

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

Regular Meeting
Monday, July 10, 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 June 12, 2023; **APPROVE**

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

- 8999 Office Services Technician-Shift-DP-Lake Isabella
- 9000 Appraisal Assistant
- 9001 Community Services Technician - Shift
- 9002 Crime Scene Technician - Shift
- 9003 Supervising Public Health Nurse
- 9004 Communicable Disease Investigator - Bilingual
- 9005 Technical Support Engineer I-DP-Public Health
- 9006 Office Services Coordinator - CSS
- 9007 Senior Office Services Specialist - DP - Probation
- 9008 Animal Control Officer
- 9009 Public Works Superintendent - DP - PW
- 9010 Crime Scene Technician I/II
- 9011 Program Coordinator
- 9012 Administrative Services Officer
- 9013 Health Educator
- 9014 Health Education Assistant I/II-Bilingual
- 9015 Information Security Analyst
- 9016 Information Security Administrator-Countywide Promotional
- 9017 Deputy Conservator
- 9018 Database Analyst I/II
- 9019 Program Technician
- 9020 Communications Technician I/II/III
- 9021 Departmental Aide-PT-Shift-Arvin/Lamont
- 9022 District Attorney's Investigator/ Senior District Attorney's Investigator
- 9023 KCERA Member Services Specialist - DP - KCERA
- 9024 Librarian I-DP-Library
- 9025 Engineer / Senior Engineer
- 9026 Disposal Site Gate Attendant
- 9027 Planner I/II/III

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. KCERA positions
 - i. KCERA Legal Secretary Item No. 3137
 - ii. KCERA Senior Legal Secretary, Item No. 3136
 - iii. KCERA Paralegal, Item No. 3118
 - iv. KCERA Senior Paralegal, Item No. 3117
 - v. KCERA Administrative Specialist Item No. 0015
 - vi. KCERA Senior Administrative Specialist, Item No. 0014
 - b. Investigative Specialist, Item No. 4417
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. Deputy Fire Chief, Item No. 0690

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

- a. Fire Division Chief – Department Promotional, Exam No, 8639

7. **Rule 1100 Requested Update:** The Commission received a request from the CAO mailbox to update CSC Rule 1100 page 56. Second reading.

Rule 1100 VACATIONS – DELETED BY ORDER OF CIVIL SERVICE COMMISSION ON 12/14/15 (See Kern County Administrative Policy and Procedures Manual Section 119).

It was requested to update to Section 120. The Commission Officer brought this request forward to the Civil Service Commission Regular Meeting June 12, 2023, and recommended the Commission consider omitting the section language to:

Rule 1100 VACATIONS – DELETED BY ORDER OF CIVIL SERVICE COMMISSION ON 12/14/15 (See Kern County Administrative Policy and Procedures Manual).

Rule 2301.00 requires that any amendment of the Rules and Regulations or additions thereto may be proposed at any meeting of the Commission, but action thereon shall not be taken until a subsequent meeting. **APPROVE**

8. **Civil Service Rule Revision Status and Updates**

- a. CSR 300 – Second Reading of Amendment 08/08/2022 – to be updated.
- b. CSR 400 – Second Reading of Amendment 10/10/2022 – to be updated.
- c. CSR 1800 – Discrimination Appeals: Proposed revisions for labor union review.

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

10. **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.

11. **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.

12. **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)

13. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106
14. Public Employee – Discipline/Dismissal/Release
Nurse Practitioner (Public Health) – Case No. 2023-0102
15. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, August 14, 2023, at 5:30 p.m.

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

Regular Meeting
Monday, June 12, 2023
5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, Price, and Rose

ABSENT: None

OTHERS: Devin Brown, Tracey Eldridge, Michael Goulart, Stephanie Bouey, Brenda Guerra, Robyn Lipscomb, Keri Pharris, Amy Espinosa, and others.

NOTE: Ag, Ho, Pr, 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**

Francisco Martinez, Shop Steward representing Social Workers at Department of Human Services, addressed the Commission regarding staff confusion around DHS policy changes. He spoke of department references to “best practices” and changes to policy that materially affect workers but do not appear anywhere in writing. He asked to email the Commission some examples of instances where practices are changed, without a meet and confer. He has reached out to his SEIU Office and found that some changes were not agreed upon, and informed the Commission that this practice has affected employee morale.

Commissioner Rose clarified that Mr. Martinez was referring to DHS policy changes that were not codified, and if he had a record of what had been agreed upon versus what was taking place. Mr. Martinez offered an example where staff were previously allowed to have multiple union representatives attend a disciplinary matter. Now, management has limited attendance to a single steward plus an additional steward-in-training. This has been detrimental to staff as different issues in a single proceeding may require the expertise of different stewards. Stewards may not be familiar with practices in other areas. It states that an employee is entitled to “a” representative, but historically the department did not interpret that as a maximum of one.

Commission Agbalog thanked Mr. Martinez and suggested that he document his concerns and questions so it could better be determined which items fall under Commission purview and which would be a matter for Human Resources. Mr. Brown is the exclusive negotiator on behalf of the county as far as anything that is bargainable with the various bargaining units throughout the county, but that is not the function of the Commission. The Commission has an ad hoc committee to look at Civil Service Rules, so perhaps if that could assist with some issues. A detailed explanation of your particular issues can be emailed to the CSCO, Robyn Lipscomb.

***CONSENT AGENDA** NO PUBLIC COMMENT

- *2. **Approval of Minutes:** Regular meeting on May 8, 2023, and Special meetings on May 9, 10, and 17, 2023; **APPROVED;** *Ro/Ag – 4 ayes*
3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED;** *Ro/Ag – 4 ayes*
- 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. **REVIEWED, RECEIVED, AND FILED**

- a. Sheriff's Office positions – APPROVED *Ro/Ag* – 3 ayes/1 no (*Pr*)
 - i. Deputy Sheriff, Item No. 4493
 - ii. Deputy Sheriff Trainee, Item No. 4497

Chief Human Resources Officer Devin Brown introduced Brenda Guerra, Principal Human Resource Analyst (PHRA) presented; incorporates AB 846 compliant language and includes 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. KLEA approves of the proposed revisions;

Commissioner Rose inquired of Mr. Brown if these positions were related to the new sales tax measure.

Mr. Brown stated that the sales tax measure provides funding to the unincorporated areas that would include the Sheriff's Office, but those funds have not been allocated as of yet by the BOS. To the extent that those funds are made available would apply to these positions, but the legal provisions and compliance changes that Ms. Guerra brought forward does not afford much discretion on our part.

President Price asked for clarification that this was a State law change, and Ms. Guerra confirmed but advised that she did not have the date it was passed; NO PUBLIC COMMENT

- b. Sheriff's Office positions – APPROVED *Ag/Ro* – 3 ayes/1 no (*Pr*)
 - i. Sergeant, Item No. 4467
 - ii. Senior Deputy Sheriff, Item No. 4484

Brenda Guerra, PHRA presented revised specification incorporates the same compliant language and includes language regarding community interaction and problem solving with the community and deemphasize the paramilitary aspects of the position, provisions to the knowledge skills and abilities include clean up language in addition to language related to the principles of community policing; KLEA approves of the proposed revisions; NO PUBLIC COMMENT

- c. Director of Diversity, Equity, and Inclusion, Item No. 0787 APPROVED; *Ag/Ro* – 4 ayes

Devin Brown, CHRO, presented the revised specification to this position, created several years ago by the BOS to be a senior level manager within the Division of Human Resources. Since it was added, the position of Assistant Chief Human Resources Officer (ACHRO) was created and supervises this role, so the revisions reflect that. It designates that the Director of DE&I as the Countywide Equal Employment Opportunity Officer and the Language Access Coordinator, as mandated by Title VI of the Civil Rights Act. As the

ACHRO acts as the second in command, language indicating the Director of DE&I would take over in my absence was removed. Core competencies and employment standards were changed to reflect contemporary needs within the office as well as changing experience requirement as the primary minimum qualification specific to HR management, employee relations, and equal employment opportunity matters and allowing the bachelor's degree requirement to substitute four years of that experience. This position is unrepresented management; NO PUBLIC COMMENT

- d. Auditor Controller-County Clerk positions – APPROVED Ag/Ro – 4 ayes
 - i. Assistant Registrar of Voters, Item No. 3256
 - ii. Elections Division Manager, Item No. 0829

Devin Brown introduced Keri Pharris, Deputy Chief Human Resources Officer (DCHRO) presented revised job specifications titled Assistant Registrar of Voters and Elections Division Manager; Ms. Espinoza was elected as Kern County Auditor-Controller-County and part of her role, incorporates Kern County's Registrar of Voters. The CAO and Human Resources and her office have been working to assist in implementing improvements aligned with her vision. The first is 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 second position is the Elections Division Manager who works at the direction of the Assistant Registrar of Voters to plan and coordinate day to day operations of the Elections Division and reflects a change in title. Both positions are unrepresented management and mid-management respectively;

Commissioner Rose inquired as to the security protection for these people.

Ms. Pharris introduced Aimee Espinoza, Auditor Controller, who indicated that her office does not have security, but that General Services is looking to increase security, particularly stationing a Ranger on the second-floor employee entrance to ensure only authorized individuals enter that way; also General Services has provided herself and elections staff security to and from BOS meetings or as needed; Ms. Espinoza indicated that she is confident that if additional security were needed she would work with General Services and the CAO to ensure her staff had access to adequate security.

Commissioner Rose shared that she has been very concerned and that she's relieved that progressive steps are being made, especially to people coming in and out of the second floor as she doesn't think we can be too careful; NO PUBLIC COMMENT

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; Commissioner Holt nominated Commissioner Agbalog;

Commissioner Agbalog was elected to the role of Vice President; **APPROVED**; Ho/Ro – 3 ayes/1 abd (Ag)

6. Civil Service Rule 1800 Update:

Deputy County Counsel, Stephanie Bouey, reported there are currently two active investigations and that both are within timeline

7. Commission Officer Items/Report:

CSC Officer, Robyn Lipscomb, reported Commissioners Holt and Rose are scheduled to visit:

- Airports—June 21st
- DHS—June 23rd

The Commission received a request from the CAO mailbox to update CSC Rule 1100, page 56.
It currently states

Rule 1100 VACATIONS – DELETED BY ORDER OF CIVIL SERVICE COMMISSION ON 12/14/15 (See Kern County Administrative Policy and Procedures Manual Section 119).

It was requested to update to Section 120. If it pleases the commission, we could delete reference of specific section.

Commissioner Agbalog asked if the Officer intends to bring this back for an action.

President Price requested counsel to advise if it could be brought back on the agenda and voted, or if in fact it needs to be placed on the agenda twice. Counsel believes that is correct but will verify.

8. Human Resources Division Items/Report:

Devin Brown CHRO reported that tomorrow our BOS is considering three items on consent which will bring a 4% COLA for all employees effective July 1, 2023, that is in addition to the ongoing step increments that employees that are not at step ten will receive on that same date, so potentially employees may receive a 6% increase in salary. That was negotiated with all of our bargaining groups to completion.

The next item is we are in the process of selecting a vendor and a software system to replace some of our outdated human resources and financial data information systems for our county. We are currently evaluating demonstrations through the RFP process. This decision is significant as it impacts every employee. It will be mobile friendly, and cloud based moving forward.

The final item is the sales tax measure passed last November, that is bringing extra revenue into our County this current year and next fiscal year; our county ordinance that was adopted by the voters includes an oversight committee for Measure K. They had a hearing last Tuesday to hear our presentation on how we intend to spend some of those resources on services and supplies in the coming fiscal year. Human Resources Division submitted a proposal requesting additional personnel and services and supplies to improve public safety recruitment and retention as that is the primary objective for the last couple years and continues to be a pillar of what the voters supporting Measure K specified.

Commissioner Rose inquired as to whether this funding will go to the development of a courthouse facility for outlying areas. Mr. Brown indicated that the funding for the courthouses is issued by the State.

9. **Commission Member Presentations or Announcements:**
None

Adjourn to Closed Session

CLOSED SESSION (Government Code § 54957): CLOSED SESSION ITEMS FOR THIS MEETING WERE CANCELLED/POSTPONED

10. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, July 10, 2023, at 5:30 p.m.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
8999	Office Services Technician-Shift-DP-Lake Isabella	6/7/2023	6/12/2023	DG	DP	6/5/2023
9000	Appraisal Assistant	6/7/2023	6/14/2023	MGV	DP	6/6/2023
9001	Community Services Technician - Shift	6/8/2023	6/22/2023	NA	Open	6/7/2023
9002	Crime Scene Technician - Shift	6/8/2023	6/22/2023	NA	Open	6/7/2023
9003	Supervising Public Health Nurse	6/13/2023	Continuous	JAP	Open	6/9/2023
9004	Communicable Disease Investigator - Bilingual	6/13/2023	Continuous	JAP	Open	6/9/2023
9005	Technical Support Engineer I-DP-Public Health	6/13/2023	6/16/2023	JAP	DP	6/12/2023
9006	Office Services Coordinator - CSS	6/13/2023	6/28/2023	DAG	Open	6/12/2023
9007	Senior Office Services Specialist - DP - Probation	6/12/2023	6/16/2023	NA	Open	6/12/2023
9008	Animal Control Officer	6/19/2023	6/30/2023	MES	Open	6/13/2023
9009	Public Works Superintendent - DP - PW	6/14/2023	6/20/2023	MES	DP	6/13/2023
9010	Crime Scene Technician I/II	6/13/2023	6/27/2023	NA	Open	6/13/2023
9011	Program Coordinator	6/19/2023	6/30/2023	NA	Open	6/14/2023
9012	Administrative Services Officer	6/19/2023	6/30/2023	NA	Open	6/14/2023
9013	Health Educator	6/19/2023	Continuous	JAP	Open	6/16/2023
9014	Health Education Assistant I/II-Bilingual	6/19/2023	Continuous	JAP	Open	6/16/2023
9015	Information Security Analyst	7/10/2023	7/21/2023	MGV	Open	6/20/2023
9016	Information Security Admininstrator-Countywide Promotional	6/26/2023	6/30/2023	MGV	Open	6/20/2023
9017	Deputy Conservator	6/26/2023	7/7/2023	MES	Open	6/20/2023
9018	Database Analyst I/II	6/21/2023	6/28/2023	NA	Open	6/20/2023
9019	Program Technician	6/23/2023	7/7/2023	MGV	Open	6/22/2023
9020	Communications Technician I/II/III	6/23/2023	7/7/2023	DG	Open	6/20/2023
9021	Departmental Aide-PT-Shift-Arvin/Lamont	6/26/2023	6/30/2023	DG	Open	6/19/2023
9022	District Attorney's Investigator/ Senior District Attorney's Investigator	6/26/2023	6/30/2023	NA	Open	6/19/2023
9023	KCERA Member Services Specialist - DP - KCERA	6/28/2023	7/7/2023	KAS	DP	6/27/2023
9024	Librarian I-DP-Library	6/28/2023	6/30/2023	DG	DP	6/21/2023
9025	Engineer / Senior Engineer	6/28/2023	7/12/2002	DG	Open	6/21/2023
9026	Disposal Site Gate Attendent	6/29/2023	Continuous	MES	Open	6/28/2023
9027	Planner I/II/III	7/3/2023	Continuous	MES	Open	6/29/2023

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

July 10, 2023

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

**PROPOSED NEW CLASSIFICATIONS FOR
KCERA LEGAL SECRETARY, KCERA SENIOR LEGAL SECRETARY, KCERA
PARALEGAL, KCERA SENIOR PARALEGAL, KCERA ADMINISTRATIVE SPECIALIST,
KCERA SENIOR ADMINISTRATIVE SPECIALIST**

The Kern County Employees' Retirement Association requested the development new classifications

Attached for your review is the proposed job specifications for KCERA Legal Secretary, KCERA Senior Legal Secretary, KCERA Paralegal, KCERA Senior Paralegal, KCERA Administrative Specialist, and KCERA Senior Administrative Specialist. The Human Resources Division has prepared the specifications at the request of the KCERA Chief Executive Officer, Dominic Brown.

The proposed new classifications KCERA Paralegal, KCERA Senior Paralegal, KCERA Legal Secretary, and KCERA Senior Legal Secretary will be assigned to the department's legal team and perform various legal tasks.

The proposed new classifications KCERA Administrative Specialist and KCERA Senior Administrative Specialist will be performing administrative support work within the Administrative Services Division of the department.

The classifications are represented Administrative level positions. 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 KCERA Legal Secretary, KCERA Senior Legal Secretary, KCERA Paralegal, KCERA Senior Paralegal, KCERA Administrative Specialist, and KCERA Senior Administrative Specialist be REVIEWED, RECEIVED, AND FILED.

Sincerely,



Devin Brown
Chief Human Resources Officer

cc: Dominic Brown, KCERA Chief Executive Officer

KCERA Legal Secretary
Bargaining Unit: 5
Salary Range: 54.6 (\$3,480 - \$4,159/mo.)

Definition:

Under supervision, to perform a variety of legal support activities, which may include: preparing legal documents; providing clerical assistance to attorneys; screening phone calls; transcribing letters; and, ensuring documents are filed in a timely fashion.

This is the entry level of the KCERA Legal secretary series. The KCERA Legal Secretary is distinguished from the KCERA Senior Legal Secretary which has full supervisory responsibilities.

Essential Functions:

Duties include but are not limited to:

- Coordinating, updating, and tracking of new Special Pay Code requests for presentation to Board of Retirement and public posting on website.
- Coordination for Disability Retirement application process after request for administrative hearing, including: selection and assignment of Hearing officers, drafting of legal correspondence for all parties and Hearing Officers involved; preparation and filing of court documents such as motions and administrative records in Writ process at the Superior Court level; preparation and filing of court documents at the Appellate Court level; coordination with Benefits staff/Staff Disability Application Group for Board of Retirement documentation.
- Prepares and files a variety of legal documents, which may include information, briefs, motions, indictments, complaints, Legal Memorandums, vendor contracts, letters, court pleadings, reports, agendas, requisitions, task orders, change orders, notices, and/or other related correspondence.
- Provides administrative support to assigned attorney(s), which includes answering phones, operating a variety of office machines, proofreading a variety of written documents, performing mail duties.
- Responds to requests for information and inquiries from the public, law enforcement agencies, attorneys, and/or other interested parties.
- Retrieves legal documents from courts; requests certified copies of legal documents from appropriate divisions; requests transcripts from court reports and court transcribers.
- Enters and maintains a variety of court calendar information; contacts courts to schedule case dates; prints and disseminates court calendars.
- Composes legal and form letters and memos from rough drafts, oral instructions, or dictated notes.
- Updates and maintains case status logs and records; files and retrieves case information; coordinates the destruction of case records.
- Transcribes case related information from digital media sources.

- Performs other duties of similar nature or level as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, and one year of legal secretary training OR three years of clerical experience in a social service, criminal justice or legal setting; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Qualifying related work experience may include: preparation of motions, subpoenas, discoveries, or calendaring.

Some positions may require possession and maintenance of a California Notary Public commission, certification of Typing/Keyboarding speed of 55 net words per minute, and/or

Certification of Transcription speed of 45 net words per minute.

Knowledge of: legal terminology; customer service principles; court procedures; calendaring practices; standard office equipment; legal office procedures; filing principles.

Ability to: use computers and related software applications; prepare legal documents; provide customer services; file; transcribe from tapes; keyboarding; maintain court calendars; operate standard office equipment; 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

KCERA Senior Legal Secretary
Bargaining Unit: 5
Salary Range: 58.9 (\$4,312 - \$5,154/mo.)

Definition:

Under supervision, to perform a variety of legal support activities and to perform full supervisory duties which include signing performance evaluations, handling disciplinary actions, and making recommendations for hiring and termination for two or more employees.

This is the supervisory level of the KCERA Legal Secretary series. The KCERA Senior Legal Secretary is distinguished from the KCERA Legal Secretary by its full supervisory responsibilities. The class supervises lead and working supervisor level positions.

Essential Functions:

Duties include but are not limited to:

- Supervises support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
- Coordinating, updating, and tracking of new Special Pay Code requests for presentation to Board of Retirement and public posting on website.
- Coordination for Disability Retirement application process after request for administrative hearing, including: selection and assignment of Hearing officers, drafting of legal correspondence for all parties and Hearing Officers involved; preparation and filing of court documents such as motions and administrative records in Writ process at the Superior Court level; preparation and filing of court documents at the Appellate Court level; coordination with Benefits staff/Staff Disability Application Group for Board of Retirement documentation.
- Prepares and files a variety of legal documents, which may include information, briefs, motions, indictments, complaints, letters, court pleadings, reports, Legal Memorandums, vendor contracts, agendas, requisitions, task orders, change orders, notices, and/or other related correspondence.
- Provides administrative support to assigned attorney(s), which includes answering phones, operating a variety of office machines, transcribing tapes, proofreading a variety of written documents, performing mail duties, and performing other related activities.
- Responds to requests for information and inquiries from the public, law enforcement agencies, attorneys, and/or other interested parties.
- Retrieves legal documents from courts; requests certified copies of legal documents from appropriate divisions; requests transcripts from court reports and court transcribers.
- Enters and maintains a variety of court calendar information; contacts courts to schedule case dates; prints and disseminates court calendars.

- Composes legal and form letters and memos from rough drafts, oral instructions, or dictated notes.
- Updates and maintains case status logs and records; files and retrieves case information; coordinates the destruction of case records.
- Performs other duties of similar nature or level as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, up to one year of legal secretary training and four years of secretarial or related experience; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Some positions may require possession and maintenance of a California Notary Public commission, certification of Typing/Keyboarding speed of 55 net words per minute, and/or

Certification of Transcription speed of 45 net words per minute.

Knowledge of: supervisory principles; criminal justice information systems; legal terminology; customer service principles; court procedures; calendaring practices; standard office equipment; legal office procedures; filing principles.

Ability to: monitor and evaluate work; prioritize and assign work; analyze problems in work methods and arriving at reasonable solutions; prepare clear and concise reports and correspondence; use computers and related software applications; prepare legal documents; provide customer services; file; transcribe from tapes; keyboarding; maintain court calendars; operate standard office equipment; 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.

KCERA Paralegal
Bargaining Unit: 5
Salary Range: 58.9 (\$4,312 - \$5,154/mo.)

Definition:

Under supervision of a licensed attorney, to assist in the preparation and management of a variety of legal cases.

This is the entry level of the KCERA Paralegal series. The KCERA Paralegal performs a variety of routine legal tasks under the supervision and specific delegation of an attorney licensed to practice in California. It is distinguished from the KCERA Senior Paralegal which has lead responsibilities. Advancement to KCERA Senior Paralegal is considered on a merit basis and is subject to recommendation of the KCERA Chief Executive Officer.

Essential Functions:

Duties include but are not limited to:

- Prepares a variety of documents, which includes Legal Memorandums, vendor contracts, letters, court pleadings, reports, agendas, requisitions, task orders, change orders, notices, and/or other related correspondence.
- Review of divorce and legal separation documents, including but not limited to: Judgements, Joinders, and Domestic Relations Orders.
- Coordinating, updating, and tracking of new Special Pay Code requests for presentation to Board of Retirement and public posting on website.
- Preparation of materials to be presented by Chief Legal Officer for Board of Retirement meetings.
- Processes Public Records Act request and Powers of Attorney.
- Conducts legal research; prepares summary documentation; organizes research findings and submits to appropriate individual(s).
- Prepares and coordinates investments documents, including but not limited to: completion of Subscription booklets; tracking of execution of said subscription documents and side letters when applicable; additional subscription submissions; coordination with Chief Executive Officer, investment team, accounting team, and outside legal counsel; periodic investor questionnaires; Anti-Money Laundering forms; updating and distribution of Authorized Signature & Contact Lists.
- Coordination for Disability Retirement application process after request for administrative hearing, including: selection and assignment of Hearing officers, drafting of legal correspondence for all parties and Hearing Officers involved; preparation and filing of court documents such as motions and administrative records in Writ process at the Superior Court level; preparation and filing of court documents at the Appellate Court level; coordination with Benefits staff/Staff Disability Application Group for Board of Retirement documentation.

- Administers, coordinates, maintains, and monitors filing systems and an in-house law library.
- Files and retrieves a variety of documents with/from various courts.
- Maintains legal case files.
- Responds to requests for information and/or inquiries from interested parties.
- Represents department before administrative agencies as permitted by statute, court rule or administrative rule or regulation.
- Performs other duties of similar nature or level as required.

Employment Standards:

1. A certificate of completion of a paralegal program approved by the American Bar Association.

OR

2. A certificate of completion of a paralegal program at, or a degree from an accredited postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses.

OR

3. A baccalaureate degree or an advanced degree in any subject, one (1) year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for the preceding three years or who has practiced in the federal courts of California for the preceding three years, and a written declaration from the attorney stating that the applicant is qualified to perform paralegal tasks.

OR

4. High School Diploma, G.E.D. or equivalent and three years of the same training, experience and verification as described in 3 above. Such experience and training must have been completed by December 31, 2003. Experience and training must have been completed by December 31, 2003.

Some positions may require possession and maintenance of a California Notary Public Commission.

Knowledge of: document preparation techniques; standard office procedures and equipment; filing techniques; research techniques; paralegal methods and practices.

Ability to: use computers and related software applications; handle confidential materials; draft and analyze legal documents; handle multiple tasks simultaneously; prepare a variety of correspondence and documents; file; organize information; conduct legal research; and, communicate both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental

A background check will 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.

KCERA Senior Paralegal
Bargaining Unit: 5
Salary Range: 60.9 (\$4,765 - \$5,694/mo.)

Definition:

Under supervision of a licensed attorney, to serve as a lead to KCERA Paralegals and/or support staff and assist in the preparation and management of a variety of legal cases.

This is the lead level of the KCERA Paralegal series. Incumbents perform work under the direct supervision and specific delegation of an attorney licensed to practice in California. The KCERA Senior Paralegal is distinguished from the KCERA Paralegal by its lead responsibilities.

Essential Functions:

Duties include but are not limited to:

- As a lead, assign and monitor work, train employees on work methods, and provide direction.
- Prepares a variety of documents, which includes Legal Memorandums, vendor contracts, letters, court pleadings, reports, agendas, requisitions, task orders, change orders, notices, and/or other related correspondence.
- Review of divorce and legal separation documents, including but not limited to: Judgements, Joinders, and Domestic Relations Orders.
- Coordinating, updating, and tracking of new Special Pay Code requests for presentation to Board of Retirement and public posting on website.
- Preparation of materials to be presented by Chief Legal Officer for Board of Retirement meetings.
- Processes Public Records Act request and Powers of Attorney.
- Prepares and coordinates investments documents, including but not limited to: completion of Subscription booklets; tracking of execution of said subscription documents and side letters when applicable; Additional subscription submissions; coordination with Chief Executive Officer, Investment team, Accounting team, and outside legal counsel; periodic investor questionnaires; Anti-Money Laundering forms; Updating and distribution of Authorized Signature & Contact Lists.
- Coordination for Disability Retirement application process after request for administrative hearing, including: selection and assignment of Hearing officers, drafting of legal correspondence for all parties and Hearing Officers involved; preparation and filing of court documents such as motions and administrative records in Writ process at the Superior Court level; preparation and filing of court documents at the Appellate Court level; coordination with Benefits staff/Staff Disability Application Group for Board of Retirement documentation.

- Conducts legal research; prepares summary documentation; organizes research findings and submits to appropriate individual(s).
- Administers, coordinates, maintains, and monitors filing systems and an in-house law library.
- Files and retrieves a variety of documents with/from various courts.
- Maintains legal case files.
- Assists attorneys with trial preparation.
- Reviews and summarizes deposition information and records.
- Prepares division activity reports.
- Responds to requests for information and/or inquiries from interested parties.
- Represents department before administrative agencies as permitted by statute, court rule or administrative rule or regulation.
- Performs other duties of similar nature or level as required.

Employment Standards:

1. A certificate of completion of a paralegal program approved by the American Bar Association.

OR

2. A certificate of completion of a paralegal program at, or a degree from an accredited postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related course.

OR

3. A baccalaureate degree or an advanced degree in any subject, a minimum of one (1) year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for the preceding three years or who has practiced in the federal courts of California for the preceding three years, and a written declaration from the attorney stating that the applicant is qualified to perform paralegal tasks.

OR

4. High School Diploma, G.E.D. or equivalent and three years of the same training, experience and verification as described in 3 above. Such experience and training must have been completed by December 31, 2003.

AND

Three (3) years of experience equivalent to a Paralegal.

Some positions may require possession and maintenance of a California Notary Public commission.

Knowledge of: applicable local, state, and federal laws, codes, ordinances, rules and regulations; legal document preparation techniques; standard office procedures and equipment; filing techniques; research techniques and tools; paralegal methods and practices.

Ability to: prioritize and assign work; summarize data and information; use computers and related software applications; handle confidential materials; draft and analyze legal documents; handle multiple tasks simultaneously; prepare a variety of correspondence and documents; file; organize information; conduct legal research; prepare clear and concise reports; 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.

KCERA Administrative Specialist
Bargaining Unit: 5
Salary Range: 56.8 (\$3,884-\$4,641)

Description

Under varied levels of supervision, performs administrative support work in the Administrative Services Division of the Kern County Employees' Retirement Association (KCERA). Assignments vary and require knowledge of specific departmental procedures and practices of varying complexity and interpretation; performs related duties as required.

The KCERA Administrative Specialist is the journey level position in the Administrative Services Division. The KCERA Administrative Specialist is expected to perform a variety of administrative duties with occasional instruction or assistance. The majority of the work assignments, work processes, priorities and decisions are well defined. The KCERA Administrative Specialist is distinguished from the KCERA Senior Administrative Specialist, which has lead responsibilities and advanced level of knowledge and skill. Advancement to KCERA Senior Administrative Specialist is considered on a merit basis and is subject to recommendation of the KCERA Chief Executive Officer.

Essential Functions

Duties include, but are not limited to:

- Enters data and information from an established group of source documents, using standard references in a prescribed order and/or format into a pension administration system, office software program, imaging system, or other computer system.
- Types a variety of correspondence, forms, documents, reports, labels, memoranda, resolutions, and other written communications from written copy, dictation, machine recordings, or detailed procedural guides.
- On referral from supervisor, or after personally screening correspondence, answers routine requests for information by enclosing materials or sending form letters; composes routine letters on factual subjects.
- Receives, pulls, and files documents, medical records, personnel files, or other records; may also check for form completeness; scan, track, and file documents.
- Operate office equipment and devices such as computers, printers, automatic copiers, scanners, and fax machines.
- Initiates recruitment and selection activities including: composing job announcements, advertisements, and scheduling interviews.
- Provides assistance and information to employees and others concerning benefits; assists in onboarding new staff; processes, tracks, and reconciles employee change in employment status and notice of employment transactions.
- Assists with other related KCERA human resource activities as assigned.
- Schedules and arranges meetings, conferences, or; initiates Board agenda and prepares materials, agendas, and minutes.
- Composes brief, factual correspondence following general directions or notes.
- Proofs and corrects material for grammar, punctuation, spelling, accuracy, format, and conformance to KCERA requirements.

- Reads and screens incoming correspondence and makes preliminary assessments of materials and distribute to appropriate executive or staff.
- May represent supervisor at meetings; takes, transcribes, and distributes minutes.
- Reviews all Board agenda items; researches, drafts, and finalizes Board agenda items as directed. Initiates the preparation of minutes and additional materials.
- Serve as backup to Clerk of the Board, if necessary.
- Upon direction from supervisor, communicates with Board members, County executives, vendors and other accomplished service partners in a professional, pleasant and responsive manner.
- Assists with travel registrations, itineraries, and expense reports.
- Coordinates completion and submission of all Statement of Economic Interest Form 700 filings.
- Upon direction, updates KCERA website items to include Board meeting agendas, routine reports and trustee/staff bio updates.
- Provides administrative support to the KCERA Communications program.
- Maintains inventory of supplies and forms.
- Interacts with property manager for the upkeep and maintenance of KCERA facilities.
- Responds to requests for information and/or inquiries from interested parties.
- Performs other duties of similar nature or level as required.

Employment Standards

Associate degree from an accredited college AND one (1) year of experience equivalent to a staff person of a retirement agency or a similar agency.

OR

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

Knowledge of: document preparation techniques; standard office procedures and equipment; filing techniques; research techniques; basic principles and methods of administrative research, report preparation and methods of statistical analysis. English language usage necessary to compose correspondence and administrative reports. Human resources information systems, applicant tracking systems, and word processing, spreadsheet, database, and presentation software applications

Ability to: analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; use computers and related software applications; handle confidential materials; handle multiple tasks simultaneously; accept constructive criticism; prepare a variety of correspondence and documents; file; organize information; and, communicate both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental

A background check will 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.

KCERA Senior Administrative Specialist
Bargaining Unit: 5
Salary Range 59.8 (\$4,510-\$5,391)

Description

Under varied levels of supervision, performs administrative support work in the Administrative Services Division of the Kern County Employees' Retirement Association (KCERA). Assignments vary and require knowledge of specific departmental procedures and practices of varying complexity and interpretation; performs related duties as required.

The KCERA Senior Administrative Specialist is the advanced journey level position in the Administrative Services Division. The KCERA Senior Administrative Specialist is expected to perform a variety of administrative duties with only occasional instruction or assistance. This position is distinguished from the KCERA Administrative Specialist by the level of knowledge and skill required, including the difficulty of work assigned and performance with minimum supervision.

Essential Functions

Duties include, but are not limited to:

- Enters data and information from an established group of source documents, using standard references in a prescribed order and/or format into a pension administration system, office software program, imaging system, or other computer system.
- Types a variety of correspondence, forms, documents, reports, labels, memoranda, resolutions, and other written communications from written copy, dictation, machine recordings, or detailed procedural guides.
- On referral from supervisor, or after personally screening correspondence, answers routine requests for information by enclosing materials or sending form letters; composes routine letters on factual subjects.
- Receives, pulls, and files documents, medical records, personnel files, or other records; may also check for form completeness; scans, tracks, and files documents.
- Operates office equipment and devices such as computers, printers, automatic copiers, scanners, and fax machines.
- Initiates and leads recruitment and selection activities including composing job announcements, advertisements, and scheduling interviews.
- Responds to requests and provides information to employees and others concerning benefits; onboards new staff; processes, tracks, and reconciles employee change in employment status and notice of employment transactions.
- Performs other related KCERA human resource activities as assigned.
- Schedules and arranges meetings, conferences, or trainings; initiates draft Board agenda and prepares materials, agendas, and minutes.
- Composes brief, factual correspondence following general directions or notes.
- Proofs and corrects material for grammar, punctuation, spelling, accuracy, format, and conformance to KCERA requirements.
- Reads and screens incoming correspondence, makes preliminary assessments of materials, and distribute to appropriate executive or staff.
- May represent supervisor at meetings; takes, transcribes, and distributes minutes.

- Processes travel arrangements with minimal supervision; Coordinates completion and submission of all Statement of Economic Interest Form 700 filings, and Board election documents.
- Updates KCERA website.
- Provides administrative support to the KCERA Communications program.
- Handles highly confidential information and renders confidential assistance to the Administrative Services Officer, and executive staff as needed.
- Communicates with Board members, County executives, vendors and other accomplished service partners in a professional, pleasant and responsive manner.
- Coordinates support staff, including responsibility to interview, assign work, and evaluate such personnel on an as needed basis. Coordinates workflow, support services and purchasing activities on an as needed basis.
- Researches, compiles, and organizes information for use by the Chief Executive Officer and senior staff in the completion of narratives, reports, memoranda, recommendations, and special projects.
- Reviews all Board agenda items; researches, drafts, and finalizes Board agenda items as directed. Initiates the preparation of minutes and additional materials.
- Serve as backup to Clerk of the Board, as necessary.
- Responds to requests for information and/or inquiries from interested parties.
- Interacts with property manager for the upkeep and maintenance of KCERA facilities.
- Performs other duties of similar nature or level as required.

Employment Standards

Associate degree from an accredited college AND one (1) year of experience equivalent to a KCERA Administrative Specialist.

OR

High School Diploma, G.E.D. or equivalent AND three (3) years of experience equivalent to a KCERA Administrative Specialist.

Knowledge of: document preparation techniques; standard office procedures and equipment; filing techniques; research techniques; basic principles and methods of administrative research, report preparation and methods of statistical analysis. English language usage necessary to compose correspondence and administrative reports. Human resources information systems, applicant tracking systems, and word processing, spreadsheet, database, and presentation software applications

Ability to: analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; use computers and related software applications; handle confidential materials; handle multiple tasks simultaneously; accept constructive criticism; prepare a variety of correspondence and documents; file; organize information; and, communicate both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental

A background check will 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.

July 10, 2023

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

**PROPOSED NEW CLASSIFICATION FOR
INVESTIGATIVE SPECIALIST**

The Kern County District Attorney's Office has requested the development of a new classification titled Investigative Specialist.

Attached for your review is the proposed job specification for Investigative Specialist. The Human Resources Division has prepared the specification at the request of District Attorney, Cynthia Zimmer.

The newly created Investigative Specialist is assigned to the District Attorney's Office. The proposed classification will be responsible for performing a variety of non-sworn investigative work involving the gathering of evidence for the apprehension and prosecution of persons suspected of committing crimes.

This is a represented Technical Services 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 Investigative Specialist be REVIEWED, RECEIVED, AND FILED.

Sincerely,



Devin Brown
Chief Human Resources Officer

cc: Cynthia Zimmer, District Attorney

Investigative Specialist
Bargaining Unit: 3
Salary Range: 63.3 (\$5,371 - \$6,419/mo.)

Definition:

Under general supervision, perform a variety of non-sworn investigative work involving the gathering of evidence for the apprehension and prosecution of persons suspected of committing crimes; and do other work as required.

The Investigative Specialist differentiates from the classes of Welfare Fraud Investigator and District Attorney's Investigator in that it does not require Peace Officer status or P.O.S.T. certification. Further, Investigative Specialist incumbents do not effect arrests, control suspects, carry a handgun, operate police vehicles, or engage in any other work or activity performed by incumbents of the Welfare Fraud Investigator or District Attorney's Investigator classes.

Essential Functions:

- Conducts background investigations for business and applicant licenses/permits and makes decisions or recommendations to the appropriate agency;
- Examines a variety of records to secure or verify information concerning suspected violations or violators;
- Contacts and interviews individuals and representatives of business or governmental agencies; takes statements and evaluates evidence;
- Gathers, assembles, preserves and reports facts, statements or affidavits and other evidence for use in legal or administrative actions;
- Analyzes investigative findings to assist in the determination whether evidence warrants filing a criminal complaint; prepares investigation reports and assists attorneys and investigators assigned to cases in criminal prosecutions or administrative law proceedings as required;
- Maintains liaison with Federal, State, contract cities, local boards, commissions, and law enforcement agencies;
- Represents the department and testifies in court or administrative proceedings as an investigator, and makes subsequent investigations as requested by the prosecuting attorney or hearing officer;
- Maintains records of subpoena service activities;
- Prepares reports and affidavits to support the issuance of arrest warrants;
- Provides transportation for witnesses and victims to and from court;
- Assists in locating and serving legal process on witnesses and victims of criminal cases using multiple law enforcement databases;
- Maintains contact with witnesses under subpoena to coordinate court proceeding appearances as necessary;
- Coordinates subpoena issuance for out of state witnesses including document preparation, presentation to local and foreign courts, and ultimately service of the issued subpoena;
- Mentors new Civilian Investigators on work methods/processes, applicable laws and policies, and Departmental guidelines as required;
- Investigates the character and background of prospective employees to determine the suitability of applicants for employment based on standards and legal requirements;

- Interviews applicants' employers, supervisors, and co-workers and reviews employment file(s) to obtain information regarding attendance, job performance, and conduct;
- May be assigned to assist specified units with the collection, organization, and analysis of data for use in internal, criminal, or administrative processes;
- Prepares comprehensive reports to support the thorough and impartial evaluation of applicants' suitability for employment;
- Submits completed case files for evaluations and decisions in a timely manner;
- Drives to various locations within (and possibly outside of) Kern County to perform job-related essential functions;
- Performs other related duties as required but is precluded from performing law enforcement duties.

Employment Standards:

Completion of 60 semester units from an accredited college or university, including at least 15 semester units in Criminal Justice, Police Science, or related field AND one (1) year of field investigative work involving public contact for a police or criminal investigation agency

Experience as a field investigator may be substituted for the required education on a year for year basis to a maximum substitution of one (1) year of experience.

Please note that education cannot substitute the required experience as a field investigator. You must have at least one year of field investigative work experience to qualify for this examination

Knowledge of: methods and techniques of criminal investigation including the preparation of reports; gathering and presentation of evidence; laws of arrest; courtroom procedures; methods and use of technical investigative equipment; techniques of interviewing and interrogation.

Ability to: gather, assemble, analyze, and evaluate facts and evidence, draw logical conclusion, and make sound recommendations; obtain information through interview and a variety of services; prepare clear, concise, and comprehensive reports; work effectively with a variety of law enforcement agencies and private industry personnel; operate various technical investigative equipment; utilize and interpret a variety of advisory data and information communicate effectively orally and in writing; interpret and apply laws, policies, procedures, and standards to specific situations; maintain confidentiality as required by law and to maintain the integrity of investigations.

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.



Devin Brown
CHIEF HUMAN RESOURCES OFFICER

July 10, 2023

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

**PROPOSED REVISED JOB SPECIFICATION TITLED
DEPUTY FIRE CHIEF**

The Kern County Fire Department requests your Commission's review of a revised job specification titled Deputy Fire Chief.

The revisions to this job specification will assist the Fire Department in creating a more robust pathway for succession planning in the department's management structure. The Deputy Fire Chief classification was last revised in 2019, prior to the creation of the Chief Deputy-Fire classification that now serves as the second in command to the Fire Chief and Director of Emergency Services; therefore, modifications to the language in the job specification reflect this change. The proposed revisions also include changes to the Employment Standards to broaden the experience requirements allowing for experience gained as a Fire Division Chief and newer classifications that have recently been added to the department's organizational structure.

The Deputy Fire Chief is an unrepresented management classification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed revised specification titled Deputy Fire Chief.

Sincerely,

A handwritten signature in black ink that reads "Devin Brown" with a stylized flourish at the end.

Devin Brown
Chief Human Resources Officer

cc: Aaron Duncan, FIRE CHIEF & DIRECTOR OF EMERGENCY SERVICES

GROUND  BOUNDLESS

Deputy Fire Chief
Bargaining Unit: M
Salary Range 78.6 (\$11,520-\$13,766/mo.)

Definition:

Under direction, manages the activities of a major organizational unit of the Fire Department; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

This classification is a management level position in the Fire Department and reports directly to the **Chief Deputy-Fire**. ~~Fire Chief or his designee.~~

Essential Functions:

- Directs, coordinates and supervises the activities of all personnel assigned to an organizational unit and special programs of the department; develops and administers the budget for assigned organizational units and special programs.
- Supervises divisions through their commanding officers; coordinates functions of the various divisions and maintains effective work relationships among operating units.
- Assigns and supervises the work of subordinate personnel; performs personnel management functions including administration of personnel matters in accordance with local, state, and federal rules and regulations, department rules, policies and procedures, and departmental selection process of new employees, establishes and implements performance standards, and recommends and implements employee disciplinary actions as necessary.
- Inspects station personnel and equipment to determine continued readiness for effective fire suppression operation and institutes corrective action where required.
- Assists in the development of long-term capital projects and major maintenance plans for facilities, replacement plans and maintenance standards for apparatus and other equipment.
- ~~As the Duty Chief, assists the Fire Chief in the management of department resources, including the assignment and deployment of personnel, supplies, equipment, apparatus and facilities in a cost effective and efficient manner.~~
- Participates as a member of the command management team in developing and/or revising departmental budget, policies, plans and procedures; makes requests to the County Administrative Office and Board of Supervisors as needed.

- Prepares and administers a variety of agreements with other governmental entities and private vendors; represents the department at interagency conferences and incident operations; serves as departmental liaison with other County departments and governmental entities regarding areas of assigned responsibility.

ESSENTIAL FUNCTIONS: (continued)

- Conducts internal affairs investigations and investigations of citizen complaints, prepares responses and takes corrective action as necessary.
- Responds to major incidents as required; assumes command at major or large scale emergency incidents including activation and direction of the Department Operations Center (DOC), as necessary.
- Assists with coordination of department programs and incident activities with informational and educational services.
- Assumes command of the department in the absence of the Fire Chief and Chief Deputy - Fire.
- Prepares and directs the preparation and publication of reports and correspondence; and orally present periodic and special reports.

Other Functions:

- Upon activation of the Kern County Operational Area Emergency Operations Center (EOC), may be called upon to provide Fire/Rescue incident and resources status information to the EOC; or may be directed to take charge of the Fire/Rescue or Operations Section at the EOC.
- Develops technical specifications for departmental purchases.
- Represents the department in meetings and negotiations with the Union.
- Prepares departmental disaster response plans.
- Coordinates training for the department.
- Performs other job-related duties as assigned.

Employment Standards:

~~Two years of experience as a Battalion Chief in the Kern County Fire Department.~~

- **Currently serving as a Fire Division Chief with the Kern County Fire Department.**

OR

- **One (1) year of experience as a Fire Battalion Chief with the Kern County Fire Department.**

OR

- **One (1) year of experience as any of the following with the Kern County Fire Department:**

- **Supervising Fire Investigator**
- **Supervising Aviation Specialist**
- **Supervising Fire Hand Crew Specialist**
- **Supervising Fire Heavy Equipment Specialist**

Possession of a valid Class C California driver's license required ~~at the time of~~ **upon** appointment.

Knowledge of: principles and practices of personnel management; public relations; basic budgeting procedures; the capabilities and limitations of a wide variety of fire service equipment; County geography and of the hazardous fire conditions within the County; fire fighting resources available for emergency response; laws, ordinances, rules and regulations related to the emergency and prevention activities of the department;

Skill in: managing large-scale incidents; planning and coordinating department activities to achieve goals and objectives; handling and investigating complaints; applying tact, integrity, initiative and good judgment in a variety of difficult administrative situations; supervising and training subordinate staff; establishing and maintaining effective work relationships with subordinates, superior officers, other governmental officials and the public; representing the department to other departments and agencies; communicating clearly and concisely, orally and in writing; and directing proper record keeping and preparation of reports.

SUPPLEMENTAL:

A background check may be conducted for this classification.

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

Revised Job Specification

~~August 2019-July 2023~~

Item No. 0690

#0690

Js0690


DEPARTMENT HEAD

6/20/2023
DATE


CHIEF HUMAN RESOURCES OFFICER

6/20/23
DATE

Item #	0690
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	78.6
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	M
HR Analyst	Keri Pharris
Reviewed By	Tracey Eldridge
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Revision Date	July 2023

July 10, 2023

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

**REQUEST TO ABOLISH ELIGIBLE LIST –
Deputy Fire Chief – Department Promotional – Exam No. 8639**

Aaron Duncan, Kern County Fire Chief, requests that the Civil Service Commission abolish the eligible list for Deputy Fire Chief – Department Promotional, Exam No. 8639, established on August 22, 2022. The Fire Department utilized this list in two certifications (2023-05649 and 2022-05364). The first certification resulted in the referral of all five (5) candidates on that list and the selection of one (1) candidate. The second certification resulted in the referral of four candidates (4) and the selection of one (1) candidate.

The Fire Department is requesting to abolish this eligible list in conjunction with a proposed job specification change to the Deputy Fire Chief classification, which also appears on this agenda. Changes to the job description include additions to the employment standard to allow for a broader experience background and to include reference to the Fire Division Chief as a qualifying classification. This classification was added to the department in July, 2021.

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

Notice of intent to abolish the list has been sent by the Civil Service Commission Secretary to all candidates on the list. If the Commission grants the abolishment of the eligible list, notification will be sent to all candidates notifying them of the opening of the new promotional recruitment.

Therefore, **IT IS RECOMMENDED** that the eligible list for Deputy Fire Chief – Department Promotional – Exam No. 8639 **BE ABOLISHED** in accordance with Civil Service Rule 502.10.

Sincerely,



Devin Brown
Chief Human Resources Officer

cc: Aaron Duncan, FIRE CHIEF & DIRECTOR OF EMERGENCY SERVICES

Kern County Civil Service Commission

1115 Truxtun Avenue, 1st Floor, Bakersfield, CA 93301
Telephone (661) 868-3910 • CivilServiceComm@kerncounty.com



AGENDA ITEM NO. 7

COMMISSIONERS

Jeremy Price, President
Romeo Agbalog, Vice President
Michael Bowers
Joy Rose
Brian Holt

Robyn Lipscomb, Officer

July 10, 2023

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

PROPOSED REVISED LANGUAGE TO DELETED RULE 1100

The Civil Service Commission received a request from the CAO mailbox to update CSC Rule 1100 page 56.

Rule 1100 VACATIONS – DELETED BY ORDER OF CIVIL SERVICE COMMISSION ON 12/14/15 (See Kern County Administrative Policy and Procedures Manual Section 119).

It was requested to update to Section 120. The Commission Officer brought this request forward to the Civil Service Commission Regular Meeting June 12, 2023, and recommended the Commission consider omitting the section language to:

Rule 1100 VACATIONS – DELETED BY ORDER OF CIVIL SERVICE COMMISSION ON 12/14/15 (See Kern County Administrative Policy and Procedures Manual).

By eliminating directory language for another manual, the Commission will reduce the necessity to update a deleted rule in the future. Rule 2301.00 specifies that any "Amendment of the Rules and Regulations or additions thereto may be proposed at any meeting of the Commission, but action thereon shall not be taken until a subsequent meeting."

Therefore, IT IS RECOMMENDED that your Commission APPROVE the proposed revision to deleted CSC Rule 1100.

Thank you,

A handwritten signature in blue ink that reads "Robyn Lipscomb".

Robyn Lipscomb
Civil Service Commission Officer