

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

Regular Meeting
Monday, August 14, 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 July 10, 2023; **APPROVE**

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

9028 Senior Office Services Specialist
9030 Behavioral Health Program Supervisor
9031 Information Security Administrator - Countywide Promotional
9032 Business Manager
9033 Probation Supervisor - DP
9034 Senior Youth Services Officer - DP
9035 Sheriff's Sergeant - DP
9036 Deputy Fire Chief - DP
9037 Contract Administrator
9038 Supervising Workers' Compensation Claims Adjuster - DP- County Counsel
9039 Sheriff's Detentions Lieutenant - DP
9040 Human Resources Specialist - Confidential
9041 General Services Manager
9042 Human Resources Analyst
9043 Behavioral Health Peer Specialist
9044 Youth Services Officer I/II - Shift
9046 Fiscal Support Technician-DP-Shift-Library
9047 Behavioral Health Credentialing Specialist
9048 Autopsy Assistant
9049 Communicable Disease Investigator
9050 Senior Systems Analyst
9051 Park Ranger/Senior Park Ranger
9052 Traffic Signal Technician I/II
9053 Probation Division Director - DP
9054 Library Associate - Department Promotional - Part-Time - Shift - Library
9055 Library Associate - Department Promotional - Shift - Library
9056 Senior Auditor-Appraiser
9057 Deputy County Counsel I/II/III/IV/V

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. Assistant Division Director, Forensic Science, Item No. 4523

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. Division Director, Forensic Science, Item No. 4516
b. Fiscal positions
 i. Fiscal Support Specialist, Item No. 2845
 ii. Fiscal Support Supervisor, Item No. 2830
c. Airports Chief Operations Officer, Item No. 0469

- d. Sheriff's Detentions positions
 - i. Sheriff's Detentions Sergeant, Item No. 4543
 - ii. Sheriff's Detentions Senior Deputy, Item No. 4541
 - e. Sheriff's Detentions positions
 - i. Sheriff's Detentions Deputy, Item No. 4544
 - ii. Sheriff's Detentions Officer, Item No. 4546
 - iii. Sheriff's Detentions Deputy Trainee, Item No. 4547
6. **Civil Service Rule Revision Status and Updates:** Fill vacancy on ad-hoc committee for the revision of Civil Service Rules.
7. **CSR 1800 Investigations and timelines:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations.
8. **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.
9. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business.
10. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)).

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

CLOSED SESSION (Government Code § 54957)

11. Public Employee – Discipline/Dismissal/Release
Detentions Senior Deputy (Sheriff's Office) – Case 2023-0103
12. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106
13. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, September 11, 2023, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

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

PRESENT: Commissioners Agbalog, Bowers, Holt, and Price

ABSENT: Commissioner Rose

OTHERS: Tracey Eldridge, Keri Pharris, Stephanie Bouey, Robyn Lipscomb, Dominic Brown, Aaron Duncan, Dionisio Mitchell, and others.

NOTE: Ag, Bo, Ho, Pr, and Ro are abbreviations for Commissioners Agbalog, Bowers, Holt, Price, and Rose. For Example, Ho/Pr denotes Commissioner Holt made the motion and Commissioner Price seconded the motion. The abbreviations “ab” means absent and “abd” abstained.

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

PUBLIC SESSION

1. Public Presentations

Francisco Martinez, SEIU Shop Steward representing Department of Human Services (DHS) staff, addressed the Commission regarding the way EPRs, Corrective Action Plans, Memos of Understandings are currently issued at DHS. He addressed the Commission last month and was asked to provide specific concerns in writing. Mr. Martinez was contacted by the Commission Clerk the following day and intends to provide those details but has been extremely busy and overwhelmed. Mr. Martinez has not yet had the chance to respond, but he intends to highlight the practice of safety measures, previously considered a tool intended to assist workers in organizing work and maintaining due dates, but now is being used punitively. This change has caused stress, low morale and even demotions. He looks forward to having a more in-depth conversation once he has submitted the specifics to the Commission.

***CONSENT AGENDA** NO PUBLIC COMMENT

***2. Approval of Minutes**

Regular meeting on June 12, 2023; **APPROVED**; Ag/Ho – 4 ayes, 1 ab-Ro

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ag/Ho – 4 ayes, 1 ab-Ro

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; *Ho/Ag – 4 ayes, 1 ab-Ro*
 - 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

Assistant Chief Human Resources Officer (ACHRO), Tracey Eldridge, presented; NO PUBLIC COMMENT

Commissioner Agbalog inquired of Dominic Brown, KCERA CEO, as it was his understanding that these are new positions and largely legal related, whether any consideration was given to contracting out these specific services.

Mr. Brown indicated that these functions are all currently done in-house, previous studies by the Board of Retirement indicated that maintaining these services internally would be more cost effective. This decision started with one legal attorney, but to fully optimize

those benefits, the attorney, Chief Legal Officer, requires additional support. Many services are outsourced, but an internal general attorney is most prudent. Commissioner Agbalog asked what functions are specifically managed by the in-house general counsel.

Mr. Brown stated that all retirement systems are extremely complicated compilations of statutes, requiring expertise in a particular system; general counsel is a subject matter expert that serves the board in understanding as well as Brown Act requirements and other fiduciary requirements.

- b. Investigative Specialist, Item No. 4417; *Ag/Ho – 4 ayes, 1 ab-Ro*

ACHRO, Tracey Eldridge, presented; NO PUBLIC COMMENT

- 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. Deputy Fire Chief – Department Promotional, Exam No, 0690; NO PUBLIC COMMENT

Keri Pharris, Deputy Chief Human Resource Officer (DCHRO) presented a summary of the revisions; NO PUBLIC COMMENT

Commissioner Agbalog inquired of the department as to the intent to expand the candidate pool.

Chief Deputy Dionisio Mitchell confirmed that the intent was to broaden the candidate pool as well as modernize the specifications to include new technology advancements.

Commissioner Agbalog commended the department on their innovation with technology and inquired as to the methodology of broadening the candidate pool while requiring employment standards to be met exclusively within the Kern County Fire Department.

Chief Deputy Mitchell explained that local familiarity and expertise is required at that level as well as technological skill set. They partner and benefit from outside agencies but at this level the familiarity with our county provides greater success.

Commissioner Agbalog inquired whether perhaps especially in the arena of technology it might be better to reach outside of our department or county to understand what methods other agencies find successful. Also, while familiarity with terrain must be appreciated, why can't they learn about our area while they are learning in the Deputy Chief position?

Chief Deputy Mitchell that at the Deputy Chief level they typically already have multiple years invested with our agency. As a Fire Fighter level, they are learning how we do things while they learn the terrain, but at the Deputy Chief level it would be a steep learning curve. Local area influence is essential to our ongoing success.

President Price commented that typically it is only Sheriff's or Fire that come before the Commission to request to abolish a list, and it is typically because they don't have enough candidates and the pool is too small. It would seem logical that if the pool is too small it may be wise broaden our pool rather than restrict experience to only our agency.

Chief Deputy Mitchell explained that they are expanding their pool by allowing additional classifications to qualify whereas before the requirements were restrictive, which resulted in too small of a candidate pool. These revisions broaden the methods in which to gain qualifying experience.

Commissioner Agbalog inquired whether internal candidates would be required to serve all areas of the county or all stations.

Chief Deputy Mitchell answered that it was not a requirement, but that most of their guys serve in multiple areas to enhance their knowledge.

NOT APPROVED Ho/Bo – 2 ayes, 2 nos, 1 ab-Ro; Stephanie Bouey, requested 10-minute recess;

*Reconsider and amend motion to review, receive and file with changes –

Fire Chief, Aaron Duncan, clarified that the changes were an attempt to clean up language and allow more paths to the Deputy Chief position, it currently required two-years as a Duty Chief to avoid career path dead ends.

Commissioner Agbalog approved of the cleaning-up of the language but has concerns about the exclusivity of the Kern County Fire Department as the only path to this position. For his approval this evening, the Kern County Fire Department language would need to be stricken from the revised Employment Standards.

HR and Chief Duncan conferenced, ACHRO Eldridge stated that the Kern County Fire Department language would be removed as pertaining to Employment Standards.

Commissioner Bowers commented that he understands the desire to recruit and maintain experienced individuals that live and work in our community. In the medical field he has seen the cost of repeated turnover when they hire from outside the community as they often do leave. He understands and accepts the amendment but would like it on record that recruiting individuals with experience we need is essential.

NO PUBLIC COMMENT; **APPROVED** Ag/Bo – 4 ayes, 1 ab-Ro

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;

a. Deputy Fire Chief – Department Promotional, Exam No, 8639;

ACHRO, Tracey Eldridge, introduced DCHRO Keri Pharris to presented summary and noted correct title Deputy Fire Chief; NO PUBLIC COMMENT

APPROVED *Ho/Bo – 4 ayes, 1 ab-Ro;*

7. **Rule 1100 Requested Update:** Second Reading; The Commission received a request from the CAO mailbox to update CSC Rule 1100 page 56 which was proposed at the June 10, 2023, Regular Meeting in accordance with Civil Service Rule 2301.00;

Rule 1100 VACATIONS – DELETED BY ORDER OF CIVIL SERVICE COMMISSION ON 12/14/15 (See Kern County Administrative Policy and Procedures Manual Section 119)
was requested to update to Section 120

Commission Officer recommended 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); NO PUBLIC COMMENT **APPROVED** *Ho/Bo – 4 ayes, 1 ab-Ro*

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

ACHRO Eldridge stated that this was approved by all unions except SEIU, which refused to allow for any changes. Counsel and HR revised the rule and HR has contacted them twice to schedule a negotiation with them but has yet to hear back from SEIU.

Commissioner Agbalog inquired what would happen in the case that a bargaining unit is non-responsive?

ACHRO Eldridge stated we could not move forward. We have to meet and agree to move forward.

Commissioner Agbalog asked if she has any notes to share with us as to the changes they would like to see?

ACHRO Eldridge indicated that she does not as she has just picked this up again and was sorry but had no recollection as to the specifics requested changes.

Commissioner Agbalog volunteered himself or another member of the Commission to participate in these negotiations if it would be helpful, and perhaps provide some context and reasoning. Perhaps refresh some memories.

President Price asked DCC Bouey for more detail in a union is unresponsive. There has to be a meet and confer, but if the union says no, that does not give them plenary power, does it?

DCC Bouey, will look into options, but advised it may not be an issue in this case as we are working with new parties and have not yet received SEIU's response.

President Price looks forward to more information if they continue to be unresponsive.

ACHRO Eldridge stated that SEIU is our large union and with more than 5,000 staff represented, if they say no, unfortunately, it may be a no.

Commissioner Agbalog remembered several instances where a union was unresponsive, but the Commission was able to move forward and wondered why this would not be the case with rule changes.

DCC Bouey agreed that in many cases no response is considered an acceptance, but in this case SEIU had apparently stated objections in the previous negotiations. She will research options for moving forward.

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

Deputy County Counsel, Stephanie Bouey, reported one active and timely investigation.

10. Commission Officer Items/Report:

CSC Officer, Robyn Lipscomb, reported Commissioners Holt and Rose visited DHS with Commissioners Holt and Rose and that Assistant County Counsel, Kendra Graham will provide Brown Act Training

11. Human Resources Division Items/Report:

None.

12. Commission Member Presentations or Announcements:

President Price's appointment to the Commission has been extended to July 2027

Commissioner Holt welcomed Commissioner Bowers and also indicated that the Commission visited DHS and Airports since our last meeting.

Commissioner Agbalog welcomed Commissioner Bowers and recognized former Commissioner Oliver and thanked him for his service.

Commissioner Bowers thanked Chairman Flores for his vision and foresight and also thanked former Commissioner Oliver for his unwavering commitment and devotion as well all the staff and Commissioners for this warm welcome.

Adjourn to Closed Session

CLOSED SESSION (Government Code § 54957): Closed Session Items cancelled or postponed.

13. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, August 14, 2023, at 5:30 p.m.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9028	Senior Office Services Specialist	7/6/2023	7/19/2023	DMR	Open	6/30/2023
9030	Behavioral Health Program Supervisor	7/10/2023	7/24/2023	MGV	Open	7/10/2023
9031	Information Security Administrator - Countywide Promotional	7/10/2023	07/14/2023	KAS	CWP	7/10/2023
9032	Business Manager	7/10/2023		KPP	Open	7/10/2023
9033	Probation Supervisor - DP	7/13/2023	7/21/2023	NA	DP	7/10/2023
9034	Senior Youth Services Officer - DP	7/17/2023	7/24/2023	NA	DP	7/10/2023
9035	Sheriff's Sergeant - DP	7/14/2023	7/28/2023	NA	DP	7/14/2023
9036	Deputy Fire Chief - DP	7/12/2023	7/14/2023	MES	DP	7/11/2023
9037	Contract Administrator	7/17/2023	Continuous	DMR	Open	7/13/2023
9038	Supervising Workers' Compensation Claims Adjuster - DP- County Counsel	7/17/2023	7/21/2023	DG	DP	7/12/2023
9039	Sheriff's Detentions Lieutenant - DP	7/14/2023	7/28/2023	NA	DP	7/14/2023
9040	Human Resources Specialist - Confidential	7/18/2023	7/24/2023	BLG	Open	7/14/2023
9041	General Services Manager	7/17/2023	7/28/2023	DG	Open	7/11/2023
9042	Human Resources Analyst	7/18/2023	7/24/2023	BLG	Open	7/14/2023
9043	Behavioral Health Peer Specialist	7/18/2023	Continuous	MGV	Open	7/14/2023
9044	Youth Services Officer I/II - Shift	7/17/2023	7/28/2023	NA	Open	7/17/2023
9046	Fiscal Support Technician-DP-Shift-Library	7/18/2023	7/20/2023	DG	DP	7/17/2023
9047	Behavioral Health Credentialing Specialist	7/19/2023	8/2/2023	MGV	Open	7/18/2023
9048	Autopsy Assistant	7/19/2023	8/2/2023	NA	Open	7/19/2023
9049	Communicable Disease Investigator	7/24/2023	Continuous	JAP	Open	7/20/2023
9050	Senior Systems Analyst	7/24/2023	8/4/2023	DMR	Open	7/21/2023
9051	Park Ranger/Senior Park Ranger	7/24/2023	8/4/2023	DG	Open	7/19/2023
9052	Traffic Signal Technician I/II	7/31/2023	8/11/2023	MES	Open	7/25/2023
9053	Probation Division Director - DP	7/26/2023	8/4/2023	NA	DP	7/26/2023
9054	Library Associate - Department Promotional - Part-Time - Shift - Library	7/28/2023	8/1/2023	DG	DP	7/27/2023
9055	Library Associate - Department Promotional - Shift - Library	7/31/2023	8/4/2023	DG	DP	7/27/2023
9056	Senior Auditor-Appraiser	7/28/2023	8/4/2023	MGV	Open	7/27/2023
9057	Deputy County Counsel I/II/III/IV/V	7/28/2023	Continuous	DAG	Open	7/28/2023

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



August 14, 2023

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

**PROPOSED NEW JOB SPECIFICATION TITLED
ASSISTANT DIVISION DIRECTOR, FORENSIC SCIENCE**

The Kern County District Attorney's Office requests your Commission's review of a new job specification titled Assistant Division Director, Forensic Science.

District Attorney Cynthia Zimmer has requested the creation of this job specification to add a second-level management position to her department, Assistant Division Director, Forensic Science. This classification will work closely with and at the direction of the Division Director, Forensic Science to provide additional oversight and supervision of the County's Crime Lab, allowing them to continue to successfully operate and perform critical functions for Kern County. The addition of the classification will also assist the department with succession planning.

The newly created classification will be added to the department's schedule of positions as part of the 2023-2024 budget process.

The Assistant Division Director, Forensic Science is an unrepresented mid-management classification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed new specification titled Assistant Division Director, Forensic Science.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

cc: Cynthia J. Zimmer, District Attorney

GROUND  BOUNDLESS

Assistant Division Director, Forensic Science
Bargaining Unit: D
Salary Range: 73.0 (\$8713-10,413/mo.)

Definition:

The Assistant Division Director, Forensic Science, works under the direction of the Division Director, Forensic Science. The Assistant Division Director, Forensic Science, assists in planning, directing and managing the operations of the District Attorney's Forensic Science Division. The incumbent provides supervision and oversight of the work performed by Criminalists, Forensic Laboratory Technicians and non-technical staff assigned to the division, in addition to performing complex criminalistic work in the analysis, identification, and interpretation of evidence as required.

The Assistant Division Director, Forensic Science, is an overtime-exempt classification.

Essential Functions:

- Provides high level administrative and management assistance to the Division Director in planning, assigning and managing all functions and activities of the Forensic Science Division.
- Supervises, directs, and guides Laboratory staff in the provision of Laboratory services that meet all applicable guidelines and requirements.
- Assists in the development of goals, objectives, policies, procedures, and priorities within the Laboratory.
- Performs the more difficult procedures in the collection and analysis of physical evidence; makes chemical and physical analysis and microscopic examination in the identification and comparison of physical evidence.
- Interprets, reviews, and approves test results, as appropriate.
- Maintains an effective working relationship with a variety of organizations, including law enforcement agencies, courts, members of legislature, public and private officials, other County departments, schools, and universities in matters relating to the forensic laboratory.
- Assumes responsibility for the Laboratory in the absence of the Division Director.
- Appears in court as an expert witness regarding laboratory analysis.
- Conducts trainings for various law enforcement groups.
- Makes presentations to civic groups, schools and other relevant organizations.
- Performs other job-related functions as required.

Employment Standards**Minimum Qualifications:**

- Bachelor's degree from an accredited college or university with a major in criminalistics, chemistry, biochemistry or related field.
- Five (5) years of experience in the practice of general criminalistics, including one (1) year in a management, supervisory or administrative capacity.

Master's Degree from an accredited college or university may substitute for one year of the required general experience.

Possession of a valid California Motor Vehicle Driver's License is required upon appointment and must be maintained throughout employment.

Additional Qualifications

Candidates must pass a criminal history and background check, which may include contact of prior employers and personal references. The background evaluation may consider areas such as illegal drug use, financial responsibility, driving record, criminal record, previous employment, and honesty. A polygraph may be given. Candidates will be fingerprinted through the California Department of Justice Live Scan process for purposes of search of local, state, and national fingerprint files to disclose any criminal record.

Physical Requirements: include the ability to handle small items of evidence, pipet small volumes; use small tools, distinguish and match pattern, identify and distinguish color, match or discriminate between colors.

Knowledge of: principles and practices of supervision and training, including the management of laboratory casework. Principles, methods, materials, equipment, and techniques of forensic science; including biology, chemistry, physics, biochemistry, physiology, and photography as related to forensic science. Recent developments, current literature, and sources of information in the field of forensic science. Laws of evidence, criminal procedure, and crimes. Common types of evidence, such as narcotics, trace, firearms, and DNA. Laboratory Quality Assurance and Safety standards including laboratory testing and calibration accreditation requirements.

Ability to: oversee day-to-day operations of the laboratory; establish priorities and meet deadlines; plan, organize and direct a forensic science laboratory; supervise, train, and evaluate staff; Ability to conduct applied research leading to peer-reviewed publications; resolve analytical problems arising from casework through consultation, review of scientific literature and/or applied research; perform a variety of difficult laboratory analysis; prepare and analyze complex reports and correspondence; adhere to established code of ethics; communicate effectively both orally and in writing and testify in court as an expert; work effectively with other law enforcement agencies, the public and fellow employees.

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


 DEPARTMENT HEAD


 CHIEF HUMAN RESOURCES OFFICER

7-26-23
 DATE

7/28/23
 DATE

Item #	4523
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	KRP ~~72.7~~ 73.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	4
Bargaining Unit	D
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	August 2023



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



August 14, 2023

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

**PROPOSED REVISED JOB SPECIFICATION TITLED
DIVISION DIRECTOR, FORENSIC SCIENCE**

The Kern County District Attorney's Office requests your Commission's review of a revised job specification titled Division Director, Forensic Science.

District Attorney Cynthia Zimmer has requested the revisions to this job specification as part of the request to add a second-level management position to her department, Assistant Division Director, Forensic Science. The creation of that classification appears as a separate item on this month's agenda.

Modifications to the language in the Division Director, Forensic Science account for the newly created position and the scope of responsibility for both positions in the organizational structure. The utilization of both positions in the division will bolster the management and oversight of the County's Crime Lab, allowing them to continue to successfully operate and perform critical functions for Kern County. The Division Director, Forensic Science classification was last revised in 2010; at that time, it was assigned to the mid-management bargaining unit. This revision will move the classification to the management bargaining unit.

The Division Director, Forensic Science is an unrepresented management classification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed revised specification titled Division Director, Forensic Science.

Sincerely,

A handwritten signature in blue ink, appearing to read "DB", with a long horizontal stroke extending to the right.

Devin Brown
Chief Human Resources Officer

cc: Cynthia J. Zimmer, District Attorney

GROUND  BOUNDLESS

Division Director, Forensic Science
Bargaining Unit: D-M
Salary Range: 75.0 (\$9,627-11,505/mo.)

Definition:

The Division Director, Forensic Science, works under general administrative direction of the Assistant District Attorney. The Division Director, Forensic Science plans and directs the operation of the District Attorney's Forensic Science Division. The incumbent supervises the Assistant Division Director, Forensic Science and is responsible for the operations of the crime lab and management of staff assigned to the division. The incumbent performs the most complex criminalistic work in the analysis, identification, and interpretation of evidence as necessary.

The Division Director, Forensic Science, is an overtime-exempt classification.

~~Under general administrative direction, to plan, and direct the operation of the District Attorney's Forensic Science Division; to and to perform more difficult physical and chemical analysis related to forensic science.~~

Essential Functions:

- Plans, assigns, and manages the overall operations and activities of the Forensic Science Division, including long range planning and special studies to evaluate and develop laboratory capabilities.
- **Directs and supervises the work performed by the Assistant Division Director, Forensic Science and ensure that all operations and activities are performed effectively and efficiently.**
- Recommends employee selection, promotion, disciplinary actions, separations, and other personnel actions.
- Trains, directs, and reviews the work of the forensic laboratory's analytical, technical, and clerical staff through subordinate supervisory staff.
- Personally performs the more difficult procedures in the collection and analysis of physical evidence; makes chemical and physical analysis and microscopic examinations in the identification and comparison of physical evidence;
- Oversees the preparation and management of the forensic laboratory's budget, grants, and criminal justice projects; manages equipment purchases and the maintenance of the laboratory facilities and equipment.
- Reviews and updates procedures manuals and methods for forensic laboratory operations; maintains current knowledge of the field of forensic science

- Interfaces with law enforcement agencies, courts, members of the legislature, public and private officials, other County departments, schools, and universities in activities relating to the forensic laboratory and the criminalistics field.
- Represents the District Attorney's Office in matters involving the forensic laboratory.

OTHER FUNCTIONS:

- Prepares correspondence and reports, including laboratory activity reports and case-related statistics.
- Appears in court as an expert witness regarding laboratory analysis;
- Conduct training sessions for law enforcement officers.
- Makes presentations to civic groups, schools, and others.
- **Directs and supervises staff as necessary.**
- Performs other job-related duties as required.

Employment Standards

Minimum Qualifications:

- **Bachelor's degree from an accredited college or university with a major in criminalistics, chemistry, biochemistry or related field.**
- **Seven (7) years of experience in the practice of general criminalistics, including two years in a supervisory or administrative capacity.**

Master's Degree from an accredited college or university may substitute for one year of the required general experience.

Possession of a valid California Motor Vehicle Driver's License is required upon appointment and must be maintained throughout employment.

~~Graduation from an accredited college or university with a major in criminalistics, chemistry, biochemistry or related field, and seven (7) years of experience in the practice of general criminalistics, including two years in a supervisory or administrative capacity.~~

~~A Masters degree in criminalistics, chemistry, biochemistry, or a related field may be substituted for one year of the required general experience.~~

Additional Qualifications

Candidates must pass a criminal history and background check, which may include contact of prior employers and personal references. The background evaluation may consider areas such as illegal drug use, financial responsibility, driving record, criminal record, previous employment, and honesty. A polygraph may be given. Candidates will be fingerprinted through the California Department of Justice Live Scan process for purposes of search of local, state, and national fingerprint files to disclose any criminal record.

OTHER QUALIFICATIONS:

~~Candidates must pass a criminal history and background check, which may include contact of prior employers and personal references. The background evaluation may consider areas such as illegal drug use, financial responsibility, driving record, criminal record, previous employment, and honesty. A polygraph may be given. Candidates will be fingerprinted through the California Department of Justice Live Scan process for purposes of search of local, state, and national fingerprint files to disclose any criminal record.~~

~~A valid California Driver (Class C) License is required prior to appointment and must be maintained throughout employment.~~

Physical Requirements: include the ability to handle small items of evidence, pipet small volumes; use small tools, distinguish and match pattern, identify and distinguish color, match or discriminate between colors.

Knowledge of: principles and practices of supervision and training, including the management of laboratory casework. Procedures, scientific equipment, and apparatus used in a modern crime laboratory. Principles, methods, materials, equipment and techniques of forensic science; including chemistry, physics, biochemistry, physiology, zoology, botany, and photography as related to forensic science. Recent developments, current literature and sources of information in the field of forensic science. Laws of evidence, criminal procedure and crimes. Common types of evidence, such as narcotics, poisons, trace, firearms, DNA and latent prints. Laboratory Quality Assurance and Safety standards including ASCLD/LAB accreditation requirements.

Ability to: plan, organize and direct a forensic science laboratory. Supervise, train, and evaluate staff. Resolve analytical problems arising from casework through consultation, review of scientific literature and/or applied research. Perform a variety of difficult chemical, instrumental and other laboratory analyses. Adhere to established code of ethics. Speak effectively before groups and testify in court as an expert. Develop and maintain good working relationships with other law enforcement agencies, the public and fellow employees. Prepare and analyze complex reports and correspondence.

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

Cynthia Zimmer
 DEPARTMENT HEAD
[Signature]
 CHIEF HUMAN RESOURCES OFFICER

7-26-22
 DATE
7/28/23
 DATE

Item #	4516
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	1689 ~~74.5~~ 75.0
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	3
Bargaining Unit	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	YES
Retirement = General/Safety	General
Revision Date	August 2023

August 14, 2023

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

**PROPOSED REVISED SPECIFICATIONS FOR FISCAL SUPPORT SPECIALIST AND FISCAL
SUPPORT SUPERVISOR**

The Human Resources Division requests your commission review, receive, and file the attached revisions to the Fiscal Support Specialist and Fiscal Support Supervisor classifications.

On November 7, 2022, your commission approved a revision to the Fiscal Support Technician specification to address recruitment challenges. The Human Resources Division is now requesting similar revisions to the rest of the fiscal support classification series to aid in recruitment efforts by broadening the employment standards.

Fiscal Support Specialist currently requires possession of qualifying Ten-Key and Typing Certificates, and three years of fiscal support, bookkeeping, accounting support or experience related to the area of assignment. This revision will remove the Ten-Key and Typing Certificate requirement, reduce required experience to two years, and allow for one year experience equivalent to a Fiscal Support Technician to qualify for this classification.

Fiscal Support Supervisor currently requires possession of qualifying Ten-Key and Typing Certificates and five years of progressively responsible lead, fiscal support, bookkeeping, accounting support or related experience. This revision will remove the Ten-Key and Typing Certificate requirement, reduce required experience to four years, and the experience must include one year of lead or supervisory experience.

The Service Employees' International Union Local 521 was notified and has concurred with the proposed revisions.

Therefore, IT IS RECOMMENDED that the proposed revised classifications for Fiscal Support Specialist and Fiscal Support Supervisor be REVIEWED, RECEIVED AND FILED.

Sincerely,



Devin Brown
Chief Human Resources Officer

Fiscal Support Specialist
Bargaining Unit: 4
Salary Range: 56.6 (\$3,845- \$4,595/mo.)

Definition:

Under supervision, to perform specialized support activities requiring in-depth knowledge and experience in the area of assignment. Duties ~~might~~ include: preparing statistical data; serving as a lead to lower levels; training new employees; creating spreadsheets; balancing funds; and gathering data and statistics.

This is the second level of the three level fiscal support series. The Fiscal Support Specialist is distinguished by the responsibility for maintaining an integrated set of financial and statistical records. It is distinguished from the Fiscal Support Supervisor, which is responsible for performing full supervisory responsibilities. Positions may supervise the work of lower levels in the fiscal support series.

Essential Functions:

- Serves as a lead, to include assigning and monitoring work, training employees on work methods, and providing direction; may supervise fiscal support staff including conducting performance evaluations and making hiring, termination and disciplinary recommendations
- Assists customers and employees with requests for information over the phone and in person
- Prepares, balances, reconciles, and records a variety of financial data and information
- Sets up account records, computes accounts receivables, records payments, reconciles ledger accounts, and prepares related reports
- Verifies and processes a variety of financial documents
- Prepares, updates, and maintains a variety of correspondence, billings, records, and files
- Analyzes and reconciles a variety of financial account activities
- Compiles and maintains financial and statistical data records; prepares and distributes related reports
- Enters a variety of fiscally-related information into databases; maintains fiscal records and files
- Assists in preparing complex financial documents, which may include proposals and analytical documents
- Tracks project expenses

Revised Job Specification
August 2023
Item No. 2845

- Responds to requests for information and inquiries related to programs, policies, and/or other related information; researches customer discrepancies; resolves customer problems
- Performs other duties of similar nature or level as required

Employment Standards:

- High School Diploma, or G.E.D.
- ~~Three~~ **Two** years of fiscal support, bookkeeping, accounting support or experience related to the area of assignment; **or, one year equivalent to a Fiscal Support Technician in the Kern County classification system;** or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job
- ~~Certification of Typing/Keyboarding speed of 40 net words per minute and~~
- ~~Certification of 10 Key speed of 120 net keystrokes per minute~~

Knowledge of: applicable local, state, and federal laws, rules, and regulations; basic accounting principles; processes and procedures in assigned area of responsibility; bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; filing techniques.

Skill in: prioritizing and assigning work; using computers and related software applications; performing mathematical calculations; balancing and reconciling financial accounts; preparing reports; filing and maintaining records; keyboarding; using standard office equipment; providing customer service; operating a 10 key; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

A background check may be conducted for this classification.

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

Laurel E. Dodge
CHIEF HUMAN RESOURCES OFFICER

7.31.23
DATE

Item #	2845
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	56.6
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	4
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	August 2023

Fiscal Support Supervisor
Bargaining Unit: 1
Salary Range: 59.2 (\$4,378 - \$5,232/mo.)

Definition:

Under ~~supervision~~ **general direction**, to perform full supervisory duties and complex fiscal support activities, which ~~might~~ include: coordinating projects; analyzing and researching complex billing problems; overseeing billing and collections; and, developing methods, policies and procedures for area of assignment.

Distinguishing Characteristics:

This is the supervisory level of the fiscal support series. It is distinguished by the responsibility for complex and difficult paraprofessional accounting work. The Fiscal Support Supervisor is further distinguished from the Fiscal Support Specialist by its full supervisory responsibilities.

Essential Functions:

- Supervises fiscal support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
- Supervises the day-to-day operational activities in an assigned area of responsibility; develops and implements operational policies and procedures.
- Assists customers and employees with requests for information over the phone and in person; researches and resolves complex customer problems.
- Reviews, processes, records, and oversees a variety of reports, receivables, payables, deposits, forms, applications, statements, reports, and/or other related documents.
- Serves as a liaison between assigned operational area and employees, external vendors, and/or other interested parties.
- Compiles and maintains financial and statistical data records; prepares and distributes related reports.
- Prepares complex financial documents, which may include proposals and analytical documents.
- Coordinates special projects related to financial information in assigned area of responsibility.
- Participates in a variety of meetings.

Other Functions:

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

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

~~All Kern County employees are designated "Disaster Service Workers" through state and~~

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

Employment Standards:

High School Diploma, or G.E.D., and ~~five~~ **four** years of progressively responsible ~~lead~~, fiscal support, bookkeeping, accounting support or experience related to the area of assignment, **including one year of lead or supervisory 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.

Additional Requirements:

~~**Certification of Typing/Keyboarding speed of 40 net words per minute and~~

~~**Certification of 10 Key speed of 120 net keystrokes per minute~~

Knowledge of: supervisory principles; applicable local, state, and federal laws, rules, and regulations; basic accounting principles; processes and procedures in assigned area of responsibility; bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; recordkeeping methods.

Skill in: monitoring and evaluating work; prioritizing and assigning work; reading, comprehending, and explaining applicable laws, rules, regulations, policies, and guidelines; supervising program support activities; using computers and related software applications; performing mathematical calculations; balancing and reconciling financial accounts; preparing reports; resolving conflict; conducting research; filing and maintaining records; keyboarding; using standard office equipment; providing customer service; operating a 10 key; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

A background check may be conducted for this classification.

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

Sandy A. Adridge
CHIEF HUMAN RESOURCES OFFICER

7.31.23
DATE

Item #	2830
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	59.2
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	1
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	August 2023

Revised Classification
August 2023
Item Number 2830



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



August 14, 2023

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

PROPOSED REVISED SPECIFICATION FOR AIRPORTS CHIEF OPERATIONS OFFICER

The Human Resources Division requests your commission review, receive, and file, the attached revision to the Airports Chief Operations Officer.

The Human Resources Division has prepared the revised specification at the request of the Director of Airports, Ronald Brewster.

The proposed revisions broaden the employment standard and increases the potential pool of qualified applicants. Airports Chief Operations Officer currently requires that candidates possess a Bachelor's Degree and three years of military or civil aviation experience and three year's experience as a peace officer. This revision broadens that employment standard by allowing candidates to qualify with six years of military or civil aviation experience or six year's experience as a peace officer. Human Resources is also proposing new language that allows a combination of military or civil aviation experience and experience as a peace officer totaling six years as a qualifying employment standard.

This classification is an unrepresented management level position. The revised specification includes reassignment to the Management bargaining unit (M).

Therefore, IT IS RECOMMENDED that the proposed revised classification for Airports Chief Operations Officer be REVIEWED, RECEIVED AND FILED.

Sincerely,

A blue ink signature of Devin Brown, consisting of a stylized 'D' and 'B'.

Devin Brown
Chief Human Resources Officer

cc: Ronald Brewster, Director of Airports

GROUND  BOUNDLESS

Airports Chief Operations Officer
Bargaining Unit: D M
Salary Range: 70.0 (\$7,502-\$8,966/mo.)

Definition

Under general direction from the Director of Airports, to perform a variety of airport operations, maintenance, security, law enforcement and managerial oversight required by Federal, State and local regulatory agencies at the County's airports; and to perform related work.

Essential Functions

- Plans and implements all capital construction programs including requests for capital improvements and maintenance equipment purchases at the County's seven airports system.
- Coordinates and conducts planning and pre-construction conferences; inspects construction project quality control; prepares forms for Airport construction and applications for federal and state funding.
- Plans and implements day-to-day airport system operational activities; coordinates and manages operational areas and use of facilities; maintains operational records and prepares reports.
- Develops and implements department rules and regulations pertaining to airport maintenance and operations and updates federally required manuals and publications.
- Performs Airport police duties to provide security, safety and emergency assistance; protects airport patrons, resources and properties and directs the activities of Airport Police Officers.
- Enforces rules and regulations at County airports including the issuance of citations and/or makes arrests for violations committed within properties administered by the Department of Airports.
- Develops and implements FAA, Transportation Security Administration, Airport Security and Certification Programs by translating federal regulations and directives into airport specific plans; maintains, coordinates and supervises the security program and law enforcement personnel of the airport system.
- Coordinates crash/fire/rescue program with other departments and develops—annual emergency reviews and exercises.
- Implements training and inspection programs and conducts regular inspections of all fuel facilities and all County Airports to ensure compliance with federal regulations.
- Develops and administers noise abatement policies and procedures.
- Coordinates operational and maintenance activities with Airports management staff, other County, State and Federal agencies.
- Coordinates and implements Airmen Advisories and Notices to Airmen (NOTAM) for all activity that warrants appropriate action.
- Controls traffic and enforces rules and regulations at County airports including the issuance of citations and/or makes arrests for violations committed within properties administered by the Department of Airports.

Essential Functions (continued):

- Develops and implements FAA, Transportation Security Administration, Airport Security and Certification Programs; maintains, coordinates and supervises the security program and law enforcement personnel.
- Operates a personal computer employing various software systems.
- Acts in the Director's absence as required.
- Performs other related duties as required.

Employment Standards**Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree AND ~~three (3) years~~ **six (6) years** military or civil aviation experience ~~OR AND~~ **OR AND** ~~three (3) years~~ **six (6) years** experience as a peace officer; **a combination of military or civil aviation experience and experience as a peace officer totaling six (6) years is qualifying. Within the past three years.**

~~If peace officer experience is not in the last three years, candidate must possess a current valid certification(s) in P.C. 832 Arrests & Firearms.~~

Candidate must possess a current valid certification(s) in P.C. 832 Arrests & Firearms at the time of appointment. Failure to obtain and maintain a current and valid registration may result in disciplinary action, up to and including termination.

Preferred Qualifications:

FAA Private ~~or Commercial~~ Pilot's license. ~~is desirable.~~

~~FAA Commercial Pilot's license, supervisory law enforcement and four (4) or more year's military or civil aviation experience desirable.~~

Accreditation or certification from American Association of Airport Executives (AAAE) or Southwest Chapter of American Association of Airport Executives (SWAAAE)

Knowledge of: aviation and airport functions; Federal Aviation Administration rules and regulations; safety and general law enforcement practices; various airport system operational activities; tools, materials, equipment and work practices of maintenance and construction work; personal computer operation; management practices and techniques.

Ability to: read and interpret plans and specifications; establish and maintain effective working and public relationships; coordinate and supervise the work of others, including law enforcement personnel; prepare, organize and write clear, concise correspondence and reports; think and react quickly to situations and adapt an effective course of action.

Supplemental:

A background check may be conducted for this classification.

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

DEPARTMENT HEAD

DATE



CHIEF HUMAN RESOURCES OFFICER



DATE

Item #	0469
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	70.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	4
Bargaining Unit	M
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Kaler Ayala
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	September 2023


 DEPARTMENT HEAD

 8/7/2023
 DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	0469
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	70.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	4
Bargaining Unit	M
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Kaler Ayala
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	September 2023



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



AGENDA ITEM NO. 5d

August 14, 2023

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

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

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

The proposed revisions to the classifications 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 Detentions Officer's 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 Detentions Sergeant and Sheriff's Detentions Senior Deputy.

Sincerely,

Devin Brown
Chief Human Resources Officer

cc: Donny Youngblood, Sheriff-Coroner-Public Administrator

GROUND EDBOUNDLESS

Sheriff's Detentions Sergeant
Bargaining Unit: V
Salary Range 68.3 (\$6,892-\$8,236/mo.)

Definition:

Under general supervision, supervises the processing, detention, and care of inmates assigned to the Sheriff's facilities.

This is the supervisory class within the Sheriff's Detentions Deputy series. Incumbents are responsible for the supervision of **Detention Officers**, Detentions Deputies, Detentions Senior Deputies ~~Detention Officers, Senior Detention Officers~~, and other staff performing custody-related duties. Incumbents are peace officers with limited powers under California Penal Code Section 830.1(c).

Incumbents interact and collaborate with the public health and safety organizations and other government entities to identify problems, develop solutions, and effectively carry out detention's operation functions.

Essential Functions:

- Plans, assigns, supervises, and reviews the work of Detentions personnel and other assigned staff.
- Establishes work performance standards for Detentions personnel; ensures that detentions personnel perform assigned duties in compliance with applicable policies, laws and regulations.
- Evaluates performance and assists in training Detentions personnel; interviews and recommends for selection of prospective employees.
- Supervises staff assigned to perimeter patrol and perimeter guard duties.
- Dependent upon assignment, carries firearms in the performance of assigned duties.
- Ensures that arrests made by Detentions personnel are in compliance with applicable policies, laws, and regulations.
- Authorizes inmate strip searches in compliance with applicable policies, laws, and regulations.
- Handles complex and difficult cases involving inmate custody, security and supervision.
- Supervises and maintains order and discipline of all inmates.
- Discusses conduct and discipline with inmates in order to attain cooperative behavior.
- Investigates crimes and makes arrests related to custodial assignments; investigates facility rule violations and completes required paperwork.
- Investigates Internal Affairs complaints and personnel complaints as required.
- Prepares and submits criminal complaints relevant to custody-related crimes to the District Attorney for processing.
- Schedules work and reviews scheduling to meet work objectives; maintains time and attendance records.
- Makes decisions regarding procedural problems.
- Confers with superiors regarding security, supervision of security, and related operations.
- Conducts scheduled and unscheduled inspections of inmate living quarters and grounds.

- Schedules and conducts searches of inmates, persons and living quarters.
- Schedules and supervises inmate counts and inmate visitation.
- Makes reports and recommendations regarding sanitary and safety conditions of inmates living quarters and grounds.
- Supervises the issuance of inmate materials; supervises and verifies the receipt, security, safe return, and recording of inmate property.
- Discharges inmates in accordance to proper authority.
- Schedules reception, release, and transportation of inmates.
- Maintains records of inmate status and activities.
- Prepares and reviews reports.
- Assists with preparation of budget.
- Estimates supply and equipment requirements for budgetary purposes.
- **Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.**
- **Practices collaborative problem solving and conflict de-escalation for jail facilities and custodial settings.**
- **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 duties of a similar nature or level as required.

Employment Standards:

One (1) year of experience as a Sheriff's Detentions Senior Deputy with Kern County.

Possession of a valid PC 832 firearms certificate.

Possession of a valid Class "C" California Driver's license is required at time of appointment. Specialized licenses required for some assignments.

Knowledge of: supervision and training techniques; behavior of inmates in a custody setting; principles of corrections; Title 15, of the California Administrative Code, Penal Code and other rules, regulations and guidelines applicable to governing the confinement of inmates.; **principles of community-based policing.**

Ability to: perform using considerable independence and judgment; plan and direct an even flow of work; comprehend oral and written instructions and laws governing the custody of inmates; react quickly, calmly and responsibly in emergencies; command respect and cooperation of inmate groups and detentions staff; prepare and keep accurate records and reports; train and assist personnel; supervise and evaluate the performance of subordinates; maintain cooperative working relationships with employees, other staff, officials, and the general public.; **establish effective interpersonal relationships at all organizational levels and with the public.**

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


DEPARTMENT HEAD

8/8/23
DATE


CHIEF HUMAN RESOURCES OFFICER

8-4-23
DATE

Item #	4543
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	69.1
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	2
Bargaining Unit	T
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 Detentions Senior Deputy
Bargaining Unit: T
Salary Range 66.1 (\$6,176-\$7,380/mo.)

Definition:

Under direction, supervises specific functions at the Sheriff's detention facilities, including security and discipline of inmates.

This classification is assigned to the Sheriff's Detention Facilities and other custody-related assignments. Incumbents in this class are responsible for the supervision of inmates and for other custody-related duties. Incumbents are expected to work with a minimum of instruction and guidance. Incumbents may serve as a shift supervisor as assigned. Incumbents are peace officers with limited powers under California Penal Code Section 830.1(c).

Incumbents engage in community-oriented policing by interacting and collaborating with the public and in-custody individuals to gain compliance and solve problems, to effectively detect and prevent crime in jail facilities or custody related assignments.

Essential Functions:

- Organizes and supervises the activities of inmates at the Sheriff's Detention facilities and other custody-related assignments.
- Assists shift supervisor with the supervision of employees performing custody-related duties; serves as shift supervisor in absence of the shift Sergeant.
- Maintains facility security.
- Dependent upon assignment, carries firearms in the performance of assigned duties.
- In an armed capacity, patrols jail facility grounds driving emergency equipped vehicle and performs duties related to providing perimeter security; in an armed capacity, performs perimeter guard duties.
- Investigates crimes and makes arrests related to custodial assignments; investigates facility rule violations and completes required paperwork.
- Authorizes inmate strip searches in compliance with applicable policies, laws and regulations.
- Prepares and submits criminal complaints relevant to custody-related crimes to the District Attorney for processing.
- Receives and classifies incoming inmates.
- Discharges inmates in accordance to proper authority.
- Investigates and responds to inmate grievances.
- Supervises inmate counts and checks for missing inmates.
- Maintains discipline among inmates.
- Searches and escorts inmates within the facility; searches, escorts and transports inmates outside of the facility.
- Attends staff training meetings and training as required.
- Maintains records and writes reports as required.

- **Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.**
- **Practices collaborative problem solving and conflict de-escalation for jail facilities and custodial assignments.**
- **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 duties of a similar nature or level as required.

Employment Standards:

Two years of experience as a ~~Sheriff's Detention Officer~~ or Sheriff's Detentions Deputy.

Possession of a valid PC 832 firearms certificate.

Possession of a valid California Class C driver's license is required at the time of employment. Specialized licenses required for some assignments.

Knowledge of: the behavior of inmates in a custody environment; California Board of Corrections standards; principles of corrections; disciplinary measures applicable at a correctional facility; state laws, rules, regulations and guidelines applicable to governing the confinement of inmates; principles and practices of supervision-; **principles of community-based policing.**

Ability to: control and direct staff, inmates and other individuals in a custodial environment; train staff; communicate orally and in writing; prepare clear and concise reports-; **establish effective interpersonal relationships at all organizational levels and with the public.**

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


DEPARTMENT HEAD

8/8/23
DATE


CHIEF HUMAN RESOURCES OFFICER

8.4.23
DATE

Item #	4541
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	66.9
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	T
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	



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



AGENDA ITEM NO. 5c

August 14, 2023

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

**PROPOSED REVISED JOB SPECIFICATION FOR SHERIFF'S DETENTIONS DEPUTY, SHERIFF'S
DETENTION OFFICER, AND SHERIFF'S DETENTIONS DEPUTY TRAINEE**

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

The Sheriff's Office has faced challenges retaining Detentions Deputy Trainees that do not attain a PC 832 Firearms and Arrest Certificate upon completion of a corrections academy. Historically, trainees who did not attain a PC 832 Firearms and Arrest Certificate were separated from a trainee position and hired in an extra-help capacity. The proposed revisions to the Detentions Deputy Trainee classification include removing the completion of the PC 832 training (firearms and arrest) to qualify for permanent employment. This will create a pathway for incumbents in the trainee classification to qualify for probationary appointment to the Sheriff's Detention Officer classification while allowing those that attain the PC 832 Firearms and Arrest Certificate to qualify for probationary appointment to the position of Sheriff's Detentions Deputy.

The proposed revisions to the classifications 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 Detentions Officer's 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 Detentions Deputy, Sheriff's Detentions Officer, and Sheriff's Detentions Deputy Trainee.

Sincerely,


Devin Brown
Chief Human Resources Officer

cc: Donny Youngblood, Sheriff-Coroner-Public Administrator

GROUND  BOUNDLESS

Sheriff's Detentions Deputy
Bargaining Unit: T
Salary Range 63.7 (\$5,479-\$6,548/mo.)

Definition:

Under direction, supervises inmates and a variety of inmate activities; maintains security and monitors inmate behavior.

This is the lateral/entry level class in the Sheriff's Detentions Deputy series. This class requires the completion of a Standards and Training for Corrections (STC) certified Corrections Officer CORE course certificate and the PC 832 Arrest and Firearms course certificates. This classification is assigned to the Sheriff's custodial facilities and other custody-related assignments. Incumbents in this class are responsible for inmate security and supervision, both inside and outside the facility. Detentions Deputies must have the ability to perform work assignments effectively. Situations involving independent judgment are usually defined by departmental policy and procedures. Incumbents are peace officers with limited powers under California Penal Code Sections 830.1(c).

Incumbents engage in community-oriented policing by interacting and collaborating with the public and in-custody individuals to gain compliance and solve problems, to effectively detect and prevent crime in jail facilities or custody related assignments.

~~Note: Incumbents in the Sheriff's Detentions Deputy classification are not eligible to transition to the Sheriff's Detention Officer classification.~~

Essential Functions:

- Supervises inmates and inmate activities.
- Maintains armed status.
- Investigates crimes and makes arrests related to custodial assignments; investigates facility rule violations and completes required paperwork.
- In an armed capacity, patrols jail facility grounds driving an emergency equipped vehicle and performs duties related to providing perimeter security; in an armed capacity, performs perimeter guard duties.
- Transports and/or escorts inmates to specified locations inside and outside custodial facilities.
- Completes procedures necessary to properly book inmates, including fingerprinting and required paperwork.
- Conducts pat-down and strip searches of inmates as required; conducts searches of housing units and dorms.
- Supervises inmate meals and recreation; inspects housing areas for cleanliness; distributes supplies and bedding; inspects mail.
- Verifies inmate identity; classifies inmates for housing assignments.
- Conducts inmate counts and verifies location and status of inmates; keeps routine records of inmate movement.

- Performs security checks; locks and unlocks cells and gates; maintains security of assigned keys.
- Screens visitors and supervises visits; keeps routine records on of authorized visitors; admits, releases and logs visitors for inmates, and searches articles left by visitors for inmates.
- Watches for potential disturbances; investigates disturbances; separates fighting inmates; subdues violent inmates; uses approved tactics and weapons to suppress dangerous situations; applies appropriate restraints on inmates.
- Reports emergencies; administers C.P.R. and first aid; extinguishes small fires; uses self-contained breathing apparatus as needed in emergency situations; assists with emergency evacuations.
- Communicates problems with supervisors, other staff and maintenance crew; summons appropriate assistance as situations dictate.
- Writes reports dealing with inmate behavior and officer response; logs inmate activities and other related work activities and incidents; reads logs, reports, memos and court documents.
- Updates, maintains, and retrieves computerized inmate records and reports.
- Maintains confidentiality of sensitive information.
- Attends staff meetings and training as required.
- Testifies under oath in legal matters.
- Remains alert and aware even during long periods of inactivity.
- Moves heavy objects.
- Performs other duties of a similar nature or level as required.
- **Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.**
- **Practices collaborative problem solving and conflict de-escalation in custody settings.**
- **Enforces laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationality, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual or perceived characteristic.**
- **Maintain personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code of Ethics.**

Employment Standards:

High School Diploma, G.E.D. or equivalent.

Possession of a Standards and Training for Corrections (STC) certified Corrections Officer CORE course certificate issued in the past three years; OR possession of an STC certified CORE course certificate and continuous employment under either PC Section 831.5 or PC Section 830.1(c) in the State of California since completion of the training. Must obtain PC 832 Arrest and Firearms course **certificate** within 12 months of initial appointment. Failure to obtain PC 832 Arrest and Firearms course certificate will result in termination.

Revised

August 14, 2023

Item No. 4544

Possession of a valid California Class C driver's license is required at the time of employment. Specialized licenses required for some assignments.

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.

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 powers of a peace officer.

Medical Examination: Candidates must pass a rigid post-employment offer, pre-placement examination given by the County Physician. It may include, but not be limited to spine and chest x-rays, blood chemistry and electrocardiograph test, hearing and vision test, functional capacity examination and psychological examination.

Character: A thorough background investigation, including fingerprinting, is required. Applicants must have a reputation for honesty and trustworthiness. Felony law convictions will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation.

Minimum Age: 18 years ~~at~~ **of age by** the ~~time of~~ final filing date.

Psychological Examination: Emotional and mental condition shall be evaluated by 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 pre-employment psychological screening of applicants to determine suitability as a peace officer.

Knowledge of: grammar and spelling; **principles of community-oriented policing.**

Ability to: give clear verbal instructions/directions, testify, and other oral communication; understand and follow oral instructions from others; understand facility forms, reports, manuals and laws pertaining to corrections; accurately observe, recall, and report behavior; maintain discipline without causing unnecessary tension; work with others and interact with diverse individuals and groups; have tolerance for the stress of working in a potentially dangerous environment; have tolerance of highly structured, regimented work environment; maintain self-control when confronted with verbal harassment or threats; stay calm and respond with composure in emergencies; work under close supervision; obey authority; perform repetitive tasks effectively or tolerate long periods of inactivity; **establish effective interpersonal relationships at all organizational levels and with the public.**

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch.

2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.


DEPARTMENT HEAD

8/8/23
DATE


CHIEF HUMAN RESOURCES OFFICER

8.4.23
DATE

Item #	4544
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	64.5
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	T
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 Detention Officer
Bargaining Unit: T
Salary Range 59.7 (\$4,488-\$5363/mo.)

Definition:

Under direction, to supervise inmates and a variety of inmate activities in a detention facility; to maintain security and monitor inmate behavior.

This is the entry/journey level class in the Sheriff's Detention Officer classification series. Entry into this class requires the completion of a Standards and Training for Corrections (STC) certified Corrections Officer CORE course, ~~PC 832 training (arrest, search and seizure) and Defensive Tactics Training.~~ This classification is assigned **designated** to **custodial related assignments within the Sheriff's Office.** ~~the Sheriff's custodial facilities, including court and holding facilities.~~ Incumbents in this class are responsible for inmate security and supervision; ~~including movement, record keeping, summoning of appropriate assistance as situations dictate,~~ both inside and outside the facility. Detention Officers must have the capacity to perform work assignments effectively. Situations involving independent judgment are usually defined by departmental procedures. **Incumbents are custodial officers with limited powers under California Penal Code Section 831.5.**

Incumbents engage in community-oriented policing by interacting and collaborating with the public to gain compliance and solve problems, detecting and preventing crime within a jail facility.

Essential Functions:

- ~~• Escorts inmates to specified locations inside custodial facilities.~~
- ~~• Gets inmates up and ready for work, court, etc.~~
- Supervises inmates and inmate activities.**
- ~~• Transports and/or escorts minimum security inmates to specified locations~~ **inside and outside of custodial facilities.** ~~including work sights and medical/dental appointments.~~
- ~~• Dependent upon assignment may be required to carry firearms in the performance of prescribed duties.~~
- Completes procedures necessary to properly book inmates, including fingerprinting and required paperwork.** ~~Keeps routine records of inmate movement.~~
- ~~• Takes~~ **Conducts** ~~and verifies~~ inmate counts and **verifies the** location and status of inmates; **keeps routine records of inmate movement.**
- Supervises inmate meals and recreation; inspects housing areas for cleanliness; distributes supplies and bedding; inspects mail.**
- ~~• Classifies inmates for housing assignments.~~
- ~~• Verifies inmate identity;~~ **classifies inmates for housing assignments.**
- Performs security checks; locks and unlocks cells and gates; maintains security of assigned keys.**

- Screens visitors and supervises visits; keeps routine records of authorized visitors; admits, releases and logs visitors for inmates, and searches articles left by visitors for inmates.
- Watches for potential disturbances; investigates disturbances; separates fighting inmates; subdues violent inmates; uses approved tactics and weapons to suppress dangerous situations; applies appropriate restraints on inmates.
- Reports emergencies; administers C.P.R. and first aid; extinguishes small fires; uses self-contained breathing apparatus as needed in emergency situations; assists with emergency evacuations.
- Communicates problems with supervisors, other staff and maintenance crew; summons appropriate assistance as situations dictate.
- Writes reports dealing with inmate behavior and officer response; logs inmate activities and other related work activities and incidents; reads logs, reports, memorandums, and court documents.
- Updates, maintains and retrieves computerized inmate records and reports.
- Maintains confidentiality of sensitive information.
- Attends staff meetings and training as required.
- Testifies under oath in legal matters.
- Remains alert and aware even during long periods of inactivity.
- Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.
- Practices collaborative problem solving and conflict de-escalation in custody settings.
- 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.
- Maintains personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code Ethics.
- ~~• Applies appropriate restraints on inmates.~~
- ~~• Supervises inmate meals and recreation.~~
- ~~• Subdues violent inmates.~~
- ~~• Uses approved non-lethal tactics and weapons to suppress dangerous situations.~~
- ~~• Separates fighting inmates.~~
- ~~• Administers C. P. R. and first aid.~~
- ~~•~~
- ~~• Locks and unlocks cells and gates.~~
- ~~• Counts and logs keys.~~
- ~~• Performs security checks and rounds.~~
- ~~• Inspects housing areas for cleanliness.~~
- ~~• Shakes down housing units and dorms.~~
- ~~• Screens visitors and supervises visits.~~
- ~~• Keeps routine records on authorized visitors.~~

- ~~Admits, releases and logs visitors for inmates.~~
- ~~Searches articles left by visitors for inmates.~~
- ~~Inspects mail.~~
- ~~Keeps routine records of personal data.~~
- ~~Keeps routine records of activities.~~
- ~~Writes reports dealing with inmate behavior and officer response.~~
- ~~Remains alert and aware even during long periods of inactivity.~~
- ~~Watches for potential disturbances.~~
- ~~Investigates disturbances.~~
- ~~Extinguishes small fires.~~
- ~~Reports emergencies.~~
- ~~Communicates problems with supervisors, other staff and maintenance crew.~~
- ~~Attends staff and training meetings.~~
- ~~Reads logs, reports, memos and court documents.~~
- ~~Testifies under oath in legal matters.~~
- ~~Supervises telephone calls.~~
- ~~Distributes supplies and bedding.~~
- ~~Moves heavy objects.~~
- Performs **other job**-related work **duties** as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent.

Possession of a Standards and Training for eCorrections (STC) certified Corrections Officer CORE course certificate, ~~including PC 832 training (arrest, search and seizure) and Defensive Tactics Training, issued in the past three years.~~

Successful completion of Penal Code Section 832 Arrest and Control course during the probationary period as a Detentions Officer.

OR

Possession of a STC certified CORE course certificate and employment as a detention officer in the State of California within the past three years.

Possession of a valid California Class C driver's license **is required** at the time of employment. Specialized licenses required for some assignments.

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.

Medical Examination: Candidates must pass a rigid post-employment offer, preplacement examination given by the County Physician. It may include, but not be limited to spine and chest

Revised

August 14, 2023

Item No. 4546

x-rays, blood chemistry and electrocardiograph test, hearing and vision test, functional capacity examination and psychological examination.

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.

Character: A thorough background investigation, including fingerprinting, is required. Applicants must have a reputation for honesty and trustworthiness. Felony law convictions will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation.

Minimum Age: 18 years at time of final filing date.

Psychological Examination: Emotional and mental condition shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission on Peace Officer Standards and Training. Evaluation is designed for pre-employment psychological screening of applicants to determine suitability to the role of a custodial officer.

Knowledge of: grammar and spelling; **principles of community-based policing.**

Ability to: give clear verbal instructions/directions, testify, and other oral communication; understand and follow oral instructions from others; understand facility forms, reports, manuals and laws pertaining to corrections; accurately observe, recall, and report behavior; maintain discipline without causing unnecessary tension; work with others and interact with diverse individuals and groups; have tolerance for the stress of working in a potentially dangerous environment; have tolerance of highly structured, regimented work environment; maintain self-control when confronted with verbal harassment or threats; stay calm and respond with composure in emergencies; work under close supervision; be willing to obey authority; perform repetitive tasks effectively or tolerate long periods of inactivity-; **establish effective interpersonal relationships at all organizational levels and with the public.**

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


DEPARTMENT HEAD

8/8/23
DATE


CHIEF HUMAN RESOURCES OFFICER

8-4-23
DATE

Item #	4546
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	60.5
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	T
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 DETENTIONS DEPUTY TRAINEE

Bargaining Unit: T

Salary Range: Flat Bi-weekly (\$1,690.62)

Definition:

Under direct supervision and in a learning capacity, attends structured training courses designed to qualify trainees for the position of Sheriff's Detentions Deputy **and Sheriff's Detentions Officer**.

Sheriff's Detentions Deputy Trainee may be appointed for a period not to exceed six months. Upon successful completion of the Standards and Training for Corrections (STC) ~~certified Corrections Officer CORE course, PC 832 training, including firearms and arrest, search and seizure, Force Options for Detentions training, and introduction and indoctrination training,~~ the trainee must qualify for appointment as a probationary Sheriff's Detentions Deputy or **Sheriff's Detention Officer** or be terminated from the trainee position. ~~Incumbents in the trainee classification are temporary employees and time in the classification does not meet the probationary requirements for Sheriff's Detentions Deputy. Promotions to Sheriff's Detentions Deputy are considered on a merit basis subject to recommendation by the Department head and with the approval of the Director of Personnel. Incumbents are peace officers with limited powers under California Penal Code Section 830.1(c).~~

Incumbents learn the principles of community-oriented policing to effectively interact and collaborate with the public and in-custody individuals in order to gain compliance and solve problems for detection and prevention of crime within a jail facility.

Essential Functions:

- Attends the Corrections Officer CORE course, maintaining at least minimum levels of proficiency in all course subjects.
- Completes introduction and indoctrination training which may include assignments as a detention officer in a learning capacity within Sheriff's custodial facilities; learns functions related to the supervision of inmates, including maintaining security and monitoring inmate behavior.
- Fulfills all requirements necessary for appointment to the position of Sheriff's Detentions Deputy **or Sheriff's Detentions Officer**.
- **Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.**
- **Practices collaborative problem solving and conflict de-escalation for jail facilities and custodial assignments.**

- **Learns community-oriented policing philosophy 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.**
- **Develops and maintains personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code of Ethics.**
- Performs other duties of a similar nature or level as required.
- **May be required to work shifts, weekends and holidays; assignments may include work in outlying County areas.**

Employment Standards:

High School Diploma, G.E.D. or equivalent.

Possession of a valid California Class "C" Driver's License is required ~~at the time of employment. Specialized licenses are required for some assignments.~~

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.

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.

Medical Examination: Candidates must pass a rigid post-employment offer, pre-placement examination given by the County Physician. It may include, but not be limited to, spine and chest x-rays, blood chemistry and electrocardiograph tests, hearing and vision test, functional capacity examination and psychological examination.

Character: A thorough background investigation, including fingerprinting, is required. Applicants must have a reputation for honesty and trustworthiness. Felony law convictions will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation.

Minimum age: Applicants must be 18 years of age at by the time of **final** filing deadline.

Psychological Examination: Emotional and mental condition shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by

Revised

August 14, 2023

Item No. 4547

the Commission of Peace Officer Standards and Training. Evaluation is designed for the pre-employment psychological screening of applications to determine suitability as a peace officer.

Knowledge of: grammar and spelling-; **principles of community-based policing.**

Ability to: give clear verbal instructions/directions, testify, and other oral communication; understand and follow oral instructions from others; understand facility forms, reports, manuals and laws pertaining to corrections; accurately observe, recall, and report behavior; maintain discipline without causing unnecessary tension; work with others and interact with diverse individuals and groups; have tolerance for the stress of working in a potentially dangerous environment; have tolerance of highly structured, regimented work environment; maintain self-control when confronted with verbal harassment or threats; stay calm and respond with composure in emergencies; work under close supervision; obey authority; perform repetitive tasks effectively or tolerate long periods of inactivity-; **establish effective interpersonal relationships at all organizational levels and with the public.**

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


DEPARTMENT HEAD

9/6/23
DATE


CHIEF HUMAN RESOURCES OFFICER

8-4-23
DATE

Item #	4547
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)	Flat Bi-weekly (\$1,758.24)
Approved Salary Range	
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	4
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	T
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	