

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

Regular Meeting
Monday, March 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 February 14, 2022; **APPROVE**

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

8417) Departmental Public Information Officer-Sheriff

8418) Accountant II/III

8419) Behavioral Health Unit Supervisor I/II

- 8420) Social Service Supervisor I-Department Promotional-DHS
- 8421) Automotive Mechanic I/II
- 8422) Human Resources Analyst
- 8423) Senior Nutrition Program Coordinator-DP-Aging (Duplicate of Exam 8407)
- 8407) Senior Nutrition Program Coordinator-Department Promotional-Aging & Adult Services
- 8424) Buyer II/III
- 8425) Light Vehicle Driver-Shift
- 8426) Assessment Technician
- 8427) Appraiser I
- 8428) Assistant Program Director-DP-Aging & Adult Services
- 8429) Human Resources Technician-Confidential
- 8430) Chief Strategic Initiatives Officer-Department Promotional
- 8431) Chief Intergovernmental and Legislative Affairs Officer-Department Promotional
- 8432) Assistant Public Defender-Department Promotional
- 8433) Contract Administration Assistant
- 8434) Facilities and Services Specialist
- 8435) Behavioral Health Workforce Development Coordinator
- 8436) Building Inspector
- 8437) Senior Office Services Specialist
- 8438) Behavioral Health Recovery Specialist I/II
- 8439) Officer Services Technician-DP-Public Health
- 8440) Social Service Worker-Aging and Adult Services
- 8441) Departmental Aide-Buttonwillow
- 8442) Planning Division Chief-DP-Planning and Community Development
- 8443) Office Service Coordinator-DP-Public Works
- 8444) Senior Systems Analyst-DP-ITS
- 8445) Public Works Maintenance Supervisor-DP
- 8446) Communicable Disease Investigator
- 8447) Fire Battalion Chief-DP
- 8448) Assistant Probation Division Director-DP
- 8449) Sheriff's Detentions Sergeant-Department Promotional
- 8450) Sheriff's Commander-Department Promotional
- 8451) Marketing and Promotions Associate
- 8452) Sheriff's Detentions Lieutenant-Department Promotional
- 8453) Vocational Nurse I/II-Bilingual
- 8454) Supervising Engineer
- 8455) Technical Support Engineer
- 8456) Legal Secretary

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) Sheriff's Community Services Technician, Item No. 4522
- b) KCERA Chief Member Services Officer, KCERA Member Services Manager, and KCERA Administrative Services Officer, Items No. 0011, 0013, and 0012

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**
- a) Chief Strategic Initiatives Officer, Item No. 0487
 - b) Human Resources Specialist – Confidential and Senior Human Resources Specialist – Confidential, Items No. 3064 and 3063
 - c) Fire Helicopter Pilot, Item No. 4476
 - d) Supervising Fire Helicopter Pilot, Item No. 4478
 - e) Senior Emergency Medical Services Coordinator, Item No. 2003
 - f) Airports Chief Operations Officer, Item No. 0469
 - g) Director of Public Health Nursing, Item 1970
6. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.
7. **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.
8. **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.
9. **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)

10. **PERFORMANCE EVALUATION** - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1))
11. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, April 11, 2022, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, February 14, 2022
 5:30 p.m.

PRESENT: Commissioners Holt, Oliver, and Price

ABSENT: Commissioners Agbalog and Rose

OTHERS: Devin Brown, Stephanie Buoey, Tracey Eldridge, Michael Goulart, 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 January 10, 2022; NO PUBLIC COMMENT; **APPROVED**; Pri/Ol – 3 ayes/2 ab (Ag/Ro)
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; NO PUBLIC COMMENT; **APPROVED**; Pri/Ol – 3 ayes/2 ab (Ag/Ro)

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. **REVIEWED, RECEIVED, AND FILED.**

- a) Chief Strategic Initiatives Officer and Chief Intergovernmental and Legislative Affairs Officer, Items No. 0487 and 0488; *Pri/OI – 3 ayes/2 ab (Ag/Ro)*

Devin Brown, Chief Human Resources Officer, provided a summary.

- b) KCERA Applications Engineer, KCERA Senior Applications Engineer, KCERA Network Engineer, and KCERA Senior Network Engineer 1097, 1096, 1099, 1098; *OI/Pri – 3 ayes/2 ab (Ag/Ro)*

Michael Goulart, Deputy Chief Human Resources Officer, provided a summary. Commissioner Oliver asked who was currently handling the network. Dominic Brown, KCERA CEO, stated the network was currently managed internally by their own staff

- c) KCERA Accountant I, KCERA Accountant II, and KCERA Senior Accountant, Items No. 2359, 2358, and 2357; *Ol/Pri – 3 ayes/2 ab (Ag/Ro)*

Mr. Goulart provided a provided a summary. No public comment.
Vice President Oliver asked

5. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21; **REVIEWED, RECEIVED, AND FILED**; *Pri/Ol – 3 ayes/2 ab (Ag/Ro)*

- Human Resources Technician – Confidential, Item No. 3060
Mr. Brown provided a summary. No public comment.

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

Motion made by Commissioner Price, seconded by Vice President Oliver, nominating Brian Holt as President. **APPROVED**; *Pri/Ol – 3 ayes/2 ab (Ag/Ro)*

Motion made by Commissioner Price, seconded by Commissioner Holt, nominating Kevin Oliver as Vice President. **APPROVED**; *Pri/Ho – 3 ayes/2 ab (Ag/Ro)*

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

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

8. **Commission Secretary Monthly Report:**

Maria Murbach, Commission Secretary, reported on the following:

- Commission staff is back in the office after the recent Covid/Omicron outbreak.
- Long Term Project/CSC Files – The Commission electronic files were formatted in JPG and PDF files. It was necessary to open each file to determine what it was and to rename it. Without doing this, it was difficult to conduct any type of search. This ongoing long-term project was worked on as time allowed. Mrs. Murbach reported that 6 years of electronic files were completed. There are two years of electronic files that still need to be done but the critical ones have been completed.
- Upcoming CSC visits – Mrs. Murbach will be scheduling a visit to Kern County Employees' Retirement Association (KCERA).

9. Human Resources Division Items/Report:

Mr. Brown announced the appointment of Michael Goulart to the position of Deputy Chief Human Resources Officer. Mr. Goulart has been with the Personnel Department and the HR Division for many years. He has a wide breadth of knowledge in all functional areas of the office, particularly the administration of the Civil Service Rules and the recruitment process. He will be assigned to lead the talent acquisition team, which is a very important functional area of the HR Division, and very important to many county departments, as they find good talent to help out the community. He informed the Commission that Mr. Goulart will be leading the team in that effort, and he looks forward to working with him in his new role. He was also instrumental in leading the vaccination clinic this past year. He and Assistant Chief, Tracey Eldridge, managed the staff who volunteered at that facility. He thanked Mr. Goulart and congratulated him on his appointment.

10. Commission Member Presentations or Announcements:

President Holt thanked the Commission for their vote of confidence and his nomination for another year as Commission President and thanked staff for their hard work.

Commissioner Price congratulated Mr. Goulart.

Vice President Oliver congratulated President Holt and Mr. Goulart.

Adjourn to Closed Session: at 5:52 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)

11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **HEARING DATES SET TO MAY 19, 23, 24, 25, and JUNE 2, 2022.**
12. PUBLIC EMPLOYMENT – Qualification Appraisal Board Appeal Request
Fire Captain-Department Promotional (Fire Department) – Case No. 2022-0102; **DENIED;**
Pri/Ol – 3 ayes/2 ab (Ag/Ro)
13. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1)); **NO REPORTABLE ACTION.**
14. President Holt adjourned the meeting at 6:58 p.m. to the next Regular Meeting to be held on Monday, March 14, 2022, at 5:30 p.m.

Test Schedule February/March 2022

Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action
8417	Departmental Public Information Officer-Sheriff	2/7/2022	2/18/2022	MGV	Open
8418	Accountant II/III	2/7/2022	2/18/2022	KAS	Open
8419	Behavioral Health Unit Supervisor I/II	2/9/2022	2/18/2022	BMB	Open
8420	Social Service Supervisor I-Department Promotional-DHS	2/14/2022	2/18/2022	DMR	DP
8421	Automotive Mechanic I/II	2/9/2022	2/25/2022	MJG	Open
8422	Human Resources Analyst	2/14/2022	2/18/2022	DWB	Open
8423	Senior Nutrition Program Coordinator - DP - Aging (Duplicate of Exam 8407)	1/31/2022	2/4/2022	MJG	Open
8407	Senior Nutrition Program Coordinator - Department Promotional - Aging & Adult Services	1/31/2022	2/4/2022	MJG	Cancel
8424	Buyer II/III	2/14/2022	2/25/2022	MJG	Open
8425	Light Vehicle Driver-Shift	2/11/2022	Continuous	MGV	Open
8426	Assessment Technician	2/14/2022	2/25/2022	MJG	Open
8427	Appraiser I	2/14/2022	2/25/2022	MJG	Open
8428	Assistant Program Director - DP - Aging & Adult Services	2/22/2022	3/4/2022	MJG	DP
8429	Human Resources Technician - Confidential	2/15/2022	Continuous	DWB	Open
8430	Chief Strategic Initiatives Officer - Department Promotional	2/16/2022	2/22/2022	DWB	DP
8431	Chief Intergovernmental and Legislative Affairs Officer - Department Promotional	2/16/2022	2/22/2022	DWB	DP
8432	Assistant Public Defender - Department Promotional	2/22/2022	3/4/2022	MJG	DP
8433	Contract Administration Assistant	2/28/2022	3/4/2022	BMB	Open
8434	Facilities and Services Specialist	2/16/2022	2/25/2022	BMB	Open
8435	Behavioral Health Workforce Development Coordinator	2/17/2022	2/25/2022	BMB	Open
8436	Building Inspector	2/17/2022	3/2/2022	KAS	Open
8437	Senior Office Services Specialist	2/21/2022	2/28/2022	BMB	Open
8437	Senior Office Services Specialist	2/21/2022	3/4/2022	BMB	Extended
8438	Behavioral Health Recovery Specialist I/II	2/21/2022	2/28/2022	BMB	Open
8438	Behavioral Health Recovery Specialist I/II	2/21/2022	3/4/2022	BMB	Extended
8439	Officer Services Technician - DP - Public Health	2/17/2022	2/23/2022	KAS	DP
8440	Social Service Worker - Aging and Adult Services	2/22/2022	3/4/2022	MJG	Open
8441	Departmental Aide - Buttonwillow	2/22/2022	3/4/2022	MJG	Open
8442	Planning Division Chief - DP - Planning and Community Development	2/22/2022	2/25/2022	KAS	DP
8443	Office Services Coordinator - DP - Public Works	2/22/2022	3/1/2022	KAS	DP
8443	Office Services coordinator - DP - Public Works	2/22/2022	2/22/2022	KAS	Suspended
8444	Senior Systems Analyst - DP - ITS	2/24/2022	3/1/2022	KAS	DP
8445	Public Works Maintenance Supervisor - DP	2/28/2022	3/4/2022	KAS	DP
8446	Communicable Disease Investigator	2/24/2022	Continuous	KAS	Open
8447	Fire Battalion Chief - DP	2/28/2022	3/4/2022	MES	DP
8448	Assistant Probation Division Director - DP	2/28/2022	3/4/2022	MES	DP
8449	Sheriff's Detentions Sergeant - Department Promotional	2/28/2022	3/4/2022	MGV	DP
8450	Sheriff's Commander-Department Promotional	2/28/2022	3/4/2022	MGV	DP
8451	Marketing and Promotions Associate	2/28/2022	3/11/2022	KAS	Open
8452	Sheriff's Detentions Lieutenant-Department Promotional	2/28/2022	3/8/2022	MGV	DP
8453	Vocational Nurse I/II - Bilingual	3/2/2022	Continuous	KAS	Open
8454	Supervising Engineer	3/2/2022	Continuous	MJG	Open
8455	Technical Support Engineer	3/7/2022	Continuous	MES	Open
8456	Legal Secretary	3/3/2022	3/18/2022	MJG	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

LT091	Technical Support Engineer II-County Counsel	2/15/2022	Continuous	BMB	Open
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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



March 14, 2022

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

**PROPOSED NEW JOB SPECIFICATION TITLED SHERIFF'S
COMMUNITY SERVICES TECHNICIAN**

The Kern County Sheriff's Office (KCSO) requests approval of the attached new job specification titled Sheriff's Community Services Technician.

KCSO is implementing operational changes to allow more time for sworn personnel to respond to in-progress calls. The proposed new job specification was developed to support a variety of law enforcement activities in a non-sworn capacity. The Sheriff's Community Services Technician will support sworn personnel by responding to non-hazardous, non-emergency calls for service in-lieu of a Deputy Sheriff, provide additional customer service, and alleviate staffing challenges. Incumbents in this classification will perform specialized functions supporting sworn personnel by taking reports for vandalism, petty or grand theft, ID theft, fraud, stolen or recovered vehicles and responding to crime scenes to collect and record evidence.

The Kern Law Enforcement Association and Service Employees' International Union Local 521 agree with the new specification.

Therefore, IT IS RECOMMEND that your Commission REVIEW, RECEIVE, AND FILE the proposed new job specification titled Sheriff's Community Services Technician.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachment

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

Sheriff's Community Services Technician
Bargaining Unit: 3
Salary Range 54.7 (\$3,498-\$4,180/mo.)

Definition:

Under general supervision as a uniformed, unarmed, non-sworn employee, performs a variety of support activities of law enforcement within the Sheriff's Office. Incumbents will assist both sworn and non-sworn personnel and may be required to work any shift, weekends and holidays.

Essential Functions:

- Assists sworn personnel in follow-up investigations of assigned cases
- Responds to non-hazardous, non-emergency, and/or cold calls for service in-lieu of a Deputy Sheriff; interview complainants; prepare necessary criminal and non-criminal police reports including grand or petty theft, ID theft, stolen or recovered vehicles, fraud, lost or stolen property, found property, vandalism, and burglary reports; assist other agencies as required
- Responds to crime scenes to collect, process, record and analyze evidence according to standard procedures
- Photographs crime scenes and traffic accidents; prepares photos and other visual displays for record and evidence for court
- Assists sworn personnel in taking reports of and searching for persons reported missing
- Interview and obtain statements from victims and witnesses
- Directs traffic at accident, crime and fire scenes and special events
- Conducts certain types of criminal and traffic investigations
- Prepares and completes a variety of investigative and incident reports
- Receives crime reports from the public and completes all required reports
- Assists Crime Scene Technicians as needed
- Receives and responds to citizen inquiries over the telephone and at the public counter and gives general assistance or directions as appropriate
- Establishes and maintains cooperative working relationships with those contacted in the course of work
- Recovers stolen vehicles and processes for evidence where found unattended; tows abandoned vehicles
- Testifies in court as required
- Provides information to the public in accordance with applicable laws and departmental policies and procedures
- Stores and/or transports property and/or evidence as assigned
- Operate a computer to enter or retrieve data
- Performs other related duties as required
- Assists Crime Scene Technicians with more complex investigations involving the collection, preservation and documentation of physical evidence at crime scenes; obtaining latent fingerprints, and other forms of evidence

New Specification
March 14, 2022
Item No. 4522

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent
- Possession of a valid California Class C Driver's License

Knowledge of: local geography including location of streets, highways, public buildings and public facilities; modern office practices, procedures and equipment including computers and related software; and basic police operations

Ability to: read, understand and explain applicable laws, regulations and ordinances; react quickly and calmly in emergencies; obtain and verify information through telephone contacts and personal interviews; conduct investigations and write reports; provide conflict resolution; read, understand and explain applicable laws, regulations and ordinances; work independently with little supervision, analyze situations and exercise sound judgement; operate a variety of office equipment including computers and computer software to prepare clear, concise and comprehensive reports and other correspondence; testify in court; and establish and maintain effective working relationships and professionalism with those contacted during the performance of assigned duties; drive a variety of vehicles.

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

2/16/22
DATE


CHIEF HUMAN RESOURCES OFFICER

2/18/22
DATE

Item #	4522
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	54.7
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	3
HR Analyst	B Villanueva
Reviewed By	T Eldridge
CAO Analyst	E Martinez
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	March 2022



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

March 14, 2022

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

**PROPOSED NEW JOB SPECIFICATIONS TITLED KCERA CHIEF MEMBER SERVICES
OFFICER, KCERA MEMBER SERVICES MANAGER, AND
KCERA ADMINISTRATIVE SERVICES OFFICER**

The Kern County Employees' Retirement Association requests approval of new specifications titled KCERA Chief Member Services Officer, KCERA Member Services Manager, and KCERA Administrative Services Officer.

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 member services and administrative functions in a pension administration environment.

The KCERA Chief Member Services Officer is responsible for the oversight and administration of KCERA's Member Services Division. The incumbent develops the strategic direction and procedures to ensure efficient and effective operations of the division.

The KCERA Member Services Manager is responsible for the daily operations in the Member Services Division of KCERA. The incumbent handles the most complex retirement issues and makes recommendations to management regarding the appropriate course of action.

The KCERA Administrative Services Officer is responsible for the daily operations of the Administrative Services Division of KCERA. The incumbent is responsible for personnel management, staff development, Board of Retirement services, facilities management and administration of communications program.

The KCERA Chief Member Services Officer, KCERA Member Services Manager and KCERA Administrative Services Officer are unrepresented, management classifications.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed new specifications titled KCERA Chief Member Services Officer, KCERA Member Services Manager, and KCERA Administrative Services Officer.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

cc: Dominic Brown, KCERA Chief Executive Officer

GROUNDED  BOUNDLESS

KCERA Chief Member Services Officer
Bargaining Unit: M
Salary Range: 72.9 (\$8,248-\$10,073/mo.)

Definition

Under general administrative direction, plans, organizes, and directs all functions and activities for the Member Services Division of the Kern County Employees' Retirement Association (KCERA); assist KCERA executive management with the development of the strategic plan, implements strategic policies and operational processes and oversees the provision of services and information to members and the public; and to carry out the statutory requirements of the County Employees Retirement Law of 1937; to carry out the policies of the Board of Retirement; to perform related duties as required.

This singleton classification reports to the KCERA Chief Operations Officer and is characterized by the responsibility to develop, manage, and coordinate the member services operations and procedures of KCERA.

Essential Functions

Include but are not limited to the following:

- Provide overall management and develop strategic direction of KCERA member services activities.
- Direct the work of KCERA member services staff in providing member services.
- Plan, manage, and supervise the provision of retirement counseling, member and retiree services, and disability application processing.
- Coordinate and works with outside vendors on behalf of KCERA
- Plan, manage, and supervise additional administrative services as directed by the KCERA Chief Operations Officer.
- Coordinate and works with Kern County and other plan sponsors on behalf of KCERA.
- Interprets and applies complex statutory and regulatory provisions relating to the retirement system.
- Maintains records on all active, deferred, retired, and separated members of the system.
- Certifies service credits, compensation and other data furnished by the Actuary in determining death, disability, and retirement benefits.
- Obtains legal and medical documents required for presentation to the Retirement Board in matters requiring its consideration and action.
- Provides testimony relating to disability matters.
- Performs other duties as assigned.
Speaks before groups regarding retirement laws.
- Confers with attorneys and physicians regarding disability and legal matters. Performs related work as required.

Employment Standards

Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree in Public or Business administration or related field OR possession of the Certified Employee Benefits Specialist (CEBS) designation AND seven (7) years of progressively responsible experience in retirement benefit administration; OR any equivalent combination of education and experience.

Knowledge of: the principles and practices of defined benefit management and administration; applicable County Ordinances, rules and regulations, State and Federal laws; basic budgetary management and tracking principles; training trends; and supervisory principles.

Ability to: plan, organize, and direct the Member Services function of the KCERA; direct, coordinate, train and evaluate the work of staff; analyze data and prepare reports and recommendations;; handle complex defined benefit issues; conduct research; design and implement training programs; maintain confidentiality and use sound judgment in making decisions and recommendations to management; communicate effectively orally and in writing; develop and maintain cooperative work relationships with employees, management, and representatives of other groups and organizations; prepare clear and concise reports; and use a personal computer with associated software.

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

3/8/22
DATE


CHIEF HUMAN RESOURCES OFFICER

3/8/22
DATE

Item #	0011
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	72.9
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	4
Bargaining Unit	M
HR Analyst	Keri Pharris
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	March, 2022

KCERA Member Services Manager
Bargaining Unit: M
Salary Range: 69.4 (\$6,927-\$8,456/mo.)

Definition

Under general direction, plans, directs and is responsible for work in the Member Services Division of the Kern County Employees' Retirement Association (KCERA); and carries out the statutory requirements of the County Employees Retirement Law of 1937; and carries out the policies of the Board of Retirement; to perform related work as required.

This classification is responsible for daily operations in the Member Services Division of KCERA. The KCERA Member Services Manager is a management position responsible for participating in and directing staff and/or outside consultants in matters related to benefit administration. Work is performed in accordance with established departmental procedures and the County Employees Retirement Law of 1937. Independent action and judgment in planning and performing the job functions is required.

Essential Functions:

Include but are not limited to the following:

- Advises management and senior leadership team on aspects of employment and retirement issues; handles the most complex retirement issues and makes recommendations to management on the most appropriate course of action.
- Plans, organizes, and directs the work of supervisory and clerical staff in the operations of the Member Services Division.
- Plans and implements new procedures.
- Prepares reports and correspondence.
- Interprets and applies complex statutory and regulatory provisions relating to the retirement system.
- Maintains records on all active, deferred, retired, and separated members of the system.
- Interviews members and prospective retirees and provides counsel of the various options and benefits available to them.
- Processes service and disability retirement applications.
- Certifies service credits, compensation and other data furnished by the Actuary in determining death, disability, and retirement benefits.
- Obtains legal and medical documents required for presentation to the Retirement Board in matters requiring its consideration and action.
- Provides testimony relating to disability matters.
- Speaks before groups regarding retirement laws. Processes subpoenas and other legal documents.
- Confers with attorneys and physicians regarding disability and legal matters. Performs related work as required.

Employment Standards:

Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree in Public or Business administration or related field AND five (5) years of progressively responsible experience in retirement benefit administration; OR any equivalent combination of education and experience.

Knowledge of: the principles and practices of defined benefit management and administration; applicable County Ordinances, rules and regulations, State and Federal laws; training trends; and supervisory principles.

Ability to: plan, direct, and coordinate Member Services functions of KCERA; direct, coordinate, train and evaluate the work of staff; analyze data and prepare reports and recommendations;; handle complex defined benefit issues; conduct research; design and implement training programs; maintain confidentiality and use sound judgment in making decisions and recommendations to management; communicate effectively orally and in writing; develop and maintain cooperative work relationships with employees, management, and representatives of other groups and organizations; prepare clear and concise reports; and use a personal computer with associated software.

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

3/8/22
DATE


CHIEF HUMAN RESOURCES OFFICER

3/8/22
DATE

Item #	0013
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	69.4
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	4
Bargaining Unit	M
HR Analyst	Keri Pharris
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	March, 2022

KCERA Administrative Services Officer
Bargaining Unit: M
Salary Range: 69.4 (\$6,927-\$8,456/mo.)

Definition

Under the direction of the KCERA Chief Executive Officer (KCEO), plans, organizes, directs, all functions and activities for the Administrative Services Division of the Kern County Employees' Retirement Association (KCERA), including personnel management, staff development, Board of Retirement services, facilities management and administration of communications program; and other related work as required.

This is a single position classification responsible for the daily operations of the Administrative Services Division of KCERA. The KCERA Administrative Services Manager is a management position that advises and assists the KCEO in management and implementing effective systems to provide for changing requirements of the organization; is expected to exercise independent professional judgment in solving significant problems related to major administrative and business activities; is responsible for a broad spectrum of complex administrative functions requiring a high degree of competency, initiative, independent professional judgment, and decision-making ability. This position is distinguished from other Kern County administrative positions by its' responsibility to handle comprehensive, complex administrative functions.

Essential Functions

Include but are not limited to the following:

- Plans, organizes, directs, and coordinates the Administrative Services Division of KCERA
- Provides overall management and develops strategic direction for KCERA Administrative Services activities.
- Directs the human resources functions of the department; participates in the selection, evaluation, discipline and/or termination of employees, and manages the departments workers compensation claims. Assists in the development and preparation of the Administrative Services budget unit, monitors expenditures, and prepares statistical reports as required.
- Manages the development and implementation of a comprehensive proactive communications program, including stakeholder relations and KCERA outreach programs.
- Plans, develops, coordinates and directs new employee and new Trustee orientation, continuing education, in-service programs, formal and informal development and self-development activities to meet KCERA training and education requirements and to ensure compliance with professional standards and regulations for both Trustees and staff.
- Directs, assigns and evaluates the work performed by subordinate Administrative Services staff.
- Assists Executive Leadership in the development and implementation of departmental guidelines, policies and procedures.

Essential Functions (continued)

- Identifies administrative issues, evaluates solutions and develops and implements recommendations.
- Confers with and advises Executive Leadership on the activities of the Administrative Services Division.
- Coordinates and oversees the development and implementation of outreach seminars to promote the programs and services offered by KCERA, both to members and employers.
- Manages and provides oversight of the development and design of KCERA publications and communication materials and website content.
- Oversees department occupational safety and assists KCERA Chief Operations Officer with oversight of facility management.
- Develops and writes business correspondence of a complex nature, including memos, letters, reports, manuals, training materials and other documents as necessary.
- Plans, organizes, facilitates and/or participates in meetings and conferences.
- Represents department management at meetings and conferences, makes presentations; and leads small group discussions.
- Investigates and responds to complaints about departmental operations.
- Performs other related duties as assigned.

Employment Standards**Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a closely related field AND three (3) years of experience in a public agency performing complex administrative work including budget preparation and/or budgetary analysis, personnel administration, staff development and/or training, and administrative and/or business office management, two (2) years of which must have been in a supervisory capacity, OR
- An equivalent combination of training and experience sufficient to obtain the knowledge and skill to successfully perform the essential functions of the job.

Knowledge of: county government structure and administrative procedures; basic accounting, budgeting and statistical principles; personnel administration; supervisory practices and procedures; training standards, practices and teaching methods; appropriate business language and report writing methods; principles of organization and management; records, storage and handling techniques; public presentation methods and practices; and automated office equipment and state-of-the-art software programs.

Ability to: use tact, integrity, initiative and good judgment in a variety of difficult administrative situations; handle complaints judiciously; assign, evaluate and supervise the work of subordinate staff; compile, analyze and interpret moderately complex data and draw sound conclusion; understand organizational and political implications of decisions; analyze administrative policies and procedures and make appropriate recommendations; prepare and maintain a budget; coordinate multiple activities and resources; communicate effectively verbally and in writing; and develop and maintain effective work relationships.

This position may require 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

3/8/22
DATE


CHIEF HUMAN RESOURCES OFFICER

3/8/22
DATE

Item #	0012
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	69.4
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	4
Bargaining Unit	M
HR Analyst	Keri Pharris
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	March, 2022



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

March 14, 2022

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

**PROPOSED REVISED JOB SPECIFICATIONS FOR
CHIEF STRATEGIC INITIATIVES OFFICER**

Attached is a proposed revised specification for the Chief Strategic Initiatives Officer classification. On February 14, 2022, your Commission approved the new specification for this classification.

The purpose of the revision is to correct the inadvertent inclusion of an experience requirement in the initial job specification. The revision strikes through the requirement for seven years of human resources experience, which is not applicable to this classification.

This classification falls within the unrepresented management bargaining unit.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised specification for Chief Strategic Initiatives Officer.

Sincerely,

A handwritten signature in blue ink, appearing to be "Devin Brown", with a stylized flourish at the end.

Devin Brown
Chief Human Resources Officer

Attachment

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

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

2/28/22
DATE



CHIEF HUMAN RESOURCES OFFICER

2/28/22
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



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

March 14, 2022

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

**PROPOSED REVISED JOB SPECIFICATIONS TITLED
HUMAN RESOURCES SPECIALIST – CONFIDENTIAL AND SENIOR HUMAN RESOURCES
SPECIALIST - CONFIDENTIAL**

Attached are proposed revised specifications titled Human Resources Specialist – Confidential and Senior Human Resources Specialist – Confidential. On March 1, 2022, the Board of Supervisors approved the restructure of the Human Resources Specialist classification series. The approved changes eliminated the Human Resources Specialist I-Confidential classification and combined the former Human Resources Specialist II-Confidential classification (now Human Resources Specialist – Confidential) with the Senior Human Resources Specialist – Confidential classification into a new flexible classification series.

The proposed revisions to these specifications update the title to reflect the restructure approved by the Board of Supervisors. They also clarify 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 specifications update the essential functions to reflect the current utilization of these classifications within the Human Resources Division. These positions are paraprofessional classifications that assist the Division in administration of its talent acquisition, onboarding, payroll, employee relations, and learning and development responsibilities. The essential functions were updated to remove duties related to the Division's health benefits responsibilities. Those functions are now handled by the Health Plan Services Specialist series.

The revised specifications update the employment standards to reflect the necessary combination of education and experience to be successful in these paraprofessional roles.

The Human Resources Specialist – Confidential and Senior Human Resources Specialist – Confidential classifications fall within the unrepresented confidential bargaining unit.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised specifications titled Human Resources Specialist – Confidential and Senior Human Resources Specialist – Confidential.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

Human Resources Specialist II— Confidential
Bargaining Unit: X
Salary Range 54.3 (\$3,429 - \$4,097/mo.)

Definition:

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

The Human Resources Specialist – **Confidential II** is the **journey-entry**-level in the **paraprofessional** Human Resources Specialist flexible classification series. Incumbents provide technical assistance to applicants, county employees and ~~Human Resources Division~~ **department** staff in the administration of **talent acquisition, onboarding, payroll, employee relations, and learning and development on behalf of the Human Resources Division of the County Administrative Office.** ~~employee benefits, employment services, equal employment opportunity, and labor relations. The Human Resources Specialist II works with minimal supervision is expected to exercise more initiative and handle more complex assignments. 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. The Human Resources Specialist -~~ **Confidential II** is distinguished from the Senior Human Resources Specialist classification by the latter's responsibility to work in a lead capacity, **handle more complex assignments, and work with minimal supervision within a program area.**

Essential Functions:

- ~~• Responds to a variety of inquiries, including but not limited to training, recruitment, payroll and benefits.~~
- Provides technical assistance to **applicants, county employees, and county departments and/or other human resources staff** in the administration of **talent acquisition, onboarding, payroll, employee relations, and learning and development for the Human Resources Division** ~~reviewing, processing and approving various personnel transactions.~~
- Oversees and may assist employees in completing various human resource documents.
- Reviews and approves various personnel transactions for completeness, accuracy, and compliance.
- Prepares, processes, and approves personnel transactions which may include leaves of absences, Notices of Employment (NOE), Change of Employee Status (CES) and may update and maintain **personnel history transactions** and adjustments.
- 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.~~

- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling payroll, ~~employment services, employee benefits and other fiscally related information;~~ and coordinates with management and/or departments in resolving omissions and discrepancies.
- Assists with various recruitment processes, including the development and posting of recruitment announcements and other related documents, reviews and screens employment applications and determines eligibility, disseminates information regarding county employment and services; proctors assessments, and certifies list of eligibles after qualifying examinations have been completed.
- Assists with job classification studies and prepares job specifications, develops survey instruments, conducts salary surveys, and assembles data collected for review.
- Assists in ~~equal employment opportunity programs and activities; researches and gathers data related~~ coordinating and responding to investigations and complaints.
- Assists in developing, scheduling, and presenting employee training, orientation, and recognition programs.
- Schedules pre-employment and post-employment physicals, return to work, and drug and alcohol screening. ~~other miscellaneous appointments;~~
- Contacts employees and prospective employees with physical pre-employment and pre-promotional screening information; and answers all questions related to physicals and results.
- ~~Explains, notifies, and advised employees of benefit provisions for county benefit programs; 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.
- 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 to work as soon as practicable, following a significant emergency or disaster.

Employment Standards:

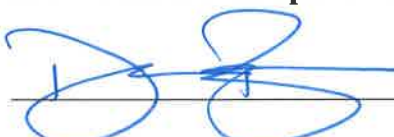
~~High School Diploma, G.E.D. or equivalent~~ **Thirty semester or 45 quarter units from an accredited college or university** and ~~two three (3)-years of education, training and/or related work~~ **experience** sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job, **or an equivalent combination of education and/or experience.**

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

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

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

 2/28/22
 DATE

Item #	3064
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	54.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	X
HR Analyst	Devin Brown
Reviewed By	Devin Brown
CAO Analyst	Elsa Martinez

Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	October 2015

Senior Human Resources Specialist – Confidential
Bargaining Unit: X
Salary Range 57.3 (\$3,982-\$4,759/mo.)

Definition:

~~Under direction, performs a variety of paraprofessional/technical human resources activities and services County wide or in support of human resource functions within a county department.~~

The Senior Human Resources Specialist-Confidential is the senior lead-level in the Human Resources Specialist flexible classification series. Incumbents provide technical assistance to applicants, county employees and Human Resources Division department staff in the administration of talent acquisition, onboarding, payroll, employee relations, and learning and development on behalf of the Human Resources Division of the County Administrative Office employee benefits, employment services, equal employment opportunity, and labor relations. Work performed is complex in nature which requires a comprehensive knowledge of human resources programs and services. The Senior Human Resources Specialist-Confidential works independently and exercises good judgment in the performance tasks in delineated areas of responsibility. 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. The Senior Human Resources Specialist may also assist with training and/or supervising staff involved in human resources activities.

Essential Functions:

- ~~Responds to a variety of inquiries, including but not limited to training, recruitment, payroll and benefits.~~
- Provides technical assistance to applicants, county employees, and county departments in the administration of talent acquisition, onboarding, payroll, employee relations, and learning and development for the Human Resources Division and/or other human resources staff in reviewing, processing and approving various personnel transactions.
- Oversees and may assist employees in completing various human resource documents.
- Reviews and approves various personnel transactions for completeness, accuracy, and compliance.
- Prepares, processes, and approves personnel transactions which may include leaves of absences, Notices of Employment (NOE), Change of Employee Status (CES) and may update and maintain personnel history transactions and adjustments.
- 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.~~
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling payroll, employment services, employee benefits and other

~~fiscally related information;~~ and coordinates with management and/or departments in resolving omissions and discrepancies.

- Assists with various recruitment processes, including the development and posting of recruitment announcements and other related documents, reviews and screens employment applications and determines eligibility, disseminates information regarding county employment and services, proctors assessments, and certifies list of eligibles after qualifying examinations have been completed.
- Assists with job classification studies and prepares job specifications, develops survey instruments, conducts salary surveys, and assembles data collected for review.
- Assists in ~~equal employment opportunity programs and activities; researches and gathers data related~~ coordinating and responding to investigations and complaints.
- Assists in developing, scheduling, and presenting employee training, orientation, and recognition programs.
- Schedules pre-employment and post-employment physicals, return to work, and ~~drug and alcohol screening. other miscellaneous appointments;~~
- Contacts employees and prospective employees with ~~physical~~ pre-employment and pre-promotional screening information; and answers all questions related to physicals and results.
- ~~Explains, notifies, and advised employees of benefit provisions for county benefit programs; 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 assist in training or supervising other Human Resources Specialists and support staff.
- 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 to work as soon as practicable, following a significant emergency or disaster.

Employment Standards:

~~Any equivalent combination of education and experience equivalent to a bachelor's degree~~ Sixty semester or 90 quarter units from an accredited college or university sufficient and four years of related work experience sufficient to obtain the knowledge and skill to successfully

perform the essential duties of the job, **or an equivalent combination of education and/or experience.**

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

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

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

 3/1/2022
 DATE

Item #	3063
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.3
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	X
HR Analyst	Devin Brown
Reviewed By	Devin Brown
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	November 2015



March 14, 2022

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

PROPOSED REVISED JOB SPECIFICATION FOR FIRE HELICOPTER PILOT

The Kern County Fire Department (KCFD) requests approval of the attached revised job specification for Fire Helicopter Pilot.

The Kern County Fire Department has experienced challenges hiring fire helicopter pilots. The proposed revisions will broaden the applicant pool by allowing candidates to qualify with a valid motor vehicle driver's license without eliminating candidates that do not possess a driver's license issued by the State of California. Due to recent wild fire activity in the County and State, it is critical for the department to have appropriately trained staff to operate helicopters in support of firefighting, rescue and fire prevention activities. The revisions also include minor formatting changes consolidating the definition and distinguishing characteristics.

The Kern County Fire Fighters Union agrees with the proposed revisions.

Therefore, IT IS RECOMMEND that your Commission REVIEW, RECEIVE, AND FILE the proposed revisions to the job specification of Fire Helicopter Pilot.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachment

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

Fire Helicopter Pilot
Bargaining Unit: F
Salary Range 67.5 (\$6,623-\$7,915/mo.)

Definition:

Under direction, operates a helicopter in support of firefighting, rescue and fire prevention activities as Pilot in Command (PIC). ~~Candidates must meet the minimum qualifications for a fire helicopter pilot at time of recruitment.~~ Incumbents are responsible for the safety-of-flight aspects of helicopter operations.

Distinguishing Characteristics

~~This singleton classification operates the Fire Department helicopters in the performance of firefighting and other missions as assigned. The incumbent's primary responsibility as Pilot in Command (PIC) is to perform a full range of helicopter duties and be responsible for the safety-of-flight aspects of helicopter operations.~~

Incumbents may work in adverse conditions and must effectively respond to unexpected and life-threatening events. This classification works rotating shifts as well as remaining on standby or on call, as required.

Essential Functions:

- Operates turbine powered helicopters in urban, desert and mountain environments in the performance of firefighting and rescue activities; including, but not limited to, air tactical missions and reconnaissance, conducting and/or coordinating water/fire retardant chemical drops, transport of personnel and equipment and specialized missions using the hoist rescue equipment and night vision goggles (NVG)
- Prepares weight and balance plans or load calculations for flight loads under standard and non-standard operating conditions
- Instructs personnel on the safety principles to be observed when working on or around helicopters
- Prepares and maintains the flight hour program flight logs and records for assigned helicopters
- Plans, prepares and presents public relations informational materials to the public
- Maintains self and assigned helicopters in constant state of readiness for dispatch
- Uses maps and operates fire and aviation communication and navigational equipment
- Performs reconnaissance in order to assist incident commander and/or air attack officer in the coordination of firefighting activities
- Performs required preventive maintenance and coordinates scheduling of routine and non-routine maintenance and repairs

- Operates aviation accessory equipment; including, but not limited to, external water bucket, short and long lines for external loads, rescue hoist, fixed water tanks, hydraulic snorkel, seeder, helitorch, short haul, rappel and cargo let-down lines
- Uses on-board mapping equipment and operates fire and aviation communication and navigational equipment and night vision goggle (NVG) systems
- Serves as the helicopter aviation safety officer to the Fire Department safety officer
- Instructs personnel on the safety principles to be observed when working around or on helicopters
- Ensures compliance with standard operating procedures for helicopter flights
- Attends training sessions and conducts training sessions with helitack crew and other Fire Department personnel
- Researches, develops and writes procedures for the helicopter program, including the maintenance and operations plans
- Performs other job related duties as required.

Employment Standards:**Minimum Qualifications:**

- High School Diploma, G.E.D. or equivalent, ~~AND possession of the following certifications/license, AND related flight experience:~~

Certifications/License:

- Valid FAA Commercial or Airline Transport Pilot's Certificate with a helicopter instrument rating
- Valid and current FAA Class II Medical Certificate issued by an authorized medical examiner (AME)
- Valid California Motor Vehicle Driver's License ~~prior to the time of appointment is required~~ may be required for some positions
- Current Interagency Pilot Qualification Card within three (3) months of appointment or be terminated
- Appointees must be certified by the Kern County Fire Department using Night Vision Goggles (NVG) to fly helicopters within six (6) months of appointment or be terminated

Flight experience requirements as a Helicopter Pilot in Command (PIC):

- 2500 hours PIC Helicopter flight time
- 300 hours in medium (Type 2) turbine helicopters

- 500 hours PIC in mountainous terrain, routinely making takeoffs and landings to unimproved landing areas as density altitudes exceeding 5000' msl
- 10 hours mountainous in make and model (UH-1 series, 204, 205, 212 or 412)
- 500 hours PIC performing low-level missions in fire suppression, map survey, power-line patrol, search and rescue, spray and seeding operations over mountainous or forested areas, or comparable military operations
- 50 hours PIC make and model (UH-1 series, 204, 205, 212, or 412)

Preferred Qualifications:

- 200 hours as PIC of helicopters carrying sling loads

Knowledge of: Federal Aviation Administration regulations as contained in Section 14 of the Code of Federal Regulations (FAA 14 CFR), parts 91, 133, 135, 137; working knowledge of the Interagency Helicopter Operations Guide (IHOG) and the Incident Command System (ICS); department operational policies and procedures; Federal Aviation Regulations and Aeronautical Information Manual; FAA, departmental and interagency radio procedures; wildland fire behavior and fire weather; rotary wing flight control systems and equipment.

Ability to: Perform essential tasks in compliance with State and Federal laws, county ordinances and departmental procedures; accurately interpret flight operations manuals to determine appropriate flight operation characteristics, limitations and operation/performance capabilities of the helicopter; compute weight and balance/load calculations for a variety of standard and non-standard load conditions; properly and safely recover from inadvertent instrument meteorological conditions; safely and correctly operate the aircraft in all terrain conditions including desert, mountain and urban areas, and at or near maximum gross weight; operate and maintain as a member of a team and independently at incidents of uncertain duration; pilot the helicopter using night vision goggles; effectively communicate with ground and other air resources on all types of incidents; operate complex helicopter navigational and communications equipment; prepare clear, accurate and concise reports related to air operations; adopt effective and timely courses of action when confronted with hazards or emergency situations; properly perform all emergency procedures associated with the helicopter and anticipate operational needs; work effectively with other agencies, co-workers and the public.

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

3/1/22
DATE


CHIEF HUMAN RESOURCES OFFICER

3/4/22
DATE

Item #	4476
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	O
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	67.5
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	1
Bargaining Unit	F
HR Analyst	B Villanueva
Reviewed By	T Eldridge
CAO Analyst	E Martinez
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	



March 14, 2022

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

**PROPOSED REVISED JOB SPECIFICATION FOR
SUPERVISING FIRE HELICOPTER PILOT**

The Kern County Fire Department (KCFD) requests approval of the attached revised job specification for Supervising Fire Helicopter Pilot.

The Supervising Fire Helicopter Pilot classification was developed in 2014 when candidates accrued flight experience hours in relatively short time due to service in the military and/or in war time deployment. Currently, candidates possess flight experience rooted in the commercial industry or public fire service resulting in an accrual of required flight hours in a longer period of time.

The proposed revisions reduce the number of required flight hours, while ensuring applicants possess experience as a Pilot in Command performing functions directly related to fire suppression. The proposed revisions will broaden the pool of qualified candidates by generating interest in the position while maintaining appropriate industry standards for the classification. The revisions also include minor formatting changes consolidating the definition and distinguishing characteristics.

The Kern County Fire Fighters Union agrees with the proposed revisions.

Therefore, IT IS RECOMMEND that your Commission REVIEW, RECEIVE, AND FILE the proposed revisions to the job specification of Supervising Fire Helicopter Pilot.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

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

Supervising Fire Helicopter Pilot
Bargaining Unit: F
Salary Range 70.0 (\$7,768-\$9,284/mo.)

Definition:

Under general direction of a Deputy Fire **Division** Chief, oversees the air operations of the Fire Department's helicopters and pilots including flight operations; policies and procedures; compliance with applicable flight mandates on training standards and crew qualifications; supervision of the air operations personnel; **responsible for all safety-of-flight aspects of the assigned division**; and operates helicopters in the performance of firefighting, rescue, emergency medical evacuation and other related duties.

Distinguishing Characteristics:

~~This singleton classification is distinguished from the Fire Helicopter Pilot by its supervisory authority for all decisions regarding the piloting of Fire Department helicopters and responsibility for all safety-of-flight aspects of the assigned division. This classification must maintain the same helicopter license requirements of the Fire Helicopter Pilot.~~

Incumbents may work in adverse conditions and must effectively respond to unexpected and life-threatening events. This classification works rotating shifts as well as remaining on standby or on call, as required.

Essential Functions:

- Performs duties of a Fire Helicopter Pilot
- Assigns, evaluates and supervises flight crews and other personnel as required
- Plans, schedules, and directs the training of Fire Helicopter Pilots including conducting training check rides and conducts annual pilot standardization training
- Coordinates proficiency flight training for pilots and crews ensuring that all crewmembers remain current with applicable Federal Aviation Administration (FAA) and Fire Department Air Operations regulations and training requirements; and Night Vision Goggle (NVG) training or other required pilot training evaluations as required
- Conducts hoist rescue training and proficiency evaluations
- Develops, implements, and maintains Air Operations Safety Management Program
- Coordinates with the Supervising Aircraft Mechanic to ensure airworthiness of helicopters
- Assists the Deputy Fire **Division** Chief in planning, assigning, and directing work of the Air Operations division including the division's budget
- Maintains the Air Operations equipment and facilities
- Analyzes data and develops reports on the effectiveness of the Air Operations division

Revised Specification
March 14, 2022
Item No. 4478

- Develops and maintains cooperative relationships with Kern County Fire Department staff, and other agencies related to the Fire Department's Air Operations
- Develops and implements the Air Operations Strategic Plan **Technical procedures manual**
- Performs other job-related duties as assigned.

Employment Standards:

Minimum Qualifications:

- ~~Five (5) years of~~ **One (1) year** full time experience with the Kern County Fire Department as a Pilot in Command (PIC) of fire fighting helicopters in firefighting, rescue and Emergency Management Service missions AND ~~possession of the following certifications/license, AND related flight experience:~~

Flight experience requirements:

- ~~5000~~ **3000** hours of helicopter flight time as ~~Pilot in Command~~ which includes the following: 1000 hours of mountain PIC time; 100 hours NVG time; 2000 hours turbine engine helicopter flight time
- ~~3000~~ **500** hours of PIC time in Bell 204, 205, 212, 412, UH-1, or Super Huey aircraft.
- **500 hours PIC in Bell 204, 205, 212, 412, UH-1, or Super Huey aircraft performing low-level missions in fire suppression which may include map survey, power-line patrol, search and rescue, spray and seeding operations over mountainous or forested areas, or comparable military operations**
- **1000 hours PIC in mountainous terrain which includes 10 hours mountainous in (UH-1 series, 204, 205, 212 or 412)**
- **50 hours PIC in (UH-1 series, 204, 205, 212, or 412).**
- **100 hours Night Vision Goggles (NVG) time**

Certificates/License:

- Valid FAA Commercial or Airline Transport Pilot's Certificate with helicopter instrument rating **and Valid Certified Flight Instructor Certificate with Instrument**
- Valid and current FAA Class II Medical Certificate issued by an authorized medical examiner (AME)
- Valid and current Interagency Pilot Qualification Card
- Valid California Motor Vehicle Driver's license
- Certified by Kern County Fire Department using Night Vision Goggles (NVG) to fly helicopters

Preferred qualifications:

- 300 hours of PIC helicopters **carrying sling loads**

Knowledge of: the Fire Department, Air Operations and FAA policies and procedures, helicopter flight manuals and supplements, Federal and State agreements and operating plans, and Emergency Management Service Policy and Procedures; Federal Aviation Regulations (FAR's); Federal Excess Property Program (FEPP); Air Operations evolutions including helicopter emergency procedures; use and operations of helicopter support equipment; Fire Department operational strategy and tactics; helicopter maintenance requirements, record keeping, and scheduling requirements; required Federal Aviation Administration reporting forms and completion and reporting requirements; Fire Department record keeping, incident reporting procedures, and payroll; supervisory principles and practices; techniques for training, instructing, and evaluating subordinates.

Ability to: plan, organize, and supervise the day-to-day operations of the Air Operations division; analyze situations accurately and take effective action; define problem areas; direct the collection, interpretation, and evaluation of data and develop sound solutions to technical and administrative problems; coordinate and initiate actions, implement decisions and recommendations; prepare and present concise and logical oral and written reports; explain policy, procedures, or recommendations on a wide variety of fire aviation issues; establish and maintain effective work relationships with subordinates, firefighters, allied agencies, and the general public; operate Fire Department helicopters over all types of terrain; operation of special helicopter accessory equipment, including fixed water tank, hydraulic snorkel, external water bucket, sling loads, and rescue hoist; operate helicopters at night using NVG; review and maintain written and electronic flight logs and records; develop and implement short and long term goals based on organizational needs.

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

3/4/22
DATE


CHIEF HUMAN RESOURCES OFFICER

3/4/22
DATE

Item #	4478
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	O
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	70.0
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	F
HR Analyst	B Villanueva
Reviewed By	T Eldridge
CAO Analyst	E Martinez
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	



March 14, 2022

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

**PROPOSED REVISED JOB SPECIFICATION FOR
SENIOR EMERGENCY MEDICAL SERVICES COORDINATOR**

The Kern County Fire Department (KCFD) and the Department of Public Health Services request approval of the attached revised job specification for Senior Emergency Medical Services Coordinator.

KCFD requested the addition of a Senior Emergency Medical Services Coordinator as part of the development of their Emergency Medical Services Division. This position will be charged with ensuring patient care, training, and documentation in accordance with applicable laws and regulations through enhanced quality improvement and quality assurance processes. The proposed revision adds a KCFD specific assignment to the current job specification.

The Department of Public Health Services requested to update the reporting structure for the job specification, as they no longer have a Director of Emergency Medical Services.

The Service Employees' International Union Local 521 concurs with the revisions to the job specification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised specification for Senior Emergency Medical Services Coordinator.

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

Attachment

cc: Aaron Duncan, Fire Chief and Director of Emergency Services
Brynn Carrigan, Director of Public Health Services

Senior Emergency Medical Services Coordinator

Bargaining Unit: 3

Salary Range: 64.4 (\$5,674 – \$6,781/mo.)

Definition:

The Senior Emergency Medical Services Coordinator is a technical classification utilized within the Department of Public Health Services and the Fire Department.

Under direction of the ~~Director of Emergency Medical Services~~ **Public Health Program Manager for the Emergency Medical Services program**, the incumbent is responsible for coordination of the Countywide emergency medical services (EMS) system and manages deployment and use of medical resources during periodic multi-casualty incidents.

Under direction of a Deputy Fire Chief, the incumbent is responsible for the development and delivery of Basic Life Saving (BLS) and Advanced Life Saving (ALS) training for Fire Department personnel, EMS report review, quality assurance and improvement, and EMS medication ordering, inventory, and distribution.

The Senior EMS Coordinator is distinguished from the EMS Coordinator in that the former has supervisory authority over staff in the department and handles the most complex matters and projects.

Essential Functions:

Public Health Services Assignment:

- Supervises staff as directed.
- Responsible for the oversight and maintenance of a management information system to assist in collection, analysis and reporting of the County Emergency Medical Services, including current information on rendered emergency medical care rendered.
- Assists in the evaluation of the County EMS System for compliance with existing Federal, State, and Local regulations and guidelines.
- Assists in the coordination and supervision of all designated EMS subsystem operations including system organization and management, manpower and training, communications, transportation, hospitals and specialty care centers, data collection and evaluation, public information and education, and disaster medical preparedness.
- Assists in curriculum development, training, certification, and review of EMS training programs.
- Assists in the coordination of County-wide emergency medical services during a major medical disaster and evaluates system status under pressure.
- Assists in identifying potential federal and/or State funding sources and helps prepare necessary materials to secure funds.

Revised Job Specification

March 14, 2022

Item No. 2003

- Performs system evaluation and quality assurance system development.
- Facilitates communication between system stakeholders and builds consensus on controversial issues.
- Writes policies, reports, and correspondence.
- Keeps abreast of new developments in the medical field and advises management on such.
- Investigates, inspects, and evaluates all aspects of the EMS system.

Fire Department Assignment:

- Assists in the evaluation of the Fire Department EMS delivery system for compliance with existing Federal, State, and Local regulations and guidelines.
- Responsible for EMS curriculum development, training, certification, audit, and review of EMS training programs.
- Assists in identifying potential Federal and or State funding sources and helps prepare necessary materials to secure funds.
- Provides emergency medical service training, quality assurance, and improvement and skills performance evaluations for Fire Department EMT's and Paramedics.
- Assists in the development and implementation of Fire Department emergency medical services system policy and procedures.
- Prepares reports, policies, procedures, and protocols; conducts meetings and represents the Fire Department in public forums

General:

- Performs essential functions of the EMS Coordinator classification and other related duties as required.

Employment Standards:

Two years of experience as an Emergency Medical Services Coordinator for the County of Kern, OR a Bachelor's degree in Health Administration, Public Administration, or related field and four (4) years of experience in the pre-hospital emergency medical care field.

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

Possession of a valid paramedic license issued by the California EMS Authority is required.

Must obtain current Kern County paramedic accreditation prior to completion of the probationary period.

Must be able to work on-call during department supported EMS responses.

Knowledge of: health care and EMS systems; principles, procedures and techniques required of a paramedic and EMT-1; rules and regulations governing paramedic and EMT-1 units and personnel; duties and relationships between EMS field personnel and emergency room personnel, including physicians; relationships between local, state, and public interest groups and private enterprise; personal computers and standard office software; and disaster medical health mutual aid concepts, National Incident Management Systems (NIMS) and local emergency plans, policies and procedures; and supervision techniques.

Ability to: plan, assign, instruct, evaluate, and supervise the work of subordinate staff; write complex letters documents, and reports; critically think, analyze, and evaluate complex issues; make effective written and oral presentations; positively represent the Department; function calmly and effectively under emergency and/or high-pressure situations.

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.

Senior Emergency Medical Services Coordinator

Page 4

DEPARTMENT HEAD

DATE



CHIEF HUMAN RESOURCES OFFICER

3/3/2022
DATE

Item #	2003
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	64.4
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	3
HR Analyst	Mary Stewart
Reviewed By	Devin Brown
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	March 14, 2022

Revised Job Specification
 March 14, 2022
 Item No. 2003

Senior Emergency Medical Services Coordinator

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DEPARTMENT HEAD

3/4/2022
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	2003
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	64.4
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	3
HR Analyst	Mary Stewart
Reviewed By	Devin Brown
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	March 14, 2022

Revised Job Specification
March 14, 2022
Item No. 2003

Senior Emergency Medical Services Coordinator

Page 4


DEPARTMENT HEAD

3/4/22
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	2003
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	64.4
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	3
HR Analyst	Mary Stewart
Reviewed By	Devin Brown
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	March 14, 2022

Revised Job Specification
March 14, 2022
Item No. 2003



March 14, 2022

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

**PROPOSED REVISED JOB SPECIFICATION
FOR AIRPORTS CHIEF OPERATIONS OFFICER**

The Kern County Department of Airports requests approval of a proposed revision to the Airports Chief Operations Officer job specification.

The current minimum qualifications for the classification require candidates to possess a Bachelor's Degree from an accredited college or university, three years of military or civil aviation experience, and three years of experience as a peace officer. Peace officer experience must have been within the past three years. Possession of an FAA Pilot's License is also required.

The revised specification will assist the Department of Airports in recruiting qualified staff and implementing succession planning. The proposed revision will allow an applicant that has three years of law enforcement experience that is outside of the past three years to qualify as long as they hold current/valid California Penal Code (P.C.) 832 Arrest and Firearms Certificates. The proposed revision also removes the requirement for an FAA Pilot's License and add that the license is desirable.

Obsolete language appears in ~~strikeout~~. New language appears in **red**.

The Airport Chief Operations Officer is an unrepresented, mid-management classification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revisions to the job specification of Airports Chief Operations Officer.

Sincerely,

A blue ink signature of Devin Brown, consisting of a stylized 'D' followed by a series of loops and a long horizontal stroke.

Devin Brown
Chief Human Resources Officer

Attachment

cc: Ron Brewster, Director of Airports

Airport Chief Operations Officer
Bargaining Unit: D
Salary Range: 65.3 (\$5,914-\$7,067/mo.)

Definition

Under general direction from the Director of Airports, to perform a variety of airport operations, maintenance, security, law enforcement and managerial oversight required by Federal, State and local regulatory agencies at the County's airports; and to perform related work.

Distinguishing Characteristics

~~The Airports Chief Operations Officer classification is a singleton classification at the Department of Airports. This classification performs the managerial oversight of daily operations required by Federal, State and local regulatory agencies relating to aviation safety, security, airport access, facility management, noise abatement, police functions, environmental issues and public relations. The Airports Chief Operations Officer differs from other Kern County operational management classes in that work is performed at seven airport facilities and the incumbent is certified as a peace officer authorized to carry a firearm.~~

Essential Functions

- Plans and implements all capital construction programs including requests for capital improvements and maintenance equipment purchases at the County's seven airports system.
- Coordinates and conducts planning and pre-construction conferences; inspects construction project quality control; prepares forms for Airport construction and applications for federal and state funding.
- Plans and implements day-to-day airport system operational activities; coordinates and manages operational areas and use of facilities; maintains operational records and prepares reports.
- Develops and implements department rules and regulations pertaining to airport maintenance and operations and updates federally required manuals and publications.
- Performs Airport police duties to provide security, safety and emergency assistance; protects airport patrons, resources and properties and directs the activities of Airport Police Officers.
- Enforces rules and regulations at County airports including the issuance of citations and/or makes arrests for violations committed within properties administered by the Department of Airports.
- Develops and implements FAA, Transportation Security Administration, Airport Security and Certification Programs by translating federal regulations and directives into airport specific plans; maintains, coordinates and supervises the security program and law enforcement personnel of the airport system.

- Coordinates crash/fire/rescue program with other departments and develops—annual emergency reviews and exercises.
- Implements training and inspection programs and conducts regular inspections of all fuel facilities and all County Airports to ensure compliance with federal regulations.
- Develops and administers noise abatement policies and procedures.
- Coordinates operational and maintenance activities with Airports management staff, other County, State and Federal agencies.
- Coordinates and implements Airmen Advisories and Notices to Airmen (NOTAM) for all activity that warrants appropriate action.
- Controls traffic and enforces rules and regulations at County airports including the issuance of citations and/or makes arrests for violations committed within properties administered by the Department of Airports.
- Develops and implements FAA, Transportation Security Administration, Airport Security and Certification Programs; maintains, coordinates and supervises the security program and law enforcement personnel.
- Operates a personal computer employing various software systems.
- Acts in the Director's absence as required.
- Performs other related duties as required.

Other Functions

~~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

Minimum Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree AND three (3) years military or civil aviation experience AND three (3) years experience as a peace officer within the past three years.

If peace officer experience is not in the last three years, candidate must possess a current valid certification(s) in P.C. 832 Arrests & Firearms.

Preferred Qualifications:

FAA Private Pilot's license ~~required~~ is desirable.

FAA Commercial Pilot's license, supervisory law enforcement and four (4) or more-year's military or civil aviation experience desirable.

Knowledge of: aviation and airport functions; Federal Aviation Administration rules and regulations; safety and general law enforcement practices; various airport system operational activities; tools, materials, equipment and work practices of maintenance and construction work; personal computer operation; management practices and techniques.

Ability to: read and interpret plans and specifications; establish and maintain effective working and public relationships; coordinate and supervise the work of others, including law enforcement personnel; prepare, organize and write clear, concise correspondence and reports; think and react quickly to situations and adapt an effective course of action.

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.

Airport Chief Operations Officer

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DEPARTMENT HEAD

3/8/2022
DATE


CHIEF HUMAN RESOURCES OFFICER

3/8/2022
DATE

Item #	0469
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	D
HR Analyst	Keri Pharris
Reviewed By	Devin Brown
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	March, 2022

Revised Job Specification
March 2022
Item No. 0469



March 14, 2022

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

**PROPOSED REVISED JOB SPECIFICATION FOR
DIRECTOR OF PUBLIC HEALTH NURSING**

The Public Health Department requests approval of the attached revised job specification for Director of Public Health Nursing.

The proposed revisions align the employment standards with the requirements for a Director of Public Health Nursing as defined in California Code of Regulations, Section 1301, amended on January 28, 2022. The revisions under the employment standards also include requiring possession of a Valid California Driver's License, possession of a valid unrestricted California Registered Nurse License and a California Public Health Nurse Certificate which are consistent with the lower rank classification of Public Health Nurse. Revisions throughout the job specification include updating language, minor reformatting and reorganization of the job specification.

The Director of Public Health Nursing is unrepresented, management classification.

Therefore, IT IS RECOMMEND that your Commission REVIEW, RECEIVE, AND FILE the proposed revisions to the job specification of Director of Public Health Nursing.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

cc: Brynn Carrigan, Director of Public Health

Director of Public Health Nursing
Bargaining Unit: M
Salary Range: 73.5 (\$8,933 - \$10,675/mo.)

Definition:

Under direction **of the Division of Health Services, and subject to federal and State laws and regulations**, plans and designs systems for the public health nursing ~~programs and leadership to integrate nursing activities~~ **clinical activities performed by programs within the Public Health Services Department. Manages budgets, designs systems and implements policies, conducts organizational assessments and provides leadership to the nursing activities within the department** leadership to integrate nursing activities within the Public Health Services Department.

Distinguishing Characteristics:

~~This singleton classification reports to the Division Director of Health Services and has overall responsibility for managing the public health nursing and other clinical certification, including budgeting, designing systems and implementing policies, conducting organizational assessments and providing leadership to the nursing activities within the department.~~

Essential Functions:

- Serves as chief advisor **on public health nursing and clinical services to the Division Director of Health Services**, ~~on public health nursing services to the Public Health Officer, and Director of Public Health Services~~
- **Establishes and maintains nursing and clinical protocols in collaboration with Public Health Officer, audits implementation of defined scopes of work, and oversees employee health functions of the department**
- Incorporates ethical standards of practice, ~~participates in developing organizational key values-~~assures that quality control standards are in place, **and performs audits of clinical practice and charting as necessary**
- **Verifies and ensures all clinical staff have and maintain licenses and certificates that are unrestricted and in good standing**
- Maintains knowledge of legislative activity and regulatory changes, interprets legislation which impacts the practice of public health nursing **or other clinical activities** and ensures departmental compliance
- Assures access to learning opportunities, **develops and implements curriculum for continuing education, and provides resources for maintaining nursing and clinical licenses and certifications** ~~at all levels and~~
- ~~E~~**establishes** mentoring, peer advising, coaching and professional development for the ~~public health nursing~~ **and clinical** workforce
- Partners with universities and educational institutions to provide a quality public health experience for nursing **and healthcare students, including overseeing preceptorship and internship programs**
- Uses analytic and assessment skills for organizational and system-wide development to reduce population-based health risks
- Evaluates, plans and formulates policies for program services ~~and personnel matters to~~

- address specific public health system issues
- Communicates and collaborates within the department and with system leaders and key stakeholders to articulate the role of nursing and public health, and facilitates departmental goals
- Ensures recognition and respect for diversity is integrated into the program culture through establishing a diverse workforce, mentoring, training, responsiveness to the changing needs of populations and evaluating program practices and policies
- Demonstrates proficiency in the use of group processes, functions as a resource and provides clinical leadership that facilitates community involvement
- May ~~identify~~ **Identify** potential funding sources, write and oversee grants, ~~leverages relationships and develops and~~ **or** manage program budgets
- May supervise and evaluate subordinate staff
- **Performs public health nursing and clinical services**
- Performs other job-related duties as assigned.

Employment Standards:

Minimum Qualifications:

- A Master's Degree from an accredited college or university with a major in Health or Public Administration, Public Health, Nursing, or closely related field; and ~~six (6)~~ **three (3)** years of progressively responsible experience in public health nursing ~~including three years in supervising professional nursing staff~~
- **A Bachelor's Degree from a National League for Nursing accredited college or university with a major in Public Health Nursing; and three years of progressively responsible experience in public health nursing**
- Possession of a valid **unrestricted** California Registered Nurse License and a California Public Health Nurse certificate. ~~(Candidates who do not possess a California Public Health Nurse certificate must obtain the California certificate within three (3) months of employment.)~~
- **Possession of a valid California Driver's license is required upon appointment**

Knowledge of: the principles, practices and methods of public health nursing and public health administration; principles of effective supervision and management, including basic budgeting; current trends and concepts relative to professional nursing practices; sociological, psychological and physical problems involved in public health nursing; community organizations and resources as they relate to public health; federal, State, and local laws governing public health and clinical work **and federal, State, and local laws governing public health and clinical work.**

Ability to: plan, organize and evaluate the work of **licensed and certificated** ~~a group of~~ public health staff; plan programs of public health nursing and direct its execution; recognize social problems which affect health and assist in securing adjustments; develop and maintain effective public **health nursing and clinical protocols** ~~relations~~; **and** interpret and evaluate the public

health nursing program.

Supplemental:

A background check may be conducted for this classification.

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

DEPARTMENT HEAD

DATE



CHIEF HUMAN RESOURCES OFFICER

3/8/22
DATE

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Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	M
HR Analyst	B Villanueva
Reviewed By	T Eldridge
CAO Analyst	J. Arriola
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	



DEPARTMENT HEAD

3/9/2022
DATE

CHIEF HUMAN RESOURCES OFFICER

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