

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

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

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS

AMERICANS WITH DISABILITIES ACT
(Government Code Section 54953.2)

The Board of Supervisors Chambers is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Civil Service Commission may request assistance at the Human Resources Division – County of Kern or by calling (661) 868-3910. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance, whenever possible.

All Civil Service Commission agenda item supporting documentation is available for public review at the County of Kern Human Resources Division, 1115 Truxtun Avenue First Floor, Bakersfield, CA, 93301 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the 72-hour posting period and prior to the meeting will also be available for review. This disclosure does not pertain to closed session items and/or those that are not otherwise public.

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 held on November 13, 2023; **APPROVE**

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

8836 Accountant / Sr. Accountant
9174 Senior Traffic Signal Technician
9175 Stock Clerk I
9176 Sheriff's Sergeant - DP
9177 Office Services Specialist-Bilingual-Delano
9178 Wastewater Treatment Plant Operator Trainee/I/II - DP
9179 Public Works Maintenance Supervisor - DP
9180 Social Service Supervisor I/II-DP
9181 Sheriff's Lieutenant - DP
9182 Youth Services Officer I/II - Shift
9183 Program Specialist I/II - Bilingual
9184 Technical Support Specialist I/II
9185 Legal Secretary - Lamont
9186 Legal Secretary - Ridgecrest
9187 Elections Process Clerk II/III
9188 Environmental Health Technician I
9189 Assistant Fire Marshal - Department Promotional
9190 Library Associate - Shift
9191 Departmental Aide - Part-Time - California City - Shift
PD9192 Per Diem Elections Process Aide
9193 Departmental Aide - Part-Time - Mojave - Shift
9194 Office Services Technician-Boron-Shift
9195 Staff Development Specialist
9196 DNA Technical Lead Criminalist
9197 Air Quality Administrative Manager
9198 Office Service Specialist - Bilingual
9199 Office Services Specialist - Outlying Areas
9200 Office Services Technician
9201 Office Services Technician - Bilingual
9202 Office Services Technician - Outlying Areas
9203 Fiscal Support Specialist - Bilingual
9204 Office Services Specialist - Bilingual - Delano
9205 Behavioral Health Workforce Development Coordinator
9206 Sheriff's Support Specialist
9207 Fire Plan Examiner - Department Promotional - Fire
9208 Maintenance Worker/Senior Maintenance Worker
9209 Supervising Auditor-Appraiser
9210 Behavioral Health and Recovery Services Finance Director

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. KBHRS Resources Operations Manager, Item No. 0774
 - b. Coroner Family Advocate, Item No. 4380

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. Fire Captain, Item No. 4590
 - b. KCSO positions
 - i. Records Unit Supervisor, Item No. 3253
 - ii. Records Supervisor, Item No 3254
6. **Civil Service Rule 200 – First Reading of Revised Amendment to Rule 200 of the Civil Service Commission; WAIVE READING; APPROVE**
7. **Civil Service Rule Revision Status and Updates:**
CSR 1800 – Recognized labor organizations requested shorter total timeframe, 60 calendar days, since extensions are available when necessary; HR will provide total number of 1800 investigations for the last two years with outcomes to determine feasibility of shorter timeframe.
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)).

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

12. Adjourn to the Regular Meeting to be held on Monday, January 8, 2024, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, November 13, 2023
 5:30 p.m.

PRESENT: Commissioners Agbalog, Bowers, Holt, Johnson, and Price

ABSENT: None

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 October 9, 2023; **APPROVED**; Ag/Ho – 4 ayes, 1 ab-Bo
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ag/Ho – 4 ayes, 1 ab-Bo
 - 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 (CHRO) and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.

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

CHRO Brown presented; No public comment; No Commission questions; **APPROVED;**
Ho/Ag – 4 ayes, 1 ab – Bo

5. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.

- a. Public Health Program Manager, Item No. 1491; CHRO Brown introduced; Employee Relations Analyst, Michael Johnston presented; No public comment; President Price commented on the unusual justification on page two of the specification which should not be misinterpreted as an emphasis; Commissioner Johnson inquired as to the estimated number of increased applicants that might qualify now that the experience is reduced from five years to two years with the existing hiring pool; Analyst Johnston indicated that this would be a natural progression for Project and Program Specialists but could not provide specific numbers at the moment; Director of Public Health, Brynn Carrigan, indicated that while she could not report an exact numbers, this revision would allow numerous entry level classifications to grow and promote within the department, she believed approximately one hundred more Public Health staff may now qualify as well as many others from other departments; Commissioner Johnson thanked her for that great information; **APPROVED**; Ho/Jo – 4 ayes, 1 ab –Bo Ag
- 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

CHRO Brown introduced; Deputy Chief Human Resources Officer Michael Goulart presented; CHRO Brown provided a real life instance where the typing requirement was preventing qualified experienced staff from promoting; No public comment; Commissioner Johnson inquired as to specific words per minute requirement for a Deputy Clerk of the Board; CHRO Brown shared that it requires 55 wpm, but the daily duties do not involve production typing to require that speed; **APPROVED**; Ag/Jo – 4 ayes, 1 ab – Bo

6. **Civil Service Rule Revision Updates:** Deputy County Counsel (DCC), Stephanie Bouey, reported that revisions to CSR 200 and 1800 is progressing, HR scheduled a meet and confer with the Labor Organizations on 11/28/2023.
7. **CSR 1800 Investigations and Timelines:** DCC Bouey indicated there are no current investigations.
8. **Commission Officer Items/Report:** CSCO Lipscomb reported that CSCO accompanied Commissioners Bowers and Johnson to visit Kern County's new Chief Probation Officer, Bill Dickinson at the Probation Department on October 17, 2023; DHS HR; and Kern High School District's – Principal Partners' Day on October 18, 2023 Kern Adult School – mock birth scenario put on by LVN students; Recycling Lives – a glass recycling facility providing training to individuals with significant employment barriers; Café 1600; Job Spot; and CTEC – Career Technical Education Center.

Kern County Employees are participating in the annual Kern County Cares Canned Food Drive to support our local Golden Empire Gleaners, "It Starts with Food." A donation box at the back of the BOS Chambers for this and our next Regular Meeting on December 11, 2023.

9. **Human Resources Division Items/Report:** CHRO Brown reported one update on the ERP, Enterprise Resource Program, replacement was finalized by the BOS; the program spans the county's financial, HR and budget computer and software systems; it includes HR, payroll management and recruiting, which is currently NEOGOV, the new system is Workday approved by the Board at the end of September; we are now moving into implementation starting with our financial system and chart of accounts; the HR elements will follow in April with an anticipated eleven month implementation process; we intend to go live June of 2025; this will involve all HR staff and we have dedicated a team of four HR staff to assist in the migration; the system is cloud based software system and will affect virtually all County Staff; providing personalized guidance for users enhancing staff experience.
10. **Commission Member Presentations or Announcements:** Commissioner Johnson acknowledged her husband and daughter in the audience and thanked them for attending.

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

11. Adjourn to Special Meeting to be held on Tuesday, November 28, 2023, at 5:00 p.m.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
8836	Accountant / Sr. Accountant	11/20/2023	Continuous	MES	Open	11/20/2023
9174	Senior Traffic Signal Technician	10/30/2023	Continuous	MES	Open	10/27/2023
9175	Stock Clerk I	10/31/2023	11/13/2023	DMR	Open	10/30/2023
9176	Sheriff's Sergeant - DP	10/30/2023	11/13/2023	NAA	DP	10/30/2023
9177	Office Services Specialist-Bilingual-Delano	11/2/2023	Continuous	KNB	Open	11/1/2023
9178	Wastewater Treatment Plant Operator Trainee/I/II - DP	11/14/2023	11/20/2027	MES	DP	11/2/2023
9179	Public Works Maintenance Supervisor - DP	11/6/2023	11/13/2023	MES	DP	11/2/2023
9180	Social Service Supervisor I/II-DP	11/7/2023	11/13/2023	JAP	DP	11/3/2023
9181	Sheriff's Lieutenant - DP	11/6/2023	11/20/2023	NAA	DP	11/3/2023
9182	Youth Services Officer I/II - Shift	11/7/2023	Continuous	TN	Open	11/6/2023
9183	Program Specialist I/II - Bilingual	11/13/2023	11/28/2023	KB	Open	11/7/2023
9184	Technical Support Specialist I/II	11/13/2023	12/1/2023	MGV	Open	11/8/2023
9185	Legal Secretary - Lamont	11/13/2023	Continuous	M_H	Open	11/9/2023
9186	Legal Secretary - Ridgecrest	11/13/2023	Continuous	M_H	Open	11/9/2023
9187	Elections Process Clerk II/III	11/14/2023	11/20/2023	KAS	Open	11/13/2023
9188	Environmental Health Technician I	11/14/2023	11/30/2023	JAP	Open	11/13/2023
9189	Assistant Fire Marshal - Department Promotional	11/14/2023	11/17/2023	CMR	DP	11/13/2023
9190	Library Associate - Shift	11/15/2023	11/22/2023	KB	Open	11/13/2023
9191	Departmental Aide - Part-Time - California City - Shift	11/15/2023	12/6/2023	KB	Open	11/13/2023
PD9192	Per Diem Elections Process Aide	11/15/2023	Continuous	KAS	Open	11/13/2023
9193	Departmental Aide - Part-Time - Mojave - Shift	11/15/2023	12/6/2023	KB	Open	11/13/2023
9194	Office Services Technician-Boron-Shift	11/15/2023	12/6/2023	KB	Open	11/13/2023
9195	Staff Development Specialist	11/15/2023	Continuous	KB	Open	11/13/2023
9196	DNA Technical Lead Criminalist	11/14/2023	11/28/2023	MH	Open	11/14/2023
9197	Air Quality Administrative Manager	11/20/2023	12/1/2023	MES	Open	11/14/2023
9198	Office Service Specialist - Bilingual	11/15/2023	Continuous	KB	Open	11/14/2023
9199	Office Services Specialist - Outlying Areas	11/15/2023	Continuous	KB	Open	11/14/2023
9200	Office Services Technician	11/15/2023	Continuous	KB	Open	11/14/2023
9201	Office Services Technician - Bilingual	11/15/2023	Continuous	KB	Open	11/14/2023
9202	Office Services Technician - Outlying Areas	11/15/2023	Continuous	KB	Open	11/14/2023
9203	Fiscal Support Specialist - Bilingual	11/15/2023	Continuous	KB	Open	11/14/2023
9204	Office Services Specialist - Bilingual - Delano	11/15/2023	Continuous	KB	Open	11/14/2023
9205	Behavioral Health Workforce Development Coordinator	11/20/2023	11/28/2023	MGV	Open	11/16/2023
9206	Sheriff's Support Specialist	11/17/2023	12/1/2023	NA	Open	11/16/2023
9207	Fire Plan Examiner - Department Promotional - Fire	11/27/2023	12/1/2023	CMR	DP	11/20/2023
9208	Maintenance Worker/Senior Maintenance Worker	11/22/2023	12/5/2023	DG	Open	11/21/2023
9209	Supervising Auditor-Appraiser	11/28/2023	12/5/2023	MGV	Open	11/27/2023
9210	Behavioral Health and Recovery Services Finance Director	11/28/2023	12/5/2023	MGV	DP	11/28/2023

Green Exam #: Change to existing exam #

Grey line: History

White line: Most up to date information for exam #

Blue "Continuous" and Red "?": informational purposes

Yellow "Hold": on hold

Dates that ALL exams were closed:

7/25/2019

3/16/2020



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



December 11, 2023

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

**PROPOSED NEW JOB SPECIFICATION TITLED
BEHAVIORAL HEALTH AND RECOVERY SERVICES RESOURCE OPERATIONS MANAGER**

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

Interim Director Alison Burrowes requested the creation of this job specification to add this management position for oversight of the department's facilities and technology operations. The Behavioral Health and Recovery Services Resource Operations Manager classification will work closely with and at the direction of the Director to provide leadership and guidance to the department's administration for procurement and maintenance of physical assets and department-specific information technology services. The incumbent will work closely with the Information Technology Services Department to maintain the safety and security of systems and data, included protected health information.

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

The Behavioral Health and Recovery Services Resource Operations Manager is an unrepresented management classification.

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

Sincerely,

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

Devin Brown
Chief Human Resources Officer

cc: Alison Burrowes, Interim BHRS Director

GROUND  BOUNDLESS

Behavioral Health and Recovery Services Resource Operations Manager

Bargaining Unit: M

Salary Range: 72.0 (\$8289-9905/mo.)

Definition:

The Behavioral Health and Recovery Services (BHRS) Resource Operations Manager works at the direction of the Director of Behavioral Health and Recovery Services or designee. The BHRS Resource Operations Manager is responsible for planning, organizing, directing, and managing the day-to-day facilities and technology operations of the department. The incumbent provides leadership and guidance to Behavioral Health and Recovery Services administration for procurement and maintenance of physical assets and department-specific information technology services, maintaining the safety and security of these assets. The incumbent works closely with the County General Services and Information Technology Services Departments to ensure Kern BHRS facilities and information technology structures are maintained and operational, meeting statewide and federal standards with regards to rules and regulations for reporting and operations.

The Behavioral Health and Recovery Services Resource Operations Manager is an overtime-exempt classification.

Essential Functions:

- Plans, organizes, directs, coordinates, and manages staff engaged in management of the department facilities, fleet, and department's electronic health record (EHR) application development and support.
- Makes decisions, provides consultation, and guidance on problems related to technology utilization, including the department's electronic health record.
- Oversees the department's electronic health record system including functionality, state mandated updates/revisions, security, data governance, program outcomes, business/data analytics, and data warehouse.
- Assesses the data needs of the department to support effective and efficient operations, monitoring performance, and compliance with State and Federal mandates, and supporting business decisions. Implements data intelligence strategies to accomplish this.
- Reviews and presents to the director and other senior managers ongoing and regular facilities and technology related information.
- Ensures the department's compliance with data tracking and information exchange practices as outlined in State and Federal regulations, and as mandated by grants, contracts, and other distinct funding streams that support department operations.
- Coordinates the procedures and logistics relating to fleet and facilities for the department.
- Works closely with County ITS Department to coordinate the procedures and support relating to information technology for the department.
- Acts as the Department's Operations Center Logistics Chief, ensuring logistical needs are coordinated in case of a disaster.
- Acts as the Department's Safety Officer, to ensure measures are in place to support the safety and security of both staff and department assets.
- Under the guidance and governance model of Kern County ITS Information Security, acts as the Department's Information Security Officer as required under Federal law,

New Job Specification

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monitoring the department's information technology controls, ensuring the physical security of protected health information, and identifying and addressing areas of risk.

- Works closely with the County General Services Department to coordinate property acquisition and large-scale site repairs or refurbishment.
- Works with other management level staff to coordinate space and onsite resource needs for the department.
- Evaluates the functions, operations and divisional facility and EHR/application development needs and assign personnel to accomplish departmental facilities and application support objectives effectively.
- Conducts and/or participates in meetings with staff, representatives from other aligned agencies or community representatives.
- Writes or directs the preparation of manuals, bulletins or general instructions on Facilities, Fleets, Safety, and department specific IT policies and procedures.
- Assists in interviewing and selecting personnel; oversees personnel decisions affecting assigned division.
- Oversees department specific software development to ensure the Department's Electronic Health Record meets reporting, architectural, and programming standards in accordance with the various behavioral health regulatory entities.
- Selects, trains, supervises, and evaluates staff as assigned.
- Acts on behalf of the Director as assigned.
- Perform other duties as required.

Employment Standards

Minimum Qualifications:

- A bachelor's degree from an accredited institution in Information Management, Management Information Systems, Information Technology, Information Security, Computer Science, Data Analytics, Business Administration, Public Administration, or related field.
- Five (5) years of management experience in government, private industry or non-profit information technology, information security, information technology compliance, data intelligence strategies or large-scale facility resource management, and provision of direct staff supervision.

Possession of a valid California Driver's License.

Preferred Qualifications

- Professional Certification in CISA, CRISC, and/or CISSP
- Professional Certification in the areas of Project Management and/or Facility Resource Management.

Knowledge of: principles of administration, organization, and management necessary to develop, analyze, evaluate and implement administrative policies; principles and practices of

New Job Specification

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continued improvement; organizational development; factors involved in effectively implementing change; effective personnel practices and procedures; operations management; project prioritizing; planning and execution; facilities resource management; business systems analysis; technology-based feasibility studies; IT policy development and implementation; business/strategic planning; personnel/staff management; evaluation and implementation of technology solutions; and principles and practices of personnel and staff utilization.

Ability to: Manage and coordinate the activities of professional, administrative, and clerical personnel through subordinate supervisors; direct the implementation of significant changes affecting goals of the department and methods by which work is performed; maintain strict confidentiality; plan, organize, direct, and coordinate work of staff; keep informed of agency needs; establish and maintain effective collaborative working relationships; communicate effectively verbally and in writing; effectively utilize computer applications related to work; coordinate group activities and facilitate meetings; analyze data and draw sound conclusions; establish and maintain cooperative relations with those contacted during the course of work; prepare and maintain control of the department's facilities resource management and information technology services; and work collaboratively with managers, employees, and other agency partners; develop and maintain liaison relationships with various programs in Kern County; promote and take actions in alignment with the core purpose, vision, and mission of the Department; travel to locations outside the regular office to perform necessary tasks.

A background check may be conducted for this classification.

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

DEPARTMENT HEAD

DATE

Nancy Edwards
CHIEF HUMAN RESOURCES OFFICER

12-1-23
DATE

Item #	0774
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range/Grade	72.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Julia Carlson
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 2023

New Job Specification
 December 2023
 Item No. 0774

Alan Bunnomes
DEPARTMENT HEAD

12/1/23
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	0774
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range/Grade	72.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	M
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Julia Carlson
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	November 2023

New Job Specification
December 2023
Item No. 0774



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



December 11, 2023

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

PROPOSED NEW SPECIFICATION TITLED CORONER FAMILY ADVOCATE

The Kern County Sheriff's Office has requested the development of a new classification titled Coroner Family Advocate. Attached for your review is the proposed job specification.

The newly created Coroner Family Advocate is assigned to the Kern County Sheriff's Office. The proposed classification will be responsible for advocating, supporting, and providing information to family members interacting with the Coroner's Office. This position is expected to be the point of contact to support and facilitate interactions with family members when a death investigation of their family member is under the jurisdiction of the coroner. This position is also responsible for performing community outreach and public speaking to build relationships with service providers about Coroner processes, such as Suicide Survivor Support Services, funeral homes, and Homeless Collaborative.

This classification is a represented Administrative level position. The Service Employees' International Union, Local 521, was notified and has concurred with the proposed classification.

Therefore, IT IS RECOMMENDED that the proposed new specification titled Coroner Family Advocate be REVIEWED, RECEIVED AND FILED.

Sincerely,

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

Devin W. Brown
Chief Human Resources Officer

Attachment

cc: Donny Youngblood, Sheriff
Larry McCurtain, Undersheriff

GROUND  BOUNDLESS

Coroner Family Advocate
Bargaining Unit: 5
Salary Range 62.5 (\$5,161 - \$6,167/mo.)

Definition:

Under general direction of the Supervising Deputy Coroner, to act as the point-of-contact to support and facilitate timely and informative interactions for family members when a death investigation of their family member fell under the jurisdiction of the Coroner, and to provide additional referrals to community services as identified.

This is a singleton classification position. Incumbents are expected to exercise good judgement with minimal supervision. The Coroner Family Advocate is required to provide family members with timely information that support immediate family members after the death of a family member. This position is responsible for providing information and support to family members to enhance their awareness and knowledge of the processes from time of death through disposition; to encourage family members to effectively navigate community-based resources, and to assist and promote family member(s) involvement in the recovery processes.

Essential Functions:

- Advocates and provides information and support to family members interacting with the Coroner's Office.
- Informs family members of the various processes and provides assistance to locate appropriate community resources.
- Represents family members' issues to managers, supervisors and staff to enhance awareness and sensitivity regarding family member concerns.
- Communicates specific Coroner information to family members, as directed, to effectively support family member(s) receiving Coroner services.
- Provides guidance and assistance with resolution of circumstances as encountered by the family.
- Performs community outreach and public speaking to build relationships with service providers about Coroner processes, such as Suicide Survivor Support Services, funeral homes, Homeless Collaborative, etc.
- Performs basic typing and computer tasks; accesses, utilizes, and maintains electronic records and files, including an electronic medical record computer program.
- Maintains statistics related to families served and resources provided.
- Performs other job-related duties as required

Employment Standards:

A Bachelor degree from an accredited college or university with a major in Psychology, Sociology, Human Services, Behavioral Science, Social Work or related field AND one (1) year of full time, paid experience working in community-based advocacy or service-provider programs serving families during time of difficulty or crisis.

OR

Completion of sixty (60) semester or ninety (90) quarter units of course work from an accredited college or university AND three (3) years of full time, paid experience working in community-based advocacy or service-provider programs serving families during time of difficulty or crisis.

OR

Five (5) years of full time, paid experience working within the Coroner's facility completing tasks that support family Coroner processes, such as county cremation, next-of-kin searches, obtaining medical records, contracting private physicians, releases to funeral homes, inventorying of property, and completing follow up as directed to allow timely services for family members.

Applicants must pass an extensive background investigation and be fingerprinted.

Possession of a valid Class C California Driver's License is required upon appointment.

Knowledge of: community-based services and referral processes; advocacy ethics and principles; Coroner jurisdiction.

Ability to: Apply the laws, rules and regulations governing a Coroner agency to specific situations; read and understand legislation and regulations; establish and maintain effective working relationships with families, co-workers, governmental agencies, and community representatives; communicate effectively verbally and in writing; make presentations; maintain confidential information; prepare reports; utilize a personal computer and software; access, utilize and maintain electronic records and files.

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

 12/01/23
 DATE


 CHIEF HUMAN RESOURCES OFFICER

 12/04/23
 DATE

Item #	4380
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	62.5
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	5
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 2023

December 11, 2023

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

PROPOSED REVISED JOB SPECIFICATION FOR FIRE CAPTAIN

Attached for your review is the proposed revised job specification for Fire Captain. The Human Resources Division prepared the revision at the request of Aaron Duncan, Fire Chief.

The Fire Captain is responsible for performing, directing, and supervising activities of the fire station on an assigned shift, including fire suppression, emergency rescue, inspection, investigation, training, apparatus and station maintenance and support functions.

The proposed revision includes potential candidates that have successfully completed a fire simulation exercise as part of the selection process. This addition ensures that candidates for the Fire Captain position demonstrate the preparedness in fire-related situations.

Kern County Fire Fighters Union approves of the proposed revised job specifications.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised job specifications of Fire Captain.

Sincerely,



Devin Brown
Chief Human Resources Officer

cc: Aaron Duncan, Fire Chief, Kern County Fire Department

Fire Captain
Bargaining Unit: F
Salary Range 68.4 (\$6,927-\$8,278/mo.)

Definition:

Under direction of the Battalion Chief, the Fire Captain is responsible for performing, directing, and supervising activities of the fire station on an assigned shift, including fire suppression, emergency rescue, inspection, investigation, training, apparatus and station maintenance and support functions.

Essential Functions:

- Responds to emergency incidents and directs the route taken to the incident.
- At fire, makes decisions as to fire-fighting methods to be employed and need for additional assistance, and directs crews in fire-fighting and related life and property protection until relieved by a superior officer.
- Supervises the care and maintenance of all apparatus and equipment assigned to stations.
- Supervises the care and maintenance of station grounds.
- In accordance with department policies and plan, trains subordinate personnel in all phases of fire-fighting, rescue and emergency medical service.
- Supervises and/or performs business inspections to discover and eliminate potential fire hazards, life safety issues and to educate the public in fire prevention.
- When required, operates any fire apparatus or equipment assigned to station.
- Supervises or assists in maintaining fire-breaks and fire roads when assigned.
- Ensures all required documentation, reports and correspondence are completed.
- May act as relief for superior officer as assigned.
- Performs other job-related duties as required.

Employment Standards:

Two years of experience as a Fire Engineer in the Kern County Fire Department **AND possession of a valid Kern County Fire Department Fire Captain Verification of Eligibility.**

Possession of a valid California Class C Non-commercial Firefighter Restricted Driver's License with specific endorsements is required.

By assignment, may be required to possess a valid California Class A or B Commercial Driver's License with specific endorsements.

Knowledge of: the principles and practices of fire prevention and suppression; the use and maintenance of fire-fighting equipment and apparatus; departmental rules and regulations; county geography, fire hazards and fire-fighting resources, such as personnel, equipment, water supply and communications; first aid.

Ability to: operate all types of fire-fighting equipment and apparatus and to instruct others in such operation; lead and train staff, to plan, lay out and direct their work and to maintain effective discipline and morale; keep records and prepare reports; establish and maintain effective working relationships with fellow employees and the public; maintain physical endurance and agility.

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

11/20/23
DATE


CHIEF HUMAN RESOURCES OFFICER

11/17/23
DATE

Item #	4590
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	68.4
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	F
HR Analyst	Cassandra Ramirez
Reviewed By	Brenda Guerra
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	



Human
Resources

Devin Brown
CHIEF HUMAN RESOURCES OFFICER



December 11, 2023

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

PROPOSED REVISED SPECIFICATIONS FOR SHERIFF RECORDS UNIT SUPERVISOR AND SHERIFF RECORDS SUPERVISOR

The Human Resources Division prepared the attached revised job specifications at the request of the Undersheriff Larry McCurtain. The proposed revisions to Sheriff Records Unit Supervisor and Sheriff Records Supervisor include updates to the employment standards and the general format of the classifications.

The employment standards for Sheriff Records Unit Supervisor & Sheriff Records Supervisor are updated to attract internal and external qualifying candidates. Currently, both classifications do not allow for related outside law enforcement agency experience to qualify for either position. To capture external candidates, we are proposing to include an additional "OR" qualifier that would allow other law enforcement agency records personnel experience to qualify. For the Sheriff Records Unit Supervisor, we are also proposing to include Sheriff Records Specialist as a classification that meets the classification's experience requirement. Including Sheriff Records Specialist allows internal candidates who possess the required years of experience to qualify for either promotional opportunity.

These classifications are represented clerical positions. The Human Resources Division has not received any objection from the Service Employees' International Union, Local 521 over the proposed revisions.

Therefore, IT IS RECOMMENDED that the proposed revised classifications for Sheriff Records Supervisor and Sheriff Records Unit Supervisor be REVIEWED, RECEIVED AND FILED.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachments

cc: Donny Youngblood, Sheriff
Larry McCurtain, Undersheriff

GROUND  BOUNDLESS

Sheriff Records Unit Supervisor
Bargaining Unit: 4
Salary Range 57.9 (\$4,103-\$4,903/mo.)

Definition:

Under direction, plans, organizes, and supervises records staff; performs highly technical and specialized administrative work within the Sheriff's Office assigned to Substations, County jail facilities or Records.

This is the third level of the Sheriff's Records classification series. The Sheriff's Records Unit Supervisor is distinguished from the Sheriff's Records Supervisor by its full supervisory responsibility. Incumbents perform specialized support functions requiring in-depth knowledge and experience in the Records Section and provide direct support to high level management.

Incumbents may be required to work any shift, weekends and holidays and may be required to work overtime and in outlying County areas.

Essential Functions:

- Supervises and evaluates staff; reviews shift schedules, adjusts hours and schedules as needed to provide services; approves overtime
- Assesses workload requirements and assigns staff to ensure the functions of all shifts are completed
- Oversees training of staff in all functions of Records Section which includes the use of various computer programs; trains staff on changes to laws, policies, and procedures
- Monitors and reviews weekly performance evaluations completed by trainers
- Interviews candidates and makes recommendations for hiring or promotion
- Researches and analyzes information for NCIC validations, sealing and release of information under the Public Records Act
- Supervises and participates in the preparation and maintenance of criminal records and reports; verifies and approves all records management system entries
- Transcribes confidential investigative reports and sensitive administrative correspondence
- Assist with processing or responding to incoming subpoenas; testifies in court proceedings as required
- Assists in preparing meeting agendas and assembling agenda packets; schedules, coordinates and attends meetings; takes minutes and distributes meeting minutes as appropriate.
- Resolves difficult and complex problems that cannot be resolved by subordinate staff, researches laws and procedures to resolve problems
- Verifies records are correct prior to transfer of inmates to other correctional facilities
- Acts as a liaison with courts, state and federal and other governmental agencies; effectively resolves discrepancies and problems

- Responds to inquiries from other internal and external agencies regarding inmates and procedures; investigates and takes necessary steps to resolve complaints
- Recommends changes to policies and procedures
- Performs any assignment with Records in order to ensure that work is completed in an accurate and timely manner

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent.
- Four years of progressively responsible clerical experience, including two years as a Sheriff's Records Supervisor, **Sheriff's Records Specialist, or other law enforcement records personnel**, **OR** an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.
- Certification of Typing/Keyboarding speed of 50 net words per minute.
- Possession of a Valid California Driver's License may be required upon appointment for some positions.

Preferred Qualifications:

- POST Supervisory Certification.
- Public Records Act Certification.
- POST Basic Records Certification.
- CLETS Full Access Trainer Certification.

Knowledge of: basic supervision and training principles; principles and practices of records management; policies, procedures, and methods of the Sheriff's office pertaining to the preparation, utilization, distribution, retentions, retrieval, and release of reports, arrest records and a variety of other records and reports; federal, state, and local laws and regulations pertaining to records; computer operating systems and software related to processing and maintaining records; principles of training, supervision, and performance

Ability to: supervise, schedule, train and organize the work of subordinate staff; select, monitor, evaluate, and recommend discipline for subordinate staff; make independent judgments; remain calm and make rational decisions in hostile or emergency situations; elicit information from inmates who are hostile or under the influence of drugs and/or alcohol; maintain accurate records; research and apply bail schedule rules and policies; perform basic math functions and cashing; communicate effectively, both orally and in writing; establish and maintain effective working relationships with co-workers, representatives from other governmental departments and agencies, sworn personnel, and members of the general public; prepare written reports and ensure that the training and staffing needs of the unit are achieved.

Supplemental:

A background check may be conducted for this classification.

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


 DEPARTMENT HEAD

 CHIEF HUMAN RESOURCES OFFICER

11/29/23
 DATE
 12/4/23
 DATE

Item #	3253
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.9
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	4
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 2023

Sheriff Records Supervisor
Bargaining Unit: 4
Salary Range 55.9 (\$3,713 - \$4,438/mo.)

Definition:

Under direction, supervises assigned shift; trains staff in functions of the records section; performs specialized technical work within the Sheriff's Office assigned to Substations, County jail facilities or Records; interacts with incarcerated persons, provides assistance to the public and other branches of law enforcement.

This is the second level of the Sheriff's Records classification series. The Sheriff's Records Supervisor is distinguished from the Sheriff's Records Specialist by its supervisory responsibility for an assigned shift. Incumbents serve as a technical resource and provide specialized support activities requiring extensive knowledge and experience analyzing complex information and data.

Incumbents may be required to work any shift, weekends and holidays and may be required to work overtime and in outlying County areas.

Essential Functions:

Criminal Records Assignment:

- Supervises records staff to include: prioritizing and assigning work; reviewing work product; training staff on changes to laws, policies, and procedures; conducting performance evaluations; and recommending disciplinary actions
- Assumes responsibility of any position on the shift including: researching and processing criminal records; providing information to law enforcement personnel and the general public; performing fingerprinting for the public; updating and retrieving state, local and federal computer databanks and responding to inquiries
- Enters and retrieves data from governmental computer systems; monitors and maintains the security of law enforcement databases
- Assess workload to ensure functions of assigned shift are completed; prepares shift schedules and adjusts work schedule as necessary
- Supervises and participates in the preparation and maintenance of criminal records and reports; verifies and approves all records management system entries
- Trains staff on the dissemination, maintenance and security of criminal history information; trains subordinate staff on the use of computerized and database systems
- Operates imaging equipment in the scanning, archival, and retrieval of records; maintains indexing information; maintains quality of documents; assists users with operation of equipment;
- Proofreads, edits, and updates a variety of documents; updates and maintains policies and procedures.

- Resolves more complex problems and assists subordinate staff; researches laws and procedures to resolve problems
- Performs any assignment within the Sheriff's Records Specialist classification in order to ensure that work is completed in an accurate and timely manner

Central Inmate Records Assignment:

- Supervises records staff to include: prioritizing and assigning work; reviewing work product; training staff on changes to laws, policies, and procedures; conducting performance evaluations; and recommending disciplinary actions
- Interacts with inmates during the booking process who have been arrested to obtain personal, medical and related information
- Reviews accuracy of booking and release entries; ensures booking entries are in compliance with local, state and federal mandates and guidelines
- Trains staff on the dissemination, maintenance and security of criminal history information; trains subordinate staff on the use of computerized and database systems
- Resolves the more complex booking issues and assists subordinate staff; researches laws and procedures to resolve problems
- Enters and updates inmate records, enters arrest, booking and release information; verifies warrants, court and other legal documents are complete; ensures
- Assist the public, attorneys or law enforcement personnel at the jail reception area or via telephone; responds to inquiries regarding visitation, bail, inmate status, or other inmate information
- Performs any assignment within the Sheriff's Records Specialist classification in order to ensure that work is completed in an accurate and timely manner
- Performs other related duties as assigned.

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D or equivalent.
- Three years of clerical experience including one year of experience as a Sheriff's Records Specialist **OR other law enforcement agency records personnel**, OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.
- Certification of Typing/Keyboarding speed of 50 net words per minute
- Possession of a Valid California Driver's License is required upon appointment for some positions.

Knowledge of: the principles and practices of records management; policies, procedures, and methods of the Sheriff's Office pertaining to the preparation, utilization, distribution, retention, retrieval, and release of police reports, arrest records, and a variety of other records and reports; federal, state, and local laws and regulations pertaining to records; computer operating systems and software related to processing and maintaining records; principles of training, supervision, and performance evaluation.

Ability to: orient and train new employees; communicate and work effectively, tactfully and professionally with citizens and other branches of law enforcement; compile and analyze data; operate computers and a variety of automated systems and databases; perform highly detailed work accurately and completely; perform mathematical calculations; ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with co-workers, representatives from other governmental departments and agencies, sworn personnel and members of the general public; prepare written reports and ensure that the training and staffing needs of the unit are achieved; elicit information from inmates who are hostile or under the influence of drugs/alcohol, remain calm and make rational decision in hostile or emergency situations.

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

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

 11/29/23
 DATE


 CHIEF HUMAN RESOURCES OFFICER

 12/4/23
 DATE

Item #	3254
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	55.9
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	4
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Joe Arriola
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 2023

201.00 **UNDER AUTHORITY OF CHAPTER 2, DIVISION 3, PART 1**, of the Ordinance Code, Rule II classifies and prescribes salaries for all positions in the classified service of the County of Kern. Because of its size and because it is periodically re-enacted with or without amendments, Rule II is printed in a separate book to which reference is here made.

202.00 **CLASSIFICATION OF POSITIONS**

Each position in the classified service shall be classified upon recommendation of the Chief Human Resources Officer and approval of the Commission and the Board and shall be allocated to the appropriate class in accordance with the character, difficulty, and responsibility of its assigned duties. Positions shall be allocated to the same class when their duties are sufficiently similar that:

- 202.10 The same descriptive title may be used to designate each position in the class.
- 202.20 The same level of education, experience, knowledge, and other qualifications may be required of incumbents.
- 202.30 Similar tests of fitness may be used to select incumbents.
- 202.40 The same schedule of compensation will apply with equity under substantially the same employment conditions.

203.00 **AMENDMENT AND MAINTENANCE OF THE CLASSIFICATION PLAN**

Whenever one or more new positions are to be established or whenever, because of any change in organization or method, significant change in the duties or responsibilities of any existing position is to be made which requires the amendment of the classification plan, such revision and amendment of the classification plan shall be made in the manner as provided herein.

- 203.10 Whenever an appointing authority proposes that a significant change be made in the duties and responsibilities of an existing position, they shall forthwith report the significant facts in writing to the Chief Human Resources Officer. Thereupon, the Chief Human Resources Officer shall make a study of the duties and responsibilities of any such position and of the qualifications required for filling the same and of the relationship of such positions to other classes of positions in the classification plan.
- 203.20 The Chief Human Resources Officer, upon written request of a department head or any employee or upon its own initiative, may investigate the allocation of any existing position because of a significant change in the duties and responsibilities or because of the creation of a new class to which such position may more appropriately be allocated or because of the abolishment or combination of any existing positions or classes.
- 203.30 Whenever a new position is created and is classified before it is occupied, such position shall be subject to investigation to determine if it is correctly classified after the position is occupied.

- 203.40 Upon completion of such investigation, the Chief Human Resources Officer shall present his or her findings to the Commission and the Commission shall determine whether the duties of any existing or proposed positions have been changed, added to, or eliminated. If appropriate, the Commission shall direct the Chief Human Resources Officer to make a recommendation to the Board as to the changes that should be made in the salary schedules affected.
- 203.50 An employee occupying a position in the classified service under consideration for reclassification to a higher level must meet the employment standards for the higher-level classification. Subject to the judgment and discretion of the Chief Human Resources Officer, the employee may be required to demonstrate qualifications for the higher-level classification by appropriate examination.

204.00 SPECIFICATIONS

- 204.10 The Commission shall maintain a written specification for each class of position in the classified service and, when approved and adopted by the Commission, they shall constitute the official specifications of classes in the County Service. The official copy of the specification for each class of position shall be maintained in the office of the Commission and shall indicate the date of adoption or last revision or amendment.
- 204.20 The specification shall include: the class title; a brief description of the scope, nature, and responsibility of the class; a description, typical but not necessarily restrictive, of tasks or duties ordinarily performed in positions allocated to the class; a statement of education, experience, knowledge, skills, abilities, and additional factors or features necessary to perform satisfactorily on the job.
- 204.21 The Chief Human Resources Officer may approve new specifications and revise existing specifications, pursuant to the terms of this subsection. Such approval or revision shall require the concurrence of any recognized employee organization(s) and affected County department(s), it shall be calendared for review and approval by the Commission at a regularly scheduled or special meeting. The Commission shall approve or reject the proposed new or revised specifications at that time.
- 204.30 Specifications are not restrictive and shall not be construed as declaring that duties and responsibilities shall not be changed or that an appointing authority may not temporarily assign other duties and responsibilities to or otherwise direct and control the work of employees under his supervision.

205.00 COMPENSATION PLAN

The Basic Pay Plan consists of the salary schedule and the assignment of classes to such schedules as provided in the Salary Ordinance. Each employee shall be paid within the schedule for his class as provided in said ordinance.

- 205.10 The County's compensation program shall be maintained through a program involving meetings and conferences between the Board of Supervisors' designated representatives and representatives of recognized employee

organizations conducted in accordance with the provisions of the Meyers-Milias-Brown Act (Government Code Section 3500 et seq.) and ordinances, resolutions, and regulations adopted from time to time by the Board of Supervisors regarding employer-employee relations. This Rule is adopted for the expressed purpose of implementing Section 3.04.060(B) of the Kern County Civil Service Ordinance in conformity with the Meyers-Milias-Brown Act which was intended by the State Legislature to regulate the field of public employee labor relations throughout the State.

Rule 200 CLASSIFICATION AND COMPENSATION

Rule 200 CLASSIFICATION AND COMPENSATION

Style Definition: Normal

201.00 UNDER AUTHORITY OF CHAPTER 2, DIVISION 3, PART 1, of the Ordinance Code, Rule II classifies and prescribes salaries for all positions in the classified service of the County of Kern. Because of its size and because it is periodically re-enacted with or without amendments, Rule II is printed in a separate book to which reference is here made.

Formatted: Underline

202.00 CLASSIFICATION OF POSITIONS

Each position in the classified service shall be classified upon recommendation of the ~~Director~~Chief Human Resources Officer and approval of the Commission and the Board and shall be allocated to the appropriate class in accordance with the character, difficulty, and responsibility of its assigned duties. Positions shall be allocated to the same class when their duties are sufficiently similar that:

- 202.10 The same descriptive title may be used to designate each position in the class.
- 202.20 The same level of education, experience, knowledge, and other qualifications may be required of incumbents.
- 202.30 Similar tests of fitness may be used to select incumbents.
- 202.40 The same schedule of compensation will apply with equity under substantially the same employment conditions.

203.00 AMENDMENT AND MAINTENANCE OF THE CLASSIFICATION PLAN

Whenever one or more new positions are to be established or whenever, because of any change in organization or method, significant change in the duties or responsibilities of any existing position is to be made which requires the amendment of the classification plan, such revision and amendment of the classification plan shall be made in the manner as provided herein.

- 203.10 Whenever an appointing authority proposes that a significant change be made in the duties and responsibilities of an existing position, ~~he~~they shall forthwith report the significant facts in writing to the ~~Commission~~Chief Human Resources Officer. Thereupon, the ~~Commission~~Chief Human Resources Officer shall make a study of the duties and responsibilities of any such position and of the qualifications required for filling the same and of the relationship of such positions to other classes of positions in the classification plan.
- 203.20 The ~~Commission~~Chief Human Resources Officer, upon written request of a department head or any employee or upon its own initiative, may investigate the allocation of any existing position because of a significant change in the duties and responsibilities or because of the creation of a new class to which such position may more appropriately be allocated or because of the abolishment or combination of any existing positions or classes.

Rule 200 CLASSIFICATION AND COMPENSATION

- 203.30 Whenever a new position is created and is classified before it is occupied, such position shall be subject to investigation to determine if it is correctly classified after the position is occupied.

Rule 200 CLASSIFICATION AND COMPENSATION

- 203.40 Upon completion of such investigation, the Chief Human Resources Officer shall present his or her findings to the Commission and the Commission shall have authority to determine whether the duties of any existing or proposed positions have been changed, added to, or eliminated, and, if appropriate, the Commission shall direct the Chief Human Resources Officer to make a recommendation to the Board as to the changes that should be made in the salary schedules affected.
- 203.50 An employee occupying a position in the classified service under consideration for reclassification to a higher level must meet the employment standards for the higher-level classification. Subject to the judgment and discretion of the Director/Chief Human Resources Officer, the employee may be required to demonstrate qualifications for the higher-level classification by appropriate examination. (Rev. 12/09/13)

204.00 SPECIFICATIONS

- 204.10 The Commission shall maintain a written specification for each class of position in the classified service and, when approved and adopted by the Commission, they shall constitute the official specifications of classes in the County Service. The official copy of the specification for each class of position shall be maintained in the office of the Commission and shall indicate the date of adoption or last revision or amendment.
- 204.20 The specification shall include: the class title; a brief description of the scope, nature, and responsibility of the class; a description, typical but not necessarily restrictive, of tasks or duties ordinarily performed in positions allocated to the class; a statement of education, experience, knowledge, skills, abilities, and additional factors or features necessary to perform satisfactorily on the job.
- 204.21 The Director/Chief Human Resources Officer may approve new specifications and revise existing specifications, pursuant to the terms of this subsection. Such approval or revision shall require the concurrence of any recognized employee organizations/organization(s) and affected County departments, and department(s), it shall be calendared for review and approval by the Commission at the regularly scheduled or special meeting of the Commission. The Commission shall approve or reject the parties, the proposed new or revised specifications are subject to final approval by the Commission. (Rev. 08/00) at that time.
- 204.30 Specifications are not restrictive and shall not be construed as declaring that duties and responsibilities shall not be changed or that an appointing authority may not temporarily assign other duties and responsibilities to or otherwise direct and control the work of employees under his supervision.

205.00 COMPENSATION PLAN

Rule 200 CLASSIFICATION AND COMPENSATION

The Basic Pay Plan consists of the salary schedule and the assignment of classes to such schedules as provided in the Salary Ordinance. Each employee shall be paid within the schedule for his class as provided in said ordinance.

Rule 200 CLASSIFICATION AND COMPENSATION

- 205.10 The County's compensation program shall be maintained through a program involving meetings and conferences between the Board of Supervisors' designated representatives and representatives of recognized employee organizations conducted in accordance with the provisions of the Meyers-Milias-Brown Act (Government Code Section 3500 et seq.) and ordinances, resolutions, and regulations adopted from time to time by the Board of Supervisors regarding employer-employee relations. This Rule is adopted for the expressed purpose of implementing Section ~~44(b)3.04.060(B)~~ of the Kern County Civil Service Ordinance in conformity with the Meyers-Milias-Brown Act which was intended by the State Legislature to regulate the field of public employee labor relations throughout the State.