations, and other governmental entities to identify problems, develop solutions, and effectively carry out law enforcement functions.

Incumbents will be required to work any shift, weekends and holidays and will be required to work in outlying County areas depending on assignment.

Essential Functions:

- Plans, directs, coordinates, and supervises the major law enforcement activities of assigned divisions and operations of the department.
- Instructs assigned personnel in the maintenance of order, law enforcement, prevention of crime, protection of life and property, and identification and records procedure; establishes work performance standards.
- Participates in law enforcement and jail management conferences as required; establishes and maintains functional working relationships with other county departments and governmental agencies.
- Reviews and updates policies and procedures for assigned divisions and operations; coordinates operational and policy implementation; prepares and edits comprehensive reports; handles specialized and more complex tasks as required.
- Assists with the development of divisional budget and management of allocated funds.
- Maintains proper staffing levels; in assigned division when assigned to a jail division, manages facility operations in compliance with applicable laws and regulations.
- Reviews complaints and takes appropriate action.
- Coordinates and oversees all assigned programs, services, and contracts within assigned division.
- Confers with the Sheriff, Undersheriff and Chief Deputy Sheriffs on general departmental policies and procedures.

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

Employment Standards I:

Successful completion of the probationary period as a Sheriff's Lieutenant.

Knowledge of: the principles of law enforcement, supervision, management and budgeting; detentions, proper and effective methods of deploying deputies and support personnel in actual and anticipated emergencies; criminal law with particular emphasis on the apprehension, arrest and prosecution of law violators; the Code of Civil Procedure and the Civil Code of California; law enforcement identification and records procedures; behavior of inmates in a custodial setting, including the rules, regulations and guidelines applicable to the confinement and supervision of inmates; **and principles of community-based policing.**

Ability to Skill in: ~~operations management identifying, analyzing~~ **identify, analyze** and effectively solve law enforcement and jail issues **pertaining to operations management;** ~~supervising, instructing and advising~~ **subordinates** in all pertinent phases of law enforcement and jail operations and procedures; effectively ~~deploying~~ and ~~reviewing~~ the work of subordinates; ~~conducting~~ special studies and ~~preparing~~ comprehensive reports, and ~~establishing~~ and ~~maintaining~~ effective public relations; **and establish effective interpersonal relationships at all organizational levels and with the public.**

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

[Signature]
DEPARTMENT HEAD

5/1/23
DATE

[Signature]
CHIEF HUMAN RESOURCES OFFICER

5.2.23
DATE

Item #	4452
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	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	77.9
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	4
Bargaining Unit	R
HR Analyst	B Guerra
Reviewed By	T Eldridge
CAO Analyst	J Arriola
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	

Sheriff's Lieutenant
Bargaining Unit: N
Salary Range 75.9 (\$10,069-\$12,032/mo.)

Definition:

Under direction, manages an assigned area or section in a division of the Sheriff's Office.

This position assists **D**ivision **C**ommanders in managing personnel and activities dependent upon assignment in Department divisions and/or sections in various areas of the County. The incumbent also serves as Watch Commander as assigned. **Incumbents perform the full range of sworn peace officer duties, including patrol, crime investigations, administrative and supervisor work.**

Incumbents effectively interact and collaborate with the public, community-based organizations, and other governmental entities to identify problems, develop solutions, and effectively carry out law enforcement functions.

Incumbents will be required to work any shift, weekends and holidays and will be required to work in outlying County areas depending on assignment.

Essential Functions:

- Assists in selecting, directing, coordinating, and managing personnel in an assigned section or unit of the department.
- Serves as substation manager as assigned; plans, directs, and coordinates the work and shift schedules of assigned staff.
- Serves as **W**atch **C**ommander.
- Directs assigned personnel in the maintenance of order, law enforcement, prevention of crime, community oriented policing projects, protection of life and property, and identification and records procedure; establishes work performance standards.
- Assists in maintaining proper staffing levels in compliance with applicable laws and regulations for an assigned section or area of responsibility.
- Assists in reviewing complaints and recommending appropriate action.
- Participates in law enforcement and jail management conferences as required; establishes and maintains functional working relationships with other county departments and governmental agencies.
- Performs technical research and analysis within assigned section; prepares comprehensive and specialized reports as required.
- Assists in the review and update of policies and procedures; prepares and edits comprehensive reports; handles specialized and more complex tasks as required.
- Assists in coordinating and overseeing all assigned programs, services, and contracts.
- Confers with the command staff on general departmental policies and procedures.

- Conducts audits and manages section inventories on assigned equipment and other resources.
- Attends meetings and participates in committees.
- Assists with the development of divisional budgets and management of allocated funds.
- **Develops and maintains good relations with the public and interacts with the public to resolve issues, gain compliance, and build trust.**
- **Practices community-based policing and conflict de-escalation.**
- **Enforces laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationality, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.**
- **Maintains personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code of Ethics.**
- Performs other job-related duties as assigned.

Employment Standards:

Two (2) years of experience as a Kern County Sheriff's Sergeant **AND** eligible for a Supervisory Certificate awarded by the Peace Officer Standards and Training Commission for the State of California or five (5) years as a Kern County Sheriff's Sergeant.

Knowledge of: the principles of law enforcement, management and supervision; detentions; proper and effective methods of deploying ~~deputies and support~~ personnel in actual and anticipated emergencies; criminal law with particular emphasis on the apprehension, arrest and prosecution of law violators; the Code of Civil Procedure and the Civil Code of California; law enforcement identification and records procedures; **and principles of community-based policing.**

Ability to-Skill in: ~~coordinating~~ **and supervising** the activities of an organizational section, area of assignment; identifying, analyzing and effectively solving law enforcement and jail issues; ~~supervising~~ **and instructing** subordinates in all pertinent phases of law enforcement and jail operations and procedures; effectively ~~deploying~~ **and reviewing** the work of subordinates; ~~researching~~ **and analyzing** applicable divisional and departmental issues; ~~conducting~~ **special studies and preparing** comprehensive reports, and ~~establishing~~ **and maintaining** effective public relations.

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.

J. M. C. A.
DEPARTMENT HEAD

5/1/23
DATE

Larry Adcock
CHIEF HUMAN RESOURCES OFFICER

5.2.23
DATE

Item #	4460
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	75.9
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	R
HR Analyst	B Guerra
Reviewed By	T Eldridge
CAO Analyst	J Arriola
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	