

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

Regular Meeting
Monday, February 14, 2022
5:30 pm

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) 868-3962. 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, 8:00a.m. – 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the 72-hour posting period and prior to the meeting will also be available for review. This disclosure does not pertain to closed session items and/or those that are not otherwise public.

PUBLIC SESSION

1. Public Presentations

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on this agenda or wishing to place the item on the next agenda and over which the Commission has jurisdiction. Please note that no response is required from the Commission or staff and no action can be taken on non-agenda items; however, the Commission may instruct staff to place the item on the agenda for a future meeting. Speakers are limited to three minutes. Please state and spell your name for the record before making your presentation.

***CONSENT AGENDA:** All items listed with asterisk (*) are considered routine and non-controversial by Commission staff. Consent items will be considered first and may be approved by one motion if no member of the Commission or public comments were submitted for discussion. If discussion is desired, the item will be removed from the consent agenda and will be considered in listed sequence.

***2. Approval of Minutes**

Regular meeting on January 10, 2022; **APPROVE**

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

- 8370) Systems Analyst
- 8371) Behavioral Health Peer Specialist I/II
- 8372) Patient Rights Advocate
- 8373) Group Counselor I/II-Department of Human Services
- 8374) Group Counselor III-Department of Human Services
- 8375) Office Services Specialist-Mojave
- 8376) Human Services Technician I-Lake Isabella

- 8377) Contract Specialist-DP-Public Works
- 8378) Human Resources Specialist I/II-Confidential
- 8379) Senior Legal Process Technician0Department Promotional-Sheriff
- 8380) Sheriff's Support Technician-Shift-Ridgecrest
- 8381) Code Compliance Officer
- 8382) Environmental Health Technician I
- 8383) Human Services Technician I-Mojave
- 8384) Human Services Technician I-Taft
- 8385) Office Services Assistant-Bilingual
- 8386) Accountant III
- 8387) Department of Child Support Services Program Manager
- 8388) Office Services Technician-Boron, California City, Mojave-Shift
- 8389) Probation Technician
- 8390) Administrative Coordinator-Department Promotional-Department of Child Support Services
- 8391) Office Services Specialist-Department Promotional-Behavioral Health and Recovery Ser.
- 8392) Substance Prevention Specialist I/II
- 8393) Facilities and Services Manager
- 8394) Local Area Network Systems Administrator
- 8395) Supervising Veteran's Service Representative-Department Promotional
- 8396) Deputy Sheriff Trainee-Shift
- 8397) Safety Specialist
- 8398) Administrative Coordinator-Department Promotional-Agriculture and Measurement Stand.
- 8399) Medical Assistant-Bilingual
- 8400) Human Services Supervisor-Bilingual-Mojave-DP-DHS
- 8401) Director of Human Services-County Wide Promotional
- 8402) Chief Deputy County Counsel-Department Promotional-County Counsel
- 8403) Fiscal Support Supervisor-DP-DHS
- 8404) Criminalist I
- 8405) Victim/Witness Services Specialist I/II
- 8406) Family Advocate
- 8407) Senior Nutrition Program Coordinator-Department Promotional-Aging & Adult Services
- 8408) Deputy Public Administrator
- 8409) Vocational Nurse I/II-Bilingual
- 8410) Assistant Chief Financial Officer-Department Promotional
- 8411) Deputy Chief Financial Officer-Department Promotional
- 8412) Animal Control Officer-Shift
- 8413) Environmental Health Specialist-In Training
- 8414) Deputy Chief Human Resources Officer-Department Promotional

4. **New Specification(s):** The following job specification(s) have been created and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. **REVIEW, RECEIVE, AND FILE**

- a) Chief Strategic Initiatives Officer and Chief Intergovernmental and Legislative Affairs Officer, Items No. 0487 and 0488
- b) KCERA Applications Engineer, KCERA Senior Applications Engineer, KCERA Network Engineer, and KCERA Senior Network Engineer 1097, 1096, 1099, 1098
- c) KCERA Accountant I, KCERA Accountant II, and KCERA Senior Accountant, Items No. 2359, 2358, and 2357

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

- Human Resources Technician – Confidential, Item No. 3060

6. **Election of 2022 Civil Service Commission Officers**

7. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.
8. **Commission Secretary Items/Report:** Civil Service Secretary to present to the Commission and to the public, information, announcements, and items pertaining to the Secretary's activities.
9. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business.
10. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)).

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

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's Office) – Case No. 2022-0101
12. PUBLIC EMPLOYMENT – Qualification Appraisal Board Appeal Request
Fire Captain-Department Promotional (Fire Department) – Case No. 2022-0102
13. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1))
14. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, March 14, 2022, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, January 10, 2022
5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, Oliver, and Price

ABSENT: Commissioner Rose

OTHERS: Devin Brown, Stephanie Buoe, Tracey Eldridge, Maria Murbach, and others.

NOTE: Ag, Ho, Ol, Pri, and Ro are abbreviations for Commissioners Agbalog, Holt, Oliver, Price, and Rose. 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 Holt called the meeting to order at 5:30 p.m.

PUBLIC SESSION

1. **Public Presentations**
None

***CONSENT AGENDA**

- *2. **Approval of Minutes**
Regular Meeting on December 13, 2021; NO PUBLIC COMMENT; **APPROVED**; Ol/Pri – 4 ayes/1 ab (Ro)
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; NO PUBLIC COMMENT; **APPROVED**; Ol/Pri – 4 ayes/1 ab (Ro)

- 8349) Sheriff's Report Technician
- 8350) Sheriff's Support Specialist
- 8351) Sheriff's Dispatcher I
- 8352) Office Services Specialist
- 8353) Veterans Service Manager
- 8354) Child Support Customer Service Representative
- 8355) Vocational Nurse I/II
- 8356) Social Service Worker I/II-Ridgecrest-DHS
- 8357) Departmental Analyst-Department Promotional-Sheriff
- 8358) Social Service Worker I/II-Ridgecrest-DHS
- 8360) Supervising Mail Clerk
- 8361) Senior Office services Specialist-DP-DHS
- 8362) Auditor Appraiser I/II/III
- 8363) Departmental Aide-PT-Shift-Lamont/Arvin

- 8364) Health Plan Services Manager-DP-CAO
- 8365) SSW I/II-Bilingual-Delano-DHS
- 8366) Wildland Firefighter
- 8367) Deputy Sheriff Trainee-Shift
- 8368) Sheriff's Detentions Deputy Trainee-Shift
- 8369) Network Systems Administrator

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. **REVIEWED, RECEIVED, AND FILED; Pri/OI – 4 ayes/1 ab (Ro)**

- Assistant Chief Financial Officer and Deputy Chief Financial Officer, Items No. 0493 and 0494.
Devin Brown, Chief Human Resources Officer, provided a provided a summary. No public comment.
Vice President Oliver asked if hiring would be conducted from outside or within. Mr. Brown explained that some of these positions were being added to create a more robust career ladder and Mr. Alsop was trying to address that with these positions. If they needed to hire from outside the county, then they would do so. Vice President Oliver stated that we would want to be able to take a look outside of our county in order to recruit great leadership as well. Mr. Brown agreed.

5. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21; **REVIEW, RECEIVE, AND FILE; Pri/Ag – 4 ayes/1 ab (Ro)**

- Fiscal and Policy Analyst I, Fiscal and Policy Analyst II, and Senior Fiscal and Policy Analyst, Items No. 0795, 0793, and 0788.
Mr. Brown provided a summary. No public comment.

6. **Civil Service Rule 1800 Update:**

Stephanie Bouey, Deputy County Counsel, reported that there two current investigations and both were within their timelines.

7. **Commission Secretary Monthly Report:**

Maria Murbach, Commission Secretary, informed the Commission that due to the current Covid-19 situation, the Commission office would be limiting the on-site office hours and office staff would be working remotely. Office staff would report to the office on-site on an as needed basis.

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

Mr. Brown stated that with the new Covid variant Omicron spreading rapidly in the community, they were certainly keeping an eye on how that would impact the workforce. He stated that staffing levels were being challenged, especially when they were having trouble recruiting and retaining staff, which was even more pressure for their county departments, but he explained

that they were working with those departments to deal with this new wave that seemed to be increasing at least for the time being, and hopefully will subside soon.

He reported that the county is under new guidance from the state. This past month, the department of Cal OSHA adopted revised emergency temporary standards which are the regulations that have been put in place over the past year or so. They require the county to follow the statewide mask mandate, which has been extended through February 15, 2022. The other is the adoption of the CDC's new guidance for returning to work, or being excluded in quarantine and isolated, those periods have now been reduced from 10 days to 5 days with return upon receiving a negative test. This is another challenge for staff that are looking for testing because it is currently difficult to find in our community, whether doing a home test or trying to get into a facility and be tested. He stated that they were working with the Public Health Department to try to find a solution to help County employees receive that testing more regularly but were trying to keep up with that demand in the communities as well. There were many challenges facing the County workforce at the moment, but the departments are committed to providing the services that they are required to deliver.

Mr. Brown reported that the County was in a position where they had almost all of their bargaining groups under laboring contracts for the first time so that was a positive to have ended 2021.

9. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session: at 6:02 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of employees or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **NO REPORTABLE ACTION**
11. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1)); **NO REPORTABLE ACTION**
12. President Holt adjourned the meeting at 7:24 p.m. to the next Regular Meeting to be held on Monday, February 10, 2022, at 5:30 p.m.

AGENDA ITEM 3

Test Schedule-January/February 2022					
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action
8370	Systems Analyst	1/4/2022	Continuous	BMB	Open
8370	Systems Analyst	1/5/2022	2/4/2022	BMB	Suspended
8371	Behavioral Health Peer Specialist I/II	1/4/2022	1/14/2022	BMB	Open
8372	Patient Rights Advocate	1/4/2022	1/14/2022	BMB	Open
8372	Patient Rights Advocate	1/4/2022	1/21/2022	BMB	Close
8373	Group Counselor I/II-Department of Human Services	1/5/2022	1/19/2022	DMR	Open
8374	Group Counselor III-Department of Human Services	1/5/2022	1/19/2022	DMR	Open
8375	Office Services Specialist-Mojave	1/6/2022	Continuous	DMR	Open
8376	Human Services Technician I-Lake Isabella	1/18/2022	Continuous	DMR	Open
8377	Contract Specialist - DP - Public Works	1/10/2022	1/14/2022	KAS	Open - DP
8378	Human Resources Specialist I/II - Confidential	1/10/2022	1/14/2022	KPP	Open
8379	Senior Legal Process Technician-Department Promotional-Sheriff	1/11/2022	1/25/2022	MGV	Open-DP
8380	Sheriff's Support Technician-Shift-Ridgecrest	1/11/2022	1/25/2022	MGV	Open
8381	Code Compliance Officer	1/12/2022	1/21/2022	KAS	Open
8382	Environmental Health Technician I	1/13/2022	1/21/2022	KAS	Open
8383	Human Services Technician I-Mojave	1/18/2022	Continuous	DMR	Open
8384	Human Services Technician I-Taft	1/18/2022	Continuous	DMR	Open
8385	Office Services Assistant-Bilingual	1/18/2022	1/31/2022	DMR	Open
8386	Accountant III	1/18/2022	1/31/2022	DMR	Open
8387	Department of Child Support Services Program Manager	1/18/2022	1/24/2022	KPP	Open
8388	Office Services Technician - Boron, California City, Mojave - Shift	1/24/2022	2/7/2022	MJG	Open
8389	Probation Technician	1/31/2022	2/4/2022	MES	OPEN
8390	Administrative Coordinator - Department Promotional - Department of Child Support Services	1/24/2022	1/28/2022	MJG	DP
8391	Office Services Specialist - Department Promotional - Behavioral Health and Recovery Ser.	1/24/2022	1/28/2022	BMB	OPEN
8392	Substance Prevention Specialist I/II	1/24/2022	1/28/2022	BMB	OPEN
8392	Substance Prevention Specialist I/II	1/24/2022	2/4/2022	BMB	Extended
8393	Facilities and Services Manager	1/24/2022	1/28/2022	BMB	OPEN
8393	Facilities and Services Manager	1/25/2022	2/4/2022	BMB	Extended
8394	Local Area Network Systems Administrator	1/24/2022	1/31/2022	KAS	Open
8395	Supervising Veteran's Service Representative - Department Promotional	1/25/2022	1/28/2022	MJG	DP
8396	Deputy Sheriff Trainee-Shift	1/25/2022	CONTINUOUS	MGV	Open
8397	Safety specialist	1/25/2022	2/8/2022	KAS	Open
8398	Administrative Coordinator - Department Promotional - Agriculture and Measurement Stand.	1/31/2022	2/4/2022	MJG	DP
8399	Medical Assistant - Bilingual	1/25/2022	2/8/2022	KAS	Open
8400	Human Services Supervisor-Bilingual-Mojave-DP-DHS	1/31/2022	2/4/2022	DMR	DP
8401	Director of Human Services - County Wide Promotional	1/31/2022	2/11/2022	DWB	CWP
8402	Chief Deputy County Counsel - Department Promotional - County Counsel	1/31/2022	2/4/2022	MJG	DP
8403	Fiscal Support Supervisor-DP-DHS	1/31/2022	2/4/2022	DMR	DP
8404	Criminalist I	1/31/2022	2/11/2022	MJG	Open
8405	Victim/ Witness Services Specialist I/II	1/31/2022	2/11/2022	MJG	Open
8406	Family Advocate	1/31/2022	2/11/2022	BMB	Open
8407	Senior Nutrition Program Coordinator - Department Promotional - Aging & Adult Services	1/31/2022	2/4/2022	MJG	DP
8408	Deputy Public Administrator	2/1/2022	2/11/2022	MGV	Open
8409	Vocational Nurse I/II - Bilingual	2/1/2022	2/18/2022	KAS	Open

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

8410	Assistant Chief Financial Officer - Department Promotional	2/1/2022	2/4/2022	DWB	DP
8411	Deputy Chief Financial Officer - Department Promotional	2/1/2022	2/4/2022	DWB	DP
8412	Animal Control Officer - Shift	2/1/2022	2/15/2022	KAS	Open
8413	Environmental Health Specialist - In Training	2/3/2022	2/17/2022	KAS	Open
8414	Deputy Chief Human Resources Officer - Department Promotional	2/2/2022	2/4/2022	DW	DP

Green Exam #: Change to existing exam #

Grey line: History

White line: Most up to date information for exam #

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

Yellow "Hold": on hold

Dates that ALL exams were closed:

7/25/2019

3/16/2020



February 14, 2022

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

PROPOSED NEW JOB SPECIFICATIONS TITLED CHIEF STRATEGIC INITIATIVES OFFICER AND CHIEF INTERGOVERNMENTAL AND LEGISLATIVE AFFAIRS OFFICER

Attached are proposed new specifications for two positions titled Chief Strategic Initiatives Officer and Chief Intergovernmental and Legislative Affairs Officer. On January 4, 2022, the Board of Supervisors created these two new classifications for existing functions provided on the executive management team of the Chief Administrative Officer (CAO) within the County Administrative Office.

The purpose of the new classifications is to identify and clarify the functional responsibilities within the CAO's executive management team. Many of the members of this team are exempt from the Civil Service System; however, these two classifications are included within the classified service.

The Chief Strategic Initiatives Officer classification is assigned to manage all special and strategic initiatives of the CAO and/or the Board of Supervisors. Currently, they are tasked with managing the County's administrative response to the pandemic, develop programs and response to the County's struggle with homelessness, and to oversee implementation of the County's five-year strategic plan.

The Chief Intergovernmental and Legislative Affairs Officer is tasked within managing the County's legislative platform and working with contracted lobbyists to further that platform with state and federal legislators. In addition, they will coordinate and interface directly with other public agencies in furtherance of the County's partnership with those agencies over a multitude of issues facing the County.

Both proposed new classifications fall within the unrepresented management bargaining unit.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed new specifications titled Chief Strategic Initiatives Officer and Chief Intergovernmental and Legislative Affairs Officer.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

Chief Strategic Initiatives Officer
Bargaining Unit: M
Salary Range: 73.3 (\$8,844 - \$10,570)

Definition:

The Chief Strategic Initiatives Officer reports directly to the Chief Operations Officer and serves as a member of the Chief Administrative Officer's executive management team.

The Chief Strategic Initiatives Officer is an overtime exempt classification.

Essential Functions:

- Serves as the County's primary lead in development, communication, coordination, oversight and implementation of all priority and extraordinary organizational and public facing initiatives of the Board of Supervisors and Chief Administrative Officer.
- Oversees countywide development, coordination and implementation of initiatives and strategies to address homelessness, and the impacts of homelessness on communities served by the County.
- Oversees countywide development, coordination, and implementation of initiatives and strategies addressing the impacts of local emergencies on our communities.
- Serves as the Chief Administrative Officer's primary point of contact and coordinator on issues related to and in support of redistricting processes, elections, and special commissions.
- Oversees development, coordination and implementation on issues related to water and water policy.
- Oversees continual countywide focus, development, planning, coordination, and implementation of continuous improvement initiatives including Lean Six Sigma.
- Oversees countywide development, coordination, implementation and adherence to administrative policies and procedures, and changes to administrative policies and procedures.
- Oversees development, coordination and implementation of the County's Strategic Plan, and the alignment of countywide business functions and departmental performance metrics with that Plan.
- Oversees coordination and development with the Board of Supervisors and the Chief Administrative Officer of all Department Head Annual Performance Evaluations.
- Oversees coordination and development with the Board of Supervisors and the Chief Administrative Officer of Department Head talent acquisition.
- Performs other related duties as required.

Core Competencies:

Employees in this position will exhibit a high level of performance and capability in the following core competencies:

- Leadership
- Critical thinking
- Communication
- Collaboration
- Decision-making
- Judgment
- Technical/functional expertise

Employment Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in business or public administration, or another closely related field.
- Seven years of senior-level experience in the field of human resources management or labor relations.
- Five years of management and/or supervisory experience.

Preferred Qualifications:

- Master's Degree from an accredited college or university in Public Administration or Business Administration may substitute for two years of experience.
- A green belt or higher designation in the Lean Six Sigma discipline.

Possession of a valid California Driver's License upon appointment.

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

 1/28/22
 DATE


 CHIEF HUMAN RESOURCES OFFICER

 1/31/22
 DATE

Item #	0487
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	73.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	4
Bargaining Unit	M
HR Analyst	Devin Brown
Reviewed By	Devin Brown
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 14, 2022

Chief Intergovernmental and Legislative Affairs Officer

Bargaining Unit: M

Salary Range: 71.5 (\$8,085 - \$9,662)

Definition:

The Chief Intergovernmental and Legislative Affairs Officer reports directly to the Chief Administrative Officer (CAO) and serves as a member of the Chief Administrative Officer's executive management team.

The Chief Intergovernmental and Legislative Affairs Officer is an overtime exempt classification.

Essential Functions:

- Serves as the County's primary lead in development, communication, coordination, and oversight of the County's intergovernmental relations strategy with all local, state, and federal governmental organizations.
- Serves as the County's primary point of contact for all local, statewide, and national interest group associations, including, but not limited to the California State Association of Counties (CSAC) and the National Association of Counties (NACo).
- Serves as the County's primary point of contact for all Local Area Formation Commission (LAFCo) matters.
- Provides oversight, analysis and policy recommendations on all County contract service arrangements and agreements with other local government jurisdictions.
- Serves as the County's primary local, State and Federal legislative and public policy advisor, coordinator, and advocate.
- Manages all third-party contracts, scope of work, and outcomes for the County's State and Federal legislative, regulatory and public policy advocacy.
- Leads countywide coordination of legislative priorities and advocacy, and the development of the County's annual State and Federal legislative policy platforms, across all departments.
- Conduct timely in-depth research of pertinent policies and legislative information; initiate appropriate responses to proposed or pending policies or legislation affecting the County at all local State, and Federal levels.
- Facilitate the identification of emerging issues, coordinate the monitoring legislative proposals, and identify opportunities to develop and influence policy to best meet the needs of the County.
- Provides regular communication, updates, coordination and recommendations to the Board of Supervisors, the Chief Administrative Officer, and County departments on all local, State and Federal legislative and public policy matters as they concern the County of Kern.
- Supports all County business functions and departments as it relates to legislative and policy outcomes and objectives.
- Ensures all County legislative and policy advocacy is aligned with the County's five-year strategic plan.

- Performs other related duties as required.

Core Competencies:

Employees in this position will exhibit a high level of performance and capability in the following core competencies:

- Leadership
- Critical thinking
- Communication
- Collaboration
- Decision-making
- Judgment
- Technical/functional expertise

Employment Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in business or public administration, or another closely related field.
- Five years of senior-level and/or management experience.

Preferred Qualifications:

- Master's Degree from an accredited college or university in Public Administration or Business Administration may substitute for two years of experience.
- A green belt or higher designation in the Lean Six Sigma discipline.

Possession of a valid California Driver's License upon appointment.

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

1/28/22
DATE



CHIEF HUMAN RESOURCES OFFICER

1/31/22
DATE

Item #	0488
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	71.5
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	4
Bargaining Unit	M
HR Analyst	Devin Brown
Reviewed By	Devin Brown
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 14, 2022

February 14, 2022

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

**PROPOSED NEW JOB SPECIFICATIONS TITLED KCERA APPLICATIONS ENGINEER,
KCERA SENIOR APPLICATIONS ENGINEER, KCERA NETWORK ENGINEER, AND
KCERA SENIOR NETWORK ENGINEER**

The Human Resources Division requests approval of new specifications titled KCERA Applications Engineer, KCERA Senior Applications Engineer, KCERA Network Engineer, and KCERA Senior Network Engineer.

Attached for your review are the proposed specifications. The Human Resources Division has prepared the specifications at the request of KCERA Chief Executive Officer Dominic Brown. The newly created specifications will assist KCERA in being competitive in the talent marketplace, retaining staff, and implementing succession planning. The proposed classifications identify tasks that are specific and necessary to the performance of Information Technology functions in a pension administration environment.

The KCERA Applications Engineer series and KCERA Network Engineer series represent stand-alone career tracks.

The KCERA Applications Engineer is the entry-level class in the flexible KCERA Applications Engineer series. Incumbents perform the full range of computer programming and reporting activities with increasing responsibility and complexity.

The KCERA Senior Applications Engineer is the journey-level class in the KCERA Applications Engineer series. Incumbents perform complex computer programming and reporting activities and develop specifications with little technical assistance.

The KCERA Network Engineer is the entry-level class in the flexible KCERA Network Engineer series. Positions in this class are distinguished from the KCERA Senior Network Engineer by the performance of less than the full range of duties assigned to the KCERA Senior Network Engineer level. Incumbents work initially under general supervision while learning job tasks, increasing in responsibility as the procedures and processes of the assigned areas of responsibilities are learned.

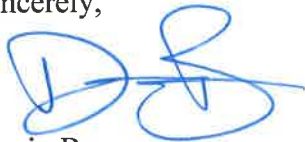
The KCERA Senior Network Engineer is the journey-level in the Network Engineer series. Positions in this class perform a full range of duties, which may include serving as a lead over routine technology projects. Incumbents receive occasional supervision while working toward a defined objective that

requires use of a wide range of procedures and involves planning and/or determining specific procedures or equipment required in order to meet assigned objectives and solve routine problems. Incumbents in this class may perform lead duties.

Kern County Human Resources and KCERA administration met with SEIU regarding these represented classifications. SEIU is in agreement with the proposed classifications. The KCERA Applications Engineer and Network Engineer series will each have a twelve (12) month probationary period.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed new specifications titled KCERA Applications Engineer, KCERA Senior Applications Engineer, KCERA Network Engineer, and KCERA Senior Network Engineer.

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

Attachments

KCERA APPLICATIONS ENGINEER
Bargaining Unit 5
Salary Range 59.4 (\$4,206-\$5,135)

Definition

Under supervision, develops, codes, tests and documents business applications used by KCERA, troubleshoots program malfunctions to determine the source of error and works to resolve problems, prepares data analytic reports, and integrates data from internal and external sources.

Distinguishing Characteristics

KCERA Applications Engineer is the entry level class in the flexible KCERA Applications Engineer series. Incumbents are expected to perform the full range of computer programming and reporting activities with increasing responsibility and complexity. Promotion is considered on a merit basis subject to recommendation of the department head and approval by the HR department.

Essential Functions

Duties include but are not limited to:

- Learns the complex business rules of pension administration and how to apply this knowledge in automating calculations and tasks performed by the KCERA staff.
- Prepares data analytical reports as requested by KCERA's staff.
- Develops, tests, documents, implements, and maintains a variety of software platforms used by KCERA.
- Configures licensed software to meet the changing needs of KCERA.
- Troubleshoots existing program malfunctions to determine the source of the error, identify and implement a resolution, including correcting any inaccurate data resulting from the malfunction.
- Research existing procedures and requirements in sufficient detail to develop appropriate pension application solutions.
- Writes and maintains application programs and database procedures from specifications designed.
- Plans system generation, software installation, and software maintenance activities.
- Develops user instructions and program documentation according to pre-established standards.
- Coordinates the implementation and follow up of new or modified system installations.
- Assists in conducting user and technical staff training.
- Develops form and report specifications as required by the KCERA staff and automates the generation of the forms and reports.
- Assists and/or determines audits trails.

- Stays abreast of current information technology trends and data security practices.
- Performs other related duties as assigned.

Employment Standards

Graduation from an accredited college or university with a bachelor's degree, including 15 semester (25 quarter) units in computer science or management information systems; **OR** Completion of (60) semester (90) quarter units from an accredited college or university with course work in computer science or management information systems AND one (1) year of paid experience in developing and implementing business applications for a department or organization with increasing levels of complexity; **OR** Three (3) years of paid experience in developing and implementing business applications for a department or organization with increasing levels of complexity.

Qualifying experience must have been within the last five (5) years.

Applicants must possess the physical capacity to perform all essential tasks.

Valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of:

Principles and techniques of programming and coding operations; computer operation capabilities; nomenclature; and data manipulation and handling techniques, software security protocols.

Ability to:

Analyze technical data and draw sound conclusions; program and code automated solutions; communicate effectively, both verbal and written; interpret and follow detailed oral and written instructions; prepare clear and concise reports; and establish and maintain cooperative work relationships with staff and people of various professional, vocational and educational backgrounds.

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.

New
February 2022
#1097

New Job Specification
February 2022
Item No. 1097

DEPARTMENT HEAD

DATE



CHIEF HUMAN RESOURCES OFFICER

 2/9/2022
DATE

Item #	1097
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	59.4
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	1
Bargaining Unit	5
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 14, 2022

New Job Specification
 February 2022
 Item No. 1097

KCERA SENIOR APPLICATIONS ENGINEER
Bargaining Unit 5
Salary Range 66.9 (\$6,115-\$7,465)

Definition

Under supervision, develops, codes, tests and documents business applications used by KCERA, troubleshoots program malfunctions to determine the source of error and works to resolve problems, prepares data analytic reports, and integrates data from internal and external sources.

Distinguishing Characteristics

KCERA Senior Applications Engineer is the journey level class in the KCERA Applications Engineer series. Incumbents are expected to perform complex computer programming and reporting activities and to develop specifications with little technical assistance.

Essential Functions

Duties include but are not limited to:

- Learns the complex business rules of pension administration and how to apply this knowledge in automating calculations and tasks performed by the KCERA staff.
- Prepares data analytical reports as requested by KCERA's staff.
- Develops, tests, documents, implements, and maintains a variety of software platforms used by KCERA.
- Configures licensed software to meet the changing needs of KCERA.
- Troubleshoots existing program malfunctions to determine the source of the error, identify and implement a resolution, including correcting any inaccurate data resulting from the malfunction.
- Research existing procedures and requirements in sufficient detail to develop appropriate pension application solutions.
- Writes and maintains application programs and database procedures from specifications designed.
- Plans system generation, software installation, and software maintenance activities.
- Develops user instructions and program documentation according to pre-established standards.
- Coordinates the implementation and follow up of new or modified system installations.
- Assists in conducting user and technical staff training.
- Develops form and report specifications as required by the KCERA staff and automates the generation of the forms and reports.
- Assists and/or determines audits trails.
- Stays abreast of current information technology trends and data security practices.

- Works on programming projects of greater size and complexity than the KCERA Application Engineer.
- May provide more advanced professional support for application development projects that are medium to large and scope.
- Assists in developing and monitoring project budgets and resources.
- Assists the KCERA Applications Manager to define project scope and review project activities, recommendations, and outcomes; coordinates the use of project resources based on project specifications; designs and implements project testing and quality assurance processes.
- Performs other related duties as assigned.

Employment Standards

Graduation from an accredited college or university with a bachelor's degree, including 15 semester (25 quarter) units in computer science or management information systems AND three (3) years of paid experience developing and implementing business applications for a department or organization with increasing levels of complexity; **OR** Completion of (60) semester (90) quarter units from an accredited college or university with course work in computer science or management information systems AND four (4) years of paid experience in developing and implementing business applications for a department or organization with increasing levels of complexity; **OR** five (5) years of paid experience in developing and implementing business applications for a department or organization with increasing levels of complexity.

Qualifying experience must have been within the last five (5) years.

Applicants must possess the physical capacity to perform all essential tasks.

Valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of:

Principles and techniques of programming and coding operations; computer operation capabilities; nomenclature; and data manipulation and handling techniques, software security protocols.

Ability to:

Analyze technical data and draw sound conclusions; program and code automated solutions; communicate effectively, both verbal and written; interpret and follow detailed oral and written instructions; prepare clear and concise reports; and establish and maintain cooperative work relationships with staff and people of various professional, vocational, and educational backgrounds.

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.

New
February 2022
#1096

New Job Specification
February 2022
Item No. 1096

DEPARTMENT HEAD

DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	
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	
Basis of Pay (Bi-Weekly/Hourly)	
Approved Salary Range	
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	
Bargaining Unit	5
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	November 9, 2021

KCERA NETWORK ENGINEER
Bargaining Unit 5
Salary Range 59.4 (\$4,206-\$5,135)

Definition

Under general direction, performs professional duties pertaining to the analysis, development, maintenance and administration of computer networks to meet the business needs of KCERA; implements network configurations; analyzes network systems/structures for stable and reliable connectivity; monitors network traffic, performance and security; investigates, analyzes and resolves network-related problems; recommends network changes to enhance services; provides professional support on network-related projects; performs other related duties as assigned.

Distinguishing Characteristics

KCERA Network Engineer is the entry-level class in the professional KCERA Network Engineering flexible series. Positions in this class are distinguished from the KCERA Senior Network Engineer by the performance of less than the full range of duties assigned to the KCERA Senior Network Engineer level. Incumbents work initially under general supervision while learning job tasks, increasing in responsibility as the procedures and processes of the assigned areas of responsibilities are learned. Promotion is considered on a merit basis subject to recommendation of the department head and approval by the HR department.

Essential Functions

Duties include but are not limited to:

- Analyzes, develops, maintains, and administers network infrastructures and systems; plans, determines and implements network hardware/software configurations including VOIP, wireless equipment, hubs, switches, routers, cabling.
- Plans and implements network upgrades; tests hardware and software to ensure optimal functionality.
- Monitors network and server traffic, performance and security using a variety of evaluation tools; analyzes traffic patterns; checks network logs to detect intruders; writes scripts to support network monitoring and network administration tasks.
- Identifies and resolves network security issues; provides recommendations to improve network performance and security.
- Researches and responds to KCERA's Board of Retirement, staff or member requests for assistance regarding any technology utilized by KCERA.
- Investigates, analyzes, and resolves a wide variety of network-related problems; troubleshoots network failures and telecommunication problems and re-establishes connectivity to ensure business continuity.

- Assists in implementing and maintaining appropriate cyber security for firewalls, internal and external networks, desktops and mobile devices. Stays up to date on security issues such as threats, vulnerabilities, technology, and vendors.
- Performs and/or coordinates activities pertaining to business continuity and disaster recovery, performs critical network configuration backup, database backup, and network recovery.
- Assists with network design, development, and maintenance projects by researching resources, timelines, and other issues; analyzes potential issues pertaining to geographic location, capacity, technology/knowledge resources, and interface requirements for connectivity with other systems; plans and coordinates work in conjunction with other teams that may be affected; executes project implementations.
- Coordinates assigned network activities with vendors; maintains effective communications with users regarding vendor activities, problems, status, timelines, and other details.
- Prepares reports, correspondence, and other documents; participates on committees and teams; attends meetings, conferences, and training sessions.
- Prepares technical documentation and procedural manuals including detailed project plans, network diagrams, circuit schematics and user training materials.
- Assists in monitoring vendor performance to ensure compliance with KCERA standards and specifications.
- Performs other related duties as assigned.

Employment Standards

Graduation from an accredited college or university with a bachelor's degree, including 15 semester (25 quarter) units in computer science or management information systems AND one (1) year of paid experience in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, and managing or coordinating network technology implementations for a department or organization with increasing levels of complexity; **OR** Completion of (60) semester (90) quarter units from an accredited college or university with course work in computer science or management information systems AND three (3) years of paid experience in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, and managing or coordinating network technology implementations for a department or organization with increasing levels of complexity; **OR** Five (5) years of paid experience in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, and managing or coordinating network technology implementations for a department or organization with increasing levels of complexity.

Applicants must possess the physical capacity to perform all essential tasks.

Valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of:

Information technology operating systems and hardware and software components similar to those being used by KCERA; Principles, practices, standards, terminology, protocols, and trends in network engineering and administration within complex organizations; Logical and physical network system designs including network layer standards and how they work together; Network hardware and software such as routers, LAN and WAN switches, cabling and testing equipment; Network routing and switch languages and protocols pertaining to TCP/IP, Ethernet, VLAN, VOIP, and other industry standard network technologies; Technologies pertaining to various types of network cabling (e.g., fiber and Ethernet), network circuits, and other connectivity solutions; Network hardware and software security; Principles of network administration; Internet service infrastructure and data circuits; Internet and Intranet architectures; Networking protocols, documentation, configuration, maintenance, and diagnostic procedures/techniques; standard network security policies, techniques and procedures; Telecommunication concepts, principles, protocols, equipment, devices and operational characteristics; Principles and practices of computer hardware and software testing and troubleshooting.

Ability to:

Analyze, develop, maintain, and administer network-related systems, equipment, and software similar to that being used by KCERA; Configure, test, maintain, troubleshoot, and repair complex data, voice and video network equipment; Troubleshoot a variety of technical network systems hardware and software problems, identify and recommend alternative technical solutions, and respond appropriately to customer service requests; Plan and evaluate new systems and equipment; Plan, organize, prioritize and process work to ensure that deadlines are met; Learn and utilize specialized terminology if needed by the specific assignment; Read, understand, and apply technical information pertaining to computer and network systems; Adapt quickly to changes in policies, procedures, assignments, and work locations; Communicate effectively both in orally and in writing for technical and non-technical audiences; Establish and maintain effective working relationships with those encountered during the course of the work.

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.

New

February 2022

#1099

New Job Specification

February 2022

Item No. 1099

DEPARTMENT HEAD

DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	1099
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	59.4
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	1
Bargaining Unit	5
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 14, 2022

New Job Specification
 February 2022
 Item No. 1099

KCERA SENIOR NETWORK ENGINEER
Bargaining Unit 5
Salary Range 66.9 (\$6,115-\$7,465)

Definition

Under general direction, performs professional duties pertaining to the analysis, development, maintenance and administration of computer networks to meet the business needs of KCERA; implements network configurations; analyzes network systems/structures for stable and reliable connectivity; monitors network traffic, performance and security; investigates, analyzes and resolves network-related problems; recommends network changes to enhance services; provides professional support on network-related projects; performs other related duties as assigned.

Distinguishing Characteristics

This is the journey-level class in the KCERA Network Engineer series. Positions in this class are distinguished from KCERA Network Engineer by the performance of the full range of duties, which may include serving as a project lead over routine technology projects. Incumbents receive occasional supervision while working toward a definite objective that requires use of a wide range of procedures and involves planning and/or determining specific procedures or equipment required in order to meet assigned objectives and solve routine problems. Incumbents in this class may perform lead duties.

Essential Functions

Duties include but are not limited to:

- Analyzes, develops, maintains, and administers network infrastructures and systems; plans, determines and implements network hardware/software configurations including VOIP, wireless equipment, hubs, switches, routers, cabling.
- Plans and implements network upgrades; tests hardware and software to ensure optimal functionality.
- Monitors network and server traffic, performance and security using a variety of evaluation tools; analyzes traffic patterns; checks network logs to detect intruders; writes scripts to support network monitoring and network administration tasks.
- Identifies and resolves network security issues; provides recommendations to improve network performance and security.
- Researches and responds to KCERA's Board of Retirement, staff or member requests for assistance regarding any technology utilized by KCERA.
- Investigates, analyzes, and resolves a wide variety of network-related problems; troubleshoots network failures and telecommunication problems and re-establishes connectivity to ensure business continuity.

- Assists in implementing and maintaining appropriate cyber security for firewalls, internal and external networks, desktops and mobile devices. Stays up to date on security issues such as threats, vulnerabilities, technology, and vendors.
- Performs and/or coordinates activities pertaining to business continuity and disaster recovery, performs critical network configuration backup, database backup, and network recovery.
- Assists with network design, development, and maintenance projects by researching resources, timelines, and other issues; analyzes potential issues pertaining to geographic location, capacity, technology/knowledge resources, and interface requirements for connectivity with other systems; plans and coordinates work in conjunction with other teams that may be affected; executes project implementations.
- Coordinates assigned network activities with vendors; maintains effective communications with users regarding vendor activities, problems, status, timelines, and other details.
- Prepares reports, correspondence, and other documents; participates on committees and teams; attends meetings, conferences, and training sessions.
- Prepares technical documentation and procedural manuals including detailed project plans, network diagrams, circuit schematics and user training materials.
- Assists in monitoring vendor performance to ensure compliance with KCERA standards and specifications.
- Works on network projects of greater size and complexity.
- May provide more advanced professional support for network-related projects that are medium to large in size and scope.
- Assists in developing and monitoring project budgets and resources.
- Assists the KCERA Network Manager to define project scope and review project activities, recommendations, and outcomes; coordinates the use of project resources based on project specifications; designs and implements project testing and quality assurance processes.
- Performs other related duties as assigned.

Employment Standards

Graduation from an accredited college or university with a bachelor's degree, including 15 semester (25 quarter) units in computer science or management information systems AND four (4) years of paid experience in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, and managing or coordinating network technology implementations for a department or organization with increasing levels of complexity; **OR** Completion of (60) semester (90) quarter units from an accredited college or university with course work in computer science or management information systems AND six (6) years of paid experience in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, and managing or coordinating network technology implementations for a department or organization with increasing levels of complexity; **OR** six (6) years of paid experience in a complex IT environment utilizing principles and techniques which include system support, troubleshooting and resolution of network problems, and managing or coordinating network technology implementations for a department or organization with increasing levels of complexity

New Job Specification

February 2022

Item No. 1098

OR three (3) years of experience as a KCERA Network Engineer.

Qualifying experience must have been within the last five (5) years.

Applicants must possess the physical capacity to perform all essential tasks.

Valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of:

Information technology operating systems and hardware and software components similar to those being used by KCERA; Principles, practices, standards, terminology, protocols, and trends in network engineering and administration within complex organizations; Logical and physical network system designs including network layer standards and how they work together; Network hardware and software such as routers, LAN and WAN switches, cabling and testing equipment; Network routing and switch languages and protocols pertaining to TCP/IP, Ethernet, VLAN, VOIP, and other industry standard network technologies; Technologies pertaining to various types of network cabling (e.g., fiber and Ethernet), network circuits, and other connectivity solutions; Network hardware and software security; Principles of network administration; Internet service infrastructure and data circuits; Internet and Intranet architectures.; Networking protocols, documentation, configuration, maintenance, and diagnostic procedures/techniques; standard network security policies, techniques and procedures; Telecommunication concepts, principles, protocols, equipment, devices and operational characteristics; Principles and practices of computer hardware and software testing and troubleshooting.

Ability to:

Analyze, develop, maintain, and administer network-related systems, equipment, and software similar to that being used by KCERA; Configure, test, maintain, troubleshoot, and repair complex data, voice, and video network equipment; Troubleshoot a variety of technical network systems hardware and software problems, identify and recommend alternative technical solutions, and respond appropriately to customer service requests; Plan and evaluate new systems and equipment; Plan, organize, prioritize and process work to ensure that deadlines are met; Learn and utilize specialized terminology if needed by the specific assignment; Read, understand, and apply technical information pertaining to computer and network systems; Adapt quickly to changes in policies, procedures, assignments, and work locations; Communicate effectively both in orally and in writing for technical and non-technical audiences; Establish and maintain effective working relationships with those encountered during the course of the work.

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.

New
February 2022
#1098

DEPARTMENT HEAD

DATE



 2/9/2022
 DATE

CHIEF HUMAN RESOURCES OFFICER

Item #	1098
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	66.9
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	5
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 14, 2022



February 14, 2022

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

PROPOSED NEW JOB SPECIFICATIONS TITLED KCERA ACCOUNTANT I, KCERA ACCOUNTANT II, AND KCERA SENIOR ACCOUNTANT

The Human Resources Division requests approval of new specifications titled KCERA Accountant I, KCERA Accountant II, and KCERA Senior Accountant.

Attached for your review are the proposed specifications. The Human Resources Division has prepared the specifications at the request of KCERA Chief Executive Officer Dominic Brown. The newly created specifications will assist KCERA in being competitive in the talent marketplace, retaining staff, and implementing succession planning. The proposed series also establishes a career ladder in the accounting function within the organization.

The KCERA Accountant I is the entry level in the flexible KCERA accounting series. The incumbents will be responsible for maintaining fiscal and operational accounting records and reports for KCERA; reconciling and reviewing various financial reports and investment portfolio statements; and processing retiree payroll and contribution collection reconciliations. Staff functioning at this level develop and use professional judgment and skill in the performance of assignments.

The KCERA Accountant II will perform functions similar to the Accountant I, but will function in a lead capacity. The Accountant II requires a higher level of skill and experience and will perform a more difficult degree of work.

The KCERA Senior Accountant is distinguished from lower levels in the series by encompassing a greater scope of responsibility. The KCERA Senior Accountant will be required to perform more complex Accounting tasks and exercise a higher degree of independent judgement.

Kern County Human Resources and KCERA administration met with SEIU regarding this represented series. SEIU is in agreement with the proposed classifications. The KCERA Accountant series will have a twelve (12) month probationary period.

Civil Service Commission
KCERA Job Specifications
February 14, 2022
Page 2

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed new specifications titled KCERA Accountant I, KCERA Accountant II, and KCERA Senior Accountant.

Sincerely,

A handwritten signature in blue ink, appearing to be 'DB' with a stylized flourish extending to the right.

Devin Brown
Chief Human Resources Officer

Attachments

KCERA ACCOUNTANT I
Bargaining Unit 5
Salary Range 60.7 (\$4,488-\$5,479)

Definition

Under direction in the Finance Division, performs a variety of professional accounting and auditing duties for Kern County Employees' Retirement Association (KCERA); assist in implementation of procedures; processes and reconciles retirement payroll, including retiree deductions; performs accounting and auditing duties requiring preparation and interpretation of financial statements and reports; serves as liaison to other departments and retirement/payroll business partners; and performs related duties as assigned.

Distinguishing Characteristics

This accounting classification is unique to KCERA. This is the entry level in the flexible KCERA Accounting series. The incumbent is responsible for maintaining fiscal and operational accounting records and reports for KCERA; reconciling and reviewing various financial reports and investment portfolio statements; and processing retiree payroll and contribution collection reconciliations. The incumbent is expected to develop and use professional judgment and skill in the performance of assignments. Promotion is considered on a merit basis subject to recommendation of the department head and approval by the HR department.

Essential Functions

Duties include but are not limited to:

- Prepare a variety of detailed accounting, statistical and/or narrative financial statements or reports requiring analysis and interpretation.
- Preparation and maintenance of financial and accounting records and reports; financial and accounting systems, including chart of accounts and development of reports.
- Prepares a variety of general accounting transactions, monthly retiree payroll, accounts receivable/payable, revenue and expenditures, investment trade orders, cash movements, capital calls and distributions.
- Perform financial analysis and reporting regarding department's financial and investment activities.
- Prepare monthly financials, budget reports and supplemental investment reports.
- Assist the KCERA Chief Financial Officer with preparing financial statements, preparing the Annual Comprehensive Financial Report, and other special projects.
- Researches a variety of accounting issues related to general accounting and investments.
- Assist with the implementation of administrative policies, processes, and procedures.

- Attends professional meetings as necessary to stay current on pension fund financial accounting and investment issues; networks with colleagues in other pension systems to share knowledge and ensure best practices.

A background check may be conducted for this classification.

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

Employment Standards

Education and experience which has led to the acquisition of the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

Graduation from an accredited college or university with a bachelor's degree in Accounting, Business Administration, or related field.

Knowledge of: Principles and practices of financial management, and control mechanisms; the California Public Records Act, the County Employees' Retirement Law of 1937; organizational development; Principles of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standard Board (GASB) principles and changes; financial and operational auditing standards and techniques; preparation of financial statements, notes, and supplementary schedules; preparation of bank and securities reconciliations; State and Federal taxation and payroll laws; preparation of Federal and State tax reports; actuarial principles and concepts; Investment products, services, and guidelines; budget preparation and monitoring.

Ability to: Interpret federal and state laws and regulations; communicate effectively in both oral and written form; effectively manage and supervise financial operations; manage, coordinate, supervise, and evaluate budget and other financial activities; prepare complex financial reports; analyze and interpret applicable Federal and State laws, codes, and regulations; supervise and train assigned staff; establish priorities, analyze problems and work well under pressure; perform complex mathematical and statistical calculations accurately; develop and maintain positive working relationships with trustees, consultants, investment managers, plan participants and other stakeholders; analyze and interpret investment manager statements and related reports.

Intermediate proficiency with Microsoft Word, PowerPoint and other related financial software and advanced proficiency with Excel.

New Job Specification
February 2022
Item No. 2359

New Job Specification
February 2022
Item No. 2359

DEPARTMENT HEAD

DATE



 2/9/2022
 DATE

CHIEF HUMAN RESOURCES OFFICER

Item #	2359
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	60.7
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	5
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 14, 2022

KCERA ACCOUNTANT II
Bargaining Unit 5
Salary Range 63.4 (\$5,135-\$6,269)

Definition

Under direction in the Finance Division, performs a variety of professional accounting and auditing duties for Kern County Employees' Retirement Association (KCERA); assist in implementation of procedures; processes and reconciles retirement payroll, including retiree deductions; performs accounting and auditing duties requiring preparation and interpretation of financial statements and reports; serves as liaison to other departments and retirement/payroll business partners; and performs related duties as assigned.

Distinguishing Characteristics

This accounting classification is unique to KCERA. This a lead level in the flexible KCERA Accountant series and is distinguished from the Accountant I by the level of knowledge and skill required including the degree of difficulty of work performed. The incumbent is responsible for maintaining fiscal and operational accounting records and reports for KCERA; reconciling and reviewing various financial reports and investment portfolio statements; and processing retiree payroll and contribution collection reconciliations. The incumbent is expected to use professional judgment and skill in the performance of assignments. Promotion is considered on a merit basis subject to recommendation of the department head and approval by the HR department.

Essential Functions

Duties include but are not limited to:

- Prepare a variety of detailed accounting, statistical and/or narrative financial statements or reports requiring analysis and interpretation.
- Preparation and maintenance of financial and accounting records and reports; financial and accounting systems, including chart of accounts and development of reports.
- Prepares a variety of general accounting transactions, monthly retiree payroll, accounts receivable/payable, revenue and expenditures, investment trade orders, cash movements, capital calls and distributions.
- Perform financial analysis and reporting regarding department's financial and investment activities.
- Prepare complex monthly financials, budget reports and supplemental investment reports.
- Assist the KCERA Chief Financial Officer with preparing financial statements, preparing the Annual Comprehensive Financial Report, and other special projects.
- Researches a variety of accounting issues related to general accounting and investments.

- Recommends improved administrative policies, processes, and procedures.
- Attends professional meetings as necessary to stay current on pension fund financial accounting and investment issues; networks with colleagues in other pension systems to share knowledge and ensure best practices.

A background check may be conducted for this classification.

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

Employment Standards

Education and experience which has led to the acquisition of the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

Graduation from an accredited college or university with a bachelor's degree in Accounting, Business Administration, or related field AND (3) three years of progressively responsible general accounting and/or auditing experience or (2) years of experience in governmental accounting and/or auditing.

Knowledge of: Principles and practices of financial management, and control mechanisms; the California Public Records Act, the County Employees' Retirement Law of 1937; organizational development; Principles of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standard Board (GASB) principles and changes; financial and operational auditing standards and techniques; preparation of financial statements, notes, and supplementary schedules; preparation of bank and securities reconciliations; State and Federal taxation and payroll laws; preparation of Federal and State tax reports; actuarial principles and concepts; Investment products, services, and guidelines; budget preparation and monitoring.

Ability to: Interpret federal and state laws and regulations; communicate effectively in both oral and written form; effectively manage and supervise financial operations; manage, coordinate, supervise, and evaluate budget and other financial activities; prepare complex financial reports; analyze and interpret applicable Federal and State laws, codes, and regulations; supervise and train assigned staff; establish priorities, analyze problems and work well under pressure; perform complex mathematical and statistical calculations accurately; develop and maintain positive working relationships with trustees, consultants, investment managers, plan participants and other stakeholders; analyze and interpret investment manager statements and related reports.

Intermediate proficiency with Microsoft Word, PowerPoint and other related financial software and advanced proficiency with Excel.

KCERA Accountant II
New
February 2022
#2358

Page 3

New Job Specification
February 2022
Item No. 2358

DEPARTMENT HEAD

DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	2358
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	63.4
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	2
Bargaining Unit	5
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 14, 2022

KCERA SENIOR ACCOUNTANT
Bargaining Unit 5
Salary Range 65.3 (\$5,646-\$6,892)

Definition

Under direction in the Finance Division, plans, organizes, and reviews the financial reporting of the Kern County Employees' Retirement Association (KCERA); implements procedures; reviews and reconciles retirement payroll, including retiree deductions; performs complex accounting and auditing duties requiring preparation and interpretation of financial statements and reports; serves as liaison to other departments and retirement/payroll business partners; and performs related duties as assigned.

Distinguishing Characteristics

This accounting classification is unique to KCERA. The incumbent is responsible for maintaining fiscal and operational accounting records and reports for KCERA; reconciling and reviewing various financial reports, and investment portfolio statements; processing retiree payroll and contribution collection reconciliations. The incumbent is expected to use professional judgment and skill in the performance of assignments. The KCERA Accountant series is distinguished from the KCERA Senior Accountant by the latter's greater scope of responsibility and need to exercise more independent judgement in performing complex accounting.

Essential Functions

Duties include but are not limited to:

- Prepare, review, verify or research a variety of complex accounting, statistical and narrative financial statements and reports requiring extensive analysis and interpretation of data.
- Analyze and prepare complex accounting entries based on review and interpretation of a variety of data, including investment manager reports, audited financial statements and other source documents.
- Maintain general ledger including the establishment of new accounts, modifications of existing accounts and the closing of unnecessary accounts.
- Manages the processing of general accounting transactions, monthly retiree payroll, accounts receivable/payable, revenue and expenditures, investment trade orders, cash movements, capital calls and distributions.
- Prepare complex monthly financials, budget reports and supplemental investment reports.
- Provide supervision, direction, and training to subordinate accountants and support staff.
- Maintain liaison between Plan Sponsors, external auditors, and consultants.
- Recommends improved administrative policies, processes, and procedures.
- Provide input into personnel matters.

- Assist the KCERA Chief Financial Officer and KCERA Deputy Chief Financial Officer with budget planning, preparing financial statements, preparing the Annual Comprehensive Financial Report, and other special projects.
- Attends professional meetings as necessary to stay current on pension fund financial accounting and investment issues; networks with colleagues in other pension systems to share knowledge and ensure best practices.

A background check may be conducted for this classification.

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

Employment Standards

Education and experience which has led to the acquisition of the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

Graduation from an accredited college or university with a bachelor's degree in accounting, Business Administration, or related field. If the major has been in a field other than accounting, at least 15 semester units or 25 quarter units of college level accounting courses must have been completed OR evidence of having passed all four (4) parts of the Uniform Certified Public Accountant examination OR possession of a Certified Public Accountant certificate will satisfy this requirement, AND four (4) years of progressively responsible full-time professional level accounting and/or auditing experience OR two (2) years of experience at a level equivalent to KCERA Accountant.

Knowledge of: Principles and practices of financial management, and control mechanisms; the County Employees' Retirement Law of 1937; organizational development; Principles of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standard Board (GASB) principles and changes; financial and operational auditing standards and techniques; preparation of financial statements, notes, and supplementary schedules; preparation of bank and securities reconciliations; State and Federal taxation and payroll laws; preparation of Federal and State tax reports; actuarial principles and concepts; Investment products, services, and guidelines; budget preparation and monitoring.

Ability to: Interpret federal and state laws and regulations; communicate effectively in both oral and written form; effectively manage and supervise financial operations; manage, coordinate, supervise, and evaluate budget and other financial activities; prepare complex financial reports; analyze and interpret applicable Federal and State laws, codes, and regulations; supervise and train assigned staff; establish priorities, analyze problems and work well under pressure; perform complex mathematical and statistical calculations accurately; develop and maintain positive working relationships with trustees, consultants, investment managers, plan participants and other

stakeholders; analyze and interpret investment manager statements and related reports.

Intermediate proficiency with Microsoft Word, PowerPoint and other related financial software and advanced proficiency with Excel.

New

February 2022

#2357

DEPARTMENT HEAD

DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	2357
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	65.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	5
HR Analyst	Michael Goulart
Reviewed By	
CAO Analyst	
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	February 14, 2022

February 14, 2022

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

**PROPOSED REVISED JOB SPECIFICATION TITLED
HUMAN RESOURCES TECHNICIAN - CONFIDENTIAL**

Attached is a proposed revised specification titled Human Resources Technician – Confidential. On November 16, 2021, the Board of Supervisors revised the title and salary of this classification from its previous title of Human Resources Assistant.

The proposed revision to this specification updates the title to reflect the title approved by the Board of Supervisors. It also clarifies that this position is within the confidential bargaining unit and limited to use within the Human Resources Division of the County Administrative Office.

The revised specification updates the essential functions to reflect the current needs of the Human Resources Division for this classification. The position is utilized mainly as a front-line customer service representative and to provide clerical support to the Division's functional areas of responsibility. The incumbent supports the administrative functions of the Division, including low-level fiscal duties. Aside from customer service duties, the incumbent's main area of responsibility will be to maintain the personnel files and access to those files.

The revised specification updates the employment standards to reflect that this position is entry-level and does not require prior experience in human resources functions.

The Human Resources Technician – Confidential falls within the unrepresented confidential bargaining unit.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised specification titled Human Resources Technician - Confidential.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachment

Human Resources Assistant ~~Technician~~ - Confidential

Bargaining Unit: X

Salary Range: 50.9 (\$2,894 - \$3,458)

Definition:

~~Under direct supervision, performs a variety of clerical human resources activities and services County-wide or in support of human resource functions within a county department.~~

The Human Resources Assistant ~~Technician~~ - Confidential provides basic customer service and clerical duties in support of the functional areas within the Human Resources Division of the County Administrative Office. is the entry level classification performing human resources duties. Incumbents provide customer service to applicants, county employees and staff in the administration of employee benefits, employment services, equal employment opportunity, and labor relations. This classification is also used by operating departments to assist in the maintenance of a departmental human resources program. Positions in this class are categorized as confidential due to the sensitivity and nature of information incumbents will be privy to that affect employee relations.

Essential Functions:

- ~~Responds to a variety of inquiries, including but not limited to training, recruitment, payroll and benefits~~ Provides daily front-line customer service to job seekers, applicants, employees, and department representatives, and directs inquiries to appropriate human resources personnel.
- Receives and delivers mail to appropriate internal staff.
- Assists with the check-in of examinees for all scheduled examinations.
- Coordinates the schedule of all human resources conference room use by internal and external staff.
- Assists with annual office inventory and prepares all orders of office supplies.
- Prepares employee personnel files for review according to policy and procedures for retirement and employee file review.
- Responsible for department's personnel records management and ensures compliance with County policy for destruction of records.
- Reviews, accepts, and responds to subpoenas regarding personnel records.
- Assists employees in completing various human resources documents.
- Creates and maintains personnel records in accordance with county policies and procedures.
- Establishes and maintains employee personnel files and other personnel records in electronic or paper form; scans personnel documents and manages files; coordinates employee access to personnel records.
- Receives, processes, and maintains employee performance appraisals reports.
- ~~Assists in scheduling employee training, orientation, and recognition programs.~~

- ~~Responds to employee questions regarding records and updates employee benefit coverage records; and compiles benefit data and prepares summary reports.~~
- ~~Assists with updating payroll insurance tables and transfers premium amounts between County accounts; bills and collects premium payments from employees on leaves of absence or on COBRA coverage.~~
- ~~Assist in reconciling bills from service providers to County service records and prepares claims for payment to providers; assists management, employees and insurance companies in resolving issues.~~
- ~~Prepares and distributes informational literature to employees and attends meetings as required.~~
- Uses a personal computer and associated software.
- May prepare cash/check deposits, completes electronic record of deposit for Treasurer/Tax Collector.
- Under direction, may perform low-level fiscal transactions, such as keying journal vouchers or claims for payment.
- Performs other job-related duties as assigned.

A background check may be conducted for this classification.

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

Employment Standards:

High School Diploma, G.E.D. or equivalent ~~and six (6) months~~ combination of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

~~Qualifying related work experience may include job tasks in one of the following areas: payroll, employee benefits, employment services and employee relations.~~

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

Knowledge of: basic human resource programs; basic functions of a human resources department; office operations and clerical functions; business English including Spelling, punctuation, grammar and vocabulary, principles and methods of public relations/customer service and interviewing techniques; data gathering, compilation and report writing.

Ability to: read and comprehend technical material; maintain confidential information; communicate orally and in writing; gather and analyze a variety of data and prepare appropriate reports; coordinate and prioritize assignments; apply basic statistical and mathematical concepts; establish and maintain effective work relationships; work effectively in teams; and operate a personal computer and associated software.



CHIEF HUMAN RESOURCES OFFICER



DATE

Item #	3060
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	50.9
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	1
Bargaining Unit	X
HR Analyst	Devin Brown
Reviewed By	Devin Brown

CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	August 23, 2016