

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

Regular Meeting
Monday, October 9, 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 September 11, 2023; **APPROVE**

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

- 9087 Technology Services Supervisor - DP - CAO
- 9088 Legal Secretary
- 9089 Firefighter Recruit
- 9090 Utility Worker
- 9091 Fire Dispatch Assistant
- 9092 Workers' Compensation Claims Adjuster I/II/III
- 9093 Probation Program Specialist
- 9094 Probation Technician/Senior Probation Technician
- 9095 Assistant Probation Division Director - DP
- 9096 Youth Services Maintenance Worker - Shift
- 9097 Supervising Building Services Worker - Shift - DP - Airports
- 9098 Airports Maintenance Worker - Shift
- 9099 Group Counselor I/II-Shift-DHS
- 9100 Senior Systems Analyst
- 9101 Child Support Customer Service Representative
- 9102 Office Services Specialist
- 9103 Senior Deputy Sheriff - DP
- 9104 Supervising Appraiser
- 9105 Senior Engineer
- 9106 KCERA Administrative Specialist / KCERA Senior Administrative
- 9107 KCERA Member Services Technician
- 9108 KCERA Accountant I/II
- 9109 KCERA Deputy Chief Legal Officer / KCERA Senior Deputy Chief Legal Officer
- 9110 Code Compliance Officer
- 9111 Building Plans Technician
- 9112 Office Services Coordinator
- 9113 Job Developer I/II
- 9114 Library Associate - Boron - Shift
- 9115 Library Associate - Mojave - Shift
- 9116 Library Associate - Lamont - Shift
- 9117 Environmental Health Technician I-Bilingual
- 9118 Legal Process Technician
- 9119 Supervising Child Support Customer Service Representative
- 9120 Program Technician - Bilingual
- 9121 Social Service Worker I - Bilingual
- 9122 Public Works Maintenance Technician
- 9123 KCERA Member Services Manager - DP
- 9124 KCERA Chief Technology Officer - DP
- 9125 KCERA Director of Information Technology Security - DP
- 9126 Supervising Veterans Services Representative - DP
- 9127 Sheriff's Records Specialist - Ridgecrest
- 9128 KCERA Member Services Manager-DP

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. **APPROVE**
 - a. Sheriff's Background Investigator I/II, Items No. 4412, 4411
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. **APPROVE**
 - a. Loss Prevention Specialist, Item No. 0811
 - b. Investigative Aide, Item No. 4440
6. **Civil Service Commission Annual Report: APPROVE; DIRECT STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS**
7. **Civil Service Rule Revision Updates:** CSR 200 & 1800 rule revision status and discussion.
8. **CSR 1800 Investigations and Timelines:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations.
9. **Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities.
10. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business.
11. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)).

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)

12. Public Employee – Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105; Reschedule
13. Public Employee – Evidentiary Hearing 1800
Therapist Trainee (KBHRS) – Case No. 2023-0104
14. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, November 13, 2023, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, September 11, 2023
 5:30 p.m.

PRESENT: Commissioners Bowers, Holt, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Tracey Eldridge, Keri Pharris, Stephanie Bouey, Robyn Lipscomb, Brynn Carrigan, Alison Burrowes, Carmen Gonzales, 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

RESOLUTIONS/PROCLAMATIONS

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

PUBLIC SESSION

2. **Public Presentations**
None

***CONSENT AGENDA:** NO PUBLIC COMMENT

***3. Approval of Minutes**

Regular meeting on August 14, 2023; **APPROVED;** Ro/Ho – 4 ayes, 1 ab-Ag

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

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 (CHRO) and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.

a. Public Health positions

- i. Vital Statistics Technician, Item No. 2373
- ii. Vital Statistics Specialist, Item No. 2372

Tracey Eldridge presented; NO PUBLIC COMMENT; Commissioner Rose congratulated the departments on their efforts; **APPROVED**; Bo/Ho – 4 ayes, 1 ab – Ag

b. Behavioral Health and Recovery Services Finance Director, Item No. 0776

Tracey Eldridge presented; Rebecca Vaughn, Director of Fiscal Research and Planning with Probation did not object, but inquired as to the salary disparity in pay and being told by Devin Brown, CHRO, that no new Fiscal management positions were being created as Department Heads were requesting additional management positions, so an outside, independent study of all management positions was ordered and presented to the Board on July 25, 2023, upon questioning, Mr. Brown indicated that the study would have taken too long if all 182 classifications were looked at, so almost no fiscal management positions had a market study completed except for the Division Director which was 32 -45% less than County comparable positions; currently there is a fiscal management position with KBHRS that is the senior most fiscal position and is modeled after the Probation and KCSO positions; Ms. Vaughn's inquiry was why was this new management position created when Mr. Brown indicated that it would not be, and was a market study completed?

Ms. Eldridge responded that she could not speak to the conversations with Mr. Brown, but indicated that the KBHRS funding streams had become far more complex than

Probation and recent legislation that requires far more detail than previously required;
APPROVED; Ho/Ro – 4 ayes, 1 ab – Ag

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.

- a. Sheriff's Record Manager, Item No. 2879
Tracey Eldridge presented; NO PUBLIC COMMENT; **APPROVED**; Bo/Ro – 4 ayes, 1 ab – Ag

7. **CSR 1800 Investigations and timelines:**

Deputy County Counsel Stephanie Bouey advised that there are currently two active investigations all within the timeline.

8. **Commission Officer Items/Report:**

CSCO reported that Brown Act training will occur at the October Regular Meeting, and that there are two upcoming department visits scheduled with Probation and KBHRS.

9. **Human Resources Division Items/Report:**

ACHRO Eldridge reported that this Saturday from 9:00 a.m. to 1:00 p.m., will be the second annual Career Expo and they estimated approximately 2,000 people attended last year. All Safety Departments, KBHRS, Public Health and DHS will be there. Please attend.

President Price thanked her and commented on the remarkable success.

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)).

President Price thanked Commissioner Rose for her service and wished her well and stated what a pleasure it was to work with you.

Commissioner Rose thanked President Price and all the Commissioners, in attendance and absent, for their support and dedication. She thanked Animal Control for their dedication and all they accomplish at the shelter

Commissioner Holt thanked Commissioner Rose for her steady voice on the Commission and thanked her for everything.

Commissioner Bowers stated it was a privilege and honor to serve with her for this short time and wished her well.

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

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

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9087	Technology Services Supervisor - DP - CAO	9/4/2023	9/8/2023	MGV	Open	8/31/2023
9088	Legal Secretary	9/1/2023	9/15/2023	NA	Open	8/31/2023
9089	Firefighter Recruit	9/11/2023	9/22/2023	MES	Open	9/1/2023
9090	Utility Worker	9/25/2023	10/9/2023	NA	Open	9/5/2023
9091	Fire Dispatch Assistant	9/11/2023	9/22/2023	MES	Open	9/6/2023
9092	Workers' Compensation Claims Adjuster I/II/III	9/7/2023	Continuous	DG	Open	9/5/2023
9093	Probation Program Specialist	9/11/2023	9/25/2023	NA	Open	9/6/2023
9094	Probation Technician/Senior Probation Technician	9/11/2023	9/25/2023	NA	Open	9/6/2023
9095	Assistant Probation Division Director - DP	9/11/2023	9/15/2023	NA	DP	9/6/2023
9096	Youth Services Maintenance Worker - Shift	9/11/2023	9/25/2023	NA	Open	9/7/2023
9097	Supervising Building Services Worker - Shift - DP - Airports	9/11/2023	9/15/2023	MES	DP	9/8/2023
9098	Airports Maintenance Worker - Shift	9/11/2023	9/22/2023	MES	Open	9/8/2023
9099	Group Counselor I/II-Shift-DHS	9/11/2023	9/22/2023	DMR	Open	9/8/2023
9100	Senior Systems Analyst	9/11/2023	9/22/2023	DMR	Open	9/8/2023
9101	Child Support Customer Service Representative	9/8/2023	9/22/2023	DG	Open	9/8/2023
9102	Office Services Specialist	9/15/2023	Continuous	KB	Open	9/11/2023
9103	Senior Deputy Sheriff - DP	9/12/2023	9/22/2023	NA	DP	9/11/2023
9104	Supervising Appraiser	9/13/2023	9/20/2023	MGV	Open	9/12/2023
9105	Senior Engineer	9/12/2023	9/26/2023	DG	Open	9/12/2023
9106	KCERA Administrative Specialist / KCERA Senior Administrative	9/15/2023	9/29/2023	KAS	Open	9/11/2023
9107	KCERA Member Services Technician	9/15/2023	9/29/2023	KAS	Open	9/11/2023
9108	KCERA Accountant I/II	9/15/2023	9/29/2023	KAS	Open	9/11/2023
9109	KCERA Deputy Chief Legal Officer / KCERA Senior Deputy Chief Legal Officer	9/15/2023	Continuous	KAS	Open	9/11/2023
9110	Code Compliance Officer	9/15/2023	Continuous	MES	Open	9/14/2023
9111	Building Plans Technician	9/15/2023	Continuous	MES	Open	9/14/2023
9112	Office Services Coordinator	9/15/2023	10/6/2023	DG	Open	9/15/2023
9113	Job Developer I/II	9/19/2023	10/2/2023	DMR	Open	9/18/2023
9114	Library Associate - Boron - Shift	9/18/2023	9/29/2023	DG	Open	9/15/2023
9115	Library Associate - Mojave - Shift	9/18/2023	9/29/2023	DG	Open	9/15/2023
9116	Library Associate - Lamont - Shift	9/18/2023	9/29/2023	DG	Open	9/15/2023
9117	Environmental Health Technician I-Bilingual	9/22/2023	10/6/2023	JAP	Open	9/21/2023
9118	Legal Process Technician	9/25/2023	10/2/2023	NA	Open	9/21/2023
9119	Supervising Child Support Customer Service Representative	9/25/2023	10/6/2023	DG	Open	9/18/2023
9120	Program Technician - Bilingual	9/27/2023	10/6/2023	MES	Open	9/25/2023
9121	Social Service Worker I - Bilingual	10/2/2023	Continuous	MES	Open	9/25/2023
9122	Public Works Maintenance Technician	10/2/2023	Continuous	MES	Open	9/26/2023
9123	KCERA Member Services Manager - DP	9/27/2023	10/3/2023	KAS	DP	9/25/2023
9124	KCERA Chief Technology Officer - DP	9/27/2023	10/3/2023	KAS	DP	9/25/2023
9125	KCERA Director of Information Technology Security - DP	9/27/2023	10/3/2023	KAS	DP	9/25/2023
9126	Supervising Veterans Services Representative - DP	10/2/2023	10/4/2023	MES	DP	9/27/2023
9127	Sheriff's Records Specialist - Ridgecrest	9/27/2023	10/11/2023	NA	Open	9/26/2023
9128	KCERA Member Services Manager-DP					

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



October 9, 2023

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

**PROPOSED NEW SPECIFICATIONS FOR FLEXIBLE CLASSIFICATION SERIES TITLED
SHERIFF'S BACKGROUND INVESTIGATOR I/II**

Attached for your review are the proposed new specifications for the flexible classification series of Sheriff's Background Investigator I/II, prepared at the request of Sheriff Donny Youngblood.

The newly created Sheriff's Background Investigator I/II flexible series is assigned to the Kern County Sheriff's Office. The proposed series will be responsible for investigating the background of prospective employees to determine the suitability of applicants for employment or assignment within the Sheriff's Office based on standards and legal requirements.

The Sheriff's Office has historically used retired law enforcement personnel to perform the background investigations of prospective employees. With an increased focus on recruitment and retention of law enforcement personnel, comes a higher volume of background investigation activity and the need for consistent, dedicated staffing. The proposed series will provide for the allocation of dedicated staff and allow for growth potential of appointed personnel.

The Service Employees' International Union, Local 521 has not offered opposition to the proposed series.

Therefore, IT IS RECOMMENDED that the proposed new specifications for Sheriff's Background Investigator I/II be REVIEWED, RECEIVED, AND FILED.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachments

cc: Donny Youngblood, Sheriff-Coroner-Public Administrator

GROUND  BOUNDLESS

Sheriff's Background Investigator I
Bargaining Unit: 3
Salary Range: 63.3 (\$5,371 - \$6,419/mo.)

Definition:

Under supervision, investigates the background of prospective employees to determine the suitability of applicants for employment or assignment within the Sheriff's Office based on standards and legal requirements. This classification will also to conduct background investigations for volunteer and contract positions within a law enforcement agency or facilities requiring security clearance

Essential Functions:

- Using departmental guidelines and established background procedures, conducts background investigations on potential employees, contracted workers and volunteer staff. Explains background process to applicants.
- Reviews personal history statement and applicant provided materials for completeness, and authenticity as required.
- Conducts interviews with applicants, personal references, employers, supervisors and co-workers to obtain information regarding suitability for employment.
- Reviews personnel files with prior employers to obtain information regarding attendance, job performance, and conduct.
- Analyze sensitive and confidential background findings and prepares comprehensive reports to support the thorough and impartial evaluation of applicants' suitability for employment.
- May be required to testify as to content and validity of report in an appeal hearing.
- Examines public and private records for personal history and other data.
- Uses a computer and related software applications, to prepare and maintain case files and records; writes reports and keeps accurate records of investigation activities.
- Drives to various locations to perform job-related essential functions.
- Submits completed case files for evaluation and decisions in a timely manner.
- Performs other related duties as required but is precluded from performing law enforcement duties.

Employment Standards:

Completion of 60 semester Units from an accredited college or university AND one (1) year of investigative experience with a law enforcement agency, insurance company, law firm or similar field.

Investigative experience may substitute for the required education to a maximum substitution of one (1) year. You must have at least one year of investigative work experience.

POST Background Investigation Course must be completed during the initial probation period.

Knowledge of: research methods and procedures necessary to the completion of comprehensive background investigations; applicable Federal, State and local laws and regulations; investigative principles and techniques; interview techniques and proper report writing; basic principles and practices of personnel management related to applicant recruitment and selection procedures.

Ability to: establish cooperative relationships with other agencies and outside entities; maintain confidentiality; read and write at a level necessary to perform the duties of a Background Investigator; effectively communicate information to co-workers, superiors and the public; write clear, concise reports; understand and follow directions.

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.

SHERIFF'S BACKGROUND INVESTIGATOR I

DEPARTMENT HEAD

DATE

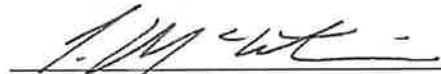


CHIEF HUMAN RESOURCES OFFICER

 9/29/23
DATE

Item #	4412
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	63.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	3
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2023

SHERIFF'S BACKGROUND INVESTIGATOR I


 DEPARTMENT HEAD

 9/29/23
 DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	4412
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	63.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	3
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2023

Sheriff's Background Investigator II
Bargaining Unit: 3
Salary Range: 65.2 (\$5,905 - \$7,057/mo.)

Definition:

Under supervision, investigates the background of prospective employees to determine the suitability of applicants for employment or assignment within the Sheriff's Office based on standards and legal requirements. This classification will also to conduct background investigations for volunteer and contract positions within a law enforcement agency or facilities requiring security clearance.

This is the journey-level within the Sheriff's Background Investigator series. Positions in this classification are distinguished from Sheriff's Background Investigator I by the performance of the full range of duties. Incumbents work independently and are fully trained in conducting background investigations. Promotion to Sheriff's Background Investigator II may be considered on a merit basis upon appropriate recommendation by the Department Head and approval by the Director of Human Resources.

Essential Functions:

- Serves in a lead capacity; directs and trains other Sheriff's Background Investigator's as assigned.
- Using departmental guidelines and established background procedures, conducts background investigations on potential employees, contracted workers and volunteer staff. Explains background process to applicants.
- Reviews personal history statement and applicant provided materials for completeness, and authenticity as required.
- Conducts interviews with applicants, personal references, employers, supervisors and co-workers to obtain information regarding suitability for employment.
- Reviews personnel files with prior employers to obtain information regarding attendance, job performance, and conduct.
- Analyze sensitive and confidential background findings and prepares comprehensive reports to support the thorough and impartial evaluation of applicants' suitability for employment.
- May be required to testify as to content and validity of report in an appeal hearing.
- Examines public and private records for personal history and other data.
- Uses a computer and related software applications, to prepare and maintain case files and records; writes reports and keeps accurate records of investigation activities.
- Drives to various locations to perform job-related essential functions.
- Submits completed case files for evaluation and decisions in a timely manner.
- Performs other related duties as required but is precluded from performing law enforcement duties.

Employment Standards:

Completion of 60 semester Units from an accredited college or university AND three (3) years of investigative experience with a law enforcement agency, insurance company, law firm, or similar field.

Investigative experience may substitute for the required education to a maximum substitution of one (1) year.

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

POST Background Investigation Course must be completed during the initial probation period.

Knowledge of: research methods and procedures necessary to the completion of comprehensive background investigations; applicable Federal, State and local laws and regulations; investigative principles and techniques; interview techniques and proper report writing; basic principles and practices of personnel management related to applicant recruitment and selection procedures.

Ability to: establish cooperative relationships with other agencies and outside entities; maintain confidentiality; read and write at a level necessary to perform the duties of a Background Investigator; effectively communicate information to co-workers, superiors and the public; write clear, concise reports; understand and follow directions.

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.

SHERIFF'S BACKGROUND INVESTIGATOR II

DEPARTMENT HEAD

DATE



CHIEF HUMAN RESOURCES OFFICER

9/29/23

DATE

Item #	4411
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	65.2
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	3
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2023

SHERIFF'S BACKGROUND INVESTIGATOR II

J. M. [Signature]
DEPARTMENT HEAD

9/29/23
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	4411
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	65.2
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	3
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2023



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



October 9, 2023

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

PROPOSED REVISED SPECIFICATION FOR LOSS PREVENTION SPECIALIST

Attached for your review is the proposed revised job specification for Loss Prevention Specialist prepared at the request of County Counsel Margo A. Raison.

The Loss Prevention Specialist is assigned to the Office of County Counsel and works under the direction of the County Risk Manager. Responsibility includes property protection, fleet loss prevention and safety management on a Countywide basis.

The proposed revisions remove the requirement of the possession of a valid Certified Safety Professional certification and reduce the required experience for the classification by one year. These revisions have been proposed with recruitment and retention as well as succession planning in mind. Under the proposed revisions, candidates will qualify with two years of related work experience and a bachelor's degree in a related field.

This is a unrepresented Mid-Management position.

Therefore, IT IS RECOMMENDED that the proposed revised specification of Loss Prevention Specialist be REVIEWED, RECEIVED, AND FILED.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

cc: Margo A. Raison, County Counsel

GROUND  **BOUNDLESS**

Loss Prevention Specialist
Bargaining Unit : Mid Management
Salary Range 66.0 (\$6,145 - \$7,344/mo.)

Definition:

Under direction of the County Risk Manager, to plan, organize and direct the County Property Protection, Fleet Loss Prevention and Safety Program.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification, assigned to the Risk Management Division of the County Counsel's Office, encompassing staff responsibility for property protection, fleet loss prevention and safety management on a Countywide basis. The responsibility for coordinating and providing assistance to all county loss prevention activities distinguishes this position from any specialized safety positions located in other departments. The incumbent must be able to work standard County business hours while also being available for early morning safety/tail gate meetings, accident investigations at various hours or attendance at after-hours events. **Serves as Safety Officer for County Emergency Operations Center**

ESSENTIAL FUNCTIONS:

- Administers the operation of the Countywide property protection, fleet loss prevention and safety and accident prevention program; prepares county safety regulations and develops safety education programs.
- Acts as principal County property protection, advisor and safety consultant; provides assistance to departments in the implementation of and compliance with the National Fire Protection Association (NFPA) codes, California Occupational Safety and Health Act (CalOSHA) and other applicable laws and codes.
- Conducts property protection and safety surveys; identifies hazardous conditions and initiates corrective action to eliminate the unsafe areas or acts.
- Collects data and maintains record files; reviews, analyzes and interprets accident reports and other data and makes recommendations for appropriate preventative action; prepares reports and articles for publication.
- Facilitates meetings of departmental safety representatives, promotes loss control at the departmental level and provides guidance and assistance to the representatives.
- Develops procedures to maintain complete and current statistics on loss and accident frequency, severity, and costs; prepares reports and studies evaluating the effectiveness of accident prevention programs.
- Manages the on-line safety training application and the DMV driving record program; maintains current data in the programs.
- **May conduct ergonomic workstation evaluations.**

OTHER FUNCTIONS:

- Performs other **job**-related work 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:

Any combination of training and experience equivalent to graduation from an accredited college or university with a Bachelors degree in Safety Engineering, Industrial Engineering, Business Administration, ~~Industrial Administration~~ **Environmental Safety and Health**, or other related field, and ~~three~~ **two** years of experience in the administration of property protection programs, fleet loss control, and employee and job safety programs. Two years of such experience may be substituted for two years of education.

Possession of a valid Certified Safety Professional (CSP) and/or Certified Industrial Hygienist (CIH) certification **or** An Associate of Risk Management (ARM) designation is desirable.

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

Knowledge of: basic principles of insurance, California Administrative and Labor Codes pertaining to safe work places and conditions of employment; the California Occupational Safety and Health Act **and General Industry Safety Orders**, the NFPA fire codes and California Vehicle Code; CPR and first aid, accident prevention techniques; ergonomics, **and** principles of industrial hygiene;

Ability to: investigate and analyze accidents and safety hazards and to initiate corrective action; interpret and apply safety laws and regulations; earn and retain the confidence of management personnel and other employees; assume responsibility for decisions and actions; accumulate and analyze data; prioritize goals and activities; effectively balance the needs of the various departments with available resources; use common computer programs and applications, including spreadsheet, word processing and presentation software, and be capable of developing documents related to work functions; use presentation skills; communicate effectively with individuals at all levels of County government.

Supplemental

A background check may be conducted for this classification.

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

Revised

~~September 2010~~ **October 2023**

0811

JS0811

LOSS PREVENTION SPECIALIST


DEPARTMENT HEAD

Sept. 27, 2023
DATE


CHIEF HUMAN RESOURCES OFFICER

9/29/2023
DATE

Item #	0811
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	66.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	D
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2023



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



October 9, 2023

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

PROPOSED REVISED SPECIFICATION FOR INVESTIGATIVE AIDE

Attached for your review is the proposed revised job specification for Investigative Aide prepared at the request of Lito Morillo, Director of the Department of Human Services.

The Investigative Aide is currently assigned to the District Attorney's Office and the Department of Child Support Services. The classification is responsible for performing a variety of investigative tasks including the location of persons in criminal, civil, and child support cases. The proposed revisions will allow the department of Human Services to utilize the classification to perform investigative work for Child Protective Services (CPS) cases.

Other revisions have been made to bring the specification to contemporary format standards. This includes the addition of a "knowledge of" section.

The Service Employees' International Union, Local 521 is in agreement with the proposed revision.

Therefore, IT IS RECOMMENDED that the proposed revised specification of Investigative Aide be REVIEWED, RECEIVED, AND FILED.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

cc: Lito Morillo, Director of Human Services

GROUND  BOUNDLESS

Investigative Aide
Bargaining Unit: 3
Salary Range: 53.7 (\$3,327 - \$3,977/mo.)

Definition:

Under direction, performs a variety of investigative tasks, including the location of persons in criminal, civil, **child protective services**, and child support cases and the service of process.

Distinguishing Characteristics

Persons in this classification are primarily assigned to locate persons involved in criminal, civil, and child support **and child protective services** cases and to effect the service of process on behalf of the District Attorney's Office, ~~and the Department of Child Support Services, and the Department of Human Services.~~ Incumbents must be willing and able to work anywhere in Kern County, including high crime areas, day or night alone and with minimum supervision.

Essential Functions:

- Performs locate services primarily for the Criminal Divisions of the District Attorney's Office, ~~and the Department of Child Support Services, and child protective services,~~ using the California Law Enforcement Telecommunications System (CLETS), the Kern Criminal Justice Information System (CJIS) and other available computer sources **as needed.**
- Examines public and private records for personal history and other data.
- Locates and effects service of process on persons involved in criminal, civil, **child protective services**, and child support cases by personally searching for such persons.
- Handles and diffuses hostile situations involving people who may attempt to avoid service of criminal subpoenas or summons and complaints in child support cases, and who may have outstanding warrants for their arrest.
- Processes and serves documents such as legal motions, subpoenas, orders and complaints.
- Collects, preserves, identifies and records objects of evidence.
- Testifies in court as to the development and presentation of evidence.
- Assists in the transportation and travel scheduling of witnesses.
- Interviews case participants, witnesses, and other interested parties at the request of and under the supervision of staff attorneys.
- Performs related duties as required.

Positions Assigned to the Department of Child Support Services:

- Obtains routine stipulations for DNA parentage testing, and stipulations to paternity only in cases where the alleged father is incarcerated.
- Makes entries in child support computer system to record actions taken in cases.

Employment Standards:

High School Diploma, G.E.D. or equivalent AND one (1) year of experience in investigative work, skip tracing, serving and processing legal documents or law enforcement.

OR

Two years of education at an accredited college or university with an emphasis in criminal justice, psychology, sociology or related field.

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

Knowledge of: standard office equipment such as computers and printers; computerized technology; Microsoft Office Suite and Adobe Photoshop and other basic computer aided programs; investigative techniques; de-escalation techniques; research methods; training techniques and report writing methods

Ability to: accept and complete responsible assignments without close or immediate supervision; understand, interpret and apply basic laws, rules and written directions in specific situations; establish and maintain effective working relationships; establish and maintain appropriate and accurate records.

Supplemental:

A background check may be conducted for this classification.

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

Revised

~~March 2003~~ **October 2023**

#4440

Js4440

INVESTIGATIVE AIDE

DEPARTMENT HEAD

DATE


CHIEF HUMAN RESOURCES OFFICER

9/28/2023
DATE

Item #	4440
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	E
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	53.7
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	3
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2023

INVESTIGATIVE AIDE

DEPARTMENT HEAD

M. M. 11/16

9/29/23

DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	4440
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	E
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FLSA	Exempt
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Retirement = General/Safety	General
Creation Date	October 2023

County of Kern

Civil Service Commission

ANNUAL REPORT



Fiscal Year 2022-2023

INTRODUCTION

The Kern County Civil Service Commission is pleased to present its Fiscal Year 2022-2023 annual report. This report provides an overview of the Commission's activities for the past year.

Commission Established by Ordinance

The voters of Kern County Adopted a Civil Service Ordinance in 1956 under the authority of Civil Service Enabling Law as set forth in the government Code of the State of California. The Civil Service System provides for employment on a merit basis and equitable and uniform procedures for dealing with personnel matters through a Civil Service Commission.

To administer its Civil Service System, the Board of Supervisors appoints citizens to serve as Commissioners. The Civil Service Commission maintains the integrity of Kern County's Civil Service System. It is an independent ruling body, which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments and employees.

CIVIL SERVICE COMMISSION

The Civil Service Commission consists of five members appointed by the Kern County Board of Supervisors. They operate a governing body in monitoring provisions of the Kern County Civil Service Ordinance, including Civil Service Rules and Regulations. Commissioners have responsibility for considering such personnel matters as classification, development and maintenance of examination procedures, employee appeals and applicant complaints.

The Commission meets regularly on the second Monday of each month with other meetings scheduled as necessary. During the reporting period, the Civil Service Commission conducted a total of 21 meetings, 12 regular meetings, and 9 special meetings were held to complete business directed to the Civil Service Commission and to consider employee appeals.

Commission Staff

On May 19, 2015, the Board of Supervisors approved the realignment of the Personnel Department, the County Administrative Office Employee Relations, and the Health Benefits Divisions into a consolidated Human Resources Division. The Civil Service Commission appointed Robyn Lipscomb as the Commission Officer, effective February 25, 2023. The Commission Officer is the only administrative staff to the Commission and is responsible for daily management of the Commission's activities.

2022/23 Commission Members:

	Romeo Agbalog – Vice President, Supervisorial District 1 Vice President Agbalog was appointed to the Commission for a term that expires in 2025.
	Jeremy Price – President, Supervisorial District 2 President Price was appointed to the Commission for a term that expires in 2027.
	Michael Bowers – Supervisorial District 3 Commisioner Bowers was appointed to the Commission June 13, 2023, for a term that expires in 2025. *Kevin Oliver resigned April 18, 2023.
	NaTasha Johnson – Supervisorial District 4 Commissioner Johnson was appointed to the Commission September 12, 2023, for a term that expires in 2026. *Commissioner Rose resigned September 11, 2023.
	Brian Holt – Supervisorial District 5 Commissioner Holt was appointed to the Commission for a term that expires in 2025.

BUDGET

The Civil Service Commission approved their operating budget for the next fiscal year, which includes salaries and benefits for the Commission Officer, Commissioner stipends, and office operating costs. The Commission's recommended operating budget is included in the Human Resources Division's budget and submitted to the Board of Supervisors as part of the County budget process.

OUTREACH

The Civil Service Commission (CSC) website provides current and useful information. Web pages include *Home, Commission Contact, Commission Members, Special Vacancies, Regular Meeting Minutes, Joint/Special Meeting Minutes, and Reports*. The CSC website also includes links to the regular monthly meeting agenda, deadline for agenda items, as well as the Civil Service Rules. The site is updated regularly by the Commission Officer to ensure that information is current and accessible.

While Civil Service covers most County employees, many are unaware of the role the Civil Service Commission performs or what rights and protections it affords. To foster strong relationships and to promote awareness with County department heads, the Commission visits and meets with various departments and their management teams throughout the year as time allows. Commission members met with Aging & Adult Services, Public Health, Human Services and Airports so far this year. Department visits are a vital tool in establishing open communication and accessibility to the Commission for all County departments.

CIVIL SERVICE RULES

The Civil Service Commission evaluates the Civil Service Rules on a continual basis and makes revisions as needed to ensure the rules reflect the latest processes and technologies. There was one Civil Service Rule amendment in Fiscal Year 2022-2023.

SCHEDULE OF AMENDMENTS FOR FISCAL YEAR 2022-2023

RULE	Regarding	Date Amended	Date Distributed
200	Classification & Compensation	In Process	
300	Applications and Examinations	August 8, 2022	July 10, 2023
400	Examinations	October 10, 2022	July 10, 2023
500	Eligible Lists	In Process	
1100	Vacations	July 10, 2023	July 10, 2023
1800	Discrimination Appeals	In Process	

CLASSIFICATION ACTIVITY

Standard classification activity included 72 items that were considered by the Commission during this fiscal year.

Items	Classification Activity
21	New Specifications
50	Revised Specifications
1	12-month Probationary Period
7	Abolished Eligible Lists

EMPLOYEE APPEALS

Civil Service Rule (CSR) 1705.00 sets forth the procedures to be followed any time an appointing authority takes action to dismiss, suspend, or reduce in rank or compensation any regular, non-probationary officer or employee in the classified civil service. The officer or employee may, within ten business days after presentation to him of the order, appeal through the Human Resources Officer to the Commission from the order (CSR 1730.00). Within 20 calendar days from the filing of the appeal, the Commission shall commence a hearing and affirm, modify, or revoke the order. The appellant may appear personally, produce evidence, and have counsel and a public hearing (CSR 1735.10). Appeal Hearings are scheduled for 3-8 weeknights from 5:00 PM – 8:00 PM or 5:30 PM – 8:30 PM as schedules allow.

Civil Service Rule (CSR) 1800.00 sets forth the complaint procedures to be followed any time an employee believes they have experienced unlawful discrimination or harassment treatment in the workplace. The complainant may file a complaint within 180 days of the occurrence of the acts giving rise to the complaint. Upon completion of the complaint investigation, the complainant or the affected County department have 20 calendar days to review and either accept or reject the findings and recommendations. If either party rejects the findings and recommendations, they may file a request for an evidentiary hearing before the Civil Service Commission.

In addition to disciplinary and evidentiary appeal requests, the Commission receives and considers other appeal requests, some of which could include reinstatement to re-employment and lay-off re-employment lists, removal from eligible and certification lists, reclassification, and personal necessity leave requests. The Commission considered two of these appeal requests.

Appeal requests may be withdrawn during the scheduling process and some appeals are settled between the parties before the scheduled hearings take place. There was one CSR 1800 evidentiary appeal request during Fiscal Year 2022-23. There was one disciplinary appeal request appeal hearing granted and one disciplinary hearing heard by the Commission during Fiscal Year 2022-23.

The Civil Service Commission continues to take great pride in delivering the best service possible to Kern County departments and employees.