

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

Regular Meeting
Monday, September 11, 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.

RESOLUTIONS/PROCLAMATIONS

1. Resolution honoring Commissioner Joy Rose upon her resignation with 12 years dedicated service to the Kern County Civil Service Commission; **ADOPT RESOLUTION; MAKE PROCLAMATION**

PUBLIC SESSION

2. 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.

***3. Approval of Minutes**

Regular meeting on August 14, 2023; **APPROVE**

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

- 9058 Veterinary Assistant - Department Promotional - Animal Services
- 9059 Auditor-Controller's Senior Accountant - Department Promotional
- 9060 Paralegal
- 9061 Fiscal Support Supervisor
- 9062 KCERA Administrative Specialist-Department Promotional
- 9063 KCERA Senior Legal Secretary-Department Promotional
- 9064 KCERA Senior Paralegal-Department Promotional
- 9065 Forensic Laboratory Technician I/II
- 9066 Environmental Health Technician I-Bilingual
- 9067 Environmental Health Specialist I/II/III
- 9068 Group Counselor III-Shift-DHS
- 9069 Office Services Technician-Shift-Boron/Cal City/Mojave
- 9070 Environmental Health Specialist IV
- 9071 Housekeeper-Shift
- 9072 Network Systems Administrator
- 9073 Sheriff's Detentions Senior Deputy - Shift - DP
- 9074 Sheriff's Detentions Sergeant - DP
- 9075 Fiscal Support Supervisor - DP - Probation
- 9076 Investigative Specialist - DP - District Attorney
- 9077 Assistant Division Director, Forensic Science - DP - District Attorney
- 9078 Fire Equipment Service Worker - Shift
- 9079 Contracts Administration Assistant - DP - BHRS
- 9080 Fiscal Support Specialist
- 9081 Fiscal Support Specialist - Bilingual
- 9082 Supervising Child Support Specialist
- 9083 Program Support Supervisor
- 9084 Cook - Part-time
- 9085 Airports Chief Operations Officer
- 9086 Social Service Worker I/II - Bilingual – DHS

5. 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. **APPROVE**

- a. Public Health positions
 - i. Vital Statistics Technician, Item No. 2373
 - ii. Vital Statistics Specialist, Item No. 2372
- b. Behavioral Health and Recovery Services Finance Director, Item No. 0776

6. **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. **APPROVE**
 - a. Sheriff's Record Manager, Item No. 2879
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)).

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

11. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, October 9, 2023, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, August 14, 2023
5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, Price, and Rose

ABSENT: Commissioner Bowers

OTHERS: Devin Brown, Michael Goulart, Brenda Guerra, Stephanie Bouey, Robyn Lipscomb, 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**
None

***CONSENT AGENDA** NO PUBLIC COMMENT

- *2. **Approval of Minutes**
Regular meeting on July 10, 2023; **APPROVED**; Ro/Ho – 4 ayes, 1 ab-Bo
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ro/Ho – 4 ayes, 1 ab-Bo

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

Chief Human Resources Officer (CHRO), Devin Brown, presented; NO PUBLIC COMMENT; **APPROVED**; *Ro/Ho – 4 ayes, 1 ab-Bo*

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. Division Director, Forensic Science, Item No. 4516

CHRO, Devin Brown, presented; NO PUBLIC COMMENT; **APPROVED**; *Ro/Ho – 4 ayes, 1 ab-Bo*

- b. Fiscal positions

- i. Fiscal Support Specialist, Item No. 2845
- ii. Fiscal Support Supervisor, Item No. 2830

CHRO, Devin Brown, presented; NO PUBLIC COMMENT; **APPROVED**; *Ro/Ho – 4 ayes, 1 ab-Bo*

- c. Airports Chief Operations Officer, Item No. 0469

CHRO, Devin Brown introduced the Deputy Chief Human Resources Officer (DCHRO), Michael Goulart, presented; NO PUBLIC COMMENT; **APPROVED**; *Ro/Ho – 4 ayes, 1 ab-Bo*

- d. Sheriff's Detentions positions

- i. Sheriff's Detentions Sergeant, Item No. 4543
- ii. Sheriff's Detentions Senior Deputy, Item No. 4541

CHRO, Devin Brown introduced the Director of Diversity, Equity, and Inclusion (DDEI), Brenda Guerra, presented; NO PUBLIC COMMENT; **APPROVED**; *Ro/Ho – 3 ayes, 1 no-Pr, 1 ab-Bo*

- 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

Commissioner Rose inquired as to why individuals that didn't qualify for one part would be able to move forward with the position, DDEI Brenda Guerra explained that the Deputy and Officer positions were different in scope, so individuals that were previously unable to gain permanent positions, would now be able to within their qualifications; Commissioner Rose inquired whether or not the individuals would be qualified to carry a firearm; CHRO Devin Brown clarified, that this position provides KCSO wider flexibility to fill detentions positions that would not require the firearm qualifications.

CHRO, Devin Brown introduced the Director of Diversity, Equity, and Inclusion (DDEI), Brenda Guerra, presented; NO PUBLIC COMMENT; **APPROVED**; *Ro/Ho – 3 ayes, 1 no-Pr, 1 ab-Bo*

6. Civil Service Rule Revision Status and Updates:

Fill vacancy on ad-hoc committee for the revision of Civil Service Rules as former Commissioner Oliver was on this committee leaving a vacancy; President Price nominated Commissioner Agbalog; **APPROVED**; *Pr/Ho – 3 ayes, 1 ab-Bo, 1 abd-Ag*

7. 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 advised that there are currently four active investigations all within the timeline

8. Commission Officer Items/Report:

CSR 2227.00 states that regular meetings of the Commission shall be held at 5:30 p. m. on the second Monday of each month, provided that, when such day is a holiday, the meeting shall be held on another day of that same week at the same hour. It is recommended that we reschedule the 11/11/2024 to Tuesday, 11/12/2024; NO PUBLIC COMMENT; **APPROVED**; *Ro/Ho – 4 ayes, 1 ab-Bo*

9. Human Resources Division Items/Report:

Devin Brown CHRO reported that they continue to work on staffing some of the positions that will hopefully be added to the final budget to their department to be approved by the Board of Supervisors at the end of the month. The Measure K Committee reviewed our proposal to add a recruitment and retention team for our public safety departments this past June. That is going

through our budget process which would include six new positions in the County Human Resources Division. We continue to grow in the size and scope of the work that we are doing to support those departments that are struggling to fill vacancies in hard to fill positions within the Sheriff's Probation and the District Attorney's Office as well as our Fire Department. These new employees will alleviate some of the workload issues in supporting our other departments as well.

10. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session

CLOSED SESSION (Government Code § 54957):

11. Public Employee – Discipline/Dismissal/Release

Detentions Senior Deputy (Sheriff's Office) – Case 2023-0103; **HEARING DATES SCHEDULED DECEMBER 12, 13, & 14, 2023.**

12. Public Employee – Discipline/Dismissal/Release

Deputy Sheriff (Sheriff's Office) – Case No. 2021-0106; **HEARING DATES SCHEDULED FEBRUARY 5, 6, & 13, 2024.**

13. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, September 11, 2023, at 5:30 p.m.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9058	Veterinary Assistant - Department Promotional - Animal Services	7/31/2023	8/4/2023	MES	DP	7/28/2023
9059	Auditor-Controller's Senior Accountant - Department Promotional	8/2/2023	8/4/2023	MGV	DP	8/1/2023
9060	Paralegal	8/3/2023	Continuous	DMR	Open	8/2/2023
9061	Fiscal Support Supervisor	8/7/2023	8/18/2023	DMR	Open	8/2/2023
9062	KCERA Administrative Specialist-Department Promotional	8/7/2023	8/11/2023	KAS	DP	8/7/2023
9063	KCERA Senior Legal Secretary-Department Promotional	8/7/2023	8/11/2023	KAS	DP	8/7/2023
9064	KCERA Senior Paralegal-Department Promotional	8/7/2023	8/11/2023	KAS	DP	8/7/2023
9065	Forensic Laboratory Technician I/II	8/7/2023	8/21/2023	NA	Open	8/7/2023
9066	Environmental Health Technician I-Bilingual	8/8/2023	8/22/2023	JAP	Open	8/7/2023
9067	Environmental Health Specialist I/II/III	8/8/2023	8/22/2023	JAP	Open	8/7/2023
9068	Group Counselor III-Shift-DHS	8/9/2023	8/22/2023	DMR	Open	8/8/2023
9069	Office Services Technician-Shift-Boron/Cal City/Mojave	8/9/2023	8/22/2023	DG	Open	8/8/2023
9070	Environmental Health Specialist IV	8/10/2023	8/24/2023	JAP	Open	8/9/2023
9071	Housekeeper-Shift	8/11/2023	Continuous	DMR	Open	8/10/2023
9072	Network Systems Administrator	8/14/2023	8/18/2023	MGV	Open	8/10/2023
9073	Sheriff's Detentions Senior Deputy - Shift - DP	8/14/2023	8/28/2023	NA	DP	8/10/2023
9074	Sheriff's Detentions Sergeant - DP	8/14/2023	8/28/2023	NA	DP	8/10/2023
9075	Fiscal Support Supervisor - DP - Probation	8/16/2023	8/23/2023	NA	DP	8/14/2023
9076	Investigative Specialist - DP - District Attorney	8/16/2023	8/23/2023	NA	DP	8/14/2023
9077	Assistant Division Director, Forensic Science - DP - District Attorney	8/16/2023	8/23/2023	NA	DP	8/14/2023
9078	Fire Equipment Service Worker - Shift	8/21/2023	Continuous	MES	Open	8/16/2023
9079	Contracts Administration Assistant - DP - BHRS	8/21/2023	8/25/2023	MGV	DP	8/18/2023
9080	Fiscal Support Specialist	8/21/2023	Continuous	CMR	Open	8/18/2023
9081	Fiscal Support Specialist - Bilingual	8/21/2023	Continuous	CMR	Open	8/18/2023
9082	Supervising Child Support Specialist	8/21/2023	9/1/2023	DG	Open	8/18/2023
9083	Program Support Supervisor	8/21/2023	9/1/2023	DG	Open	8/18/2023
9084	Cook - Part-time	8/24/2023	Continuous	MES	Open	8/22/2023
9085	Airports Chief Operations Officer	8/28/2023	Continuous	MES	Open	8/23/2023
9086	Social Service Worker I/II - Bilingual - DHS	8/28/2023	Continuous	DMR	Open	8/24/2023

September 11, 2023

AGENDA ITEM NO. 5a

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

**PROPOSED NEW CLASSIFICATION SERIES FOR
VITAL STATISTICS TECHNICIAN AND VITAL STATISTICS SPECIALIST**

The Kern County Department of Public Health has requested the development of the attached new classification series titled Vital Statistics Technician and Vital Statistics Specialist.

The Human Resources Division has prepared the classification series at the request of the Director of Public Health Services, Brynn Carrigan, for your review.

Desk Audits were conducted at the Department of Public Health on four desks designated to the Office of Vital Records. Functions being performed were unique and justified the creation of this new series. Three incumbents will be reclassified to Vital Statistics Technician and one incumbent will be reclassified to Vital Statistics Specialist.

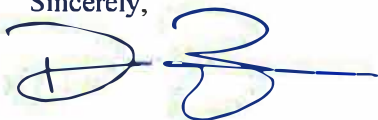
The newly created Vital Statistics Technician and Vital Statistics Specialist classification series is assigned to the Department of Public Health. The proposed classifications will be responsible for processing, recording, archiving and compiling birth, death, and fetal death events within their Office of Vital Records.

The proposed new classification series adds an essential layer of oversight and specialized responsibility to better suit the ongoing needs of the department. The creation of this classification series ensures the department will meet public expectations for maintaining, preparing, and coordinating all documentation related to vital statistics processes.

This is a represented clerical level position. The Human Resources Division has received concurrence from Service Employees' International Union 521.

Therefore, IT IS RECOMMENDED that the proposed specifications of Vital Statistics Technician and Vital Statistics Specialist be REVIEWED, RECEIVED, AND FILED.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

cc: Brynn Carrigan, Director of the Department of Public Health

Vital Statistics Technician
Bargaining Unit: 4
Salary Range: 54.2 (\$3,411-\$4,077/mo.)

Definition:

Under direct supervision, perform a wide variety of general clerical, specialized tasks, and complex activities in the processing and compiling of births and deaths within the County. Reviews, processes, records, and compiles all births, deaths, and fetal deaths occurring within the County.

The Vital Statistics Technician is distinguished from the Office Services Technician by its wide variety of clerical support activities requiring previous clerical experience, specialized knowledge and implementation of vital statistics regulations and processes.

Incumbents are expected to apply a moderate amount of initiative and independent judgment to perform duties within standardized and established policies. The Vital Statistics Technician is distinguished from the Vital Statistics Specialist, which performs specialized support and supervision of activities requiring knowledge and experience in the area of assignment.

Essential Functions:

- Process, register and maintain files on all birth, death, and fetal death certificates occurring within the County assuring that information meets state and federal-filing mandates
- Performs a wide variety of general clerical and specialized tasks in the registration and processing of vital statistical records
- Prepares applications for delayed registration of birth, affidavits to amend a record, supplemental name reports, and new birth certificates after acknowledgment of paternity
- Coordinates the accurate input of vital records with the public, hospitals, physicians, midwives, funeral directors, Coroner's Office and State Vital Records; enter all vital record information into the State system
- Order and stock necessary supplies, supply forms to funeral homes, Coroner's Office and other agencies upon request
- Transmit all original birth, death, and fetal death certificates to Hall of Records for copying of records prior to transmitting to State Office of Vital Records
- Provide customer service over the phone, by mail and in person; process mail orders and counter service requests for certified copies of birth and death certificates, amendments, burial permits, Declaration of Paternity and out-of-hospital birth registration
- Review death certificates and permits for disposition of human remains; return incomplete and/or unacceptable certificates for correction/completion; issue permits as appropriate
- Receive and record payments regarding vital record matters
- Performs other duties of similar nature or level as required

Employment Standards:

Graduation from High School, G.E.D., or equivalent and three years of office clerical experience or an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the position

Possession of a valid California Motor Vehicle Driver's License

Knowledge of: office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases; principles and practices of record keeping and filing; customer service principles; proper phone etiquette; basic medical terminology; English usage, spelling, grammar, punctuation; basic cash handling procedures; and patient privacy and confidentiality regulations.

Ability to: using tact, discretion, initiative, and independent judgment within established guidelines; communicate clearly and effectively, both orally and in writing with internal staff, the public, and other departmental staff to provide and receive information in courteous manner.

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
8/28/2023
DATE

 CHIEF HUMAN RESOURCES OFFICER
8/31/2023
DATE

Item #	2373
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	54.2
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	1
Bargaining Unit	4
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Julia Carlson
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	September 2023

Vital Statistics Specialist
Bargaining Unit: 4
Salary Range: 56.2 (\$3,769-\$4,505/mo.)

Definition:

Under direction, responsible for the oversight of the processing, recording, archiving, and compiling of all birth, death, and fetal death events within the County, research of statutory codes, and decision making on recordability acceptance or rejection of complicated legal documents.

The Vital Records Specialist is distinguished from other County clerical positions by the required knowledge of birth and death registration and from the Vital Records Technician position in that this position requires supervisory skills and is assigned lead duties.

Essential Functions:

- Supervises support staff, to include assigning, prioritizing, and monitoring work, training employees on work methods, providing direction, and conducting performance evaluations
- Oversees the processing, registering, and maintenance of all birth, death, and fetal death certificates occurring within the County
- Assists the public with the interpretation of legal and procedural requirements applicable to the filing of birth, death, and fetal death events within the County; responds to requests for information pertaining to birth, death, and fetal death events from the general public
- Completes necessary documentation for human remains to be shipped outside of the country
- Distributes new or modified laws and regulations regarding birth and death registration to funeral directors, hospitals, physicians, Coroner's Office and midwives as necessary
- Tracking and issuing notices for failure to pay for burial permits
- Maintains files of burial and disposition of human remains permits
- Prepares and transmits originals of certificates registered in the County to the State Registrar of Vital Statistics
- Prepares and transmits originals
- Performs other duties of similar nature or level as required

Employment Standards:

High School Diploma, G.E.D., or equivalent and four years of office clerical experience in medical or legal records, which must include one (1) year of experience equivalent to a Vital Statistics Technician. Related education or training may be substituted on a year-for-year basis up to two years. Or an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the position

Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: medical terminology, data compilation methods, customer services principles, standard office procedures, methods, and equipment; basic filing and record-keeping principles; telephone procedures and etiquette, English language, grammar, and punctuation, knowledge of State regulations relating to Vital Statistics certification and registration and State reporting requirements relating to birth and death certificates

Ability to: compile data; prepare a variety of reports; prioritize work; multitask; accurately enter information into a database; maintaining various records and files; interpret and apply specific laws and ordinances in making decisions to register various documents in Vital Records; use computers and related software applications; process forms using established guidelines; provide customer service; use standard office equipment; communicate clearly and effectively, both orally and in writing with internal staff, the public, and other departmental staff to provide and receive information in an courteous manner; use tact, discretion, initiative and independent judgement within established guidelines.

Supplemental:

A background check may be conducted for this classification.

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


 DEPARTMENT HEAD

 CHIEF HUMAN RESOURCES OFFICER

8/28/2023
 DATE

8/31/2023
 DATE

Item #	2372
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	56.2
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	4
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Julia Carlson
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	September 2023

September 11, 2023

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

**PROPOSED NEW JOB SPECIFICATION TITLED
BEHAVIORAL HEALTH AND RECOVERY SERVICES FINANCE DIRECTOR**

The Kern County Behavioral Health and Recovery Services department requests your Commission's review of a new job specification titled Behavioral Health and Recovery Services Finance Director.

Director Stacy Kuwahara has requested the creation of this job specification to add this finance management position to oversee her department's fiscal operations. The Behavioral Health and Recovery Services Finance Director classification will work closely with and at the direction of the Director to manage the budget and to provide leadership and guidance to BHRS administration for establishment of system-wide programs within the Kern County Mental Health Managed Care system. The addition of the classification will also assist the department with recruitment and retention and overall successful fiscal management of this large and complex county department.

The newly created classification will be added to the department's schedule of positions soon.

The Behavioral Health and Recovery Services Finance Director is an unrepresented management classification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed new specification titled Behavioral Health and Recovery Services Finance Director.

Sincerely,



Devin Brown
Chief Human Resources Officer

cc: Stacy Kuwahara, BHRS Director

Behavioral Health and Recovery Services Finance Director
Bargaining Unit: M
Salary Range: 75.0 (\$9627-11,504/mo.)

Definition:

The Behavioral Health and Recovery Services (BHRS) Finance Director works at the direction of the Director of Behavioral Health and Recovery Services or designee. The BHRS Finance Director is responsible for planning, organizing, directing, and managing the day-to-day fiscal operations of the department and for the fiscal management duties performed within the Kern Behavioral Health and Recovery Managed Care system. The incumbent provides leadership and guidance to Behavioral Health and Recovery Services administration for establishment of system-wide programs and procedures within the Kern County Mental Health Managed Care system, including services related to creating consumer access, system change, development of consumer programs as well as business development, fiscal management and operations and technical maintenance.

The BHRS Finance Director provides statistical analysis and guidance to the executive management team on departmental budgetary, fiscal, accounting, and administrative business as well as technical accounting issues. The incumbent works closely with the County Administrative Office and County Auditor-Controller regarding departmental budgets, reporting and reconciliation requirements.

The Behavioral Health and Recovery Services Finance Director is an overtime-exempt classification.

Essential Functions:

- Plans, organizes, directs, coordinates, and manages staff engaged in finance, accounting, budget, and statistical work within the Behavioral Health and Recovery Services department.
- Makes decisions, provides consultation, advice, and guidance on more difficult technical accounting problems and/or other difficult fiscal problems related to work performed or fiscal matters impacting the department.
- Conducts fiscal forecasting based on trends and information available at the Federal, State and County level, and provides recommendations to the Executive Team based on this information.
- Directs, coordinates, and prepares all aspects of submission and management of the department's budget to ensure compliance of financial data.
- Reviews and presents to the Director and other senior Managers ongoing and regular financial and statistical analysis on the status of funds, showing expenditures, balances, and relationship to allocations.

- Studies and evaluates account-keeping procedures of the department and develops and implements new and improved systems in accordance with modern accounting principles and practices.
- Evaluates the adequacy of fiscal controls in accurately reflecting actual fiscal conditions of operations.
- Provides leadership in modifying controls to meet record keeping needs; reviews laws, legislations, and policies for guidance in performing accounting and fiscal operations.
- Coordinates the methods, procedures, and work of the accounting section with other divisions within the department.
- Coordinates accounting practices and reporting with the County Auditor-Controller as requested for such items and reconciles records.
- Works closely with the County Administrative Office staff in budget preparation, reporting, reconciling, and updating on current and future fiscal items with impact to operations.
- Interprets state, federal, county, and departmental policies, and directives in providing guidance to departmental management personnel.
- Acts as liaison between County Administrative Office, other county departments, public and private agencies.
- Advises the Director, Chief Deputy Director, and Executive Management Team concerning Fiscal policies, procedures, and personnel matters.
- Evaluates the functions, operations and divisional needs and assigns personnel to accomplish effective departmental fiscal objectives.
- Participates in the establishment of plans and long-range departmental goals and objectives.
- Reviews Fiscal correspondence, reports, and other material with appropriate personnel.
- Conducts and/or participates in meetings with staff, representatives from other aligned agencies or community representatives.
- Writes or directs the preparation of manuals, bulletins or general instructions on Fiscal policies and procedures.
- Assists in interviewing and selecting personnel; oversees personnel decisions affecting assigned division.
- Selects, trains, supervises and evaluates staff as assigned.
- Acts of behalf of the Director as assigned.

- Perform other duties as required.

Employment Standards**Minimum Qualifications:**

- Bachelor's degree from an accredited college or university with a focus in finance, accounting, business administration or related field.
- Five (5) years of management experience in government, private industry or non-profit accounting or finance, including the responsibility for planning, organizing, and directing a mid to large, complex fiscal section of an agency or organization and provision of direct staff supervision.
- Master's Degree from an accredited college or university in Business Administration or related field may substitute for two (2) years of experience.

Possession of a valid California Driver's License.

Preferred Qualifications:

- A Certified Public Accountant license.

Knowledge of: principles of administration, organization and management necessary to develop, analyze, evaluate and implement administrative policies; principles and practices of continued improvement; organizational development; factors involved in effectively implementing change; effective personnel practices and procedures; operations management; project prioritizing, planning and execution; general accounting principles and practices; government accounting and budgeting; long range and complex financial projecting and forecasting techniques; advanced principles, methods and procedures of budget preparation and control; general account principles; financial statement preparation; principles of business management; office methods and procedures; and principles and practices of personnel management and staff utilization.

Ability to: manage and coordinate the activities of professional, administrative and clerical personnel through subordinate supervisors; direct the implementation of significant changes affecting goals of the department and methods by which work is performed; represent the department appropriately to the media and to the public directly; maintain strict confidentiality; plan, organize, direct and coordinate work of staff; keep informed of changes in laws, rules, and regulations governing the fiscal operations, requirements, and needs of agency; establish and maintain effective collaborative working relationships; communicate effectively verbally and in writing; effectively utilize computer applications related to work, including spreadsheets and basic methods of graphic presentation, word processing and electronic mail; coordinate group activities and facilitate meetings; analyze accounting data and draw sound conclusions; establish and maintain cooperative relations with those contacted during the course of work; prepare and maintain control of the department's budgets; and work collaboratively with managers, employees and other agency partners; develop and maintain liaison relationships with various programs in Kern County; promote and take actions in alignment with the core purpose, vision and mission of the Department; and travel to locations outside the regular office to perform necessary tasks.

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

9/6/23
 DATE


 CHIEF HUMAN RESOURCES OFFICER

9.6.23
 DATE

Item #	0776
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/Grade	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	4
Bargaining Unit	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Julie Carlson
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	September 2023

September 11, 2023

AGENDA ITEM NO. ~~5~~ 6

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

PROPOSED REVISED SPECIFICATION FOR SHERIFF'S RECORDS MANAGER

The Human Resources Division has prepared the attached revised job specification at the request of the Undersheriff, Larry McCurtain.

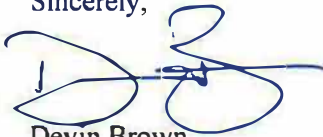
The proposed revisions include an update to the job title, an expansion to the essential functions of the position, and new employment standards. Sheriff's Records Manager was determined to be the most appropriate title for this newly expanded position. The additional responsibilities include coordinating audits conducted by the California Department of Justice and the FBI, managing the operation of the county's 24-hour warrant system, and preparing, maintaining, and submitting a variety of state and federal narrative and statistical reports. This position will also be responsible for developing budget plans, ensuring the division is operating within fiscal limits, and selecting personnel and providing for their training and development.

The current employment standards have been removed entirely. In order to capture qualified candidates that possess the ability to perform the essential functions, we are proposing the position require a Bachelor's Degree in business or public administration, criminal justice or closely related field and three years of responsible administrative or supervisory experience, preferably in records management, or an equivalent combination of education and experience.

This classification is an unrepresented mid-management level position.

Therefore, IT IS RECOMMENDED that the proposed revised classification for Sheriff's Records Manager be REVIEWED, RECEIVED AND FILED.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

cc: Donny Youngblood, Sheriff
Larry McCurtain, Undersheriff

Sheriff's Records ~~Manager~~ ADMINISTRATOR
Bargaining Unit: D
Salary Range: ~~63.0~~ 67.0 (\$6,459-\$7,719/mo.)

Definition

Under **general** direction, ~~plans, coordinates, and oversees~~ **manages** the Sheriff's Records Section.

~~Distinguishing Characteristics~~

This is a single position classification responsible for managing the Sheriff's Records Section. The Sheriff's Records **Manager** ~~Administrator~~ is distinguished from other classifications by its responsibility for implementing new and/or updated technology at the department, County, and State level.

Essential Functions

- Plans, organizes, and coordinates the operations of **24-hour work units in the** ~~the~~ Records Section within the Sheriff's Office.
- Establishes written policies and procedures for the Records Section **and related work units** within the Sheriff's Office.
- Serves as custodian of records for the Sheriff's Office and supervises the public release of criminal justice information to ensure compliance with applicable laws, **and regulations and policies, safeguarding confidentiality of records.**
- Assists in planning and recommending new and updated technological systems for the division; provides input to various user groups; coordinates activities related to the implementation of technological solutions; assists in negotiating services, contracts, and amendments; monitors current systems and ensures the resolution of problems.
- Develops **budget plans** and monitors Section and special project budgets. **Ensures operation within fiscal limits**
- **Testifies in court or other legal proceedings related to records maintenance.**
- **Serves as liaison with other departments, organization, agencies, outside vendors and the public in answering questions, explaining records maintenance systems and responding to requests for information.**
- **Coordinates audits conducted by the California Department of Justice, Federal Bureau of Investigations or other monitoring agencies;**
- **Manages the operation of the county's 24-hour warrant system including the entering, abstracting, cancelling and recalling of warrants;**
- **Controls maintenance, retention and dissemination of criminal records pursuant to the State and Federal laws, mandates, and policies. maintains confidentiality of records;**
- **Supervises compliance with subpoena duces tecum and other motions;**
- **Prepares, maintains and submits a variety of state and federal narrative and statistical reports, and correspondence and directives. Includes the sealing and dismissal of records or reports by court action;**

- Selects personnel and provides for their training and development; directs and participates in performance appraisal, documentation, and related personnel processes;
- Maintains adequate staffing levels within Records and all substation locations;

Other Functions

- Performs other job related duties as assigned.

Employment Standards

~~Associate Degree in Business Administration, Criminal Justice or a related field and five years of progressively responsible records management 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. Two (2) years of qualifying experience must be in a supervisory capacity.~~

Bachelor's degree from an accredited college or university in business or public administration, criminal justice or closely related field AND three (3) years of responsible administrative or supervisory experience, preferably in records management OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Knowledge of: supervisory principles; public administration principles; public records maintenance principles; applicable federal, state, and local laws, rules, and regulations; technology principles; budgetary principles; research methods; public sector structures and relationships.

Ability to Skill in: ~~monitoring and evaluating~~ work; ~~prioritizing and assigning~~ work; ~~analyzing~~ problems in work methods and arriving at reasonable solutions; ~~preparing~~ clear and concise reports and correspondence; ~~using~~ a computer and related software applications; ~~conducting~~ research; ~~communicating~~ technical information to a non-technical audience; ~~managing~~ public records; and, ~~communicating~~ both orally and in writing sufficient to exchange or convey information and to receive work direction.

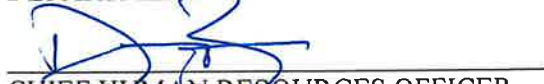
Supplemental:

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

Revised Classification
September 2023
Item Number: 2879


DEPARTMENT HEAD

8/30/23
DATE


CHIEF HUMAN RESOURCES OFFICER

8/31/23
DATE

Item #	2879
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	67.0
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	D
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	September 2023