

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

Regular Meeting
Monday, November 13, 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:** Special Meeting on October 9, 2023; Regular Meeting on October 9, 2023; **APPROVE**

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

- 9129 Library Associate - Shift - DP
- 9131 Environmental Health Specialist- In Training
- 9132 Fiscal and Policy Analyst II
- 9133 Senior Engineer
- 9134 Mail Clerk
- 9135 Deputy County Counsel I/II/III/IV/V
- 9136 Light Vehicle Driver
- 9137 Director of Diversity, Equity, and Inclusion
- 9138 Senior Appraiser - Department Promotional - Assessor
- 9139 Supervising Park Ranger-Shift
- 9140 Park Ranger/Senior Park Ranger-Shift
- 9141 Staff Nurse
- 9142 Supervising Public Health Nurse
- 9143 Child Support Specialist I
- 9144 Social Service Worker I/II-East Kern Region-DHS
- 9145 Office Services Technician - Department Promotional - Library - Shift - Frazier Park
- 9146 Maintenance Supervisor
- 9147 Park Supervisor-Ridgecrest
- 9148 Local Area Network Systems Administrator
- 9149 Office Services Assistant-DP-Rosamond-Shift
- 9150 Graphic Artist-Shift
- 9151 Librarian III - Shift
- 9152 Contract Administrator
- 9153 Office Services Technician - Shift - Boron
- 9154 Tree Trimmer
- 9155 Departmental Aide - Library - Part-Time - Shift - Lamont
- 9156 Business Manager - Fire
- 9157 Latent Print Examiner
- 9158 Sheriff's Background Investigator I/II
- 9159 Senior Human Resources Manager
- 9160 Program Technician - Department Promotional - BHRS
- 9161 Administrative Coordinator
- 9162 Chief Deputy County Counsel - DP - County Counsel
- 9163 Physical Therapist
- 9164 Occupational Therapist
- 9165 Departmental Aide - Library - Part-Time - Shift - Lake Isabella
- 9167 Office Services Technician - Shift - Lamont
- 9168 Office Services Assistant
- 9169 Senior Nutrition Site Coordinator
- 9170 Wildland Firefighter
- 9171 Human Services Technician I/II
- 9172 Air Conditioning Mechanic
- 9173 Building Services Worker

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. Fire Department positions
 - i. First Responder Medical Unit Operator, Item No. 3282
 - ii. First Responder Paramedic, Item No. 3283
 - iii. Assistant Fire Marshall, Item No, 0696
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. Public Health Program Manager, Item No. 1491
 - b. Remove Typing Certification Requirements for the following positions
 - i. Animal Control Dispatcher, Item No. 3330
 - ii. Communications Information Specialist, Item No. 0987
 - iii. Air Quality Support Specialist, Item No. 3273
 - iv. Child Support Customer Service Representative, Item No. 1280
 - v. Deputy Clerk of the Board I & II Item No. 3062 & 3061
 - vi. Elections Process Clerk I, II, III, Item Nos. 2227, 2226, & 2225
 - vii. Elections Program Technician, Item No. 3267
 - viii. Fire Dispatch Assistant, Item No. 3293
 - ix. Fire Dispatcher I & II, Item Nos. 3292 & 3291
 - x. Fiscal Support Specialist, Item No. 2845
 - xi. Fiscal Support Supervisor, Item No. 2830
 - xii. Human Services Resource Family Specialist, Item No. 3736
 - xiii. Legal Process Technician, Item No. 3155
 - xiv. Legal Secretary, Item No. 3140
 - xv. Office Services Coordinator, Item No. 3260
 - xvi. Office Services Specialist, Item No. 3270
 - xvii. Office Services Technician, Item No. 3275
 - xviii. Sr. Child Support Customer Services Representative, Item No. 1279
 - xix. Sr. Legal Secretary, Item No. 3138
 - xx. Sr. Office Services Specialist, Item No. 3265
 - xxi. Supervising Child Support Customer Service Representative, Item No. 1278
 - xxii. Supervising Fire Dispatcher, Item No. 3290
 - xxiii. Supervising Legal Process Technician, Item No. 3145
6. **Civil Service Rule Revision Status and Updates:** CSR 200 & 1800
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. Adjourn to the Regular Meeting to be held on Monday, December 11, 2023, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Monday, October 9, 2023
4:30 p.m.

PRESENT: Commissioner Bowers, Holt, Johnson, and Price

ABSENT: Commissioner Agbalog

OTHERS: Kendra Graham, Robyn Lipscomb, and others

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

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

President Price called the meeting to order at 5:00 p.m.

PUBLIC SESSION

1. **Brown Act Training:** County Counsel will provide Brown Act training for the Commission
2. President Price adjourned the meeting at 5:29 p.m. to the 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, October 9, 2023
5:30 p.m.

PRESENT: Commissioners Bowers, Holt, Johnson, and Price

ABSENT: Commissioner Agbalog

OTHERS: Devin Brown, Brian Van Wyk, Michael Goulart, Tracey Eldridge, Keri Pharris, Robyn Lipscomb, Carmen Gonzales, Todd Bishop, Stacy Kuwahara, and others.

NOTE: Ag, Bo, Ho, Jo, and Pr are abbreviations for Commissioners Agbalog, Bowers, Holt, Johnson, and Price. 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 August 14, 2023; **APPROVED;** Ho/Bo – 4 ayes, 1 ab-Ag
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED;** Ho/Bo – 4 ayes, 1 ab-Ag

- 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 (CHRO) and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.
 - a. Sheriff's Background Investigator I/II, Items No. 4412, 4411; CHRO Brown introduced; Deputy Chief Human Resources Officer (DCHRO) Michael Goulart presented; No Public Comment; Commissioner Bowers thanked Mr. Goulart for his presentation and inquired as to the timeframe for the implementation; Mr. Goulart indicated that the process would begin immediately; Mr. Brown explained that there are background requirements for this position and they would begin recruiting right away; **APPROVED**; Ho/Bo – 4 ayes, 1 ab – Ag
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.
 - a. Loss Prevention Specialist, Item No. 0811; CHRO Brown introduced; DCHRO Goulart presented; No Public Comment; **APPROVED**; Bo/Ho – 4 ayes, 1 ab – Ag

- b. Investigative Aide, Item No. 4440; DCHRO Goulart presented; No Public Comment; Commissioner Bower inquired as to whether this position would report to District Attorney's Office or Department Human Services (DHS); DCHRO Goulart confirmed that this position used by DHS would report to DHS; **APPROVED**; Bo/Jo – 4 ayes, 1 ab – Ag
6. **Civil Service Commission Annual Report:** Civil Service Commission Officer (CSCO) Robyn Lipscomb presented; No Public Comment; Commissioner Bowers thanked CSCO for thorough overview; **APPROVED; DIRECTED STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS**; Bo/Ho – 4 ayes, 1 ab – Ag
7. **Civil Service Rule Revision Updates:** Deputy County Counsel (DCC), Brian Van Wyk, reported that CSR 200 & 1800 rule revisions final draft had been submitted to HR; CHRO Brown confirmed that the updated approved versions had been submitted to the labor unions over a week ago and that SEIU had requested to meet, those meeting will include DCC Bouey and CSCO Lipscomb
8. **CSR 1800 Investigations and Timelines:** DCC Van Wyk indicated that HR would report; CHRO Brown indicated that there are two investigations that are newer and within timelines.
9. **Commission Officer Items/Report:** CSCO Lipscomb attended the Department of Human Services' final Job Fest of 2023. It was held in Mojave September 20, 2023. There were 46 employers; including HR, KCSO and Public Works; Over 300 job seekers; Upcoming CSC department visits include the Probation Department; President Price, Commissioner Bowers, and I will visit October 17, 2023.
10. **Human Resources Division Items/Report:** CHRO Brown reported that HR held their Second Annual Career Expo, September 16, 2023, on a Saturday. It was well attended. For the first time, they tested onsite for the Deputy Sheriff, and Detentions Deputy Sheriff. Many county departments participated including; Auditor, Probation, Fire, Sheriff as well as others. Participating departments reported they found many viable candidates for their positions. Mr. Brown thanked Assistant Chief Human Resources Officer Tracey Eldridge for coordinating a very successful event attended by all HR team members and many department representatives; HR intends to continue holding these events annually or even semi-annually; CHRO Brown introduced Kern County's new Chief Operations Officer, Stacy Kuwahara; HR has been hiring for the additional positions funded through measure K as well as others to continue working on keeping the county fully staffed.
11. **Commission Member Presentations or Announcements:** President Price welcomed new Commissioner, NaTasha Johnson; Commissioner Holt also welcomed Commissioner Johnson and congratulated her on her new appointment and looks forward to working with her; Commissioner Bowers welcomed Commissioner Johnson and wanted to note the work she does in our community, not only appointed by the governor to serve on our fair board, but also all the other good works you do, Commissioner Bowers considers it an honor and privilege to serve on this Commission with her.

CLOSED SESSION (Government Code § 54957):

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

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9129	Library Associate - Shift - DP	10/2/2023	10/4/2023	KB	DP	9/29/2023
9131	Environmental Health Specialist- In Training	10/2/2023	Continuous	JAP	Open	9/29/2023
9132	Fiscal and Policy Analyst II	10/2/2023	10/13/2023	KAS	Open	10/2/2023
9133	Senior Engineer	10/2/2023	Continuous	DG	Open	9/29/2023
9134	Mail Clerk	10/4/2023	10/17/2023	DMR	Open	10/3/2023
9135	Deputy County Counsel I/II/III/IV/V	10/3/2023	Continuous	DG	Open	10/3/2023
9136	Light Vehicle Driver	10/4/2023	Suspended 10/17/23	CMR	Open	10/4/2023
9137	Director of Diversity, Equity, and Inclusion	10/4/2023	10/11/2023	KAS	OPen	10/3/2023
9138	Senior Appraiser - Department Promotional - Assessor	10/9/2023	10/13/2023	MGV	Open	10/5/2023
9139	Supervising Park Ranger-Shift	10/9/2023	10/20/2020	DG	Open	10/4/2023
9140	Park Ranger/Senior Park Ranger-Shift	10/9/2023	10/20/2020	DG	Open	10/4/2023
9141	Staff Nurse	10/9/2023	Continuous	JAP	Open	10/6/2023
9142	Supervising Public Health Nurse	10/9/2023	Continuous	JAP	Open	10/6/2023
9143	Child Support Specialist I	10/13/2023	10/27/2023	KB	Open	10/10/2023
9144	Social Service Worker I/II-East Kern Region-DHS	10/12/2023	Continuous	DMR	Open	10/11/2023
9145	Office Services Technician - Department Promotional - Library - Shift - Frazier Park	10/16/2023	10/20/2023	KB	Open-DP	10/12/2023
9146	Maintenance Supervisor	10/13/2023	10/27/2023	DG	Open	10/10/2023
9147	Park Supervisor-Ridgecrest	10/13/2023	10/27/2023	DG	Open	10/11/2023
9148	Local Area Network Systems Administrator	10/13/2023	Continuous	MGV	Open	10/12/2023
9149	Office Services Assistant-DP-Rosamond-Shift	10/16/2023	10/20/2023	DG	Open	10/12/2023
9150	Graphic Artist-Shift	10/16/2023	10/27/2023	DG	Open	10/12/2023
9151	Librarian III - Shift	10/16/2023	Continuous	DG	Open	10/12/2023
9152	Contract Administrator	10/17/2023	Continuous	MGV	Open	10/16/2023
9153	Office Services Technician - Shift - Boron	10/23/2023	10/27/2023	KB	Open	10/17/2023
9154	Tree Trimmer	10/18/2023	11/1/2023	DG	Open	10/17/2023
9155	Departmental Aide - Library - Part-Time - Shift - Lamont	10/30/2023	11/3/2023	KB	Open	10/17/2023
9156	Business Manager - Fire	10/19/2023		BLG	Open	10/18/2023
9157	Latent Print Examiner	10/18/2023	11/1/2023	NA	Open	10/12/2023
9158	Sheriff's Background Investigator I/II	10/26/2023	11/2/2023	NA	Open	10/12/2023
9159	Senior Human Resources Manager	10/20/2023	10/27/2023	MGV	Open	10/18/2023
9160	Program Technician - Department Promotional - BHRS	10/25/2023	10/30/2023	MGV	DP	10/24/2023
9161	Administrative Coordinator	10/16/2023	10/23/2023	MGV	Open	10/12/2023
9162	Chief Deputy County Counsel - DP - County Counsel	10/16/2023	10/20/2023	DG	DP	10/13/2023
9163	Physical Therapist	10/16/2023	Continuous	JAP	Open	10/13/2023
9164	Occupational Therapist	10/16/2023	Continuous	JAP	Open	10/13/2023
9165	Departmental Aide - Library - Part-Time - Shift - Lake Isabella	10/23/2023	10/27/2023	KB	Open	10/13/2023
9167	Office Services Technician - Shift - Lamont	10/23/2023	11/3/2023	KB	Open	10/16/2023
9168	Office Services Assistant	10/17/2023	10/31/2023	DG	Open	10/16/2023
9169	Senior Nutrition Site Coordinator	10/26/2023	11/9/2023	MES	Open	10/24/2023
9170	Wildland Firefighter	10/30/2023	11/3/2023	CMR	Open	10/25/2023
9171	Human Services Technician I/II	10/27/2023	11/9/2023	DMR	Open	10/26/2023
9172	Air Conditioning Mechanic	10/27/2023	11/9/2023	NA	Open	10/26/2023
9173	Building Services Worker	10/27/2023	11/9/2023	NA	Open	10/26/2023

Green Exam #: Change to existing exam #

Grey line: History

White line: Most up to date information for exam #

Blue "Continuous" and Red "P": 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



November 13, 2023

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

**PROPOSED NEW CLASSIFICATIONS FOR FIRST RESPONDER MEDICAL UNIT OPERATOR,
FIRST RESPONDER PARAMEDIC, AND ASSISTANT FIRE MARSHAL**

The Kern County Fire Department has requested the development of three new classifications, titled First Responder Medical Unit Operator, First Responder Paramedic, and Assistant Fire Marshal.

Attached for your review are the proposed job specifications. The Human Resources Division has prepared the classification series at the request of the Fire Chief & Director of Emergency Services, Aaron Duncan.

First Responder Medical Unit Operator is a single function, first responder Emergency Medical Technician position. This position responds to emergency calls for service; provides Basic Life Support (BLS) patient care on scene; assesses, treats, and stabilizes critically ill and injured patients; prepares and provides detailed and accurate verbal and electronic patient care reports; and conducts daily inventory checks and ordering of medical equipment and supplies.

First Responder Paramedic is a single-function, first responder Paramedic position. This position is also responsible for emergency medical calls for service and is expected to provide emergency medical services, including basic vehicle checks and assuring vehicles are in safe and presentable condition. The position provides Advanced Life Support (ALS) and Basic Life Support (BLS) patient care on scene, maintains all licenses, and certifications as outlined in the LEMSA Paramedic Accreditation policies, and under the supervision of a licensed physician, via telecommunication and radio systems, may administer intravenous solutions or intravenous injections of approved medicals; perform first aid and CPR; perform intubation; and apply defibrillation techniques.

Assistant Fire Marshal is the supervisory level in the fire prevention series reporting to the designated Fire Marshal. This position will oversee day-to-day operations of the Fire Prevention Division and serve as a liaison with other section managers, partner jurisdictions, the public, and other parties. This position is expected to enforce ordinances of the Kern County jurisdiction related to the prevention of fires, the storage, use and handling of explosive, flammable, combustible, toxic, corrosive, and other gaseous, solid, and liquid materials.

The proposed classifications are placed in the unrepresented bargaining unit until formal representation is approved.

GROUND  BOUNDLESS

Civil Service Commission
New Fire Classifications
November 13, 2023
Page 2

Therefore, **IT IS RECOMMENDED** that the proposed specifications of First Responder Medical Unit Operator, First Responder Paramedic, and Assistant Fire Marshal be REVIEWED, RECEIVED, AND FILED.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Devin Brown', with a stylized flourish extending to the right.

Devin Brown
Chief Human Resources Officer

cc: Aaron Duncan, Fire Chief & Director of Emergency Services

First Responder Medical Unit Operator
Bargaining Unit: U
Salary Range: 56.0 (\$3,732-\$4,460/mo.)

Definition:

This is a single-function, first responder EMT position. Under direction, safely responds to emergency medical calls for service, provides emergency medical services, performs basic vehicle checks, and assures vehicle is in safe and presentable condition. Assures required licenses and certificates are maintained.

The First Responder Medical Unit Operator must possess the ability to handle a high volume of calls with tact and good judgement, and to lift and carry heavy objects, including moving and transporting patients.

The First Responder Medical Unit Operator must have the willingness to work any shift assignment, including nights, weekends, holidays, overtime, including 8, 10, or 12-hour shifts in any area of Kern County.

First Responder Medical Unit Operator's shall be appointed in a probationary status for a period not to exceed one (1) year.

Essential Functions:

- Responds to emergency calls for service; provides Basic Life Support (BLS) patient care on scene; assess, treat, and stabilize critically ill and injured patients according to accepted LEMSA and Kern County Fire Department protocols and practices.
- Interacts effectively, professionally, tactfully, and confidentially with patients, other public agencies, medical and hospital personnel.
- Maintains all licenses, and certifications as outlined in the LEMSA EMT Policies. Failure to maintain any of the required certifications or licenses will result in discipline up to and including termination.
- Sets up, operates, and monitors defibrillators and other medical equipment as required, and two-way radio communications with other fire department personnel and hospital staff.
- Prepares and provides detailed and accurate verbal and electronic patient care reports (e-PCR).
- Maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA).
- Conducts daily inventory checks and ordering of medical equipment and supplies; logs and maintains records of inspections conducted and maintains accurate records of equipment and supplies.
- Participates in post incident critiques, and committees as assigned.
- Stays abreast of current trends and maintains subject matter currency through individual study of technical material and attendance at scheduled drills and classes.
- Utilizes a personal computer and related software.

- Assists in maintaining and caring for emergency response vehicles, fire stations and grounds.
- Meets and maintains department physical fitness standards.
- Safely drives and operates emergency response vehicles.
- Other duties as assigned.

Employment Standards:

High school diploma, G.E.D., or equivalent.

Possess and maintain the following licenses/certifications:

- Valid California Class C Driver's License.
- Valid California DMV Ambulance Driver Certificate.
- Valid Kern County EMT license issued by the California State EMS Authority.
- Valid Health Care Provider CPR certification.

Preferred Qualifications:

Experience as a Kern County licensed EMT responding to 911 calls in the prehospital emergency care system.

Physical Requirements**Physical Examination:**

A rigid medical examination by the County Physician is required. Includes Spine and Chest, X-Rays, Blood Chemistry, and Electro-cardiograph tests. Weight must be proportionate to height and age. Must meet and maintain county physical fitness requirements.

Vision:

20/40 uncorrected in each eye, corrected to 20/20 – with gas permeable or hard contact lenses or spectacles.

Must pass color vision test. No permanent or progressive eye abnormalities.

Any eye condition that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.

Hearing:

On audiometric testing, 25 decibels @ 500, 1000, 2000 or 3000 AND an average of 25 decibels for all four (4) frequencies in both ears, age corrected, using audiometric equipment calibrated to ANSI Standards and without the use of hearing aids.

Any ear condition or hearing impairment that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.

Minimum Age:

Applicants must have reached their 18th birthday by the application filing deadline.

Character:

Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to complete and pass an extensive background investigation or be disqualified.

Knowledge of:

Current Kern County EMT protocols; safe and effective operation of emergency vehicles; current vehicle codes; English language and grammar; basic record keeping; basic computer skills.

Ability to:

Provide exceptional customer service to those utilizing Kern County Fire Department services; commit to the work requirements set forth by the Kern County Fire Department; communicate clearly and concisely on a radio; correct misunderstandings; effectively provide customer service to the public and internal County employees; establish and maintain effective working relationships with fellow employees, work cooperatively with others and deal tactfully with the public; handle a high volume of emergency calls with tact and good judgment; lift and carry heavy objects, as well as move and transport patients; model and practice the highest standards of ethical conduct; operate a computer and utilize programs within Microsoft Office; perform competently under pressure in stressful situations; read maps and learn County geography and street layout; read, write legibly, and comprehend directions and instructions in English, both orally and in writing; resolve interpersonal conflicts. safely and effectively operate an emergency vehicle under normal and emergency response conditions; speak before groups and effectively present materials or information.

Supplemental:

A background check will be conducted for this classification.

Following 24 months of full-time employment and with standard performance appraisal may be granted an oral interview for acceptance into the Kern County Fire Department Recruit Academy.

As a condition of employment, the appointee shall adhere to the Kern County Fire Department's Administrative Policy 104.40. Grooming Standards and 108.70, Tobacco Use Policy during his or her tenure with the Kern County Fire Department.

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

New Classification

November 2023

Item Number: 3282

remain at work, or to report for work as soon as practicable following a significant emergency or disaster.



DEPARTMENT HEAD

10/31/2023
DATE



CHIEF HUMAN RESOURCES OFFICER

11/2/2023
DATE

Item #	3282
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	56.0
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	1
Bargaining Unit	U
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	November 2023

First Responder Paramedic
Bargaining Unit: U
Salary Range: 63.7 (\$5,479-\$6,548/mo.)

Definition:

This is a single-function, first responder Paramedic position. Under direction, safely responds to emergency medical calls for service, provides emergency medical services, performs basic vehicle checks, and assures vehicle is in safe and presentable condition. Assures required licenses and certificates are maintained.

The First Responder Paramedic must possess the ability to handle a high volume of calls with tact and good judgement, and to lift and carry heavy objects, including moving and transporting patients.

The First Responder Paramedic must have the willingness to work any shift assignment, including nights, weekends, holidays, overtime, including 8, 10, or 12-hour shifts in any area of Kern County.

First Responder Paramedics shall be appointed in a probationary status for a period not to exceed one (1) year.

Essential Functions:

- Responds to emergency calls for service; provides Advanced Life Support (ALS) and Basic Life Support (BLS) patient care on scene; assess, treat, and stabilize critically ill and injured patients according to accepted LEMSA and Kern County Fire Department protocols and practices.
- Interacts effectively, professionally, tactfully, and confidentially with patients, other public agencies, medical and hospital personnel.
- Maintains all licenses, and certifications as outlined in the LEMSA Paramedic Accreditation policies. Failure to maintain any of the required certifications or licenses will result in discipline up to and including termination.
- Under the supervision of a licensed physician, via telecommunication and radio systems, may administer intravenous solutions or intravenous injections of approved medications; perform first aid and CPR; perform intubation; and apply defibrillation techniques.
- Sets up, operates and monitors complex electronic medical equipment, such as a cardiac monitor, defibrillator and other medical equipment as required, and two-way radio communications with other fire department personnel and hospital staff.
- Prepares and provides detailed and accurate verbal and electronic patient care reports (e-PCR).
- Maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA).
- Conducts daily inventory checks and ordering of medical equipment and supplies; ensures secure storage of drugs and medications; logs and maintains records of inspections conducted and maintains accurate records of equipment and supplies.

- Participates in Quality Assurance (QA) Committees, post incident critiques, and other committees as assigned.
- Stays abreast of current trends and maintains subject matter currency through individual study of technical material and attendance at scheduled drills and classes.
- Utilizes a personal computer and related software.
- Assists in maintaining and caring for emergency response vehicles, fire stations and grounds.
- Meets and maintains department physical fitness standards.
- Safely drives and operates emergency response vehicles.
- Assists in training other department personnel in emergency medical protocols and makes public presentations as assigned.
- Other duties as assigned.

Employment Standards:

High school diploma, G.E.D., or equivalent.

Possess and maintain the following licenses/certifications:

- Valid California Class C Driver's License.
- Valid DMV Ambulance Driver Certificate.
- Valid Paramedic license issued by the California State EMS Authority.
- Valid Kern County Paramedic Accreditation.
- Valid CPR and ACLS certifications.

Preferred Qualifications:

Experience as a Kern County accredited Paramedic responding to 911 calls in the prehospital emergency care system.

Physical Requirements

Physical Examination:	A rigid medical examination by the County Physician is required. Includes Spine and Chest, X-Rays, Blood Chemistry, and Electro-cardiograph tests. Weight must be proportionate to height and age. Must meet and maintain county physical fitness requirements.
Vision:	20/40 uncorrected in each eye, corrected to 20/20 – with gas permeable or hard contact lenses or spectacles. Must pass color vision test. No permanent or progressive eye abnormalities.

	Any eye condition that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.
Hearing:	On audiometric testing, 25 decibels @ 500, 1000, 2000 or 3000 AND an average of 25 decibels for all four (4) frequencies in both ears, age corrected, using audiometric equipment calibrated to ANSI Standards and without the use of hearing aids. Any ear condition or hearing impairment that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.
Minimum Age:	Applicants must have reached their 18 th birthday by the application filing deadline.
Character:	Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to complete and pass an extensive background investigation or be disqualified.

Knowledge of:

Current Kern County Paramedic protocols; English language and grammar; basic record keeping; basic computer skills; safe and effective operation of emergency vehicles and current vehicle codes.

Ability to:

Provide exceptional customer service to those utilizing Kern County Fire Department services; commit to the work requirements set forth by the Kern County Fire Department; communicate clearly and concisely on a radio; correct misunderstandings; effectively provide customer service to the public and internal County employees; establish and maintain effective working relationships with fellow employees, work cooperatively with others and deal tactfully with the public; handle a high volume of emergency calls with tact and good judgment; lift and carry heavy objects, as well as move and transport patients; model and practice the highest standards of ethical conduct; operate a computer and utilize programs within Microsoft Office; perform competently under pressure in stressful situations; read maps and learn County geography and street layout; read, write legibly, and comprehend directions and instructions in English, both orally and in writing; resolve interpersonal conflicts; safely and effectively operate an emergency vehicle under normal and emergency response conditions; speak before groups and effectively present materials or information.

Supplemental:

A background check will be conducted for this classification.

Following 24 months of full-time employment and with standard performance appraisal may be granted an oral interview for acceptance into the Kern County Fire Department Recruit Academy.

As a condition of employment, the appointee shall adhere to the Kern County Fire Department's Administrative Policy 104.40. Grooming Standards and 108.70, Tobacco Use Policy during his or her tenure with the Kern County Fire Department.

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

10/31/2023
 DATE
11/2/2023
 DATE

Item #	3283
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	63.7
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	2
Bargaining Unit	U
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	November 2023

Assistant Fire Marshal
Bargaining Unit: U
Salary Range: 67.0 (\$6,459-\$7,720/mo.)

Definition

Under general direction by the designated Fire Marshal, plans, directs and coordinates the inspection activities and operations of the Fire Prevention Division and will oversee day-to-day operations.

This is the supervisory level in the fire prevention series reporting to the Fire Marshal. The Assistant Fire Marshal is distinguished from the Fire Plan Examiner by its supervisory responsibilities. The Assistant Fire Marshal is distinguished from the Fire Marshal, an assignment designated by the Fire Chief, which is responsible for supervising all Fire Prevention staff and the overall operations of the Fire Prevention Division.

Depending on assignment, incumbents in this classification must be available to work nights, weekends and holidays in addition to their regular work schedule.

Essential Functions

- Supervise employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
- Serve as a liaison with other section managers, partner jurisdictions, the general public, and/or other interested parties.
- Conduct quality control of operations including preparing reports and department records as assigned.
- Coordinate staffing, permitting, scheduling, and other similar activities related to the periodic inspection program and special events.
- Enforce ordinances of the Kern County jurisdiction related to: the prevention of fires, the storage, use and handling of explosive, flammable, combustible, toxic, corrosive and other gaseous, solid and liquid materials; proper installation and maintenance of automatic, manual and other private fire alarm systems and fire-extinguishing equipment; monitoring hazard abatement on vacant land, in buildings, and other property, including buildings under construction.
- Consult with developers, engineers, architects, contractors, other departments and agencies, local businesses and the industrial community, care facilities, school districts, seniors, homeowners, and others concerning fire and hazard prevention problems and requirements.
- Explain and interpret requirements and restrictions as mandated by state, local and nationally recognized standards including writing technical guidelines, bulletins, and interpretations subject to approval by the Fire Marshal.
- Conduct annual inspections in hazardous and complex industrial and commercial occupancies, schools, county, and contract city buildings.

- Conduct plan review of industrial, commercial, and special hazard occupancies, water improvements, fire protection systems, hazardous material storage and use, and high- piled storage, special events requiring unique or safety sensitive concerns, such as, dealing with large crowds, temporary facilities or pyrotechnics.
- To ensure compliance with fire and safety codes.
- Review alternate materials and methods of construction for compliance with existing codes and make recommendations to the Fire Marshal and Fire Chief.
- Develop and conduct public education programs related to fire prevention, disaster preparedness, fire safety; conduct special events, such as Open Houses; present programs to County committees and civic groups as assigned. Provide technical training for fire department staff and line personnel including enforcement and other topics related to fire prevention.
- Assist in development of department policies as they relate to fire prevention; research information, interpret new and current regulations, recommend and prepare new/revised policies and procedures for Fire Marshal's review. Attend and represent the fire department at meetings, seminars and training classes related to fire prevention.
- Receive, investigate, and resolve complaints related to conditions hazardous to life or property; respond to requests related to on-site hazards; provide a variety of information related to county policies and fire department procedures; refer inquiries to individuals or outside agencies as appropriate.
- As directed, respond to fire scenes to assist first responders at emergency incidents, provide operational assistance with the DOC and EOC, and work collaboratively with other Kern County Departments assisting with issues related to Fire Prevention.
- Perform other duties as assigned.

Employment Standards

Associate's Degree and three years of progressively responsible experience related to hazardous materials, plan review, and/or inspection experience.

Completion of Fire Plan Examiner course from the California State Fire Marshal's office.

Possession of a valid California Motor Vehicle Driver's License is required upon appointment.

BS or BA and experience in fire protection engineering, public administration or supervision is desirable.

Possession of Plan Examiner and Fire Marshal Certifications from the California State Fire Marshal's office is desirable.

Knowledge of: Supervisory principles, Principles and practices of staff development and progressive discipline, International Building and Fire Codes, State and local fire codes and ordinances enforceable by the county. Nationally recognized fire protection and safety standards. Principles and techniques of fire inspection work, educational methodology as it relates to fire safety education, Proper methods and procedures involved with inspection of residential, commercial, and other facilities or property for fire prevention, principles and practices of training and providing work direction, Principles and practices of effective customer service, and basic computer skills.

Ability to: Oversee, direct and coordinate the work of subordinate staff; select, supervise, train and evaluate staff. Apply technical knowledge and follow proper inspection techniques to examine new construction for proper workmanship, installation, and materials. Detect deviations from plans, regulations, and standard construction/fire protection practices. Read, interpret, and explain building plans, fire protection system plans, fire building codes, and technical reports. Interface with Federal and State agencies to determine environmental impact of fire protection programs and requirements. Provide necessary oversight for fire prevention inspection and education programs of the department. Maintain cooperative working relationships with building and business owners, contractors, and the general public. Operate computer and software applications related to work. Enforce regulations with firmness and tact. Speak before groups in educational and training programs. Communicate clearly and concisely, orally and in writing.

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

10/30/2023

DATE



CHIEF HUMAN RESOURCES OFFICER

11/2/2023

DATE

Item #	0696
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	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	U
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	November 2023

New Classification
November 2023
Item Number: 0696

November 13, 2023

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

PROPOSED REVISED SPECIFICATION FOR PUBLIC HEALTH PROGRAM MANAGER

The Human Resources Division has prepared the attached revised job specification at the request of the Director of Public Health Services, Brynn Carrigan.

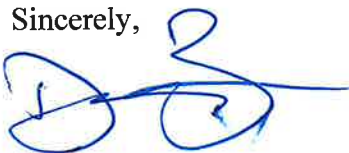
The Public Health Program Manager manages, coordinates, and directs one or more divisions or functional areas and will be responsible for supervising professional and support staff. This classification will evaluate program effectiveness and efficiency to initiate methods for improvement of operations, evaluate staff performance, and serve as a department representative with other county departments, organizations, agencies, and the general public.

The proposed revisions are meant to be more inclusive for external candidates and encourages a career ladder for internal Public Health classifications. We are proposing to include additional qualifying bachelor's degree concentrations to capture a wide breadth of educational backgrounds as well as reduce the experience requirement from five years of progressively responsible experience to two years. The County of Kern is also proposing additional "OR" qualifiers to encourage upward mobility within the department, allowing for candidates who possess two years of experience as a Public Health Program Specialist or a candidate with any equivalent combination of education, training, or experience to qualify for the position.

This classification is an unrepresented mid-management level position.

Therefore, **IT IS RECOMMENDED** that the proposed revised classification for Public Health Program Manager be REVIEWED, RECEIVED AND FILED.

Sincerely,

A blue ink signature of Devin Brown, consisting of stylized loops and a horizontal line.

Devin Brown
Chief Human Resources Officer

cc: Brynn Carrigan, Director of Public Health Services

Public Health Program Manager
Bargaining Unit: D
Salary Range: 68.0 (\$6,790 - \$8,114/mo.)

Description:

Under general administrative direction, manages, coordinates, and directs one or more division or functional areas; and supervises professional and support staff.

Distinguishing Characteristics:

Under the direction of the ~~Public Health~~ Director of **Public Health**, or Assistant ~~Public Health~~ Director, or a **Division Director within the Public Health Department**, incumbents in this classification supervise program personnel within the ~~Public Health~~ Department's programs. Incumbents perform a broad spectrum of responsibilities requiring a high degree of competency, initiative, independent judgement, discretion and decision-making ability in handling the most complex, varied and specialized programs.

Essential Functions:

- Supervises professional and support staff engaged in activities within a division or functional area; prioritizes, coordinates and assigns work; conducts performance evaluations; ensures staff are trained and perform work in accordance with departmental policy; and makes hiring, disciplinary, and termination recommendations.
- Chairs and participates in meetings and task forces; serves as Department representative with other departments, organizations, agencies and the public in responding to questions, explaining projects and resolving complaints.
- Evaluates staff performance, prepares performance evaluations, and handles disciplinary matters for subordinate employees; keeps detailed records of factors pertaining to employees performance.
- Plans and conducts technical administrative studies and analyses, which includes researching, collecting, tabulating and evaluating information.
- Evaluates program effectiveness and efficiency and initiates methods for improvement of operations.
- Assesses departmental priorities and objectives and makes action recommendations to the department head or assigned designee.
- Meets with community groups and members of the public.
- Represents the department at public hearings and makes public presentations.

Other Functions:

- Performs related tasks as required.

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in **Nursing, Health Care Administration, Business Administration, Public Administration, a health science, a behavioral science, or a closely related field** ~~public or business administration, or related health field~~ **AND two (2) five (5) years of progressively responsible experience in government or business in an administrative, **supervisory** or management capacity**

OR

Two (2) years of experience as a Public Health Program Specialist.

OR

Any equivalent combination of education, training, or experience

A Master's Degree in Public or Business administration or closely related field may be substituted for the required experience on a year for year basis.

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

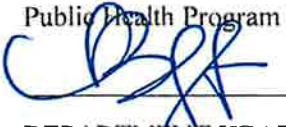
Knowledge of: basic supervision principles, relationships between local, state and federal governments, public interest groups and private enterprise; the principles of public administration, organization, and management; methods of performing complex administrative, organizational and functional structure of County government; practices of local governments; local, state and federal laws, regulations and procedures affecting functions of the County; contract management; computer applications.

Ability to: supervise and/or direct the work of staff; independently research, analyze and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures and problems; prepare, negotiate and administer contracts; research, compile and analyze statistical and other complex data; write complex reports in a logical, comprehensive, concise manner; prioritize workload efficiently, without direct instruction, to meet deadlines under changing conditions; exercise initiative; facilitate, coordinate, and negotiate between staff members of different County and non-County departments and offices; acquire subject matter expertise in program specific special projects; initiate and develop efficient, cost-effective policies; prepare reports and present ideas orally and in writing; win and maintain confidence and cooperation of others and establish and maintain effective special project teams.

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

 10/30/2023
 DATE


 CHIEF HUMAN RESOURCES OFFICER

 11/3/2023
 DATE

Item #	1491
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	68.0
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	Julia Carlson
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	November 2023



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



November 13, 2023

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

PROPOSED REVISION TO REMOVE TYPING CERTIFICATION REQUIREMENTS FOR IDENTIFIED CLERICAL CLASSIFICATIONS

The Human Resources Division is proposing to remove the typing certification requirements from all general clerical County classifications, as well as classifications specific to various County departments.

Traditionally, clerical classifications were utilized to perform functions that included production typing duties. Over time, general clerical classifications have been revised to remove language specific to typewriting or word-processing. Required typing speeds have remained a constant as essential function language has changed. By contemporary standards, the requirement of production typing skills is rarely needed.

Today, most clerical classifications perform work that requires populating data utilizing various software programs and proprietary systems. This has created typing speed requirements that can be arbitrary in nature. As business and industry has moved away from traditional typing functions, maintaining antiquated or obsolete requirements creates barriers to the recruitment and retention of qualified individuals.

The intent of the proposed removal of typing speed requirements is to expand the talent pool for classifications that perform modern clerical duties. A candidate's ability to perform required typing duties is a learned skill that can be obtained by performing the essential functions of a clerical position.

A list of classifications that are proposed to have typing requirements removed is attached.

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

Therefore, **IT IS RECOMMENDED** that the proposed revisions be REVIEWED, RECEIVED AND FILED.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

GROUND  BOUNDLESS

Code	Class Spec Title	Typing	WPM	Ten-Key	KPM	Notes:
3330	Animal Control Dispatcher	Yes	25	No		
0987	Communications Information Specialist	Yes	25	No		
3273	Air Quality Support Specialist	Yes	50	No		
1280	Child Support Customer Service Representative	Yes	45	No		
3062	Deputy Clerk of the Board I	Yes	45	No		
3061	Deputy Clerk of the Board II	Yes	55	No		
2227	Elections Process Clerk I	Yes	35	No		
2226	Elections Process Clerk II	Yes	35	No		
2225	Elections Process Clerk III	Yes	35	No		
3267	Elections Program Technician	Yes	35	No		
3293	Fire Dispatch Assistant	Yes	35	No		
3292	Fire Dispatcher I	Yes	35	No		
3291	Fire Dispatcher II	Yes	35	No		
2845	Fiscal Support Specialist	Yes	40	Yes	120	
2830	Fiscal Support Supervisor	Yes	40	Yes	120	
3736	Human Services Resource Family Specialist	Yes	25	No		
3155	Legal Process Technician	May	35	No		**Some positions may require...
3140	Legal Secretary	May	55	No		**Some positions may require...
3260	Office Services Coordinator	Yes	55	No		Some Positions May Require: Certification of Transcription speed of 45 net words per minute
3270	Office Services Specialist	Yes	50	No		Some Positions May Require: Certification of Transcription speed of 45 net words per minute
3275	Office Services Technician	Yes	45	No		Some Positions May Require: Certification of Transcription speed of 45 net words per minute
1279	Senior Child Support Customer Service Representative	Yes	45	No		
3150	Senior Legal Process Technician	May	35	No		**Some positions may require...
3138	Senior Legal Secretary	May	55	No		Some Positions May Require: Certification of Transcription speed of 45 net words per minute
3265	Supervising Child Support Customer Service Representative	Yes	50	No		Some Positions May Require: Certification of Transcription speed of 45 net words per minute
1278	Supervising Child Support Customer Service Representative	Yes	45	No		
3290	Supervising Fire Dispatcher	Yes	35	No		
3145	Supervising Legal Process Technician	May	45	No		**Some positions may require...