

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

Regular Meeting
Monday, June 12, 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 May 8, 2023, Special meetings May 9, 2023, May 10, 2023, and May 17, 2023; **APPROVE**

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

8960 Technology Services Supervisor-DP-DHS
8961 Group Counselor I/II-Shift-DHS
8962 Billing Office Specialist I/II
8963 Public Health Nurse I/II
8964 Senior Office Services Specialist-DP-DHS
8965 Crime Prevention Specialist - Shift
8966 Workers' Compensation Claims Manager - DP - County Counsel
8967 Library Associate - Department Promotional - Shift - Lake Isabella
8968 Clinical Supervisor
8969 Sewer Maintenance Worker I/II
8970 Health Educator
8971 Stock Clerk II-DP-DHS
8972 Human Services Aide-Shift-DHS
8973 Office Services Specialist-East Kern Region(Ridgecrest, Mojave, Lake Isabella)
8974 Programmer I/II
8975 Sheriff Aircraft Pilot
8976 Building Inspector
8977 Contracts Administration Assistant
8978 Microbiologist
8979 Youth Services Officer I/II - Shift
8980 Supervising Planner
8981 Administrative Coordinator
8982 Fire Division Chief - DP - Fire
8983 Housekeeper-Shift
8984 Program Coordinator
8985 Special Projects Manager
8986 Human Resources Specialist I - Non-Confidential- DP
8987 Group Counselor III-Shift-DHS
8988 Paralegal
8989 Groundskeeper
8990 Behavioral Health Recovery Specialist Aide
8991 Telecommunications Network Administrator
8992 Social Service Supervisor II-DP-DHS
8993 Veterans Service Assistant
8994 Senior Engineer
8995 Sheriff's Program Specialist
8996 Senior Human Resources Specialist - Non - Confidential
8997 Human Resources Specialist I/II - Non - Confidential
8998 Behavioral Health Peer Specialist-Bilingual

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. **REVIEW, RECEIVE, AND FILE**
 - a. Sheriff's Office positions
 - i. Deputy Sheriff, Item No. 4493
 - ii. Deputy Sheriff Trainee, Item No. 4497
 - b. Sheriff's Office positions
 - i. Sergeant, Item No. 4467
 - ii. Senior Deputy Sheriff, Item No. 4484
 - c. Director of Diversity, Equity, and Inclusion, Item No. 0787
 - d. Auditor-Controller-County Clerk positions
 - i. Assistant Registrar of Voters, Item No. 3256
 - ii. Elections Division Manager, Item No. 0829
5. **Election of 2023 Civil Service Commission Officer:** Resignation of Commissioner Oliver initiated Vice President Price to serve as President of the Civil Service Commission effective April 18, 2023, creating a vacancy for Vice President.
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
Nurse Practitioner (Public Health) – Case No. 2023-0102
11. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, July 10, 2023, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, May 8, 2023

5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, and Price

ABSENT: Commissioner Rose

OTHERS: Tracey Eldridge, Michael Goulart, Stephanie Bouey, Kate Zimmermann, Robyn Lipscomb, and others.

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

PUBLIC SESSION

1. **Public Presentations**

None

*CONSENT AGENDA

*2. **Approval of Minutes**

Regular meeting on April 10, 2023 and Special meeting on May 1, 2023; **APPROVED**; Ho/Ag – 3 ayes, 1 ab-Ro

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ho/Ag – 3 ayes, 1 ab- (Ro)

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. **REVIEWED, RECEIVED, AND FILED**
- a. Proposed new job specifications for Kern County Employees' Retirement Association; Tracey Eldridge, Assistant Chief Human Resources Officer (ACHRO) presented; Public comment-Rebecca Vaughn inquired if full job descriptions would be made available to public, Civil Service Commission Officer (CSCO) Robyn Lipscomb confirmed that all materials were published on the website and would remain on the site for the rest of the month; **APPROVED Ho/Ag – 3 ayes, 1 ab (Ro)**
 - 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; Tracey Eldridge, ACHRO presented; **APPROVED Ho/Ag – 3 ayes, 1 ab (Ro)**
 - i. Information Security Analyst, Item No. 2389
 - ii. Information Security Administrator, Item No. 2388
 - c. Proposed new job specifications for Animal Services; Tracey Eldridge, ACHRO presented; **APPROVED Ag/Ho – 3 ayes, 1 ab (Ro)**
 - 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. **REVIEWED, RECEIVED, AND FILED**

- a. District Attorney's Lieutenant, Item No. 4375; Tracey Eldridge, ACHRO presented; **APPROVED Ag/Ho – 3 ayes, 1 ab (Ro)**
- b. KCERA Member Services Manager, Item No. 2544; Tracey Eldridge, ACHRO presented revised specification items b-d together as changes were descriptive in nature, added KCERA to heading and increase candidates; **APPROVED Ag/Ho – 3 ayes, 1 ab (Ro)**
- 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; **APPROVED Ag/Ho – 3 ayes, 1 ab (Ro)**
- f. KCSO positions; **APPROVED Ag/Ho – 3 ayes, 1 ab (Ro)**
 - 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:

Deputy County Counsel, Stephanie Bouey, reported one active investigation, current and within its timeline.

7. Commission Officer Items/Report:

The Commission has upcoming visits scheduled with DHS and Airports. Brown Act Training is available and will be scheduled for Commission after new commissioner is appointed.

8. Human Resources Division Items/Report:

None

9. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session

CLOSED SESSION (Government Code § 54957)

10. Public Employee -- Discipline/Dismissal/Release

Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105; **HEARING DATES SET TO SEPTEMBER 18, 19, AND 25, 2023**

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

Special Meeting/Closed Session
Tuesday, May 9, 2023
5:00 p.m.

PRESENT: Commissioners Agbalog, Holt, and Price

ABSENT: Commissioner Rose

OTHERS: Kate Zimmermann, Adam Tinoco, Bryan Alba, Robyn Lipscomb, and others.

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

CLOSED SESSION (Government Code § 54957)

1. PUBLIC EMPLOYEE – Demotion
Detentions Lieutenant (Sheriff’s Office) – Case No. 2023-0100 **NO REPORTABLE ACTION**
2. Reconvened from Closed Session. President Price adjourned the meeting at 8:00 p.m. to the Special Meeting to be held on Wednesday, May 10, 2023, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting/Closed Session
Wednesday, May 10, 2023
5:00 p.m.

PRESENT: Commissioners Agbalog, Holt, and Price

ABSENT: Commissioner Rose

OTHERS: Kate Zimmermann, Adam Tinoco, Robyn Lipscomb, and others.

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**CLOSED SESSION (Government Code § 54957)**

1. PUBLIC EMPLOYEE – Demotion
Detentions Lieutenant (Sheriff’s Office) – Case No. 2023-0100 **NO REPORTABLE ACTION**
2. Reconvened from Closed Session. President Price adjourned the meeting at 7:30 p.m.to the Special Meeting to be held on Wednesday, May 17, 2023, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting/Closed Session
Wednesday, May 17, 2023
5:00 p.m.

PRESENT: Commissioners Agbalog, Holt, and Price

ABSENT: Commissioner Rose

OTHERS: Kate Zimmermann, Adam Tinoco, Robyn Lipscomb, and others.

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

CLOSED SESSION (Government Code § 54957)

1. PUBLIC EMPLOYEE – Demotion
Detentions Lieutenant (Sheriff’s Office) – Case No. 2023-0100 **NO REPORTABLE ACTION**
2. Reconvened from Closed Session. President Price adjourned the meeting at 7:42 p.m.to the Regular Meeting to be held on Monday, June 12, 2023, at 5:30 p.m.

Test Schedule								
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date	Requestor	WTS Report
8960	Technology Services Supervisor-DP-DHS	5/1/2023	5/5/2023	DMR	DP	4/28/2023	DMR	4/24/2023
8961	Group Counselor I/II-Shift-DHS	5/2/2023	5/15/2023	DMR	Open	5/1/2023	DMR	5/1/2023
8962	Billing Office Specialist I/II	5/2/2023	Continuous	JAP	Open	5/1/2023	JAP	5/1/2023
8963	Public Health Nurse I/II	5/2/2023	Continuous	JAP	Open	5/1/2023	JAP	5/1/2023
8964	Senior Office Services Specialist-DP-DHS	5/2/2023	5/8/2023	DMR	DP	5/1/2023	DMR	5/1/2023
8965	Crime Prevention Specialist - Shift	5/8/2023	5/12/2023	NA	Open	5/4/2023	NA	5/1/2023
8966	Workers' Compensation Claims Manager - DP - County Counsel	5/8/2023	5/12/2023	DG	DP	5/5/2023	DG	5/1/2023
8967	Library Associate - Department Promotional - Shift - Lake Isabella	5/8/2023	5/12/2023	DG	DP	5/8/2023	DG	5/8/2023
8968	Clinical Supervisor	5/9/2023	5/23/2023	JAP	Open	5/5/2023	JAP	5/1/2023
8969	Sewer Maintenance Worker I/II	5/10/2023	Continuous	MES	Open	5/8/2023	MES	5/8/2023
8970	Health Educator	5/10/2023	5/24/2023	JAP	Open	5/8/2023	JAP	5/8/2023
8971	Stock Clerk II-DP-DHS	5/10/2023	5/16/2023	DMR	DP	5/9/2023	DMR	5/8/2023
8972	Human Services Aide-Shift-DHS	5/11/2023	5/24/2023	DMR	Open	5/10/2023	DMR	5/8/2023
8973	Office Services Specialist-East Kern Region(Ridgecrest, Mojave, Lake Isabella)	5/11/2023	Continuous	DMR	Open	5/10/2023	DMR	5/8/2023
8974	Programmer I/II	5/15/2023	5/26/2023	DMR	Open	5/10/2023	DMR	5/8/2023
8975	Sheriff Aircraft Pilot	5/11/2023	Continuous	NA	Open	5/10/2023	NA	5/8/2023
8976	Building Inspector	5/15/2023	5/26/2023	MES	Open	5/12/2023	MES	5/8/2023
8977	Contracts Administration Assistant	5/15/2023	Continuous	MES	Open	5/12/2023	MES	5/8/2023
8978	Microbiologist	5/15/2023	Continuous	JAP	Open	5/12/2023	JAP	5/8/2023
8979	Youth Services Officer I/II - Shift	5/18/2023	6/18/2023	NA	Open	5/15/2023	NA	5/15/2023
8980	Supervising Planner	5/17/2023	Continuous	MES	Open	5/16/2023	MES	5/15/2023
8981	Administrative Coordinator	5/17/2023	5/26/2023	MGV	Open	5/16/2023	MGV	5/15/2023
8982	Fire Division Chief - DP - Fire	5/17/2023	5/24/2023	MES	DP	5/16/2023	MES	5/15/2023
8983	Housekeeper-Shift	5/18/2023	6/1/2023	DMR	Open	5/17/2023	DMR	5/15/2023
8984	Program Coordinator	5/18/2023	5/25/2023	JAP	DP	5/17/2023	JAP	5/15/2023
8985	Special Projects Manager	5/19/2023	6/2/2023	MGV	Open	5/17/2023	MGV	5/15/2023
8986	Human Resources Specialist I - Non-Confidential- DP	5/22/2023	5/24/2023	NA	DP	5/19/2023	NA	5/15/2023
8987	Group Counselor III-Shift-DHS	5/23/2023	6/6/2023	DMR	Open	5/22/2023	DMR	5/22/2023
8988	Paralegal	5/24/2023	6/7/2023	DMR	Open	5/22/2023	DMR	5/22/2023
8989	Groundskeeper	5/22/2023	Continuous	NA	Open	5/22/2023	NA	5/22/2023
8990	Behavioral Health Recovery Specialist Aide	5/23/2023	6/6/2023	MGV	Open	5/22/2023	MGV	5/22/2023
8991	Telecommunications Network Administrator	5/23/2023	Continuous	MGV	Open	5/23/2023	MGV	5/22/2023
8992	Social Service Supervisor II-DP-DHS	5/26/2023	6/2/2023	DMR	DP	5/24/2023	DMR	5/22/2023
8993	Veterans Service Assistant	5/30/2023	6/13/2023	DG	Open	5/26/2023	DG	5/22/2023
8994	Senior Engineer	6/1/2023	Continuous	MES	Open	6/1/2023	MES	5/29/2023
8995	Sheriff's Program Specialist	6/5/2023	6/19/2023	NA	Open	6/1/2023	NA	5/29/2023
8996	Senior Human Resources Specialist - Non - Confidential	6/2/2023	6/16/2023	NA	Open	6/1/2023	NA	5/29/2023
8997	Human Resources Specialist I/II - Non - Confidential	6/2/2023	6/16/2023	NA	Open	6/1/2023	NA	5/29/2023
8998	Behavioral Health Peer Specialist-Bilingual	6/2/2023	6/16/2023	MGV	Open	6/1/2023	MGV	5/29/2023

Green Exam #: Change to existing exam #

Grey line: History

White line: Most up to date information for exam #

Blue "Continuous" and Red "?": informational purposes

Yellow "Hold": on hold

Dates that ALL exams were closed:

7/25/2019

3/16/2020



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

June 12, 2023

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

**PROPOSED REVISED JOB SPECIFICATIONS FOR DEPUTY SHERIFF
AND DEPUTY SHERIFF TRAINEE**

Attached for your review is the proposed revised job specifications for Deputy Sheriff and Deputy Sheriff Trainee. 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 revisions also include Senate Bill No. 960 compliant language that removes the provision requiring peace officers to either be a citizen of the United States or be a permanent resident who is eligible for and has applied for citizenship and instead requires peace officers to legally be authorized to work in the United States.

Kern County Law Enforcement Association approves of the proposed revised job specifications.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised job specifications of Deputy Sheriff and Deputy Sheriff Trainee.

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

Attachments

GROUNDED  BOUNDLESS

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

Definition:

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

Distinguishing Characteristics:

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

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

Essential Functions:

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

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

Other Functions:

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

Employment Standards:

Minimum Qualifications:

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

In accordance with Government Code Section 1031 to be appointed as a peace officer in California, incumbents must **be legally authorized to work in the United States under federal law.** ~~must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship. Citizenship status must be conferred within three years of applying for citizenship. Failure to confer citizenship status may result in disciplinary action up to and including dismissal.~~

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

Physical Examination:

A rigid medical examination by the county physician is required. Includes spine and chest x-rays, blood chemistry

and electro- cardiograph test. Weight must be proportionate to height and age.

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

Hearing: No hearing deficiency.

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

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

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

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

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

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

A background check **shall** ~~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

6/1/23
DATE


CHIEF HUMAN RESOURCES OFFICER

6/2/23
DATE

Item #	4493
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	64.1
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	L
HR Analyst	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	

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

Definition:

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

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

Essential Functions:

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

Employment Standards:

Minimum Qualifications:

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

In accordance with Government Code Section 1031 to be appointed as a peace officer in California, incumbents must **be legally authorized to work in the United States under federal law.** ~~be a citizen of the United States or permanent resident alien who is eligible for and has~~

~~applied for citizenship. Citizenship status must be conferred within three years of applying for citizenship. Failure to confer citizenship status may result in disciplinary action up to and including dismissal.~~

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

Physical Examination:

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

Psychological Examination:

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

Vision:

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

Hearing:

No hearing deficiency.

Minimum Age:

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

Character:

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

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

A background check **shall** ~~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

6/1/23

 DATE



 CHIEF HUMAN RESOURCES OFFICER

6/2/23

 DATE

Item #	4497
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	55.7
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	L
HR Analyst	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	

June 12, 2023

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

**PROPOSED REVISED JOB SPECIFICATIONS FOR SHERIFF'S SERGEANT
AND SENIOR DEPUTY SHERIFF**

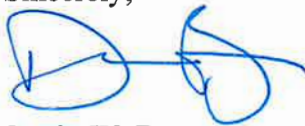
Attached for your review is the proposed revised job specifications for Sheriff's Sergeant and Senior Deputy Sheriff. The Human Resources Division has prepared the specifications at the request of Sheriff Youngblood.

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.

Kern County Law Enforcement Association approves of the proposed revised job specifications.

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

Sincerely,



Devin W. Brown
Chief Human Resources Officer

Attachments

Senior Deputy Sheriff
Bargaining Unit: L
Salary Range 67.0 (\$6,459-\$7,710/mo.)

Definition:

Under direction, conducts investigations of suspected criminal actions and performs other complex and routine law enforcement related work.

This position is used as a field investigator and in specialty assignments. Incumbents also provide operational supervision to a section or area of assignment in the absence of the shift supervisor. **Incumbents engage in community orientated policing by interacting and collaborating with the public to identify issues and develop solutions to detect, prevent and investigate crime.**

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:

- Conducts investigations; assists in the apprehension and conviction of law violators; collects and preserves evidence; interviews suspects and witnesses; examines crime scenes; prepares accurate and complete reports.
- Performs lead functions in the absence of superiors.
- Serves a variety of legal papers, such as summons, complaints, arrest warrants, attachments, civil warrants, and other legal documents; collects fees.
- Makes court appearances.
- Inventories, transports, and stores personal property pending case dispositions.
- Acts as training officer to other deputies and civilian employees as required.
- Handles specialized assignments throughout the department.
- **Develops and maintains good relations with the public and interacts with the public to resolve issues, gain compliance, and build trust.**
- **Practices community-based policing and conflict de-escalation.**
- **Enforce laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationality, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.**
- **Maintain personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code of Ethics.**
- Performs other job-related duties as required.

Employment Standards:

Revised Job Specification
June 8, 2023
Item No. 4484

Two (2) years of continuous experience as a Kern County Deputy Sheriff within the last two (2) years AND successful completion of the Kern County Sheriff's Field Training Program.

Knowledge of: investigative techniques; rules of evidence, report writing and court procedure; county and departmental policies and procedures; applicable federal, state and local codes and ordinances relating to law enforcement; community relations and various legal papers; **and principles of community-based policing.**

Ability to Skill-in: ~~collecting~~ and ~~evaluating~~ evidence; ~~reporting~~ related facts and findings; ~~drawing~~ logical conclusions and ~~making~~ proper recommendations; ~~establishing~~ and ~~maintaining~~ effective community relations; ~~training~~ and ~~leading~~ subordinates; ~~obtaining~~ information through interview and interrogation.

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

6/1/23
DATE


CHIEF HUMAN RESOURCES OFFICER

6/2/23
DATE

Item #	4484
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	67.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	L
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 Sergeant
Bargaining Unit: 8
Salary Range 70.1 (\$7,539-\$9,010/mo.)**

Definition:

Under direction and as assigned, supervises a unit, or group, detail, watch or a substation; and performs specialized technical law enforcement work.

This position is distinguished as first line supervision in the chain of command. **Incumbents 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 the Lieutenant with planning, assigning, and supervising the work of subordinates; assists in the selection of new employees and with the employee evaluation performances.
- Performs the most complex and difficult investigations; prepares written reports of investigations, interviews, crimes, and other matters; interviews suspects and witnesses.
- Conducts internal affairs investigations; in the absence of the Lieutenant, performs lead functions; may take the lead on patrol or investigation work; acts as superior officer in taking charge of special activities; handles specialized and more complex and technical assignments throughout the department.
- Assists in teaching training courses.
- Prepares and/or edits comprehensive reports; prepares staff reports.
- **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 upholds the rights of all people, regardless of their race/ethnicity, gender, nationality, religious, disability, citizenship status, sexual orientation or association with a person or groups 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 required.

Employment Standards:

Revised Job Specification
June 12, 2023
Item No. 4467

Two (2) years of experience as a Kern County Senior Deputy **AND** possession of an Intermediate Certificate awarded by the Peace Officer Standards and Training Commission for the State of California.

Knowledge of: basic principles of supervision and training; the rules of evidence and of the laws governing persons in custody; criminal law, investigation and crime prevention methods; interviewing techniques; report writing; county and departmental policies and procedures, applicable local, state, federal and constitutional law and codes relative to law enforcement; community relations and all types of civil papers; current law enforcement investigative methods; **and principles of community-based policing.**

Ability to Skill in: ~~supervising~~ and ~~training~~ others; ~~performing~~ complex investigations; obtain information through interview and interrogation; prepare records and reports; establish and maintain effective community 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

6/1/23
DATE


CHIEF HUMAN RESOURCES OFFICER

6/2/23
DATE

Item #	4467
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	70.6
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	8
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	



June 12, 2023

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

**PROPOSED REVISED JOB SPECIFICATION FOR
DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION**

The Chief Human Resources Officer revised the job specification for Director of Diversity, Equity, and Inclusion. The Director of Diversity, Equity, and Inclusion classification falls within the unrepresented management bargaining unit.

The revisions identify and designate this classification as the Countywide Equal Employment Opportunity Officer and Language Access Coordinator. Both roles are mandated by federal law. Additionally, as part of the County's stipulated judgment with the Department of Justice, the County must designate a Language Access Coordinator. The County Administrative Office determined that the Director of Diversity, Equity, and Inclusion is the appropriate classification.

The employment standards are also revised to align with the revision to a companion classification – Deputy Chief Human Resources Officer. These two classifications fall within the same tier of management responsibility in the Human Resources Division and should have similar employment standards.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised specification for Director of Diversity, Equity, and Inclusion.

Sincerely,

A handwritten signature in blue ink, appearing to be "Devin W. Brown", written over a blue circular stamp.

Devin W. Brown
Chief Human Resources Officer

Attachment

Director of Diversity, Equity, and Inclusion
Salary Range: 70.3 (\$7,615-\$9,101/mo.)

Definition:

The Director of Diversity, Equity, and Inclusion (DEI) is a senior-level manager within the Division of Human Resources of the County Administrative Office. The Director of DEI plans, organizes, and manages the operations and activities of the county's diversity, equity, and inclusion program, **and serves as the County's Equal Employment Opportunity Officer and Language Access Coordinator.** The Director of DEI reports directly to the Chief Human Resources Officer **and/or the Assistant Chief Human Resources Officer.**

This position is exempt from overtime eligibility.

Essential Functions:

- Plans, organizes, and manages the operations and activities of the county's DEI program.
- Evaluates, designs, recommends, and implements programs, policies, and practices that advance DEI within the county's hiring, training, and employment systems, including the county's Equal Employment Opportunity Program.
- Conducts investigations into workplace issues such as discrimination, harassment, and retaliation.
- Monitors and evaluates designated division operations and activities for financial effectiveness and operational efficiency.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends appointments, transfers, reassignment, termination, and disciplinary actions.
- Assigns employee duties and reviews work to assure accuracy, completeness and compliance with established standards, requirements, and procedures.
- Establishes and maintains timelines and priorities and assures program and functional activities comply with established DEI laws, codes, rules, regulations, ordinances, policies, and procedures.
- Assures proper and timely resolution of issues and problems related to DEI; attends and conducts meetings as assigned; prepares and delivers oral presentations concerning DEI.
- Maintains current knowledge of DEI laws, codes, rules, regulations, and pending legislation related to diversity, equity, and inclusion; oversees modification of programs, functions, and procedures to assure compliance with legal requirements.
- Collaborates with other administrators, personnel and outside agencies in the development and implementation of DEI projects, goals, objectives, services, and activities
- Provides consultation concerning DEI; responds to inquiries, resolves issues and conflicts and provides detailed and technical information concerning related laws, regulations, codes, ordinances, policies, standards, requirements, and procedures.
- Interviews, counsels, advises, and assists applicants and employees in the various stages of the employment and promotion process.
- Develops and maintains working relationships with community groups concerned with DEI issues.
- Provides staff support to the Human Relations Commission and other boards, commissions, and committees related to DEI issues.
- Develops, prepares, and conducts training in DEI for county workforces.
- Serves **as the County Equal Employment Opportunity Officer and Language Access Coordinator** in the absence of the Chief Human Resources Officer as needed.
- Performs other job-related duties as assigned.

Core Competencies:

Employees in this position will exhibit a high level of performance and capability in the following core competencies: compassionate leadership of an effective team; communication through a variety of medium, including social media, email, and oral communication; decision-making; attention to detail; multitasking over several key priorities; listening; use of technology, including applicant tracking systems and HRIS; time management; workplace investigations; negotiating; confidence; strategic and critical thinking; relationship-building and networking; and data and statistical analysis.

- Leadership
- Critical thinking
- Communication
- Collaboration
- Decision making
- Judgement
- Technical expertise in functional area

Employment Standards:**Minimum Qualifications:**

Possesses nine or more years of progressively responsible experience in human resources management, employee relations, or equal employment opportunity matters necessary to develop the core competencies for this position. Qualifying experience must include two years as a supervisor or manager.

A bachelor's degree from an accredited college or university may substitute for four years of experience.

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

- Bachelor's degree from an accredited college or university with a focus in human resources, sociology, public administration, or another closely related field.
- Five years of progressively responsible professional experience providing guidance and program development related to equal employment opportunity, civil rights or social justice programs focusing on DEI.
- Two years of supervisory and/or management experience.
- Possession of a valid California Driver's License upon appointment.

Preferred Qualifications:

Preferred qualifications for this position may include any of the following: a graduate degree from an accredited college or university, public sector experience in either human resources, employee relations, or equal employment opportunity, or a nationally recognized human resource certification.

- Master's Degree from an accredited college or university may substitute for two years of experience.
- Human resources management or supervisory experience
- Nationally recognized human resource certification (i.e., SHRM, PHR, AWI, etc.)
- A green belt or higher designation in the Lean Six Sigma discipline
- Qualifying experience in the public sector.

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
June 2023
#0787
JS0787



Devin Brown
CHIEF HUMAN RESOURCES OFFICER

June 12, 2023

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

**PROPOSED REVISED JOB SPECIFICATION TITLED ASSISTANT
REGISTRAR OF VOTERS AND REVISED JOB SPECIFICATION AND
TITLE CHANGE FOR ELECTIONS DIVISION MANAGER**

The Auditor-Controller-County Clerk requests that your Commission review, receive and file the revised job specifications titled Assistant Registrar of Voters and Elections Division Manager. The Elections Division Manager includes a title change from Division Chief, County Clerk-Elections.

Aimee Espinoza was elected as Kern County Auditor-Controller-County Clerk on January 1, 2023. As part of her role, Ms. Espinoza serves as Kern County's Registrar of Voters. The CAO and Human Resources have been working closely with her office to evaluate division operations and assist in implementing improvements aligned with her vision. As part of this process, these two job specifications are being revised to account for the mission critical functions each perform in the Elections Division.

The Assistant Registrar of Voters is responsible for the administration and operation of the Elections Division. The incumbent is responsible for ensuring the operations conforms to all laws, regulations and policies that regulate and govern voter registration and election administration.

The Elections Division Manager works at the direction of the Assistant Registrar of Voters to plan, organize and coordinate operations of the Elections Division. The incumbent is responsible for managing work performed in two functional areas of responsibility: Administration or Operations. The revision to the job specification outlines essential functions that are distinct to each role.

The title change for the classification reflects the removal of County Clerk responsibilities from the Elections Division as the two will function as separate divisions in the department.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the revised job specifications for Assistant Registrar of Voters and Elections Division Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "Devin W. Brown".

Devin W. Brown
Chief Human Resources Officer

cc: Aimee Espinoza, AUDITOR-CONTROLLER-COUNTY CLERK

GROUND  BOUNDLESS

Assistant Registrar of Voters
Bargaining Unit: M
Salary Range 72.1 (\$8,330-\$9,956/mo.)

Definition

Under **general** direction of the Auditor-Controller-County Clerk **who serves as the County Registrar of Voters, the Assistant Registrar of Voters** is responsible for the ~~operation,~~ administration **and operation and direction** of the Elections Division, with primary responsibility for the registration of voters, the holding of elections, and all matters pertaining to elections.; ~~and performs other duties as required.~~

The Assistant Registrar of Voters **provides oversight and management to the Elections Division** and reports directly to the Auditor-Controller-County Clerk. The classification is responsible for ~~directing and administering~~ **ensuring** the operations of the Elections Division **is** in conformance with Auditor-Controller-County Clerk policies, Federal Voting Rights Act, Americans with Disabilities Act, Help America Vote Act and other relevant federal and state election laws that regulate and govern voter registration.

Essential Functions

- **Plans, organizes and directs the planning and organization of the Elections Division activities which includes the registration of voters, the conduct of elections, and the maintenance of related records.**
- **Supervises candidate and FPCC filings, ballot design and preparation, and vote by mail ballots and related materials.**
- **Analyzes new and proposed legislation and regulations affecting county, state and/or federal election procedures.**
- **Interprets and implements laws, rules, regulations, and codes related to voter registration and the conduct of elections.**
- **Advises cities, districts, officials, and the public on complex registration and election matters which require in-depth knowledge of applicable state and federal laws and court decisions.**
- **Arranges for and directs the tabulation of votes cast following close of polls in elections; prepares and certifies a statement of votes cast for adoption by the Board of Supervisors and transmission to the Secretary of State or other appropriate agencies.**
- **Responsible for the maintenance of precinct boundaries, maps and precinct guides, reflecting current city, district and legislative boundaries.**
- **Consults with the Auditor-Controller-County Clerk regarding policy and procedures.**
- **Directs and manages the operations and activities of the Elections Division.**
- **Directs, trains, supervises, and evaluates staff.**
- **Evaluates newly enacted legislation relating to elections ~~and county clerk~~ and directs staff in compliance with legislative changes. Such direction may include revisions in process, ballot and sample ballot design, web site information and reporting requirements.**

- Plans and prepares for future operations of department, identifying and reporting to Auditor-Controller-County Clerk issues which may impact operations and or budget.
- Oversees outreach and education programs in accordance with state and federal laws.
- Consults with County Counsel, Secretary of State, Department of Justice and other jurisdictional stakeholders relating to the interpretation and application of codes, laws and ordinances related to elections and county clerk responsibilities.
- Develops modifications to improve the efficiency and effectiveness of operations within the framework of legal requirements subject to Auditor-Controller-County Clerk approval.
- Administers the department's resources by identifying the staffing, office space and equipment needs.
- Assists in the preparation **and administration** of the budget **and all department contracts with vendors** for the operation of the department.
- Oversees the Information Technology (IT) function within Elections and the Elections warehouse.
- ~~Serves~~ **May serve** as the **designated** Public Information Office (PIO) for the division, conducting most radio, TV, and newspaper interviews-**in consult and coordination with the Auditor-Controller-County Clerk.**
- Performs other job-related duties as required.

Employment Standards

- Graduation from an accredited college or university with a bachelor's degree ~~AND and eight (8)~~ **three (3)** years of progressively responsible **experience in elections operations or administration, accounting, human resources or business office management or other related administrative, supervisory, or management experience.**
OR
- **Two (2) years of experience as an Election's Division Manager or closely related position.**
OR
- **Any equivalent combination of education, training and/or experience to successfully perform the essential functions of the job.**

Preferred Qualifications:

- **Project Management certification and/or experience**
- **Recognized industry-related certifications in election processes.**

Possession of a valid ~~Class C~~ California Driver's License is required at the time of appointment **and throughout tenure.**

Knowledge of: Federal and California elections laws, regulations and procedures, and the ability to apply these in the performance of various election functions; knowledge of electronic data processing; knowledge of trends and current developments in elections procedures; knowledge of acceptable methods of supervision and of basic trends and current developments in supervision and management.

Revised Job Specification

June 2023

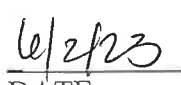
Item No. 3256

Ability to: analyze complex data and resolve difficult technical problems; ~~ability to~~ train and supervise staff in complex tasks; ~~ability to~~ comprehend and interpret complex laws, regulations and policies; ~~ability to~~ prepare clear and concise reports and correspondence; ~~ability to~~ earn and maintain the confidence of County management; ~~ability to~~ establish and maintain effective relations with others and direct the efforts of staff in resolving complex and sensitive problems; **establish and maintain positive relationships with staff members and the public; and** ~~ability to~~ work weekends, holidays, and irregular hours as necessary.

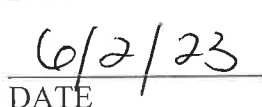
A background check may be conducted for this classification.

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


 CHIEF HUMAN RESOURCES OFFICER


 DATE

Item #	3256
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	72.1
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
Revision Date	June 2023

DIVISION CHIEF, COUNTY CLERK ELECTIONS

Elections Division Manager

Bargaining Unit: M

Salary Range 67.3 (\$6,557-\$7,836/mo.)

Definition:

~~Under general direction, to plan, direct and be responsible for the work of the Elections and County Clerk sections of the Auditor-Controller County Clerk's Office; to carry out all duties of the Register of Voters and supervise the County Clerk section and perform other duties as required.~~

~~This position is specifically responsible for the administration of the Elections and County Clerk sections of the Auditor-Controller County Clerk's Office. Responsibilities include designing and implementing Elections and County Clerk procedures and systems, systematic recording and reporting of Elections and County Clerk transactions, organizing and directing the Elections and County Clerk staff, and assisting the Auditor-Controller County Clerk in developing Elections and County Clerk policies and procedures.~~

The Elections Division Manager works at the direction of the Assistant Registrar of Voters to plan, organize and coordinate daily activities in the Elections Division of the Auditor-Controller's office. This includes managing the work performed by staff assigned to one of the two functional areas of responsibility: Administration or Operations.

The Elections Division Manager is a first level management position responsible for activities under the oversight of the Auditor-Controller-County Clerk. Work is performed in accordance with established departmental procedures and the federal, state, and local laws pertaining to the election process. Independent action and judgment in planning and performing the job functions is required.

Essential Functions:

- **Responsible for a variety of functions supporting the accurate and efficient administration of all federal, state, and local elections.**
- **Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs.**
- **Provides training, guidance, supervision, and evaluation of subordinate supervisors, leads, staff, and seasonal personnel.**
- **Coordinates and reviews work to ensure accuracy and timely completion per election law and department policy.**
- **Consults with the Auditor-Controller-County Clerk and Assistant Registrar of Voters regarding policy and procedures and complex election issues; performs analysis, prepares written documentation and reports and makes recommendations as appropriate.**

Revised Job Specification

June 2023

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- Maintains election-related records including the master voter file as required by law.
- Ensures compliance with laws, regulations, legislation, government codes, and directives including the Help America Vote Act (HAVA) and the Americans with Disabilities Act (ADA).
- Remains informed of changes in election methods, election information management systems, and voting hardware.
- Provides input and assistance with budget development and monitoring; analyzes and projects section needs to meet peak demands during elections.
- ~~Plans, organizes, coordinates and directs the operations of the Elections and County Clerk sections of the Auditor-Controller-County Clerk's Office;~~
- ~~Trains, supervises and directs staff;~~
- ~~Evaluates the work performance of individual employees on the staff;~~
- ~~Consults with the Auditor-Controller-County Clerk and Assistant Auditor-Controller-County Clerk regarding policy and procedures;~~
- ~~Makes changes in elections and county clerk systems within scope of authority;~~
- ~~Supervises the preparation of various reports, participates in special studies;~~
- ~~Confers with all levels of County management on complex election and county clerk issues;~~
- ~~Prepares written proposals to the Auditor-Controller-County Clerk recommending changes in work methods, organization, and concepts;~~
- ~~Maintains the master voter file;~~
- ~~Carries out all federal, state and local elections;~~
- ~~Works with news media on election issues.~~

Assignment to Administration include the additional Essential Functions:

- Works collaboratively with department management and staff to develop and deliver election-related public education and outreach activities.
- Ensures polling places meet regulations and guidelines for accessibility for disabled and elderly voters; compiles polling data and analyzes trends; and makes ADA compliance recommendations based on poll site survey analysis results.
- Responds to inquiries from candidates, representatives of candidates, office holders, precinct officials, voters and general public about campaign requirements, voting regulations, deadlines and general information about elections.
- Works closely with a wide variety of officials, nominees, candidates and other interested parties and assists with candidate filing processes, including coordination of campaign statements; and ensures all forms, fees and ballot measure arguments are correct and meet the requirements of candidacy for the office.
- Responsible for timely coordination and response to California Public Records Act (PRA) requests made to the department.
- Manages personnel responsible for providing customer service at the front counter of the office.

- Oversees recruitment and training of staff and election workers, including the student poll worker program, precinct coordinators, return center workers, drivers, rovers, canvassers, and other related personnel and volunteers.
- Performs other job-related duties as assigned.

Assignment to Operations includes the additional essential functions:

- Produces sample and official ballots in compliance with applicable codes and laws, including audio ballots for accessible voting devices, and ensures the accuracy of all ballot and informational materials produced.
- Manages the distribution, receipt, verification, and processing of voter registration documents.
- Oversees the processing of vote by mail applications and ballots and coordinates the updating of the Voter Registration Files.
- Develops, updates, and manages the voter outreach plan, including language access and disability considerations, to meet the needs of the community.
- Coordinates voter education materials and activities and acts as a liaison with other organizations, agencies, and the public.
- Monitors inventory of voter registration, vote by mail, and other election materials; and oversees the assembly, quality control and distribution of voting equipment, ballot boxes, and polling site supplies.

Other Functions:

- ~~Performs other job-related duties as assigned.~~

~~A background check may be conducted for this classification.~~

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

Employment Standards:

~~Requires a bachelors degree in accounting, business administration or other related field, five (5) years of experience. The combination of education and experience must provide a broad educational and professional background that results in the required knowledges and abilities.~~

~~In lieu of a bachelors degree, certification as a Certified Elections/Voter Registration Administrator (CERA) and two years as a supervisor in an elections environment may be substituted.~~

- Graduation from an accredited college or university with a bachelor's degree ~~AND~~ **and eight (8) two (2) years of progressively responsible experience in elections operations or administration, accounting, human resources or business office management or other related administrative, supervisory, or management experience.**

OR

- **Any equivalent combination of education, training and/or experience to successfully perform the essential functions of the job.**

Preferred Qualifications:

- **Recognized industry-related certifications in election processes.**

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

Knowledge of: the California Elections code, state regulations, federal and state laws and county ordinances; voter registration laws and procedures; basic trends and current developments in elections procedures; principles and practices of management, supervision and training; modern office organization, practices, equipment, and software; customer service excellence; and electronic data processing.

~~Elections and County Clerk laws, regulations and procedures, and the ability to apply these in the performance of various election and county clerk functions; knowledge of basic electronic data processing; knowledge of basic trends and current developments in elections and county clerk procedures; knowledge of acceptable methods of supervision and of basic trends and current developments in supervision and management.~~

Ability to: communicate effectively; plan, direct and supervise the work of others; evaluate and train staff; conduct public meetings and workshops; exercise initiative and good judgement; comprehend and interpret complex laws, regulations, and policies; analyze complex data and provide solutions to problems; implement effective solutions; prepare clear and concise reports and correspondence; devise and adapt work procedures and record-keeping systems; work independently with minimal supervision; establish and maintain effective relationships with colleagues, officials, and the public; and operate a personal computer.

~~Analyze complex data and resolve difficult technical problems; ability to train and supervise staff in complex tasks; ability to comprehend and interpret complex laws, regulations and policies; ability to prepare clear and concise reports and correspondence; ability to earn and maintain the confidence of County management; ability to establish and maintain effective relations with others and direct the efforts of staff in resolving complex and sensitive problems.~~

A background check may be conducted for this classification.

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 DEPARTMENT HEAD

 CHIEF HUMAN RESOURCES OFFICER

6/2/23
 DATE
6/2/23
 DATE

Item #	0829
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	67.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	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
Revision Date	June 2023