

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

Regular Meeting
Monday, May 9, 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 April 11, 2022, Special meeting on April 26, 2022; **APPROVE**

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

8271) Office Services Specialist-Bilingual-Lamont
8490) Probation Division Director-DP
8492) Deputy Conservator

- 8493) Juvenile Corrections Maintenance Worker-Shift
- 8494) Librarian III-DP-Shift-Library
- 8495) Vocational Nurse I/II
- 8496) Office Services Specialist-Bilingual-Delano
- 8497) Human Resources Specialist I
- 8498) Environmental Health Specialist-In Training
- 8499) Program Coordinator-DP-Public Health
- 8500) Behavioral Health Program Supervisor
- 8501) Accountant I/II/III
- 8502) Office Services Technician-Department Promotional-Veterans
- 8503) Cook-Taft
- 8504) Health Education Assistant I/II
- 8505) Behavioral Health Recovery Specialist Aide
- 8506) Environmental Health Specialist I/II/III
- 8507) Public Health Epidemiologist
- 8508) Human Services Program Specialist-DP-DHS
- 8509) Fire Dispatch Assistant-Shift
- 8511) Environmental Health Specialist IV
- 8512) Program Support Supervisor-DP-Public Health
- 8514) Departmental Analyst I
- 8515) Deputy Sheriff Trainee-Shift
- 8516) Administrative Coordinator
- 8517) Automotive Parts Storekeeper I
- 8519) Office Services Assistant-Bilingual

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) Deputy Sheriff Trainee, Item No. 4497
- b) Sheriff's Support Technician, Item No. 3278
- c) Environmental Health Technician II and Senior Environmental Health Technician, Items No. 2181 and 2182
- d) Health Plan Services Specialist, Senior Health Plan Services Specialist, and Health Plan Services Coordinator, Items No. 0466, 3059, and 0458
- e) Proposed Revised Job Specifications Affected by Wage Adjustments - Airport Maintenance Worker, Senior Maintenance Worker, Automotive Parts Storekeeper, Automotive Service Worker, Behavioral Health Peer Specialist, Senior Behavioral Health Peer Specialist, Building Service Worker, Senior Building Service Worker, Cook, Senior Cook, Disposal Site Gate Attendant, Supervising Disposal Site Gate Attendant, Engineer, Senior Engineer, Fiscal Support Technician, Fiscal Support Specialist, Groundskeeper, Senior Groundskeeper, Legal Process Technician, Mail Clerk, Maintenance Worker, Senior Maintenance Worker, Medical Assistant, Public Health Aide, Security Attendant, Tree Trimmer, Senior Tree Trimmer, Stock Clerk I, and Stock Clerk II, Items No. 4911, 4910, 2614, 5239, 3725, 3724, 5647, 5635, 5502, 5501, 4980, 4945, 1074, 1072, 2865, 2845, 5390, 5380, 3155, 2834, 4916, 4915, 3421, 3440, 4949, 5357, 5356, 2625, and 2610

5. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.
6. **Civil Service Rules Revisions Update:** Commission Secretary to provide report on status pertaining to Civil Service Rules revisions.
7. **Commission Secretary Items/Report:** Commission 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. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Group Counselor II (Human Services) – Case No. 2020-0110
11. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1))
12. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, June 13, 2022, at 5:30 p.m.

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

Regular Meeting
Monday, April 11, 2022
5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, Oliver, Price, and Rose

ABSENT: None

OTHERS: Tracey Eldridge, Michael Goulart Maria Murbach, Jeremy McNutt, 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 March 14, 2022; NO PUBLIC COMMENT; **APPROVED**; Ag/Ro – 4 ayes/1 abd (Ho)
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; NO PUBLIC COMMENT; **APPROVED**; Ag/Ro – all ayes

8307) Behavioral Health Planning Analyst
8310) Sheriff's Aide-Shift
8457) Departmental Analyst I/II
8458) Office Services Technician-Ridgecrest
8459) Office Services Technician-Lake Isabella
8460) Waste Management Technician I/II
8461) Fiscal Support Supervisor-DP-Planning and Community Development
8462) Billing Office Specialist I/II
8464) Human Resources Specialist I/II-Department Promotional-Sheriff
8465) Sheriff's Community Services Technician-Shift
8466) Social Service Worker I-Bilingual-Taft-DHS
8467) Sheriff's Detentions Senior Deputy-Department Promotional
8468) Fire Engineer-Department Promotional
8469) Social Service Worker I/II-DHS

- 8470) KCERA Senior Accountant
- 8471) Medical Assistant-Bilingual
- 8472) Engineering Manager-DP-Public Works
- 8473) Engineering Aide I/II/III
- 8474) Human Services Technician I-Bilingual-Delano
- 8475) Chief Information Technology Officer
- 8476) Human Services Technician I-DHS
- 8477) General Services Manager-DP-CAO
- 8478) Social Service Worker I-Ridgecrest-DHS
- 8479) Senior Nutrition Site Coordinator
- 8480) Area Park Supervisor
- 8481) Engineering Support Supervisor-DP-Public Works
- 8482) Senior Emergency Medical Services Coordinator
- 8483) Assistant Emergency Services Manager
- 8484) Departmental Aide-Library-Part-Time-Shift-Bakersfield
- 8485) Supervising Fire Helicopter Pilot-DP
- 8486) Office Services Technician-Bilingual-Taft
- 8487) Facilities and Services Manager
- 8488) Contract Administrator-DP
- 8489) Fiscal Support Supervisor-DP
- 8490) Probation Division Director-DP
- 8491) Airport Chief Operations Officer
- 8492) Deputy Conservator
- 8493) Juvenile Corrections Maintenance Worker-Shift
- 8494) Librarian III-DP-Shift-Library
- 8495) Vocational Nurse I/II
- 8496) Office Services Specialist-Bilingual-Delano

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) Public Works Maintenance Technician I/II, Items No. 5050 and 5019 *Ag/Pri – all ayes*
Tracey Eldridge, Assistant Chief Human Resources Officer, provided a summary. No public comment.
- b) Fire Dispatch Assistant, Item No. 3293 *Ro/OI – all ayes*
Ms. Eldridge provided a summary. No public comment.
- c) Senior Video Services Producer, Item No. 0990; *Pri/Ag – all ayes*
Ms. Eldridge provided a summary. No public comment.
- d) KCERA Network Manager, KCERA Senior Network Manager, KCERA Applications Manager, and KCERA Senior Applications Manager, Items No. 1068, 1067, 1062, and 1061; *Pri/Ag – all ayes*
Ms. Eldridge provided a summary. No public comment.

- e) Deputy Chief Information Technology Officer and Information Technology Services Manager, Items No. 0479 and 0480; *Ag/Ro – all ayes*
Ms. Eldridge provided a summary. No public comment.

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;**

- Video Services Producer, Item No. 0996; *Ro/Pri – all ayes*
Ms. Eldridge provided a summary. No public comment.

6. BUDGET: Commission Secretary to present Civil Service Commission Recommended Budget; **ADOPTED RECOMMENDED BUDGET AND AUTHORIZED THE SECRETARY TO SUBMIT TO THE HUMAN RESOURCES DIVISION;** *Ro/Ol – all ayes*

Maria Murbach, Commission Secretary, provided an overview. No public comment.

7. Civil Service Rule 1800 Update:

Jeremy McNutt, Deputy County Counsel, reported that there were three active investigations, two current and one delayed due to the unavailability of a key witness. The complainant was aware and there were no anticipated issues. Once the witness is available, it would be scheduled to proceed.

8. Commission Secretary Monthly Report:

Maria Murbach, Commission Secretary, reported that she, Vice President Oliver, and Commissioner Rose, visited the Kern County Fire Department. They met with Chief Aaron Duncan and command staff, Chief Deputy Michael Slayton, Deputy Chiefs Dionisio Mitchell and Butch Agosta.

The office visit was very informative, and Mrs. Murbach thanked Chief Duncan and command staff for their hospitality

8. Human Resources Division Items/Report:

Ms. Eldridge announced Brittany Bonilla's last day would be Tuesday as she would be moving out of state. She was pleased to announce the addition of two new analysts HR team, Michael Johnston, and Donna Garcia.

The Commission welcomed them to the HR team.

9. Commission Member Presentations or Announcements:

Commissioner Rose stated that she was very impressed with her visit to the Fire Department. Especially with the information provided by the Deputy chiefs about the grant writing that is happening at the department. She thanked them for all the work they are doing.

Vice President Oliver agreed and stated that they have an impressive facility. He knew that Kern County has a homeless problem, as many other counties do, but one thing he was not aware of, was that 42% of structure fires are created by homeless, which was surprising to him.

Commissioner Rose and Vice President Oliver praised the Fire Department staff for their work.

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)

10. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1)); **NO REPORTABLE ACTION.**
11. President Holt adjourned the meeting at 6:34 p.m. to the next Regular Meeting to be held on Monday, May 9, 2022, at 5:30 p.m.

Test Schedule April/ May 2022					
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action
8271	Office Services Specialist-Bilingual-Lamont	5/2/2022	Continuous	DMR	UnSuspended
8490	Probation Division Director - DP	4/4/2022	4/8/2022	MES	DP
8492	Deputy Conservator	4/4/2022	4/18/2022	MJG	Open
8493	Juvenile Corrections Maintenance Worker - Shift	4/4/2022	4/15/2022	MES	Open
8494	Librarian III-DP-Shift-Library	4/4/2022	4/8/2022	KB	DP
8495	Vocational Nurse I/II	4/4/2022	Continuous	KAS	Open
8496	Office Services Specialist-Bilingual-Delano	4/5/2022	4/18/2022	DMR	Open
8497	Human Resources Specialist I	4/7/2022	4/21/2022	MGV	Open
8498	Environmental Health Specialist - In Training	4/7/2022	4/22/2022	KAS	Open
8499	Program Coordinator - DP - Public Health	4/18/2022	4/22/2022	KAS	DP
8500	Behavioral Health Program Supervisor	4/18/2022	5/2/2022	MJ	Open
8501	Accountant I/II/III	4/18/2022	Continuous	MJ	Open
8502	Office Services Technician-Department Promotional-Veterans	4/13/2022	4/13/2022	DG	DP
8503	Cook -Taft	4/19/2022	5/3/2022	DG	Open
8504	Health Education Assistant I/II	4/20/2022	5/4/2022	KAS	Open
8505	Behavioral Health Recovery Specialist Aide	4/25/2022	5/9/2022	MJ	Open
8506	Environmental Health Specialist I/II/III	4/21/2022	5/5/2022	KAS	Open
8507	Public Health Epidemiologist	4/21/2022	5/5/2022	KAS	Open
8508	Human Services Program Specialist-DP-DHS	4/25/2022	4/29/2022	DMR	DP
8509	Fire Dispatch Assistant - Shift	4/25/2022	Continuous	DAG/MES	Open
8511	Environmental Health Specialist IV	4/22/2022	5/6/2022	KAS	Open
8512	Program Support Supervisor - DP - Public Health	4/25/2022	4/29/2022	KAS	DP
8514	Departmental Analyst I	4/27/2022	5/6/2022	MGV	Open
8515	Deputy Sheriff Trainee-Shift	4/27/2022	Continuous	MGV	Open
8516	Administrative Coordinator	5/2/2022	5/6/2022	DMR	Open
8517	Automotive Parts Storekeeper I	4/27/2022	5/11/2022	DAG	Open
8519	Office Services Assistant-Bilingual	5/2/2022	Continuous	DMR	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



May 9, 2022

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

PROPOSED REVISED JOB SPECIFICATION FOR DEPUTY SHERIFF TRAINEE

The Kern County Sheriff's Office (KCSO) requests approval of the attached revision to the job specification for Deputy Sheriff Trainee (Item No. 4497).

The Deputy Sheriff Trainee classification was previously revised to incorporate Assembly Bill No. 846 compliant language that placed an increased emphasis on community interaction and increased the minimum age required to qualify for the position from 19 years of age to 21 years of age. Although the minimum age required for appointment to Deputy Sheriff or graduation from the P.O.S.T Basic Peace Officers Academy is 21 years of age, the initiation of the background investigation and attendance of the academy at 20.5 years of age is approved. The revision will broaden the applicant pool by reducing the minimum age requirement from 21 years of age to 20.5 years of age. This will allow the department to capture additional applicants for the Deputy Sheriff Trainee classification while ensuring applicants meet the minimum age required prior to the appointment to Deputy Sheriff.

The Kern Law Enforcement Association is in support of the proposed revisions.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revisions to the job specification of Deputy Sheriff Trainee.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

Deputy Sheriff Trainee
Bargaining Unit: L
Salary Range 55.2 (\$3,411 - \$4,165)

Definition:

Under general supervision, to attend structured training courses designed to qualify trainees for the position of Deputy Sheriff; to learn functions carried out by the Department; and in a non-sworn capacity to do related work as required.

Deputy Sheriff Trainee may be appointed for a period not to exceed 180 days. Upon successfully completing the P.O.S.T. Basic academy the trainee must qualify for appointment as a probationary Deputy Sheriff I or be terminated from the trainee position.

Essential Functions:

- Attends the **P.O.S.T.** Basic Peace Officers Academy, maintaining at least minimum levels of proficiency at all levels of training;
- Completes introduction and indoctrination training which may include assignments to various divisions within the Department performing duties as may be assigned by Division Commanders;
- Fulfills all requirements necessary for appointment to the position of Deputy Sheriff I;
- May be required to work shifts **work, including** weekends and holidays;
- Assignments may include work in outlying County areas.
- Performs other job-related duties as required.

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent.
- Possession of a valid California driver's license; may be required to obtain a Class II license.

In accordance with Government Code Section 1031 and 1031.5 to be appointed as a peace officer in California, incumbents must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship. Citizenship status must be conferred within three years of applying for citizenship. Failure to confer citizenship status may result in disciplinary action up to and including dismissal.

Physical and Psychological Requirements: Applicants must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Physical Examination:

A rigid medical examination by the a county physician is required. Includes spine and chest x-rays, blood chemistry and electro- cardiograph test. Weight must be proportionate to height and age.

Psychological Examination:

Emotional and mental conditions shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission of Peace Officer Standards and Training Evaluation is designed for the conduct of pre-employment psychological screening of peace officers.

Vision:

20/100 uncorrected in each eye (corrected to 20/20) - no color deficiency. No permanent or progressive abnormalities.

Hearing:

No hearing deficiency.

Minimum Age:

20.5 21 years of age by the final filing date; must be 21 years of age upon appointment to Deputy Sheriff.

Character:

A thorough background investigation, including fingerprinting is required. Applicants must have a reputation for honesty, trustworthiness and be of good moral character. Felony law violations will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor offenses may be disqualifying.

Ability to: understand and carry out oral and written instructions; ability to develop skill in use of firearms; ability to react quickly and calmly in emergencies; ability to obtain and verify information through telephone contact and interview.

~~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

DATE



CHIEF HUMAN RESOURCES OFFICER

5/2/22
DATE

Item #	4497
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	55.2
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	L
HR Analyst	B Villanueva
Reviewed By	K Pharris
CAO Analyst	B Currie
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	



May 9, 2022

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

PROPOSED REVISED JOB SPECIFICATION FOR SHERIFF'S SUPPORT TECHNICIAN

The Kern County Sheriff's Office (KCSO) requests approval of the attached revised job specification for Sheriff's Support Technician.

KCSO has experienced challenges hiring sufficient clerical support staff to complete mandated functions. The proposed revisions will broaden the applicant pool by removing the two year work experience requirement. This will allow individuals to qualify for the position with a high school diploma, G.E.D. or equivalent while maintaining appropriate standards for an entry level classification. The revisions also include minor formatting changes consolidating the definition and distinguishing characteristics.

The Kern Service Employees' International Union, Local 521, was provided with notice of this proposed change.

Therefore, IT IS RECOMMEND that your Commission REVIEW, RECEIVE, AND FILE the proposed revisions to the job specification of Sheriff's Support Technician.

Sincerely,

A handwritten signature in blue ink, appearing to be "Devin Brown", with a stylized, cursive script.

Devin Brown
Chief Human Resources Officer

Attachment

cc: Donny Youngblood, Sheriff

Sheriff's Support Technician
Bargaining Unit: 4
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under direct supervision, performs a wide variety of clerical support services to the Kern County Sheriff's Office, which may include: interacting with incarcerated persons, criminal database verification and providing assistance to the public and other branches of law enforcement.

This is the entry level of the Sheriff's Support classification series. Incumbents are expected to develop independent judgment to perform duties within standardized and established policies. Incumbents will be required to develop an understanding of technical subject matter unique to the work. Incumbents gather and inspect local, state and federal criminal history; apply penal codes, rules and regulations accordingly. The Sheriff's Support Technician is distinguished from the Sheriff's Support Specialist, which performs specialized support activities requiring knowledge and experience in the area of assignment.

Depending on assignment, incumbents may be required to work any shift, weekends and holidays and may be required to work overtime and in outlying County areas.

Essential Functions:

- Communicates with the public and law enforcement agencies; provides information which may require sensitivity and independent judgment.
- Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; making photocopies; typing and word processing.
- Screens inmate mail for contraband; screens inmate visitors for eligibility and coordinates inmate visits.
- Interacts with inmates or convicted felons in the booking and/or registration process, to include taking fingerprints and photographs; fingerprints and photographs the public as part of pre-employment background processes.
- Processes a wide variety of departmental paperwork; ensures all documents are complete, accurate, and in compliance with local, state and federal mandates and guidelines; compiles and verifies data to determine the true identity of an individual and past criminal history.
- Operates imaging equipment in the scanning, archival and retrieval of records; maintains indexing information; maintains quality of documents.
- Transcribes, files and maintains confidential documents of reports involving ongoing undercover investigations and operations, search warrants, crime reports or other criminal justice reports.
- Creates and maintains confidential employment files pertaining to pre-employment, employment and Internal Affairs investigations.

- Verifies court case events in the countywide Criminal Justice Information System (CJIS) to locate key case elements pertaining to sentencing, custody status, parole/probation status, registration requirements or past contact with law enforcement; works closely with court personnel to resolve any discrepancies.
- Confirms warrants, places holds and initiates extradition proceedings on inmates in custody locally, statewide and nationwide.
- Compiles and reports statistical data to the Department of Justice using automated systems and databases; utilizes the California Law Enforcement Telecommunications System (CLETS/NCIC).
- Processes subpoenas; testifies in criminal court proceedings as required.
- Collects fees; handles money for inmate funds, cash bail or bail bonds; prepares daily deposits and releases inmate property.
- Collects urine and/or DNA samples when sworn personnel are unavailable.
- Performs other related duties as assigned.

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent , ~~AND two years of clerical, general computer and office experience directly related to the area of assignment OR an equivalent combination of education and experience sufficient to obtain the knowledge and skills to successfully perform the essential duties of the job.~~
- Certification of Typing/Keyboarding speed of 45 net words per minute

Some Positions May Require:

- Possession of a Valid California Driver's License
- Transcription speed of 45 net words per minute

Knowledge of: basic principles and techniques of office equipment and operations; English language, grammar and punctuation; good public relations practices; proper telephone etiquette; computer and associated word processing and spreadsheet software.

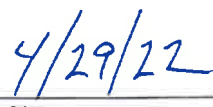
Ability to: multi-task; compile information from a wide variety of criminal justice documents and databases; demonstrate good judgment in stressful situations; follow established written policies and procedures; interpret penal codes; operate a network personal computer and a variety of automated systems and databases; comprehend written and oral instructions; handle a high volume of records and files; communicate and work effectively, tactfully and professionally with citizens and other branches of law enforcement.

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

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


DATE

Item #	3278
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	50.9
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	4
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	May 9, 2022



May 9, 2022

Civil Service Commission
Kern County Administrative Center
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Bakersfield, CA 93301

**PROPOSED REVISED JOB SPECIFICATIONS TITLED ENVIRONMENTAL HEALTH
TECHNICIAN II AND SENIOR ENVIRONMENTAL HEALTH TECHNICIAN**

The Public Health Department requests approval of the attached revised job specifications titled Environmental Health Technician II and Senior Environmental Health Technician (currently Environmental Health Technician III).

The Environmental Health Technician I/II job specifications were previously updated in April 2015. However, at the time these classifications were updated, the Senior Environmental Health Technician (currently Environmental Health Technician III) job specification was not included in the revisions. Recently, under the direction of the new Director of Public Health, there was a request to proceed with the revisions to this classification.

The department has experienced an increase in activities involving investigations and inspections to determine compliance with applicable laws and regulations pertaining to environmental health issues. The revisions to the Senior Environmental Health Technician (currently Environmental Health Technician III) will allow the department to assign lead level technical work to Senior Environmental Health Technicians and to assign more complex duties to Registered Environmental Health Specialists.

The proposed revision includes a title change to Senior Environmental Health Technician (currently Environmental Health Technician III) and updates to the definition and essential functions which reflect contemporary duties to be performed by incumbents. The revisions also include changes to the employment standards required for the position while maintaining appropriate industry standards for the classification.

There are no substantive revisions to the Environmental Health Technician II job specification. The revisions under the employment standards update language related to the education required for the position.

The classifications are represented by Service Employees' International Union, Local 521 (SEIU). SEIU agrees with the revisions.

Therefore, IT IS RECOMMEND that your Commission REVIEW, RECEIVE, AND FILE the proposed revised job specifications for Environmental Health Technician II and Senior Environmental Health Technician.

Sincerely,



Devin Brown

Chief Human Resources Officer

Attachment

cc: Brynn Carrigan, Director of Public Health

Environmental Health Technician II
Bargaining Unit: 3
Salary Range: 58.4 (\$4,206-\$5,026)

Definition:

Under general supervision, performs a variety of skilled technical assignments involving office and/or field review, investigations, inspections, permit processing, enforcement and interpretations of regulations pertaining to environmental health issues and performs other related work as required.

This is the journey level of the Environmental Health Technician classification series. Incumbents are expected to work independently. It's distinguished from the Environmental Health Technician I by the increased level of responsibility, greater knowledge of environmental health issues and incumbents are expected to perform more difficult assignments.

Essential Functions:

- Reviews and processes various Environmental Health applications and submittals for completeness, critical detail and issues permits as appropriate.
- Interprets laws, regulations, and guidance documents for compliance with or implementation of regulatory programs.
- Under supervision, conducts field inspections and investigations to determine compliance with applicable codes.
- Issues notices of violation and enforcement orders and initiates legal actions when necessary.
- Notifies developers, contractors and the public on matters relating to environmental health programs.
- Researches legal descriptions, property ownership and history using maps, computer and assessor records.
- Serves as liaison between various public agencies and the public as necessary.
- Prepares reports of inspections, investigations, and/or incidents and prepares information guides, as necessary.
- Calibrates, operates, and maintains a wide variety of analytical instruments and equipment.
- ~~May~~ Revises forms and make recommendations on procedural changes as appropriate.
- Performs other job duties as assigned.

Employment Standards:

Minimum Qualifications:

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

- Completion **of 60 semester or 90 quarter units** ~~of two (2) years of college~~ from an accredited college or university including 12 semester or 18 quarter units in biology, chemistry, geology, physics, or other closely related field
- One (1) year of experience as an Environmental Health Technician I OR three (3) years of **experience conducting environmental health inspections, investigations, or related activities** ~~equivalent Environmental Health Technician I experience~~ OR an equivalent combination of education, training, and experience.
- Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: mathematical concepts relating to construction plans and diagrams; basic principles of biology and chemistry; familiarity with common scales of weights and measures; practices and procedures, rules, regulations and laws associated with a variety of environmental health programs; inspection techniques and research methods.

Ability to: read maps and plans; complete forms, conduct research and prepare clear, concise reports; communicate both orally and in writing effectively; work well with others; use computers and software applications.

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.



DEPARTMENT HEAD

4/29/2022

DATE



CHIEF HUMAN RESOURCES OFFICER

5/2/22

DATE

Item #	2181
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	E
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	58.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	3
HR Analyst	B Villanueva
Reviewed By	T Eldridge
CAO Analyst	J Carson
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 9, 2022

Senior Environmental Health Technician III
Bargaining Unit: 3
Salary Range: 60.4 (\$4,648-\$5,554/mo.)

Definition:

Under **general** supervision, **performs a variety of skilled technical assignments involving office and/or field review, investigations, inspections, permit processing, enforcement and interpretations of laws/regulations pertaining to environmental health issues;** ~~assists environmental health specialists in performing tasks associated with the delivery of environmental health services;~~ and performs **other** related work as required.

This classification is **the lead** ~~considered the most experienced level~~ **in the series** and is distinguished from the Environmental Health Technician I/II series by the greater complexity of work assigned and degree of responsibility expected to be undertaken. Incumbents in this classification are expected to have a comprehensive knowledge of one or more service areas within the **division, and are expected to work independently.** ~~department.~~

Essential Functions:

- Reviews **and processes** various ~~applications and~~ Environmental Health **applications and submittals** ~~permits~~ for completeness, critical detail and issues permits as appropriate;
- **Interprets laws, regulations, and guidance documents for compliance with or implementation of regulatory programs;**
- **Under supervision,** ~~c~~Conducts independent field inspections **and investigations** to determine compliance with applicable **laws and regulations** ~~codes~~;
- Issues notices of violation and **enforcement orders and initiates legal actions when necessary** ~~notices to appear in court~~;
- Notifies developers, contractors and the public on matters relating to environmental health programs, ~~land use regulations, building codes, plan requirements, easements, setbacks and plot plan requirements~~;
- Researches legal descriptions, property ownership and history using maps, computer and assessor records;
- ~~Makes recommendations on corrective measures in compliance with Federal, State and local laws, rules and regulations;~~
- ~~Initiates legal actions when mandatory compliance is necessary;~~
- Serves as liaison between various public agencies and the public as necessary;
- Prepares reports **of inspections, investigations, and /or incidents, and prepares** information guides, as necessary;
- **Calibrates, operates and maintains a wide variety of analytical instruments/equipment**
- ~~Prepares diagrams and sketches as necessary;~~

Senior Environmental Health Technician III

Page 2

- ~~Conducts periodic inspection of public water supplies;~~
- ~~Evaluates water supply systems and determines compliance with applicable State regulations;~~
- ~~May r~~**Revises** forms and makes **r** recommendations on procedural changes as appropriate;
- ~~Maintains files;~~
- Performs other job related duties as assigned.

Employment Standards:

~~Graduation from high school and completion of 30 semester or 45 quarter units in biology, chemistry, geology, physics or related field or any equivalent combination of education, training and experience. Two years of technical experience in environmental health service programs may substitute for the college requirement.~~

- **High school diploma or G.E.D., or any equivalent**
- **Completion of 60 semester or 90 quarter units from an accredited college or university including 12 semester or 18 quarter units in biology, chemistry, geology, physics or related field**
- **One (1) year of experience equivalent to an Environmental Health Technician II OR four (4) years of experience conducting environmental health inspections, investigations or related activities.**
- **Possession of a valid California Motor Vehicle Driver's License.**

~~Depending upon assignment, Certification as a cross-connection device tester may be required at time of appointment and AWWA Cross Connection Control Specialist Certification may be required within one year of employment.~~

Knowledge of: mathematical concepts relating to construction plans and diagrams; **basic principles of biology and chemistry;** familiarity with common scales of weights and measures; practices and procedures, rules, regulations and laws associated with a variety of environmental health programs; inspection techniques and research methods.

Ability to: read maps and plans; complete forms, conduct research and prepare clear, concise reports; communicate effectively **in writing and orally** effectively; **use computers and related software applications;** and **assist in training staff** ~~work well with others.~~

A background check may be conducted for this classification.

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

Revised Job Specification

May 9, 2022

Item No. 2182


DEPARTMENT HEAD

4/29/2022
DATE


CHIEF HUMAN RESOURCES OFFICER

5/2/22
DATE

Item #	2182
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	E
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	60.4
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	B Villanueva
Reviewed By	T Eldridge
CAO Analyst	J Carson
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	May 9, 2022



May 9, 2022

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

**PROPOSED REVISED JOB SPECIFICATIONS TITLED HEALTH PLAN SERVICES
SPECIALIST, SENIOR HEALTH PLAN SERVICES SPECIALIST, AND
HEALTH PLAN SERVICES COORDINATOR**

The Human Resources Division requests approval of revised specifications titled Health Plan Services Specialist, Senior Health Plan Services Specialist, and Health Plan Services Coordinator.

The proposed changes eliminate the Health Plan Services Specialist I classification and combine the former Health Plan Services Specialist II classification (new Health Plan Services Specialist) with the Senior Health Plan Services Specialist classification into a new flexible classification series. The proposed revisions to the latter two specifications update the titles to reflect the restructure approved by the Board of Supervisors.

The revised specifications update the essential functions to reflect the current utilization of the classifications within the Human Resources Division Health & Wellness Team. These positions are unique to the Health & Wellness Team, and the revisions update the employment standards to reflect the necessary combination of education and experience to be successful in these roles.

The Health Plan Services Specialist and Senior Health Plan Services Specialist fall within the unrepresented confidential bargaining unit. The Health Plan Services Coordinator falls within the mid-management bargaining unit.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed specifications titled Health Plan Services Specialist, Senior Health Plan Services Specialist, and Health Plan Services Coordinator.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

Health Plan Services Specialist I/II
Bargaining Unit: X
Salary Range: 55.1 (\$3568-\$4264/mo.)

Definition:

The Health Plan Services Specialist is the entry-level in the paraprofessional Health Plan Services flexible classification series. Incumbents, uUnder direction, to perform specialized work in providing support activities related to the administration of employee health benefits or other employee benefits programs, utilization review and benefits determination for health plans administered by the Human Resources Division of the County Administrative Office. Duties might include: answering telephones, greeting the public, and providing general customer service; providing advocacy on behalf of health plan members or benefit program participants; assessing problems in access to care and resolving issues and complaints; coordinating with partnering agencies and outside vendors for day-to-day operations of health plan and employee benefits administration; intake of referral authorization requests; determine plan benefits and eligibility; prepare notice of actions to members and providers; processing enrollment forms; training and serve as a lead to lower level staff; serving as a liaison; and provide interpretation of benefits and programs.

The Health Plan Services Specialist is distinguished from the Senior Human Resources Specialist classification by the latter's responsibility to work in a lead capacity, handle more complex assignment, and work with minimal supervision.

Distinguishing Characteristics:

~~There are the two levels to the Health Plan Services Specialist flexible classification series. The Health Plan Service Specialist incorporates entry level paraprofessionals through journey level specialist who work with minimum supervision. Advancement between levels I and II is considered on a merit basis and is subject to recommendation of the Department Head~~

~~**Health Plan Services Specialist I:** This is the entry level of the paraprofessional Health Plan Services Specialist series. Health Plan Services Representative I incumbents perform entry level paraprofessional level activities in support of administration of health benefits eligibility, the health plan, or other employee benefits. Incumbents work with less independence and discretion than Health Plan Services Specialist II and are not expected to perform at the same skill level.~~

~~**Health Plan Services Specialist II:** This is the journey level of the paraprofessional Health Plan Services Representative series. The Health Plan Services Specialist II is distinguished from the Health Plan Services Specialist I by the regularity of more advanced assignments requiring independent problem solving and greater discretion in completion of goals; incumbents may also be assigned lead level responsibilities.~~

Essential Functions:

- Researches and resolves issues and complaints from health plan members and health care providers.
- Works in collaboration with Human Resources Division staff, other departments, organizations, agencies, employers, outside vendors, and health care providers, to facilitate enrollment in health benefits and/or access to services and resolve member and provider complaints.
- Responds to requests for information and inquiries related to health plan administrative functions, member eligibility, plan benefits and covered or excluded services, provider contracts and reimbursements, employee benefits, County policies, and/or other related information.
- Uses County or vendor computer systems and applications to determine health plan and benefit eligibility and authorization for services.
- Enters and retrieves a variety of information from databases.
- Receives and performs initial intake processing of all incoming enrollment documentation, referral and authorization requests within established turnaround time and production standards.
- Gather all pertinent documentation, including clinical documentation, to forward to vendors for review.
- Assist with daily cash deposit/reconciliation as well as basic monthly/quarterly reconciliation and transmittal of funds with Special Districts, Life Insurance, and other vendors.
- Prepares, processes, and maintains a variety of records and reports.
- Conducts research to keep abreast of latest developments in assigned area of responsibility.
- Provides information and assistance to health plan members, potential members and/or other interested parties.
- Provides information and/or documentation supporting health plan or employee benefit policies and procedures and may assist members with completing required documents to facilitate payment/reimbursement for or access to covered services.
- Assists with monitoring contracted vendors to ensure satisfactory performance.
- Prepares member and provider communications.
- Conducts outreach to members and providers.
- Generates correspondence to members and providers.
- Performs individual and group orientations regarding health plans or employee benefit programs.
- Assists with training of other unit staff.
- Serves as a liaison with other departments, organizations, agencies, employers, outside vendors, health care providers, employees, plan members, and the general public in answering questions, resolving complaints, and promoting programs.
- Demonstrates a comprehensive knowledge of health plan benefits, provider's networks, and health plan administration.
- Performs other related duties as required.

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

Employment Standards:

Level I: High School Diploma, G.E.D or equivalent and one (1) year of education, training and/or experience related to fiscal or administrative work in a hospital, medical office, or health plan setting.

Level II: High School Diploma, G.E.D or equivalent, and three (3) years of education, training and/or experience related to fiscal or administrative work in a hospital, medical office, or health plan setting.

- **Thirty (30) semester or forty-five (45) quarter units from an accredited college or university or any combination of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.**

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

Both Levels: Qualifying related experience may include health plan administrative, support; utilization management support, basic medical terminology, provider relations, call center management, medical office administration or support; medical education or training; hospital business office or patient registration; medical or insurance claims processing; patient accounting and collections; verifying documents to determine eligibility for medical benefits and/or social services; conducting needs assessments; medical or social service case management and/or making referrals for services; public relations; and general customer service experience. Health plan experience is preferred.

~~Some positions may require possession of a valid California Motor Vehicle Driver's License.~~

~~A background check may be conducted for this classification.~~

Knowledge of: customer service principles; basic mathematical concepts; English language, grammar, and punctuation; public relations principles; HIPAA privacy and security regulations; medical and insurance terminology; standard office procedures, statistical methods; data compilation methods; and report writing.

Skill in: Ability to: use a computer and related software applications; interview individuals and collecting information from a variety of sources, including health plan members, health care providers, and contracted vendors as necessary to **complete tasks and goals; prepare and deliver presentations; read, comprehend, and explain regulations and procedures; resolve conflict; speak in public;** establishing and maintaining effective working relationships with internal and external customers; use ing tact and empathy in working with customers under stressful situations; **communicate both orally and in writing to exchange or convey information and to receive work direction.**

A background check may be conducted for this classification.

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 DEPARTMENT HEAD

 5/2/22
 DATE



 CHIEF HUMAN RESOURCES OFFICER

 5/2/22
 DATE

Item #	0466
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	55.1
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	Keri Pharris
Reviewed By	Tracey Eldridge
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	May 9, 2022

Senior Health Plan Services Specialist Confidential

Bargaining Unit: X

Salary Range: 57.3 (\$3,982-\$4758/mo.)

Definition:

The Senior Health Plan Services Specialist is the senior level in the Health Plan Services Specialist flexible classification series. Incumbents performs specialized work in providing support activities related to the administration of employee health benefits or other employee benefits programs as well as utilization review and benefits determination for health plans administered by the Human Resources Division of the County Administrative Office. The Senior Health Plan Services Specialist works independently and exercises good judgement to perform tasks in delineated areas of responsibility. The Senior Health Plan Services Specialist may also assist with training and/or supervising staff involved in human resources activities. Positions in this class are categorized as confidential due to the sensitivity and nature of the information incumbents will be privy to that affect employee relations.

~~Under minimum direction, performs specialized work in providing support activities related to the administration of employee health benefits or other employee benefits programs as well as utilization review and benefits determination for health plans administered by the Human Resources Division of the County Administrative Office.~~

Distinguishing Characteristics

~~The Senior Health Plan Services Specialist is the lead level in the Health Plan Services Specialist classification series. Incumbents provide technical assistance to, county employees and Human Resources Division staff in the administration of employee benefits. Work performed is complex in nature which requires a comprehensive knowledge of health plan administrative and eligibility. The Senior Health Plan Services Specialist works independently and exercises good judgment in the performance tasks in delineated areas of responsibility. 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 Health Plan Services Specialist may also assist with training and/or supervising staff involved in human resources activities.~~

Essential Functions:

- Responds to a variety of inquiries regarding employee or retiree benefit eligibility.
- Provides technical assistance to county departments and/or other human resources staff in reviewing, processing and approving various health benefit transactions.
- Oversees and may assist employees in completing various health benefit documents, reviews and approves various personnel transactions for completeness, accuracy, and compliance.
- Research and resolve issues and complaints from health plan members and health care providers.
- Assist with negotiation of Memorandum of Understanding (MOUs) and/or Letters of Agreement (LOAs) with providers and facilities; manage documentation of such contracts.

- Assists with 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.
- Establishes and maintains employee health benefit files and other personnel records in electronic or paper form; scans personnel documents and manages files; submits necessary documentation to vendors.
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling benefits with outside vendors, employee benefits and other fiscally related information; coordinates with management, employees, retirees, and/or departments in resolving omissions and discrepancies.
- Assists in developing, scheduling and presenting various employee and/or retiree health benefits related classes/seminars/outreach events.
- 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.
- Assist with the issuance of Request for Proposals.
- 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.

Other Functions

- May assist in training or supervising other Health Plan Service Representatives and support staff.
- Performs other job-related duties as assigned.

Employment Standards:

~~Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.~~

~~Qualifying related work experience must be related to fiscal or administrative work in a hospital, medical office or health plan setting.~~

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

Minimum Qualifications:

- **Sixty (60) semester or ninety (90) quarter units from an accredited college or university and three (3) years of related work experience or any combination of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.**

Qualifying related work experience must be related to fiscal or administrative work in a hospital, medical office or health plan setting.

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

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

Knowledge of: basic human resource programs; health plan administration; 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.

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

5/2/22
DATE


CHIEF HUMAN RESOURCES OFFICER

5/2/22
DATE

Item #	3059
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	
Basis of Pay (Bi-Weekly/Hourly)	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	2
Bargaining Unit	X
HR Analyst	Keri Pharris
Reviewed By	Tracey Eldridge
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	May 9, 2022

Health Plan Services Coordinator
Bargaining Unit: D
Salary Range: 61.3 (\$4,861-\$5,809)

Definition:

The Health Plan Services Coordinator is a mid-management position in the ~~Under general direction, to manage key elements of the health plan administration function of the~~ Human Resources Division. Incumbents **under direction, including supervision supervising** health plan member services and provider relations staff, to recommend program budgets and monitor health plan costs, to assist in making proposed changes to existing benefits programs and health plans or in developing new benefits programs and health plans, and to serve as a liaison and representative on employee benefits and health plan matters.

Distinguishing Characteristics

This position is assigned to the Deputy Employee Relations Officer for Employee Benefits to assist with the day to day activities of health plan administration. The incumbent will focus on resolution of member issues and complaints, coordination of activities with other agencies and contracted vendors, building and managing relationships with health care providers, and assigning work and supervising subordinate staff as necessary to achieve program goals and objectives. The incumbent is expected to operate autonomously under general guidance in handling complex assignments and in representing the unit and health plans to County employees, departments, other governmental and private entities, and the general public.

Essential Functions:

- Supervises support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
- Provides team leadership and participates in developing new techniques and applying new knowledge to achieve improvements in effectiveness and quality.
- Assists in developing and implementing the unit's goals and strategies.
- Develops and implements operational policies and procedures.
- Coordinates work assignments with partnering agencies and outside vendors.
- Provides input for unit and health plan program budgets.
- Researches, compiles data and analyzes trends; makes recommendations based on findings.
- Develops, implements, and evaluates programs, ensuring objectives consistent with the overall mission and goals of the unit and department.
- Reviews and evaluates data to identify opportunities for program improvement, implements performance improvement projects.
- Assists with and advises on negotiations and drafting of agreements with outside vendors and health care providers.
- Assists with monitoring contracted vendors to ensure satisfactory performance.
- Makes presentations and prepares reports and correspondence.

- Serves as a liaison with other departments, organizations, agencies, employers, outside vendors, health care providers, employees, plan members, and the general public in answering questions, resolving complaints, and promoting programs.
- Performs other related duties as ~~required~~ **assigned**.

Employment Standards:

Minimum Qualifications:

- **Sixty (60) semester or ninety (90) quarter units from an accredited college or university and four (4) years of fiscal or administrative experience in a hospital, medical office, or health plan setting. Hospital, medical office, or health plan experience must be attained in the last three (6) years.**
- **Or any combination of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.**

~~Bachelor's Degree from an accredited college or university which provided for acquisition of the required knowledge, skills, and abilities AND one (1) year of fiscal or administrative experience in a hospital, medical office, or health plan setting. Hospital, medical office, or health plan experience must be attained in the last three (3) years.~~

OR

~~High School Diploma, G.E.D., or equivalent and five (5) years of progressively responsible lead experience with fiscal or administrative responsibilities in a hospital, medical office, or health plan setting. Hospital, medical office, or health plan experience must be attained in the last three (3) years.~~

OR

~~An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.~~

Qualifying related work experience may include: health plan program management; hospital business office or patient registration; medical or insurance claims processing; patient accounting and collections; medical office administration; negotiation of health care provider reimbursement agreements; public relations; labor relations; budget input and monitoring; management and supervision of staff. Health plan administration experience is preferred.

~~Some positions may require possession of a valid California Motor Vehicle Driver's License.~~

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

Knowledge of: leadership principles; supervisory principles; research methodologies; report writing techniques; public relations principles; HIPAA privacy and security regulations; medical, health plan, and insurance terminology; personnel administration; and standard office procedures.

~~Skill in~~ **Ability to:** collecting and analyzing program data; conducting statistical analysis; preparing reports and documentation; preparing and giving presentations; solving problems; interpreting applicable local, state, and federal rules, regulations, and guidelines; mentoring and providing leadership; acquiring subject matter expertise in functional areas; providing subject matter expertise; monitoring and evaluating work; prioritizing and assigning work; mediating conflict; establishing and maintaining effective, cooperative working relationships; and communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

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

 5/2/22
 DATE


 CHIEF HUMAN RESOURCES OFFICER

 5/2/22
 DATE

Item #	0458
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	E
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	61.3
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	2
Bargaining Unit	D
HR Analyst	Keri Pharris
Reviewed By	Tracey Eldridge
CAO Analyst	Alex Alva
Chief HR Officer	Devin Brown
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Revision Date	May 9, 2022



May 9, 2022

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

PROPOSED REVISED JOB SPECIFICATIONS AFFECTED BY WAGE ADJUSTMENTS

The Human Resources Division requests approval of the attached revised job specifications affected by wage adjustments.

The State of California increased the minimum wage in January 2022. To ensure compliance with this law and to address compaction between levels, wage adjustments and job specification revisions were made to affected classifications which include combining lower level classifications into a collapsed series.

The revisions to the following classifications may reflect a title change in addition to the deletion of language referencing combined classifications and other minor changes related to formatting and/or updating standard language:

Item No.	Classification Title	New Classification Title
4911	Airport Maintenance Worker III	Airport Maintenance Worker
4910	Airport Maintenance Worker IV	Senior Airport Maintenance Worker
2614	Automotive Parts Storekeeper II	Automotive Parts Storekeeper
5239	Automotive Service Worker II	Automotive Service Worker
3725	Behavioral Health Peer Specialist II	Behavioral Health Peer Specialist
3724	Behavioral Health Peer Specialist III	Senior Behavioral Health Peer Specialist
5647	Building Services Worker III	Building Service Worker
5635	Senior Building Services Worker	No Title Change
5502	Cook II	Cook
5501	Cook III	Senior Cook
4980	Disposal Site Gate Attendant II	Disposal Site Gate Attendant
4945	Supervising Disposal Site Gate Attendant	No Title Change
1074	Engineer II	Engineer
1072	Engineer III	Senior Engineer
2865	Fiscal Support Technician	No Title Change
2845	Fiscal Support Specialist	Fiscal Support Specialist
5390	Groundskeeper II	Groundskeeper
5380	Groundskeeper III	Senior Groundskeeper
3155	Legal Process Technician II	Legal Process Technician
2834	Mail Clerk II	Mail Clerk
4916	Maintenance Worker III	Maintenance Worker
4915	Maintenance Worker IV	Senior Maintenance Worker

GROUND  BOUNDLESS

3421	Medical Assistant II	Medical Assistant
3440	Public Health Aide II	Public Health Aide
4949	Security Attendant I	Security Attendant
5357	Tree Trimmer II	Tree Trimmer
5356	Tree Trimmer III	Senior Tree Trimmer
2625	Stock Clerk	Stock Clerk I
2610	Storekeeper II	Stock Clerk II

Therefore, IT IS RECOMMEND that your Commission REVIEW, RECEIVE, AND FILE the proposed revised job specifications affected by wage adjustments.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachment

Airports Maintenance Worker I
Bargaining Unit: 6
Salary Range 52.9 (\$3,197-\$3,821/mo.)

Definition:

Under close supervision and in a trainee capacity, performs a variety of semi-skilled work in the construction and maintenance of buildings, grounds and equipment within the Kern County Airport System facilities in accordance with Federal Aviation Administration Part 139 standards.

The Airports Maintenance Worker I is the entry level of the flexible classification series of Airports Maintenance Worker I-IV within the Kern County Airports Department. Airports Maintenance Worker I's receive on-the-job instruction and close supervision in the performance of job duties. Promotion to the next higher level of **Senior** Airports Maintenance Worker II is based upon acquiring the required training and experience, and recommendation of the department head.

Essential Functions:

- Works within Part 139 of airfield movement areas, checks buildings, equipment, and grounds to locate conditions indicating the need for repair and maintenance work
- Makes building repairs involving plumbing, irrigation systems, painting, carpentry, mechanical, structural, flooring, and/or simple electrical work
- Uses a variety of hand and power tools in the performance of work
- Operates a personal computer and/or mobile device, using a variety of software applications to complete work
- Repairs furniture and equipment
- Moves and installs partitions
- Mixes and pours concrete and asphalt
- Operates light motorized equipment, digs ditches and lays pipe
- Operates and maintains pumps and pressure tanks
- Assists in building small structures
- Assists in maintaining and repairing impact rotor sprinklers, drip irrigation systems, and control valves
- Assists in the installation of irrigation systems
- Performs minor brazing and soldering
- Performs minor painting assignments
- Performs cold patches and minor road repairs
- Performs minor plumbing repairs
- Installs and repairs fencing and gates
- Repairs small appliances, tools, and pieces of equipment
- Performs refuse removal and processing
- Assists with installing dry wall
- Performs related work as required

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent
- Any combination of training, education and experience equivalent to obtain knowledge in general building maintenance and repair, involving minor carpentry, electrical, painting, and plumbing work.
- Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: the basic practices with, tools, equipment, and materials used in the carpentry, painting, plumbing, and electrical trades; and minor road and fence repairs.

Ability to: use hand tools utilized in the building trades; follow oral and written directions; use good body mechanics and follow basic safety practices in the performance of job duties; operate a personal computer, mobile device and 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.

Senior Airports Maintenance Worker IV
Bargaining Unit: 6
Salary Range 54.9 (\$3,533-\$4,222)

Definition:

Under general supervision, performs a variety of skilled and semi-skilled work in the construction and maintenance of buildings, grounds and equipment within the Kern County Airport System facilities in accordance with Federal Aviation Administration Part 139 standards; acts as lead worker on particular assignments; and oversees special program personnel.

The **Senior** Airports Maintenance Worker is in a classification series within the Kern County Airports Department. This is the advanced journey or lead level of the flexible series of Airports Maintenance Worker. Incumbents perform the full range of maintenance work and may function as the lead worker in a crew or on a particular assignment or project, oversee special program personnel, and/or train other personnel.

Essential Functions:

- Works within Part 139 of airfield movement areas, checks buildings, equipment, and grounds to locate conditions indicating the need for repair and maintenance work
- Maintains and calibrates airfield electrical systems, including Automated Light Control System (ALCS); Precision Approach Pilot Instrument System (PAPIS) within the guidelines of the FAA Part 139 or other airfield electrical systems
- Performs airfield clear zone and airfield restricted area maintenance with large commercial tractors and rotary equipment
- Oversees work release, community service and special program personnel
- Maintains and paints airfield lines in accordance with Federal Aviation Administration (FAA) regulations
- Maintains and repairs Aircraft Passenger Boarding Bridges
- Makes building repairs involving plumbing, irrigation systems, painting, carpentry, mechanical, structural, flooring, and electrical work
- Oversees others in the performance of maintenance work
- Schedules and assigns work orders to other maintenance staff
- Plans and estimates materials for other maintenance staff
- Uses a variety of hand and power tools in the performance of maintenance work
- Operates a personal computer and/or mobile device, using a variety of software applications to complete work
- Repairs furniture and equipment
- Moves and installs partitions
- Builds structures and cabinets
- Reads and interprets construction and working blueprints and diagrams

- Builds forms and installs concrete supports; mixes pours, finishes concrete and asphalt
- Installs, services and repairs plumbing, water and sewer systems and wiring systems and equipment
- Applies paints, varnishes, and stains, lacquers, and enamels to building interior and exterior furniture and other equipment
- Repairs appliances, tools and pieces of equipment.
- Operates motorized equipment, digs ditches and lays pipe
- Operates and maintains pumps and pressure tanks
- Designs and installs irrigation systems
- Maintains and repairs impact rotor sprinklers, drip irrigation systems and control valves
- Performs brazing, soldering, and welding
- Performs painting
- Performs roofing
- Performs cold patches and road repairs
- Performs plumbing repairs
- Installs and repairs fencing, gates, and commercial garage doors
- Installs dry wall
- Performs refuse removal and processing
- Performs related work as assigned.

Employment Standards:

- High School Diploma, G.E.D. or equivalent
- Three (3) years of paid airfield experience equivalent to an Airports Maintenance Worker III in the Kern County Classification System.
- Possession of a valid California Motor Vehicle Driver's license.
- Completion of a Jetway Maintenance Training Course for Jetway Passenger Boarding Bridges OR three (3) years of passenger jet bridge maintenance experience.

Qualifying related work experience may include: experience in Part 139 airfield movement areas including maintaining and painting airfield lines in accordance with Federal Aviation Administration (FAA) regulations; maintaining and calibrating airfield electrical systems, including Automated Light Control Systems (ALCS), Precision Approach Pilot Instrument System (PAPIS) within the guidelines of the FAA Part 139 or other airfield electrical systems.

Knowledge of: the principles of airfield movement areas, Federal Aviation Administration regulations regarding painting airfield lines; maintenance and repair of Aircraft Passenger Boarding bridges; the maintenance and calibration of airfield electrical systems within the guidelines of the FAA Part 139; general maintenance practices, tools, equipment, and materials used in the carpentry, painting, plumbing, and electrical trades; commercial tractors and rotary equipment, plumbing and electrical equipment used in building and grounds; and road, fence and

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Ability to: determine the need for repairs; estimate time and materials needed to perform a job; use hand tools utilized in the building trades; follow oral and written directions; use commercial tractors and rotary equipment, paint airfield lines; repair Aircraft Passenger Boarding Bridges; maintain and calibrate airfield electrical systems; use good body mechanics and follow basic safety practices in the performance of job duties; assign and direct the work of others; operate a personal computer, mobile device and 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.

Automotive Parts Storekeeper I
Bargaining Unit: 6
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under direction, to maintain an accurate inventory of a county automotive parts and equipment store room; to receive, inspect, store and issue parts and supplies; and to do related work as required.

~~This is the entry level of the Automotive Parts Storekeeper flexible classification series. This level is distinguished from other store keeping classes by the requirement for specialized knowledge of parts, assemblies and repair procedures for automotive and other motorized equipment. Duties are distinguished from the II level in that the latter requires a broader scope of responsibility and knowledge of automated and manual store keeping and stock control methods and procedures.~~

~~Promotion to Automotive Parts Storekeeper II is considered on a merit basis subject to recommendation by the department head and approval of the Director of Personnel.~~

This job classification may require shift work Monday through Friday. Candidates may also be subject to after hour call backs.

Essential Functions:

- Orders, receives, inspects and stores automotive parts used in the repair and maintenance of a fleet of passenger vehicles, gasoline and diesel powered maintenance and construction equipment, and/or heavy duty on road diesel vehicles, together with a variety of auxiliary equipment.
- Issues parts for the repair of engines, clutches, carburetors, generators, distributors, starters, steering assemblies, front ends, transmissions, differentials, drive lines, electrical systems, brake systems, fuel injection systems, air conditioning systems, hydraulic systems and other specialized equipment.
- Issues substitute parts on the basis of knowledge of interchange ability of parts.
- Coordinates orders and delivery dates with vendors and makes corrections as needed.
- Picks up parts from automotive and equipment parts suppliers.
- Keeps stores cost allocations and compares delivery slips with purchase orders to verify and ensure appropriate transactions.
- Checks and prepares reports of parts accessories and equipment received; reorders stock when necessary; and provides pricing information on parts.
- Advises superiors regarding need for purchases.
- Properly maintains parts, accessories and equipment in storage status.
- Takes random parts room inventories to ensure inventory accuracy; conducts annual audits of automotive parts and equipment store room inventory to ensure compliance with county and other governmental agencies auditing standards as required.

- Utilizes a personal computer and related software applications; enters and retrieve numerical and narrative data from an automated system; reads and interprets computer printouts and information on computer screen.
- Keeps stock room clean and orderly.
- May oversee the activities of assigned special program, extra help staff.
- Performs job-related duties as assigned.

Employment Standards

- High School graduation or completion of G.E.D.
- One (1) year of experience that would provide a good working knowledge of automotive parts for passenger vehicles or heavy equipment.
- Possess and maintain a valid California Class C Driver's License.

Knowledge of: automotive vehicle parts and accessories; parts and accessories for gasoline and diesel driven construction and maintenance equipment and heavy duty on road diesel vehicles; the nature and use of a variety of parts catalogues; inventory principles and practices; proper methods of store keeping, including the receipt, inspection, storage and issuance of supplies.

Skill in: maintaining accurate records and perpetual inventories; handling heavy or bulky automotive parts, accessories and equipment; learning to access, input and retrieve information using personal computer and related software applications; directing the work of others; maintaining effective work relationships with vendors, officials and employees.

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.

Automotive Service Worker I
Bargaining Unit: 6
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under supervision, to perform routine and periodic unskilled preventative maintenance routines; to wash, service and lubricate automobiles and other motorized equipment; and to do related work as required.

~~Automotive Service Worker I represents the entry level to the fully trained in the flexible Automotive Service Worker classification series. Incumbents perform unskilled and semi-skilled tasks related to the servicing and maintenance of automobiles, light trucks and other motorized equipment. Promotion to the next level of Automotive Service Worker II is based on recommendation of the department head and approval of the Director of Personnel.~~

Essential Functions:

- Washes, waxes, and steam cleans exteriors of automotive equipment;
- Vacuums, dusts and cleans interiors of cars and light trucks;
- Supplies automotive equipment with oil, water, air and fuel and keeps records of quantities used;
- Changes oil; removes and replaces air and oil filters;
- Assists in lubricating automobiles;
- Replaces worn items such as windshield wipers, light bulbs, and fan belts;
- Changes tires;
- Steam cleans automotive equipment;
- Performs janitorial duties;
- Performs errands;
- Answers telephone and takes messages;
- Assists in dispatching equipment;
- May supervise inmate and work-release personnel.
- Performs other job-related duties as required.

Employment Standards:

Minimum Qualifications:

High School Diploma, G.E.D. or equivalent; knowledge of the methods, tools, and materials used in servicing automotive equipment; knowledge of common cleaning methods; ability to keep simple records; ability to follow simple oral and written instructions; ability to work effectively with others;

Possession of a valid Class C California Driver's license is required prior to appointment.

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Abilities: **Knowledge of:** safety practices and procedures of an automotive filling station; ability to perform heavy manual labor; ability to operate a variety of automotive services equipment.

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.

Behavioral Health Peer Specialist I

Description:

Under direct supervision and in a learning capacity, the incumbent will be responsible for the development and on-going provision of peer support services within Behavioral Health and Recovery Services.

The Behavioral Health Peer Specialist I **encompasses** is the trainee level **to the fully trained, competent** Behavioral Health Peer Specialist in the flexible classification series. Incumbents in the Behavioral Health Peer Specialist Series are unique in that they have personal lived experience with behavioral health and/or recovery challenges themselves and/or they may be the caregivers/family members of individual(s) with behavioral health and recovery challenges. The Behavioral Health Peer Specialist I is expected to possess the ability to work in a ~~trainee~~ capacity performing necessary non-professional work under direct supervision.

Incumbents perform duties of increasing responsibility as expertise is gained. The Behavioral Health Peer Specialist I is distinguished from the **Senior** Behavioral Health Peer Specialist H/III classification series by the limited degree of responsibility and decision-making afforded to incumbents. Promotion to **Senior** Behavioral Health Peer Specialist H is considered on a merit basis upon completion of the minimum qualifications, **and** is subject to the recommendation of the Director of Behavioral Health and Recovery Services, ~~and the approval of the Chief Human Resources Officer.~~

Essential Functions:

~~In a learning capacity:~~

- Provides peer assistance and mentoring to promote consumer engagement in supportive networks, natural supports, and activities within and outside the behavioral health system.
- Serve as a mentor/role model demonstrating competency in recovery, effective coping skills and self-help strategies.
- Develops effective working relationships with agencies and organizations to advocate for client and family/caregiver empowerment.
- Outreaches to unengaged consumers, face-to-face or by phone
- Facilitates peer self-help/recovery groups (e.g. Wellness Recovery Action Plan) for consumers, family members, and caregivers.
- Attends and participates in special events, conferences, workshops and trainings with the behavioral health system and in the community
- Assists in organizing training activities and with providing educational materials on Behavioral Health Recovery for community groups, behavioral health consumers, family members, and staff.

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Item No. 3725

- Transports clients to and from medical and social service appointments.
- Recommends and makes referrals to programs for instruction on life skills, livelihood skills and workplace readiness skills necessary for successful reintegration into family life, the work force and the community.
- Performs basic typing and computer tasks; accesses, utilizes, and maintains electronic records and files, including an electronic health record computer program.
- Performs other job-related duties as assigned.

Employment Standards:**Minimum Qualifications:**

- High School Diploma or GED equivalent.
- Must be a current or past consumer of mental health or co-occurring behavioral health services or family member or caregiver of a current or former mental health or co-occurring behavioral health services consumer.
- Three (3) months of full time paid experience working in a social service or mental health setting in a capacity requiring interaction with the chronically mentally ill **OR** 320 hours of volunteer experience completed within a 6-month period if confirmed in writing from a recognized organization.
- A valid California Class "C" Driver's License is required at the time of appointment.

Additional Requirements:

Within 120 days of hire incumbents must obtain current certification in the Peer Employment Training (PET) and the Wellness Recovery Action Plan (WRAP) training. Certification must be obtained within the time specified or employment will be terminated.

Dependent upon assignment, applicants may be required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor, and traffic offenses will be assessed on a case-by-case basis.

Incumbents may be required to work flexible hours including evenings, weekends, and holidays.

Knowledge of: local community behavioral health services, community agencies and support groups; basic vehicle and field safety procedures; office functions and procedures including basic computer and record keeping; crisis intervention techniques; basic math; and public relations.

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Ability to: publicly acknowledge and share personal recovery experiences and provide support to other person-in-recovery; interact and train mental health consumers and their families; read and comprehend medical information; obtain and complete routine forms; maintain records; operate a vehicle in a safe manner; writes clearly; understand and follow oral and written instructions; establish and maintain effective working relationships with staff, other County departments, public and private agencies; utilize a computer and associated software; access, utilize and retrieve electronic records and files; represent and advocate for the consumer perspective within the community and behavioral health system; effectively communicate the workings of the behavioral health system to clients, families, and caregivers.

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 Behavioral Health Peer Specialist III
Bargaining Unit: 3
Salary Range 52.9 (\$3,197-\$3,821/mo.)

Description:

Under general supervision and in a lead capacity, the incumbent will be responsible for the development and on-going provision of peer support services within Behavioral Health and Recovery Services.

The **Senior** Behavioral Health Peer Specialist III is the lead level in the Behavioral Health Peer Specialist flexible classification series. Incumbents in the Behavioral Health Peer Specialist series are unique in that they have lived experience with behavioral health and/or recovery challenges themselves and/or they may be the caregivers/family members of individual(s) with behavioral health and recovery challenges. The **Senior** Behavioral Health Peer Specialist III is expected to work independently, use good judgement and provide a high degree of para-professional behavioral health rehabilitative services.

Incumbents in this lead level class perform the highest level of assignments in the Behavioral Health Peer Specialist series. The **Senior** Behavioral Health Peer Specialist III is distinguished from the series of Behavioral Health Peer Specialist classifications by the latter's responsibility for supervising the activities of subordinate staff.

Essential Functions:

In a lead capacity:

- Functions as a resource person for other peer specialists and other staff members.
- Provides consultations and guidance to other peer specialists in the provision of peer services to consumers, families and caregivers.
- Trains peer specialists and other Behavioral health staff in the unique functions and roles of peers in the behavioral health system.
- Provides peer assistance and mentoring to promote consumers engagement in supportive networks, natural supports, and activities within and outside the behavioral health system.
- Serve as a mentor/role model demonstrating competency in recovery, effective coping skills and self-help strategies.
- Develops effective working relationships with agencies and organizations to advocate for consumer and family/caregiver empowerment.
- Outreaches to unengaged consumers, face-to-face or by phone
- Facilitates peer self-help/recovery groups (e.g. Wellness Recovery Action Plan) for consumers, family members, and caregivers.

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Senior Behavioral Health Peer Specialist III

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- Attends, participates, and coordinates special events, conferences, workshops and trainings with the behavioral health system and in the community.
- Assists in organizing training activities and with providing educational materials on Behavioral Health Recovery for community groups, behavioral health consumers, family members, and staff.
- Transports consumers to and from medical and social service appointments.
- Recommends and makes referrals to programs for instruction on life skills, livelihood skills and workplace readiness skills necessary for successful reintegration into family life, the work force and the community.
- Performs basic typing and computer tasks; accesses, utilizes, and maintains electronic records and files, including an electronic medical record computer program.
- Performs other job-related duties as assigned.

Employment Standards:

Minimum Qualifications:

- High School Diploma or GED equivalent.
- Must be a current or past consumer of mental health or co-occurring behavioral health services or family member or caregiver of a current or former mental health or co-occurring behavioral health services consumer.
- Two (2) years of full time paid experience working in a social service or mental health setting in a capacity requiring interaction with the chronically mentally ill; **OR** completion of sixty (60) semester units or ninety (90) quarter units of course work from an accredited college or university, coursework must include 12 semester or 16 quarter units in the behavioral sciences; **OR** an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.
- Possession of a valid Class "C" Driver's license is required upon appointment.

Additional Requirements:

Within 120 days of hire incumbents must obtain current certification in the Peer Employment Training (PET) and the Wellness Recovery Action Plan (WRAP) training. Certification must be obtained within the time specified or employment will be terminated.

Dependent upon assignment, applicants may be required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor, and traffic offenses will be assessed on a case-by-case basis.

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Incumbents may be required to work flexible hours including evenings, weekends, and holidays.

Knowledge of: the basic principles and practices of leadership and training; local community behavioral health services, community agencies and support groups; the needs and difficulties faced by ethnically diverse consumers, families/caregivers of consumers; the public and/or private agency services available for families, children, and adults with behavioral health and recovery challenges; and, methods to communicate effectively with consumers, families/caregiver, the community and the behavioral health treatment team.

Ability to: publicly acknowledge and share personal recovery experiences and provide support to other person-in-recovery; provide leadership and function as a lead to subordinate staff; understand the complexity of the behavioral health system and effectively work within the system; effectively represent and advocate for the consumer perspective within the community and behavioral health system; understand and articulate the cultural and social factors affecting behavioral health and recovery; effectively communicate the workings of the behavioral health system to consumers, families, and caregivers; communicate effectively in both oral and written manner; operate a vehicle in a safe manner; establish and maintain effective working relationships with consumers, their families, coworkers, County departments and other governmental agencies; provide services outside the office on a regular basis as required; utilize a personal computer and software; access, utilize and maintain electronic records and files.

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.

Building Services Worker I
Bargaining Unit: 6
Salary Range 48.9 (\$2,619-\$3,130/mo.)

Definition:

Under supervision, performs the janitorial services needed to maintain assigned buildings and surroundings in a clean and orderly condition.

This is ~~the~~ **represents the** entry level **to the fully trained** ~~of the flexible series of~~ Building Services Worker. **Incumbents** ~~Building Service Worker I~~ receives on-the-job instruction and supervision in the performance of job duties. Normal work assignments may be performed in close proximity to county employees and customers ~~including patients in an acute hospital, as we~~ ~~well as~~ around sensitive, specialized equipment and infectious conditions and hazardous waste. Work may be performed within various locations in a pre-designated geographical location and/or during evenings, nights and weekends. ~~Incumbents may be promoted to the next higher level of Building Services Worker II after acquiring the required training and experience, upon the recommendation of the department head and approval of the Director of Personnel.~~

Essential Functions:

- Interacts with the public, patients, visitors and other staff in accordance with customer service standards;
- Completes tasks with an attitude of teamwork and cooperation in accordance with department procedures and standards;
- Uses precautionary and protective measures to avoid self-exposure and cross-contamination;
- Handles and disposes of contaminated trash according to established procedures;
- Maintains and respects patient and customer confidentiality.
- Sweeps, mops, strips and waxes floors and stairways using various types of floor care equipment;
- Vacuums, spot cleans, removes stains and shampoos carpets;
- Empties and cleans trash receptacles and operates trash compactor;
- Cleans, dusts and polishes furniture and woodwork; washes windows, walls, ceilings and a variety of window coverings;
- Cleans and disinfects restroom fixtures and drinking fountains; refills restroom containers and dispensers;
- Disinfects offices, workstations and public areas when an infectious condition has been reported;
- Uses precautionary and protective measures to avoid self-exposure and cross-contamination;
- Assists in setting up, breaking down and moving folding tables; moves and arranges furniture and equipment;

- Turns out lights; locks doors and windows; replaces light bulbs; and reports the need for repairs;
- Moves wheeled furniture racks;
- Carries, erects and climbs folding ladders;
- Lifts folding chairs overhead;
- Pushes a supply cart on wheels;
- Lifts and carries cases of supplies;
- Lifts crowd control turn-style poles in buckets of cement for placement on a cart;
- Performs other related functions as required.

Positions in all departments may be expected to perform all of the functions listed above. Additional functions may be performed, depending on the department, as listed below:

Fire:

- Maintain an understanding of kitchen operation and sanitation requirements;
- May be required to drive long distances after normal business hours to disinfect fire facilities and equipment;
- Works in close proximity to county employees, as well as critical and specialized equipment.

KERN MEDICAL CENTER:

- ~~• Adheres to standards imposed by regulatory agencies; performs normal work assignments in close proximity to patients, visitors and hospital staff, and to infectious conditions and hazardous waste;~~
- ~~• Disinfects patient isolation rooms following discharge without knowledge of the specific diagnosis, which may include AIDS, tuberculosis, or hepatitis; changes contaminated linens and cleans unoccupied beds;~~
- ~~• Cleans operating rooms and other special procedure areas to provide a sterile environment;~~

Parks and Recreation Department:

- Provides access to community facilities; responds to and resolves user requests and questions; ensures compliance with user agreements including vacating facilities, clean-up, and post-event inspection;
- Responds to the facility needs of onsite programs;; maintains an understanding of kitchen operation and sanitation requirements.

Employment Standards:

Minimum Qualifications:

~~Some positions may require:~~

- Possession of a valid Class C California Driver's License **is required for some positions.**
- Any combination of training and experience that will provide the following knowledge, skills and abilities:

Knowledge of: simple arithmetic, including ratios and proportions; knowledge of basic hand tools and electric floor equipment used in janitorial services; ability to follow written and oral instructions; ability to use good body mechanics and follow basic safety practices in the performance of job duties; ability to read and understand labels on containers and supplies.

Ability to: communicate effectively with staff, co-workers and supervisors about completed and pending tasks;

~~Incumbents at Kern Medical Center must also be willing to work around infectious conditions and hazardous wastes; the ability to interact effectively with patients, visitors and hospital staff and to perform their work duties in a customer service oriented manner; the ability to understand and comply with defined procedures which minimize the possibility of contamination; the ability to understand and comply with cleaning regulations imposed by external regulatory agencies; and the ability to maintain and respect patient confidentiality.~~

Candidates may be required to pass a thorough background investigation. Except for minor traffic violations, misdemeanor and felony convictions may be disqualifying.

Incumbents are required to work with a variety of hazardous materials, and may be exposed to infectious waste, noxious fumes, dust and loud noises.

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 Building Services Worker
Bargaining Unit: 6
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under general direction, supervises Building Services Workers responsible for the cleaning, minor repair and general maintenance of assigned County buildings in a defined geographic area.

Distinguishing Characteristics:

This is the first-line supervisory level in the series of Building Services Worker. This level is not included in the flexible classification series; promotion to this level is competitive. This classification is distinguished from **the Building Services Worker III classification** by its responsibility for a geographic area comprised of several facilities. Incumbents spend the bulk of their time in the field inspecting the facilities in their geographic area while overseeing staff.

Essential Functions:

- Interacts with the public, patients, visitors and other staff in accordance with customer service standards;
- Completes tasks with an attitude of teamwork and cooperation in accordance with department procedures and standards;
- Uses precautionary and protective measures to avoid self-exposure and cross-contamination;
- Handles and disposes of contaminated trash according to established procedures;
- Maintains and respects patient and customer confidentiality;
- Assists with planning, organizing, and scheduling building services activities;
- Provides input to superiors on employee selection, promotion and discipline. Drafts subordinates' performance evaluations;
- Attends regular supervisory staff meetings;
- Assists with training, monitoring and oversight of subordinate County personnel and special program personnel who are engaged in Building Services activities;
- Regularly monitors work in progress and upon completion for conformance to standards. Enforces rules and regulations for facility operations;
- Estimates time and materials needed to complete a job;
- Coordinates ordering and delivery of supplies and materials to service area; maintains inventory records of equipment and supplies;
- Prepares work activity reports and maintains anecdotal records of daily events;
- Maintains effective working relationships with co-workers, customers and the public;
- Acts as a liaison between employees, customers and the Supervising Building Services Worker.

- Works with a variety of hazardous materials, and may be exposed to infectious waste, noxious fumes, dust and loud noises;
- Performs other related duties as required.

Employment Standards:

Minimum Qualifications:

- High School diploma, G.E.D. or equivalent.
- Eighteen (18) months as a Building Services Worker III in the Kern County classification system or equivalent, **OR** four (4) years of janitorial experience, including one (1) year in a lead capacity.
- Possession of a valid Class C California Drivers license is required.

Some Positions May Require:

Possession of a valid Class B California Drivers License.

Candidates may be required to pass a thorough background investigation. Except for minor traffic violations, misdemeanor and felony convictions may be disqualifying.

Knowledge of: the methods, materials and equipment used in janitorial work; modern supervisory practices; basic bookkeeping for inventory purposes and mathematics.

Ability to: communicate effectively with staff, co-workers and supervision about completed and pending tasks; plan, organize and schedule building services activities; train and direct subordinate personnel; maintain accurate records; interpret product labeling and properly mix and use chemicals and solutions; follow sound safety practices; follow written and oral instruction; work independently; communicate effectively, both orally and in writing.

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.

Cook I
Bargaining Unit: 6
Salary Range 48.9 (\$2,619-\$3,130/mo.)

Definition:

Under close supervision, to do quantity cooking in a county institution; and to perform related work as required.

Cook I is the entry level **classification** in the Cook series. Positions in this class normally involve the performance of closely supervised routine and repetitive tasks according to established procedures. While a variety of tasks may be assigned, each step usually follows a pattern which has been established and explained; in the event exceptions arise, the employee is expected to ask for directions. Those who successfully complete training and meet the minimum requirements for **Cook II** may be promoted without further examination. Promotions to **Cook II** are considered on a merit basis subject to recommendations by the employee's department head and approval by the Director of Personnel.

Essential Functions:

- Prepares, cooks, and seasons soups, meats, fish, poultry, vegetables, desserts and other foods.
- Follows master recipes in the preparation of food.
- Prepares food for freezing; operates grill, deep fat fryer, steam cooker, slicers, mixers and other related equipment.
- Assists in cleaning equipment and area after meals.
- Serves food.
- Performs other job related functions as required.

Employment Standards:

Minimum Qualifications:

- One year of experience as a cook in a full service restaurant or an institutional kitchen preparing food in quantity or one year of experience as a Food Service Worker II or a combination of education, training and/or experience sufficient to obtain the knowledge and skills to successfully perform the essential duties of the job.

Knowledge of: the methods of preparing food in large quantities and considerable variety; kitchen sanitation and food storage; and personal cleanliness and neatness.

Ability to: read, understand and follow recipes and prepare quantities of food required with a minimum of waste; accurately record information regarding menus and supplies; organize work and establish priorities in preparing meals.

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Item No. 5502

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 Cook III
Bargaining Unit: 6
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under direction, supervises and directs the activities of food production in an institutional setting; plans and prepares meals in accordance with established procedures.

Senior Cook III is a working supervisor position which is responsible for the planning and assigning of food production tasks as well as for participating in food preparation.

Essential Functions:

- Prepares, cooks, and seasons soups, meats, fish, poultry, vegetables, desserts, salads, and other foods; follows master recipes in food preparation.
- Cleans assigned areas following established cleaning procedures and schedules.
- Supervises and assists subordinate personnel to process and prepare hot and cold foods following specified recipes, established guidelines, and policies and procedures to meet all standard and special menu requirements.
- Participates in selection process of new food service employees; implements disciplinary actions when needed according to established policies and procedures; completes performance reviews for subordinate employees.
- Trains and orients production staff to their job responsibilities and to ensure compliance to all aspects of food production; prepares work assignments and schedules.
- Coordinates requisitioning of supplies and inventory control.
- Evaluates the cleanliness, sanitation and safety of kitchen and dining areas and implements corrective action as necessary.
- Monitors the operation of kitchen equipment to ensure that employees follow established safety procedures and that equipment is functioning properly.
- Supervises and assists in serving foods.
- Supervises cleanup operations following meals.
- Keeps records and prepares reports.
- Performs related work as required.

Employment Standards:

Associate degree in culinary arts or food service related field and three (3) years of experience as a Cook ~~II or equivalent~~; OR five (5) years of experience as a Cook ~~II or equivalent~~ including one year (1) in a lead or supervisory capacity or a combination of education, training and/or experience sufficient to obtain the knowledge and skills to successfully perform the essential duties of the job.

Knowledge of: a wide variety of methods used in preparing and serving food in large quantities; extensive knowledge of food safety and sanitation requirements.

Ability to: successfully work with a diverse group of people; plan, setup, and serve routine and formal special events remotely located from the main kitchen; read and write English plus perform basic math calculations; give and follow written and verbal instructions; accurately record information regarding menus and supplies; learn and use computerized food production system; and oversee the work of and train subordinate staff.

A background check may be conducted for this classification.

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Disposal Site Gate Attendant I/II
Bargaining Unit:
Salary Range 52.2 (\$3,088-\$3,690/mo.)

Definition:

Under general supervision, operates a platform scale and collects fees at a County-operated landfill site.

Positions in this classification are characterized by their assignment to a landfill site, collecting the necessary disposal fees and classifying waste material.

~~Disposal Site Gate Attendant I: This is the entry level of the Disposal Site Gate Attendant I/II series. Incumbents perform less complex assignments and work with less independence than the Disposal Site Gate Attendant II.~~

~~Disposal Site Gate Attendant II: This is the second level of the Disposal Site Gate Attendant I/II series. Disposal Site Gate Attendant II is the journey level performing a wide range of duties with minimum supervision including assisting the training of other Disposal Site Gate Attendants. This classification is distinguished from the Disposal Site Gate Attendant I in that incumbents perform more complex tasks and work with more independence.~~

~~Those who successfully complete training and meet the employment standards for the II level may be promoted without further examination, subject to recommendation by the department head and approval by the Director of Personnel.~~

Essential Functions:

- Opens and closes site; provides site procedure, fee, facility rule, special load permit and other information; logs and directs site customers to proper disposal area.
- Weighs and categorizes solid waste prior to site entry; denies access to site based on rule violations or type of load; takes photographs of and reports suspicious and rejected loads; reviews permit and manifest information and evaluates refuse to determine acceptability of load.
- Calculates tipping fee charges, collects cash and issues receipts; balances daily cash and receipts; prepares daily reports and deposit slips; makes bank deposits.
- Prepares and posts charge customer receipts.
- Responds to emergency situations; prepares incident reports.
- Collects and posts data to complete manual and automated operations and workload indicator reports; updates and maintains waste permit files; confers with supervisory, operations and environmental staff to resolve customer or reporting problems.
- Maintains cleanliness and order of gatehouse; assists in gatehouse and scale maintenance activities.
- Maintains a daily tally of number and type of vehicles using the landfill.

- Delivers supplies and collects site deposits; prepares and delivers site deposits for bank depository; collects and delivers facility paperwork.
- May perform rudimentary site inspections and report deficiencies.
- Performs other related duties as assigned.

Employment Standards:

- ~~Disposal Site Gate Attendant I:~~ High School Diploma, G.E.D. or equivalent,
- Six (6) months of experience collecting and receipting money or bookkeeping involving daily public contact, or clerical work directly related to landfill operations; or an equivalent combination of education and experience.

~~Disposal Site Gate Attendant II: One (1) year of experience equivalent to Disposal Site Gate Attendant I in the Kern County classification system; or any equivalent combination of education and experience.~~

Knowledge of: Simple recordkeeping procedures; basic mathematics and receipting; and basic computer usage.

Ability to: Read, understand, and apply County regulations pertaining to the use and operation of waste disposal sites; categorize information through verbal interpretation consistently; perform arithmetic computations quickly and accurately; keep accurate, complete records according to prescribed procedures; explain and enforce regulations, policies, and procedures in a tactful and courteous manner.

A valid California Class "C" driver's license is required.

A background check may be conducted for this classification.

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Supervising Disposal Site Gate Attendant
Bargaining Unit: 1
Salary Range 55.0 (\$3,550-\$4,243/mo.)

Definition:

Under supervision, to perform full supervisory duties, coordinate projects, analyze and research complex operational problems and statistical data records, assist overseeing program administration, assist in development of methods, policies, and procedures for area of assignment; and perform other duties necessary for complete gatehouse operations.

This is the supervisory level of the Disposal Site Gate Attendant series. Positions in this classification report to an Administrative Coordinator, and function as an assistant in the administration of the Gate Fee Program. Supervising Disposal Site Gate Attendant is distinguished from the Disposal Site Gate Attendant II by responsibility for performing difficult program administration work, and complex research, analysis, and writing. Supervising Disposal Site Gate Attendant is further distinguished from the Disposal Site Gate Attendant II by its full supervisory responsibilities.

Essential Functions:

- Supervises gate attendant staff to include planning, directing, assigning, and evaluating the work of subordinate staff; coordinates and/or provides training to subordinates; prepares and conducts performance evaluations; and makes hiring, termination and disciplinary recommendations.
- Supervises the day-to-day operational activities in an assigned area of responsibility; assists in development and implementation of operational policies and procedures.
- Assists in administering gatehouse operations; assists in the review, revision and development of policies and procedures relative to gatehouse operations; reviews time cards for completeness and correctness.
- Prepares, reviews, processes, records, and oversees a variety of reports, receivables, payables, deposits, forms, applications, statements; assists with analytical documents, complex reports, and/or other related documents.
- Assists with Gate Fee Program budget planning, development, and monitoring; prepares budget workup
- Responds to inquiries and complaints from the public; researches and resolves complex issues concerning the gate fee program and departmental policies.
- Serves as a liaison between assigned operational area and external vendors, and/or other interested parties.
- Coordinates the daily usage and maintenance of equipment. Processes supply requests and coordinates distribution of supplies; maintains centralized inventory;
- Determines purchasing requirements, researches prices and availability, and makes recommendations for purchases. Contacts vendors or other County Departments to purchase supplies, arrange maintenance, and schedule repairs to gatehouses and gatehouse/scale equipment.

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- Plans, organizes, facilitates, and/or participates in meetings and conferences.
- Makes presentations; leads small group discussions.
- Uses computers and other automated office equipment daily for operational and statistical analysis, data base development and the performance of related job duties.
- Coordinates special projects related to operational information in assigned area of responsibility.
- Opens and closes site; provides information on procedures, fees, facility rules, special load permits and other information; logs and directs site customers to proper disposal area.
- Weighs and categorizes solid waste prior to site entry; denies access to site based on rule violations or type of load; takes photographs of and reports suspicious and rejected loads; reviews permit and manifest information and evaluates refuse to determine acceptability of load.
- Calculates tipping fee charges, collects cash and issues receipts; balances daily cash and receipts; prepares daily reports and deposit slips; makes bank deposits.
- Prepares and posts charge customer receipts.
- Responds to emergency situations; prepares incident reports.
- Collects and posts data to complete manual and automated operations and workload indicator reports; updates and maintains waste permit files.
- Maintains cleanliness and order of gatehouse; assists in gatehouse and scale maintenance activities.
- Maintains a daily tally of number and type of vehicles using the landfill.
- May perform rudimentary site inspections and report deficiencies.
- Performs other duties of similar nature and level as required.

Employment Standards:

- High School Diploma, G.E.D. or equivalent
- Two (2) years of experience comparable to Disposal Site Gate Attendant H-in the Kern County classification system or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.
- A valid California Class "C" driver's license is required at the time of appointment.

Knowledge of: cash collection operations and procedures; supervisory principles; appropriate business language and report-writing methods; customer service principles; recordkeeping procedures; basic mathematics and receipting; and basic computer usage.

Ability to: monitor and evaluate work; prioritize and assign the work of subordinates; train assigned staff; perform duties under pressure and/or with constant interruption; establish and maintain effective work relationships; read, comprehend, and explain applicable laws, rules, regulations, policies and guidelines; supervise program support activities; use computers and related software applications in performing operational and statistical analysis; categorize objects consistently according to verbal descriptions; perform mathematical computations quickly and accurately; file and maintain records; provide customer service; communicate both orally and in

writing sufficient to exchange or convey information and to receive work direction; resolve conflict; conduct research; and perform rudimentary landfill operations inspections.

A background check may be conducted for this classification.

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Engineer
Bargaining Unit: 2
Salary Range 67.7 (\$6,689-\$7,994/mo.)

Definition:

Under direction, to perform a wide variety of professional duties in support of the engineering function.

~~These are the first, second and third levels of the five level engineer series.~~ The Engineer encompasses entry level to full journey level Registered Engineers with responsibility for performing a broad range of professional duties. Advancement **to Senior Engineer** ~~between levels I, II and III~~ is considered on a merit basis and is subject to recommendation of the Department Head ~~and approval by the Director of Personnel.~~

Engineer I: This is the entry level of the professional engineering series. The Engineer I is responsible for performing professional engineering activities, ~~but incumbents are not expected to perform at the same skill level as the Engineer II and work with less independence and discretion than the Engineer II.~~ Incumbents typically work on portions of projects or entire smaller and less complex projects.

Engineer II: This is the experienced level in the professional Engineering series. The Engineer II is distinguished from the Engineer I in that incumbents perform engineering activities on small to medium projects with less supervision than the Engineer I. Incumbents begin working more independently and on projects requiring higher level detail and analysis. In a lead capacity may supervise engineering support staff.

Senior Engineer III: This is the full journey level engineer responsible for performing the most complex work. The **Senior Engineer III** is distinguished from the Engineer II in that incumbents handle larger, more complex and controversial projects. Some positions may serve as a lead to lower level engineers and in a lead capacity may supervise engineering support staff. Some **Senior Engineer** level III assignments may require registration as a Professional Civil or Traffic Engineer, Land Surveyor, Architect or Geologist appropriate to the assignment.

Essential Functions:

- Performs project/program management activities which includes: planning and scheduling projects, estimating and tracking costs, monitoring progress, keeping daily logs and reports, ensuring quality control, and preparing change orders.
- Prepares plans, specifications and special provisions; conducts modeling.
- Reviews and signs off on maps and legal descriptions.
- Conducts engineering studies.
- Interprets, communicates and verifies that projects are in compliance with plans, specifications and special provisions. Ensures projects meet safety aspects.
- Reviews projects for errors and/or discrepancies; negotiates and implements corrective actions. Some positions may serve as a plans check engineer.
- Performs engineering calculations.

- Directs survey crews and lab technicians by determining scope and scheduling.
- Prepares a wide variety of technical reports, diaries, correspondence and statements.
- Participates in and leads cross-divisional teams.
- Serves as a liaison with other departments, organizations, agencies and the public in answering questions, explaining projects and resolving complaints.
- Prepares Requests for Proposal, hires consultants, negotiates and administers contracts/agreements.
- Prepares grant applications to secure additional funding.
- Oversees and manages data.
- In a lead capacity may supervise engineering support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained and makes hiring, disciplinary and termination recommendations.
- Performs other duties of similar nature or level as required.

Employment Standards:

- Bachelor's Degree in Civil, Geomatic, Mechanical or Architectural Engineering or directly related engineering discipline or Architecture or Geology, **OR** 20 units or 180 quarter units from an accredited college or university with coursework in Civil, Geomatic, Mechanical or Architectural Engineering or directly related engineering discipline or Architecture or Geology.
- Possess a valid State of California Engineer In Training (E.I.T.) Certificate, or Land Surveyor In Training (L.S.I.T.) Certificate, **OR** Valid Registration/Licensure in the State of California as a Professional Engineer, Geologist, Land Surveyor or Architect.

Additional Requirements which may be contingent on assignment:

- Valid Registration in the State of California as a Professional Civil Engineer
- Valid Registration in the State of California as a Professional Traffic Engineer
- Valid Licensure in the State of California as a Land Surveyor, Architect or Registered Geologist
- Valid State of California Engineer In Training Certificate
- Valid State of California Land Surveyor In Training Certificate (LSIT)
- Possession of a valid California Driver's License

Knowledge of: engineering principles and theory; drafting methods and procedures; properties of materials; basic hydrology, geology and soils engineering; construction methods and practices; applicable planning and zoning laws, ordinances and regulations; surveying; research methodologies; and report writing techniques.

Skill in: reading and interpreting plans and specifications; designing and preparing plans; mediating conflict; negotiating and administering contracts; interpreting laws, ordinances and regulations; preparing legal descriptions; researching; preparing technical reports and documentation; designing and drafting plans; managing projects; preparing and giving presentations; communicating both orally and in writing sufficient to exchange or convey information and to receive work direction, monitoring and evaluating work; and, prioritizing & assigning projects.

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Item No. 1074, 1071

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.

Fiscal Support Technician
Bargaining Unit: 4
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under supervision, to perform a wide variety of fiscal support activities requiring previous fiscal experience. Incumbents might perform activities related to: processing billings; collecting money and preparing deposits; providing customer service and resolving customer's problems; creating databases; and, conducting research.

This is the ~~second~~ **entry** level of the **three** ~~four~~-level fiscal support series. The Fiscal Support Technician is distinguished from the Fiscal Support Specialist, which is responsible for performing specialized fiscal support activities requiring knowledge and experience in the area of assignment.

Essential Functions:

- Verifies and processes a variety of financial documents
- Performs general clerical duties, which may include: preparing mailings; opening, sorting, and distributing mail; maintaining office supplies; filing; and performing other fiscally related activities
- Analyzes and reconciles a variety of financial account activities.
- Compiles and maintains financial and statistical data records; prepares and distributes related reports
- Enters a variety of fiscally-related information into databases; maintains fiscal records and files
- Assists in preparing complex financial documents, which may include proposals and analytical documents
- Responds to requests for information and inquiries related to programs, policies, and/or other related information; researches customer discrepancies; resolves customer problems
- Performs other duties of similar nature or level as required

Employment Standards:

- High School Diploma, or G.E.D.,
- ~~and~~ **Two** years of fiscal support, bookkeeping, accounting support or experience related to the area of assignment; one year of bookkeeping training in an approved vocational training program or completion of 30 semester or 45 quarter units with coursework in accounting/bookkeeping at an accredited college or university may substitute for one year of experience or, an equivalent combination of education and experience sufficient to

obtain the knowledge and skill to successfully perform the essential duties of the job.

- Certification of Typing/Keyboarding speed of 40 net words per minute ~~and~~
- Certification of 10 Key speed of 120 net keystrokes per minute

Knowledge of: applicable local, state, and federal laws, rules, and regulations; cash handling techniques; processes and procedures in assigned area of responsibility; such as general accounting, payroll, collections, medical/dental billing; property tax assessment; bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; filing techniques.

Skill in: using computers and related software applications; performing mathematical calculations; balancing financial accounts; preparing reports; filing and maintaining records; keyboarding; using standard office equipment; providing customer service; operating a 10 key; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

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.

Fiscal Support Specialist
Bargaining Unit: 4
Salary Range 54.3 (\$3,429-\$4,097/mo.)

Definition:

Under supervision, to perform specialized support activities requiring in-depth knowledge and experience in the area of assignment. Duties might include: preparing statistical data; serving as a lead to lower levels; training new employees; creating spreadsheets; balancing funds; and gathering data and statistics.

This is the ~~third~~ **second** level of the ~~three~~ **four**-level fiscal support series. The Fiscal Support Specialist is distinguished by the responsibility for maintaining an integrated set of financial and statistical records. It is distinguished from the Fiscal Support Supervisor, which is responsible for performing full supervisory responsibilities. Positions may supervise the work of lower levels in the fiscal support series.

Essential Functions:

- Serves as a lead, to include assigning and monitoring work, training employees on work methods, and providing direction; may supervise fiscal support staff including conducting performance evaluations and making hiring, termination and disciplinary recommendations
- Assists customers and employees with requests for information over the phone and in person
- Prepares, balances, reconciles, and records a variety of financial data and information
- Sets up account records, computes accounts receivables, records payments, reconciles ledger accounts, and prepares related reports
- Verifies and processes a variety of financial documents
- Prepares, updates, and maintains a variety of correspondence, billings, records, and files
- Analyzes and reconciles a variety of financial account activities
- Compiles and maintains financial and statistical data records; prepares and distributes related reports
- Enters a variety of fiscally-related information into databases; maintains fiscal records and files
- Assists in preparing complex financial documents, which may include proposals and analytical documents
- Tracks project expenses

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- Responds to requests for information and inquiries related to programs, policies, and/or other related information; researches customer discrepancies; resolves customer problems
- Performs other duties of similar nature or level as required

Employment Standards:

- High School Diploma, or G.E.D.
- Three years of fiscal support, bookkeeping, accounting support or experience related to the area of assignment; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job
- Certification of Typing/Keyboarding speed of 40 net words per minute and
- Certification of 10 Key speed of 120 net keystrokes per minute

Knowledge of: applicable local, state, and federal laws, rules, and regulations; basic accounting principles; processes and procedures in assigned area of responsibility; bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; filing techniques.

Skill in: prioritizing and assigning work; using computers and related software applications; performing mathematical calculations; balancing and reconciling financial accounts; preparing reports; filing and maintaining records; keyboarding; using standard office equipment; providing customer service; operating a 10 key; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

A background check may be conducted for this classification.

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Groundskeeper I AND II
Bargaining Unit: 6
Salary Range 48.9 (\$2,619-\$3,130/mo.)

Definition:

Under supervision, to perform routine gardening and grounds work in maintaining lawns, parks and other landscaped areas; and to do other related work as required.

Groundskeeper I is ~~the~~ an entry~~ance~~ level classification, typically requiring close supervision. Groundskeeper II is ~~the experienced level and incumbents in this classification are required to perform the more detailed assignments while working under a minimum of supervision. Promotion to Groundskeeper II from Groundskeeper I is made on a merit basis without examination upon the recommendation of the Department Head and approval of the Director of Personnel.~~

Essential Functions:

- Collects litter, irrigates turf areas using sprinklers, hoses, and flooding;
- Sweeps, mops and washes restrooms;
- Sweeps and mops building floors; rakes leaves;
- Hoes weeds from flower beds and other garden areas;
- Trims turf areas, shrubs, hedges and ivy; mows turf using both self-powered and hand operated equipment;
- Prunes tree limbs;
- Lifts and dumps garbage cans;
- Performs routine maintenance on power equipment;
- Repairs sprinklers;
- Removes debris from park area;
- Cleans and repairs barbecue pits;
- Paints playground equipment, picnic tables and other park items; plants and transplants shrubs, trees and flowers;
- Makes minor repairs on pipelines; maintains baseball diamonds;
- Applies insecticides and herbicides using a garden sprayer.
- Performs other job-related duties as required.

Employment Standards:

Any combination of training and experience which provides the following knowledge and abilities: Knowledge of the basic principles of operation of a gasoline powered engine, knowledge of good public relations practices; knowledge of common garden tools; knowledge of common hand tools; ability to read and follow instructions as written in equipment manuals; ability to recognize unsafe equipment and unsafe conditions; ability to operate equipment which requires the shifting of gears; ability to understand and follow oral instructions; ability to recognize the need for watering and to determine the amount of water required; ability to lift or

move heavy objects.

Possession of a Valid Class ~~III~~ California **Motor Vehicle** Driver's License prior to the time of appointment.

A background check may be conducted for this classification.

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Senior Groundskeeper III
Bargaining Unit: 1
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under direction, in a lead capacity, to work with employees and special program workers engaged in maintenance and beautification of County landscaped areas.

The **Senior** Groundskeeper III is the lead worker in the Groundskeeper series. Incumbents have considerable opportunity to exercise independent judgment. This classification is distinguished from the Park Supervisor by having a narrower scope of supervisory responsibilities.

Essential Functions:

- In a lead capacity, directs, plans and makes work assignments for subordinate employees and special program workers engaged in the maintenance of all types of grounds and landscaped areas;
- Directs the planting of and maintenance for flowers, trees, shrubs, grass and other decorative landscaping;
- Directs the watering, fertilizing, weeding, mowing and edging of turf areas; directs the pruning of trees, shrubs, and hedges;
- Installs and maintains pipelines and various types of irrigation systems; completes non-skilled maintenance painting;
- Operates various types of motor vehicles and grounds maintenance equipment; operates bus/van; makes minor adjustments and repairs on equipment;
- Directs employees in the safe and proper completion of all grounds maintenance activities, and safe and proper use of all grounds maintenance equipment;
- Trains or assists in the training of subordinate employees;
- Prepares records on personnel, work performed, and equipment maintenance;
- Consults with County facility personnel to determine appropriate courses of action for grounds maintenance and beautification.
- Performs other job-related duties as required.

Employment Standards::

- Two (2) years of experience performing the maintenance of large public or commercial landscaped areas.
- Possession of a California Class "C" Driver's license is required by the time of appointment.

Knowledge of: propagating, planting, cultivating, pruning and care of plants, flowers, shrubs, trees and lawns; methods of preparing soils for planting; kinds of fertilizers and their proper

usage; plant diseases and pests common to the area and the means of their eradication and control; making minor mechanical adjustments and repairs.

Ability to: communicate effectively orally and in writing; maintain records on personnel, grounds maintenance activities and equipment usage; organize and direct employees in the completion of grounds maintenance activities; work cooperatively with Parks and Recreation personnel, other County personnel 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.

Legal Process Technician I
Bargaining Unit: 4
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under supervision, to perform a wide variety of clerical activities in support of legal processes.

DISTINGUISHING CHARACTERISTICS:

~~These are the first and second levels of the four level legal process technician series. The Legal Process Technician encompasses entry level to the fully trained, competent level Legal Process Technician. Advancement between levels I and II is considered on a merit basis and approved by the Department Head.~~

~~*Legal Process Technician I:* This is the entry level of the Legal Process Technician series. Incumbents work under direct supervision to perform entry level legal processing and filing, and are not expected to perform at the same skill level as the Legal Process Technician II.~~

~~*Legal Process Technician II:* This is the fully competent level of the Legal Process Technician series. Incumbents are responsible for performing the full range of processing and filing a variety of legal documents.~~

Essential Functions:

- Examines, processes, files, and/or records a variety of legal documents; maintains records of documents received, filed, and actions taken.
- Certifies copies of recorded documents and papers.
- Prepares and maintains legal files.
- Prepares a variety of routine legal documents, correspondence, memos, and other related written documents by typing, performing data entry or word processing.
- Prepares court calendars.
- Prepares files for court trials.
- Completes and monitors the service of subpoenas.
- Contacts law enforcement agencies regarding the filing and signing of complaints.
- Researches local, state, and federal laws and ordinances for application in legal processing.
- Assists the public and various local agencies with inquiries and searches of public records.
- Calculates and verifies totals; checks accuracy of deposits, warrants, vouchers, or claims; processes and posts transactions; collects and receipts for payments; posts cash receipts; prepares cash drawer for daily change and balances cash drawer.
- Receives, sorts, and distributes a variety of correspondence, deliveries, and mail.
- Performs other related duties as required.

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent, OR, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Some positions may require:

- Certification of Typing/Keyboarding speed of 35 net words per minute.

Knowledge of: standard office equipment and procedures; customer service principles; filing systems; basic mathematical principles.

Skill in: using a computer and related software applications, operating standard office equipment; providing customer service; keyboarding; basic mathematical calculations; maintaining calendars; filing; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

A background check may be conducted for this classification.

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Mail Clerk I
Bargaining Unit: 6
Salary Range 48.9 (\$2,619-\$3,130/mo.)

Definition:

Under direction, to deliver to and collect from various individuals and departments, incoming, outgoing, and intra-departmental mail; to perform clerical work involving mailroom procedures; and to do related work as required.

~~This is the entry level of the flexible series of Mail Clerk.~~ Incumbents in this classification are responsible for performing work assignments with only general direction. The work involves physical labor and incumbents in this class must be physically able to perform the duties of the job.

Essential Functions:

- Prepares incoming and outgoing mail for distribution and mailing; performs delivery to and collection from individuals and departments, incoming, outgoing, and intra-departmental mail; sorts and time stamps incoming mail;
- Operates and monitors performance of automated processing equipment or performs manual sorting of mail; collate, bundle, and transfer processed mail from one area to another;
- Collects and distributes various shapes, sizes and types of mail from various departments throughout Kern County at scheduled intervals throughout the normal workday;
- Operates a variety of postage equipment and automated equipment, depending upon assignment;
- Prepares and maintains registered mail documentation; weighs and measures mail items to determine that correct postage has been affixed, depending upon assignment;
- Communicates and interacts with a variety of customers;
- Performs other job-related functions as required.

Employment Standards:

- Completion of four years of high school education or completion of G.E.D., or an equivalent combination of education and experience that provides the knowledge, skills, and abilities to perform the duties of the job.
- Possession and maintenance of a valid Class C California Driver's License required.

Knowledge of: basic filing and sorting; mathematics and English language usage; ability to plan and maintain an even flow of work; ability to do clerical work involving judgment and initiative; ability to follow verbal and written directions.

Ability to: move mail items of varying shape, size, weight and packaging.

A background check may be conducted for this classification.

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Maintenance Worker I
Bargaining Unit: 6
Salary Range 52.9 (\$3,197-\$3,820/mo.)

Definition:

Under close supervision and in a trainee capacity, performs a variety of semi-skilled work in the construction and maintenance of buildings, grounds and equipment.

This is the entry level of the flexible classification series of Maintenance Worker. Maintenance Workers I's receive on-the-job instruction and close supervision in the performance of job duties. Promotion to the next higher level of **Senior Maintenance Worker II** is based upon acquiring the required training and experience, and recommendation of the department head.

Essential Functions:

- Checks buildings, equipment, and grounds to locate conditions indicating the need for repair and maintenance work
- Makes building and grounds repairs involving plumbing, irrigation systems, painting, carpentry, mechanical, structural, flooring, and/or simple electrical work
- Uses a variety of hand and power tools in the performance of work
- Operates a personal computer and/or mobile device, using a variety of software applications to complete work
- Repairs furniture and equipment
- Moves and installs partitions
- Mixes and pours concrete and asphalt
- Operates light motorized equipment, digs ditches and lays pipe
- Operates and maintains pumps and pressure tanks
- Assists in building small structures
- Assists in maintaining and repairing impact rotor sprinklers, drip irrigation systems and control valves
- Assists in the installation of irrigation systems
- Assists in the installation of park structures and equipment
- Performs minor brazing and soldering
- Performs minor painting assignments
- Paints airport landing strips
- Performs minor plumbing repairs
- Performs cold patches and minor road repairs
- Installs and repairs minor fencing and gates
- Assists with installing dry wall
- Repairs small appliances, tools, and pieces of equipment
- Performs refuse removal and processing
- Performs related work as required

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent and any combination of training, education, and experience equivalent obtain knowledge in general building maintenance and repair, involving minor carpentry, electrical, painting, and plumbing work.
- Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: the basic practices, tools, equipment, and materials used in the carpentry, painting, plumbing, and electrical trades; and minor road and fence repairs.

Ability to: use hand tools utilized in the building trades; follow oral and written directions; use good body mechanics and follow basic safety practices in the performance of job duties; operate a personal computer, mobile device and associated software.

A background check may be conducted for this classification.

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Senior Maintenance Worker IV
Bargaining Unit: 6
Salary Range 54.9 (\$3,533-\$4,222/mo.)

Definition:

Under general supervision, performs a variety of skilled and semi-skilled work on the construction and maintenance of buildings, grounds and equipment; acts as lead worker on a particular assignments; oversees special program personnel; and performs related work as required.

This is the advanced journey or lead level of the flexible series of Maintenance Worker. **Senior Maintenance Workers IV's** perform the full range of maintenance work and may function as the lead worker in a crew or on a particular assignment or project, oversee work release, community service and/or other special program personnel, and/or train other personnel.

Essential Functions:

- Checks buildings, equipment, and grounds to locate conditions indicating the need for repair and maintenance work
- Makes building repairs involving plumbing, irrigation systems, painting, carpentry, mechanical, structural, flooring, and electrical work
- Oversees others in the performance of maintenance work
- Schedules and assigns work orders to other maintenance staff
- Plans and estimates materials for other maintenance staff
- Uses a variety of hand and power tools in the performance of maintenance work
- Operates personal computer and/or mobile device, using a variety of software applications to complete work
- Repairs furniture and equipment
- Moves and installs partitions
- Installs park structures and equipment
- Builds structures and cabinets
- Reads and interprets construction and working blueprints and diagrams
- Builds forms and installs concrete supports; mixes pours, finishes concrete and asphalt
- Installs, services and repairs plumbing, water and sewer systems and wiring systems and equipment
- Applies paints, varnishes, and stains, lacquers, and enamels to building interior and exterior, furniture and other equipment
- Repairs appliances, tools and pieces of equipment
- Operates motorized equipment, digs ditches and lays pipe
- Operates and maintains pumps and pressure tanks
- Designs and installs irrigation systems
- Maintains and repairs impact rotor sprinklers, drip irrigation systems and control valves
- Troubleshoots computerized and electromechanical controller problems
- Performs brazing, soldering, and welding
- Performs painting
- Performs roofing

- Performs cold patches and road repairs
- Performs plumbing repairs
- Installs and repairs fencing, gates, and commercial garage doors
- Paints airport landing strips
- Performs back flow testing
- Installs dry wall
- Performs refuse removal and processing
- Performs related work as assigned

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent
- ~~Five (5)~~ **Three (3)** years of paid experience general building maintenance and repair, involving minor carpentry, electrical, painting, and plumbing work ~~OR completion of two (2) years experience equivalent to a Maintenance Worker III in the Kern County Classification System.~~
- Possession of a valid California Motor Vehicle Driver's license.

~~Some positions may require:~~

- Possession and maintenance of a Back Flow Tester Certification **is required for some positions.**

Knowledge of: the practices, tools, equipment, and materials used in the carpentry, painting, plumbing, and electrical trades; plumbing and electrical equipment used in building and grounds; and road, fence and commercial garage door repairs.

Ability to: determine the need for repairs; estimate time and materials needed to perform a job; use hand tools utilized in the building trades; follow oral and written directions; use good body mechanics and follow basic safety practices in the performance of job duties; assign and direct the work of others; operate a personal computer, mobile device and associated software.

A background check may be conducted for this classification.

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Medical Assistant I
Bargaining Unit: 6
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under direct supervision of either a licensed physician or podiatrist, ~~OR~~ or a physician assistant, nurse practitioner, or nurse midwife, under the physician's or podiatrist's written instruction, performs routine, basic medical assistant tasks related to the care and treatment of patients in an outpatient clinic setting.

~~The Medical Assistant I is the entry level of the Medical Assistant flexible classification series. Incumbents in this class perform basic Medical Assistant duties, in an out-patient clinic setting, which requires interaction with patients, patients' families, and members of the public. Promotion to Medical Assistant II is considered on a merit basis, subject to recommendation of the department head and approval by the Director of Personnel.~~

Essential Functions:

- Escorts patients to exam rooms; prepares patients for exam and treatment; takes and records vital signs and other necessary measurements; records chief complaint and allergies;
- Administers immunizations and medications; and performs office testing and treatments, as ordered by the provider; and collects, prepares, and transports specimens for laboratory testing;
- Applies and removes bandages and wound dressings; removes sutures and/or staples from superficial incisions or lacerations;
- Assists provider with exams, procedures, and minor surgeries; and acts as chaperon, as needed;
- Uses universal blood and body fluid precautions at all times and personal protective equipment as needed;
- Applies orthopedic appliances;
- Performs ear lavage;
- Acts as liaison between provider and patient;
- Answers incoming telephone calls, documents all telephone encounters in the medical record;
- Prepares and processes necessary forms for referrals and eligibility;
- Cleans and disinfects equipment, exam rooms, and storage areas;
- Orders supplies and stocks patient care areas;
- Submits requisitions for needed maintenance and repairs;
- Obtains and organizes patient medical records; including lab, x-ray, referral, and other needed reports;
- Performs urine pregnancy testing;
- Performs other duties as assigned.

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent
- Successful completion of an accredited Medical Assistant program
- Possess and maintain a current, clean, and clear American Heart Association Healthcare Provider Basic Life Support (BLS) card. Appointees not possessing the BLS card must successfully complete appropriate training and qualify for the BLS card within sixty (60) days of appointment or employment will be terminated.
- Incumbents must obtain and maintain a clean and clear certification, as a Certified Medical Assistant, through the American Association of Medical Assistants, American Medical Technologists or California Certifying Board of Medical Assistants within one (1) year of appointment or employment will be terminated.
- Some assignments may require: Basic Dysrhythmia certification.

Knowledge of: A variety of techniques, methods, procedures, and equipment utilized in patient care; medical terminology and metric measurement.

Ability to: Utilize patient care techniques, methods, procedures, and equipment; maintain effective relations with medical staff and the public; follow written and oral instructions; react competently in emergency situations; read and record medical terminology and metric measurement; maintain medical records.

A background check may be conducted for this classification.

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Public Health Aide I
Bargaining Unit: 3
Salary Range 48.9 (\$2,619-\$3,130/mo.)

Definition:

Under direct supervision, to assist in programs providing public health activities throughout Kern County by performing a variety of routine tasks and necessary duties that do not require the judgment, knowledge and skills possessed by Registered Nurses or other professional personnel.

~~This is the entry level classification in the Public Health Aide flexible series. Appointees to Public Health Aide positions are given close and detailed supervision to assist with various public health nursing and health care programs. and have work assignments that are less complex than those of a Public Health Aide II. Successful completion of two years as Public Health Aide I is qualifying experience for consideration for promotion to Public Health Aide II, providing that the employee has demonstrated the ability to effectively perform increasingly responsible work assignments. Promotions are based on merit with the recommendation of the Director of Public Health Services and approval by the Director of Personnel.~~

Essential Functions:

- Assists nursing personnel in preparing for clinics; performs setup and clean up activities in clinics; inventories and orders clinical supplies
- Performs screening procedures in clinics under nursing supervision i.e., vision, hearing, blood pressure measurement, vital signs, height/weight measurement and urine collection
- Completes patient registration procedures in clinics
- Makes assigned home visits to encourage continued medical supervision and clinic attendance
- Teaches and encourages development of optimal basic health habits and preventive health and safety care
- Observes patient progress and determines whether nursing/medical recommendations regarding health are being followed
- Assists patients with arrangements for maximum utilization of all community resources
- Obtains specific information required by the health team
- Counsels regarding simple health problems, and refers families to other local health resources
- Assists in interpreting community health needs of families to the professional staff

- May assist with verbal or written translation from English to a foreign language; and from a foreign language to English
- Makes referrals to the nurses for follow-up when health problems are encountered
- Collects health services fees, writes receipts and makes deposits in accordance with established procedures
- Assists public health clients in the completion of applications for health insurance
- Performs outreach in the community to identify and refer those in need of health services
- Participates in community health fairs to provide health information
- Schedules appointments; places and receives calls
- Maintains patient files
- Keeps simple records and prepares reports
- Dependent upon area of practice or department assignments, demonstrates clinical knowledge and skill in the care of the newborn, infant, toddler, child, adolescent, adult and geriatric patient ranging up to 100+ years of age
- Participates in surveys and gathers information relating to community health needs for improvement of public health services
- May perform venipuncture if certified as a Phlebotomist
- Performs other job related work as required

Employment Standards:

Minimum Qualifications:

- Graduation from high school or successful completion of the G.E.D. examination
- Possession of a valid Class C California Driver's License is required upon appointment

Knowledge of: basic clerical practices and procedures; basic health habits and preventive care; and basic clinic or home health care techniques; and available community referral resources.

Ability to: communicate clearly and concisely with others; keep records and write simple reports in English; work with people in the community and with other agency workers; follow oral and written instructions and work independently as assigned; to display sensitivity to patient care needs and enthusiasm and aptitude for public health work; and enter simple data and prepare documents on the computer.

Incumbents maybe required to handle and transport infectious materials such as lab specimens and contaminated line. Appropriate training and protective equipment will be provided for handling hazardous materials.

Revised Job Specification

May 9, 2022

Item No. 3440

Incumbents must have the ability to travel to designated locations.

A background check may be conducted for this classification.

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Security Attendant I
Bargaining Unit: 6
Salary Range 48.9 (\$2,619-\$3,130/mo.)

Definition:

Under direction, patrols and guards County buildings and grounds; follows security procedures for County facilities, property and assets; controls and monitors access to County facilities; and issues tickets on County controlled parking lots for unauthorized or illegally parked vehicles.

The Security Attendant I **assists with providing security services at various locations. Incumbents in this classification are not peace officers and do not carry firearms.** ~~position represents the entry level in the flexible Security Attendant classification series. Promotion to the Security Attendant II level is based on the recommendation of the department head and the approval of the Director of Personnel.~~

Essential Functions:

- Patrols, provides surveillance, and performs security procedures for County facilities, property and assets; reports irregular or suspicious circumstances to the senior staff.
- Patrols County owned parking lots; issues parking citations to illegally parked vehicles; assesses the need for parking lot maintenance and/or repair; and reports all security issues that may arise.
- Operates and monitors the electronic access control system, and closed circuit (CCTV) and video surveillance systems.
- Takes appropriate action in guarding against or responding to fire, theft and damage to property.
- Calls for assistance in emergency situations, assists law enforcement and safety personnel in emergencies.
- Answers questions and gives directions to members of the public and responds to security concerns and complaints.
- Prepares written reports.
- Checks doors and windows for security after normal operating hours; turns out lights.
- Responds to emergency alarms and assists in the evacuation of buildings.
- Reports operational failure of HVAC, electrical or plumbing equipment.
- Provides appropriate access for authorized persons to assigned areas.
- Monitors night meetings.
- Operates a County vehicle to perform patrol duties.
- Issues and records temporary parking permits.
- Appears in court to give testimony relative to citations issued.
- Performs other related duties as may be required.

Employment Standards:

- High School Diploma, G.E.D. or equivalent or any equivalent combination of training and experience which would provide the necessary knowledge, skills, and abilities.
- Possession of a Guard Registration Card issued by the State of California. Department of Consumer Affairs, Bureau of Security and Investigative Services upon appointment.
- Possession of a valid California Class C Driver's License.

Ability to: analyze problems and exercise independent judgment; deal effectively with the public; understand and follow oral and written instructions; adopt quick, effective courses of action; write clearly; learn the operation of closed circuit TV (CCTV) and video surveillance systems and electronic access control systems.

A background check may be conducted for this classification.

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Tree Trimmer I
Bargaining Unit: 6
Salary Range 6 (\$2,894-\$3,458/mo.)

Definition:

Under direction, works in the maintenance and care of trees including tree trimming, pruning, planting, felling, tree removal and cleanup in parks and facilities throughout Kern County.

Incumbents in this classification are primarily responsible for loading and feeding brush and tree limbs into a chipper machine and performing general cleanup work associated with the activities of a tree trimming crew. They may also operate aerial lift equipment and trim trees at varying heights. Incumbents may work irregular hours, including evenings, weekends, holidays, and be willing to work outdoors in all weather conditions anywhere in Kern County. This is the entry level of the flexible-classification series of Tree Trimmer. ~~Promotion to Tree Trimmer II may be made upon acquiring the required training and experience, recommendation of the Department Head and approval of the Director of Personnel.~~

Essential Functions:

- Cuts up felled trees and limbs with a chain saw
- Feeds cut limbs and brush into a chipper machine
- Operates tractors with various attachments
- Performs minor repairs and maintenance to stump grinder and chipper machines such as lubrication, oil changes and cleaning.
- Operates stump grinder machine
- Trims trees and brush from ground level, and may assist in pruning trees from the aerial lift
- Utilizes personal safety equipment and performs other related work as required
- Performs other job-related duties as required

Employment Standards:

- One year of experience in operation of light and medium motorized equipment related to tree maintenance activities, such as chainsaws, chippers, pole saws and stump grinders.
- Possession of a valid California Class "C" driver's license is required upon appointment.

Incumbents must have the ability to travel to designated locations.

Knowledge of: materials, methods and equipment used in tree trimming; trees found in the area; safety rules and practices pertaining to tree trimming work.

Ability to: communicate effectively both orally and in writing for efficient job performance; learn to use power and hand tools; learn proper methods, materials and equipment used in

trimming and caring for trees; learn proper maintenance of tools and equipment; follow oral and written instructions.

A background check may be conducted for this classification.

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Senior TREE TRIMMER III
Bargaining Unit: 6
Salary Range 52.9 (\$3,197-\$3,820/mo.)

Definition:

Under general supervision, to function in a lead capacity over a crew engaged in the maintenance and care of trees including tree trimming, pruning, planting, felling and tree removal in parks and facilities throughout Kern County.

The **Senior** Tree Trimmer III classification is the lead level position in the Tree Trimmer Series. Incumbents are required to oversee and direct the work of subordinate staff, and use independent judgment in the performance of difficult tasks and assignments associated with the Parks Department's tree maintenance program. Incumbents may work irregular hours, including evenings, weekends, holidays, and be willing to work outdoors in all weather conditions anywhere in Kern County.

Essential Functions:

- Oversees and directs the work of subordinate staff
- Directs the progress of tree trimming work and enforces adherence to safety regulations and practices
- Uses a variety of tree maintenance equipment and tools, such as an aerial lift apparatus, brush chipper, hydraulic pruner, and chain saws for trimming trees at varying heights
- Directs and takes part in the trimming, felling, and removal of trees
- Trains subordinates in tree maintenance and in the proper use of equipment
- Maintains tools and equipment in safe, serviceable condition, and utilizes personal safety equipment
- Keeps records and reports of work accomplished
- Installs cables to raise and/or support unsafe or weak trees and limbs
- Inspects trees and shrubs for insects, diseases and other abnormalities
- Applies protective substances to cut surfaces to seal against fungi and insects
- Removes tree stumps
- May perform general grounds and park maintenance work of varying types
- Performs other duties as assigned

Employment Standards:

Minimum Qualifications:

- Possession of an Arborist Certificate OR completion of two (2) years of college (60 semester/ 90 quarter units) from an accredited college or university in the field of Horticulture, Arboriculture, Urban Forestry or a closely related field

- Four (4) years of experience in equipment operation, that includes a minimum of two years in the operation of an aerial lift truck, brush chipper and stump grinder, and a minimum of two (2) years of experience in tree trimming, tree care and maintenance.
- Possession of a California Class "A" driver's license is required upon appointment. Incumbents must have the ability to travel to designated locations.

Knowledge of: methods and practices of pruning, trimming, topping, removing and caring for trees; tools and equipment used in tree maintenance and the care of trees; tree diseases and methods of treatment; tree species common to the area and their growth patterns; occupational hazards and safety practices and procedures; basic math; and grounds maintenance.

Ability to: effectively plan, assign, direct the work and supervise a small crew; train staff in tree maintenance tasks and the proper use of equipment; work independently and use independent judgment; understand and follow instructions; communicate orally and in writing at a level necessary for efficient job performance; recognize tree rot, insect damage and recommend corrective measures for treatment; work at varying heights; skill in the use and maintenance of various tools and equipment used in tree maintenance, including the operation of an aerial lift apparatus and brush chipper.

A background check may be conducted for this classification.

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STOCK CLERK I
Bargaining Unit: 6
Salary Range 48.9 (\$2,619-\$3,130/mo.)

Definition:

Under supervision, to order, receive, record, store and deliver supplies, materials and equipment; in a storeroom or warehouse setting.

Essential Functions:

- Orders, receives and records receipt of supplies, materials and equipment; returns supplies, materials and equipment to vendors, including shipping and tracking items, as necessary;
- Reviews reports of materials received, verifies and routes a variety of receipts, invoices and/or other related information for payment; issues and delivers supplies, materials and equipment;
- Prepares storage space and stores supplies, materials and equipment received; maintains adequate stock levels;
- Completes a variety of forms; logs forms usage and maintains adequate stock levels;
- May utilize personal or mainframe computers in the performance of duties;
- Assembles orders for delivery off site; may transport and pick up items off site;
- Assists in the maintenance of perpetual and periodic inventories;
- Maintains safe, clean and orderly work area; performs necessary cleaning tasks as appropriate to the work setting.
- Performs other job-related duties as required.

Employment Standards

- Any combination of training and experience equivalent to high school graduation or successful completion of GED.

Knowledge of: methods and procedures involved in storing materials.

Ability to: understand and follow written and oral instructions; keep accurate records; utilize personal or mainframe computers; establish and maintain good working relationships with others; handle heavy or bulky shipments safely and without damage.

A background check may be conducted for this classification.

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STOREKEEPER ~~Storekeeper~~ Stock Clerk II
Bargaining Unit:
Salary Range 50.9 (\$2,894-\$3,458/mo.)

Definition:

Under direction, to be responsible for and have charge of a storeroom containing a variety of supplies; supervise and give direction to others; and to do related work as required.

This is the first supervisory level in the ~~Storekeeper~~ **Stock Clerk** series. Incumbents in this class are required to know the full range of storeroom, warehouse, and inventory practices and procedures. Assignments may be made to a variety of departments where the incumbent must be knowledgeable of any special treatment needed for materials and supplies unique to that department. In addition to regular storekeeping duties, incumbents may have supervisory and/or lead worker responsibilities within a storeroom. ~~Storekeeper~~ **Stock Clerk** II is further distinguished from ~~Storekeeper~~ **Stock Clerk** I by its increased involvement in planning, more advanced record keeping and supervision responsibilities.

Essential Functions:

- Supervises and actively participates in the receiving, storing, issuing and delivering of materials, supplies and equipment
- Checks and prepares reports of materials received
- Checks with operating officials and vendors to coordinate delivery dates and correct errors
- Maintains adequate stock levels
- Supervises and participates in the maintenance of perpetual and periodic inventories
- Maintains detailed and accurate records; provides information as to materials in stock and prices
- Plans storeroom operations and, with approval, establishes storeroom procedures
- Prepares budget estimates, periodic and special reports
- Keeps stores cost allocations and compares delivery slips with purchase orders
- Utilize personal or mainframe computers in the performance of duties.
- Performs job-related duties as assigned

Employment Standards:

- High School Diploma, G.E.D. or equivalent
- Four (4) years of responsible storekeeping. Two (2) years of experience as a **Stock Clerk** ~~Storekeeper~~ I is qualifying.
- Possession of a valid Class C California Driver's License prior to the time of appointment is required.

Knowledge of: storeroom and stock control methods and procedures; manifests, bills of lading and/or other receiving documents;

Ability to: estimate future supply needs and to develop procedures for insuring that adequate stocks are available; keep and supervise the maintenance of accurate records; plan and direct the work of others; handle heavy or bulky shipments without damaging; and maintain proper public relations.

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.

Item #6

6. **Civil Service Rules Revisions Update:** Commission Secretary to provide report on status pertaining to Civil Service Rules revisions.

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

Commented [BVW1]: This reference is not clear based on the current ordinance code structure. Will require legal research to confirm and revise as appropriate.

202.00 CLASSIFICATION OF POSITIONS

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

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

203.00 AMENDMENT AND MAINTENANCE OF THE CLASSIFICATION PLAN

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

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

203.40 Upon completion of such investigation, the ~~Commission~~ **Chief Human Resources Officer** shall have authority to determine whether the duties of any existing or proposed positions have been changed, added to, or eliminated, and, if appropriate, shall make recommendation to the Commission and the Board as to the changes that should be made in the salary schedules affected.

203.50 An employee occupying a position in the classified service under consideration for reclassification to a higher level must meet the employment standards for the higher-level classification. Subject to the judgment and discretion of the ~~Director~~ **Chief Human Resources Officer**, the employee may be required to demonstrate qualifications for the higher-level classification by appropriate examination. ~~(Rev. 12/09/13)~~

204.00 **SPECIFICATIONS**

204.10 ~~The Commission~~ **Human Resources** shall maintain a written specification for each class of position in the classified service and, when approved and adopted by the Commission, they shall constitute the official specifications of classes in the County Service. The official copy of the specification for each class of position shall be maintained in the office of the ~~Commission~~ **Human Resources** and shall indicate the date of adoption or last revision or amendment.

204.20 The specification shall include: the class title; a brief description of the scope, nature, and responsibility of the class; a description, typical but not necessarily restrictive, of tasks or duties ordinarily performed in positions allocated to the class; a statement of education, experience, knowledge, skills, abilities, and additional factors or features necessary to perform satisfactorily on the job.

204.21 The ~~Director~~ **Chief Human Resources Officer** may approve new specifications and revise existing specifications. Such approval shall require the concurrence of recognized employee organizations ~~(where applicable)~~ and affected County departments. New and revised specifications that have been approved by the Chief Human Resources Officer, the recognized employee organizations (where applicable) and the affected departments, shall be calendared for review at a regularly scheduled meeting of the Commission. In the case of proposed new or revised specifications to which the recognized employee organization and/or affected county departments have objected, the proposed specifications shall be calendared for review by the Commission at a regularly scheduled meeting. The Commission may approve, reject, or modify proposed new or revised specifications. ~~(Rev. 08/00)~~

204.30 Specifications are not restrictive and shall not be construed as declaring that duties and responsibilities shall not be changed or that an appointing authority may not temporarily assign other duties and responsibilities to or otherwise direct and control the work of employees under his supervision.

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Deleted: objection by any of the parties, the specifications are subject to final approval by the Commission ~~Board~~

205.00 COMPENSATION PLAN

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

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

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203.50 An employee occupying a position in the classified service under consideration for reclassification to a higher level must meet the employment standards for the higher-level classification. Subject to the judgment and discretion of the Chief Human Resources Officer, the employee may be required to demonstrate qualifications for the higher-level classification by appropriate examination.

204.00 SPECIFICATIONS

204.10 Human Resources shall maintain a written specification for each class of position in the classified service and, when approved and adopted by the Commission, they shall constitute the official specifications of classes in the County Service. The official copy of the specification for each class of position shall be maintained in the office of Human Resources and shall indicate the date of adoption or last revision or amendment.

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204.21 The Chief Human Resources Officer may approve new specifications and revise existing specifications. Such approval shall require the concurrence of recognized employee organizations (where applicable) and affected County departments. New and revised specifications that have been approved by the Chief Human Resources Officer, the recognized employee organizations (where applicable) and the affected departments shall be calendared for review at a regularly scheduled meeting of the Commission. In the case of proposed new or revised specifications to which the recognized employee organization and/or affected county departments have objected, the proposed specifications shall be calendared for review by the Commission at a regularly scheduled meeting. The Commission may approve, reject, or modify proposed new or revised specifications.

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

301.00 FILING OF APPLICATIONS

No person shall be admitted to an examination for employment unless such person shall have completed and filed an application for said examination upon the form furnished ~~approved~~ by the Commission ~~and furnished by Human Resources~~. The application shall not have been rejected by the Commission or Director ~~Chief Human Resources Officer~~ for cause in accordance with the provisions of these rules. Applicants must file applications in the office of ~~the Commission~~ ~~Human Resources~~, in person, electronically or by mail, not later than the final filing date prescribed in the notice of examination. The application must be received in the office of the Commission by the close of business on the final filing date specified in the announcement. The applicant shall certify as to the correctness of all statements made in his/her application. (Rev. 03/14)

301.10 Applicants must possess the minimum qualifications for the class of position ~~applying to~~ on or before the final date for filing applications.

301.20 Applicants must comply with all special instructions contained in the announcement.

302.00 AGE

No person shall be ~~prohibited~~ ~~denied~~ employment in the classified service solely because of age, nor shall any applicant who meets the minimum qualifications for a job be ~~prohibited~~ ~~denied~~ admission to any examination solely because of age.

302.10 The Commission may fix minimum and/or maximum age requirements when compatible with legal requirements or when the Commission finds that certain age restrictions constitute a bona fide occupational qualification.

303.00 MEDICAL AND PHYSICAL STANDARDS

The Commission ~~shall~~ ~~may~~ establish medical and physical standards for some or all of the various classes of positions in the Classified Service which shall measure each entering employee's ability to perform the essential functions of the position. Each individual who has received a conditional offer of employment shall be required to meet the medical and physical standards prescribed by the Commission and may be required to take a medical and physical examination to determine whether or not he or she meets such standards prior to commencing work. An offer of employment may be withdrawn if the individual does not meet the standards and cannot, with reasonable accommodation, perform the essential functions of the job. Notwithstanding any provision of these Rules to the contrary, the Director ~~Chief Human Resources Officer~~ may allow appointment without such examination in the case of temporary employment. The ~~Commission~~ ~~Chief Human Resources Officer~~ shall designate the physicians to make such examinations. (Rev. 8/92)

Candidates for employment may be required to submit to drug and alcohol screening tests. The standards for such testing shall be as defined in the County Alcohol and Drug Policy approved by the Kern County Board of Supervisors or

by any other applicable drug and alcohol policy. Persons who fail to appear for or fail to pass a drug or alcohol screening test or otherwise violate the County Alcohol and Drug Policy or other applicable drug and alcohol policy shall be removed from all eligible lists and disqualified from participating in examinations for employment for not less than 180 calendar days ~~from~~ **from** the date of initial detection, and any offer of employment shall be deemed void and withdrawn. In addition, candidates other than current County employees shall be barred from County Employment for not less than 180 calendar days from the date of initial detection. (~~Rev. 10/02~~)

- 303.10 *Physical Ability:* The ~~Commission~~ **Chief Human Resources Officer** shall establish a physical ability testing methodology for classifications designated by the Commission. The testing methodology shall be designed to determine an applicant's physical ability to perform the essential functions of the classification, with or without reasonable accommodation. ~~In the event that~~ **When** the ~~Commission~~ **Chief Human Resources Officer** establishes a physical ability test for a particular classification, each applicant or eligible shall be required to take the physical ability test. The ~~Commission~~ **Chief Human Resources Officer** shall designate the physician or other professional qualified to design and/or administer a physical ability test. (~~Rev. 8/92~~)
- 303.20 If the applicant or eligible is found not to meet the prescribed standards by the professional designated by the Commission to administer the physical ability test, and reasonable accommodation cannot be made, his name shall be: (~~Rev. 8/92~~)
- 303.21 Withheld from placement on the eligible list by the ~~Director~~ **Chief Human Resources Officer**; or
- 303.22 Removed from the eligible list by the Commission; or
- 303.23 Withheld from certification by the ~~Director~~ **Chief Human Resources Officer** until the eligible does meet the required standards, unless waiver of medical and physical standards is granted.
- 303.30 The Commission or ~~Director~~ **Chief Human Resources Officer** may exercise discretion in granting a waiver of medical and physical standards to allow temporary or permanent appointment of an applicant or eligible who does not possess the required health and physical ability. Such waiver may be made upon such conditions or for such period as the Commission or ~~Director~~ **Chief Human Resources Officer** may prescribe. (~~Rev. 8/92~~)
- 303.40 The ~~Director~~ **Chief Human Resources Officer** may permit an applicant to obtain a second medical opinion, at his or her expense, for the purpose of clarifying medical or physical qualifications. The second medical opinion shall be given whatever weight and consideration the ~~Director~~ **Chief Human Resources Officer**, in his judgment, deems appropriate and is no guarantee of employment or placement on an eligible list. (~~Rev. 8/92~~)
- 303.50 In the event of employment in advance of medical and physical examination or in the event of appointment after waiver subject to attainment of required

standards within a specified time, such employee shall be separated on order of the ~~Director~~ **Chief Human Resources Officer** unless the employee attains the standards or is granted an adequate waiver.

304.00 SPECIAL QUALIFICATIONS

In application for examinations for positions which are scientific, professional, or technical, or for positions that duties of which require special qualifications, the Commission may demand evidence of a satisfactory degree of education, training, or experience, and may demand certificates of competency or the possession of such license as the law may provide as necessary for the practice of the profession, art, or trade involved and may exclude applicants who fail to give such evidence or certificates or who do not possess such licenses. All such requirements or evidence of education or licenses shall be prescribed in the public notice of the examination.

305.00 EXPERIENCE

Experience shall only be credited if the applicant held the payroll title of the classification as a permanent or probationary employee in which experience is claimed and was paid the prevailing rate in that classification. The length of time credited to a given level of experience shall be the time actually paid as a permanent or probationary employee for the services performed in that classification or job. (Rev. 08/07)

305.10 In the event an employee of the county is paid to perform duties beyond those stated in the job specifications, the experience gained shall be included in the assessment of the employee's employment application. The employee must provide a letter from the department head that verifies out-of-class duties performed, length of assignment and percentage of time spent performing the duties. The letter must be attached to the employment application. Experience qualified in this manner shall be considered a standing order for a classification review by the ~~Personnel Department~~ **Human Resources**. (Rev. 08/07)

305.20 Volunteer Experience.

For those classifications which allow it, volunteer experience will be credited upon certification by the head of the recognized organization in which the volunteer experience was obtained. The certification must include the nature, duration, and level of responsibility of the volunteer experience. To be counted, such experience must be found by the ~~Personnel~~ **Human Resources** and the requisitioning departments to be directly relevant to the applied for position.

306.00 INVESTIGATION AND FINGERPRINTS

In any examination for employment, the Commission may require as a prerequisite to such examination the taking of fingerprints of all applicants, and the ~~Director~~ **Chief Human Resources Officer** may make special inquiry into past records of all applicants and any other

investigations as deemed necessary. Any person whose record or reputation shall, in the Commission's judgment, so warrant shall be disqualified from taking such examination or, having taken said examination and whose name appears on the eligible list, be withheld from certification, or removed from said list. (~~Rev. 08/07~~)

307.00 DISQUALIFICATION

The Commission may refuse to examine or, after examination, to certify as eligible or may remove from the eligible list any person: (~~Rev. 08/07~~)

- 307.00.01 Who lacks any of the minimum qualification established by the Commission for the examination of position to which he/she seeks appointment (~~Rev. 11/13~~)
 - 307.00.02 Who has made a false statement of **one or more** material facts in his/her application **or supporting materials**; (~~Rev. 11/13~~)
 - 307.00.03 Who has engaged in deception or fraud on his/her application or supporting materials in attaining or attempting to attain eligibility or appointment; (~~Rev. 11/13~~)
 - 307.00.04 Who has engaged in deception, fraud or cheating in the examination process in attaining or attempting to attain eligibility or appointment (~~Rev. 11/13~~)
 - 307.00.05 Who has been previously dismissed for good cause from any public service; (~~Rev. 11/13~~)
 - 307.00.06 Who has resigned from public service not in good standing or in order to avoid dismissal; (~~Rev. 11/13~~)
 - 307.00.07 Who has used, or attempted to use, any personal or political influence to further his/her eligibility or appointment; (~~Rev. 11/13~~)
 - 307.00.08 Who has failed to submit the application correctly or within the prescribed time limits; (~~Rev. 11/13~~)
 - 307.00.09 Who has otherwise violated provisions of these rules. (~~Rev. 11/13~~)
- 307.05 Potential violations of section 307.00 by existing employees covered under the Public Safety Officers Procedural Bill of Rights and/or the Firefighters Bill of Procedural Bill of Rights will be referred to the applicable employing department head for investigation and potential further action. (~~Rev. 11/13~~)
- 307.06 The ~~Personnel Director~~ **Chief Human Resources Officer** ~~may~~ **reserves the right** to investigate allegations of cheating by all other persons not specifically covered in Section 307.05 or may choose to refer the matter to the appropriate department head for investigation. (~~Rev. 11/13~~)

307.07 If the allegations of cheating by an existing employee are substantiated, the employing department or the ~~Personnel Director~~ **Chief Human Resources Officer** may ~~approach~~ **ask** the Civil Service Commission ~~and request that to remove~~ the employee's name ~~be removed~~ from any eligible list he/she may currently be on, and/or any exam currently in process. (~~Rev. 11/13~~)

307.10 Disqualification from County Employment Based Upon Conviction or Violation of the County Alcohol and Drug Policy. (~~Rev. 10/02~~)

An applicant may be disqualified by the Chief Human Resources Officer from participating in an examination for employment with the County based on certain criminal convictions or one or more violations of the County Alcohol and Drug Policy. The following provisions shall cover the exclusions for employment with the County based upon criminal conduct conviction or violation of the County Alcohol and Drug Policy. (~~Rev. 10/02~~)

307.10.01 Conviction of any felony, or any crime(s) involving moral turpitude, provided the crime is substantially related to the qualifications, functions, or duties of the position sought. The term conviction, as used in this rule, shall include a plea of guilty or a conviction following a plea of nolo contendere. (~~Rev. 08/07~~)

307.10.02 Current use of illegal drugs. (~~Rev. 08/07~~)

307.10.03 Failure of a pre-employment drug or alcohol screening test administered or required by the County; failure of a drug or alcohol screening test in the 180 days preceding the application for employment; or other violation of the County Alcohol and Drug Policy or other applicable drug and alcohol policy. (~~Rev. 08/07~~)

307.10.04 Failure to respond to notice due to incarceration. (Rev. 08/07)

307.10.05 Applicants on probation by the court for a previous conviction(s) may not be considered for peace officer positions. (Rev. 12/86)

307.20 The ~~Director may consider~~ the following factors **may be considered** in determining whether the crime(s) is substantially related to the qualification, functions, or duties of the particular classification for which application is made **as provided in Rule 307.10.01.** (~~Rev. 08/07~~)

307.20.01 The classification to which the person has applied or is being certified to, including its sensitivity; in such areas, not limited to the operation, maintenance, and/or custody of firearms; legal documents; fiscal documents; confidential documents; drugs, narcotics, or other medical supplies; motorized vehicles; and responsibility over adults or juveniles **involves maintenance, and/or custody of firearms; the handling of legal, financial, or confidential documents; drugs, narcotics, or medical supplies; the operation of motorized vehicles; or involves responsibility over adults or juveniles.** (~~Rev. 08/07~~)

- 307.20.02 The nature and seriousness of the conduct. ~~(Rev. 08/07)~~
- 307.20.03 The circumstances surrounding the conduct. ~~(Rev. 08/07)~~
- 307.20.04 The time lapse since the occurrence of the conduct. ~~(Rev. 08/07)~~
- 307.20.05 The frequency of the conduct. ~~(Rev. 08/07)~~
- 307.20.06 The age of the individual at the time of the conduct. ~~(Rev. 08/07)~~
- 307.20.07 The presence or absence of rehabilitation. ~~(Rev. 08/07)~~
- 307.20.08 Other material factors considered applicable by the Commission on a case-by-case basis. ~~(Rev. 08/07)~~

307.30 An applicant for a continuous (series) examination shall automatically be rejected if he/she is currently on the eligible list for the same exam number or has been unsuccessful testing for the class in the 60 days preceding the date of application; provided, however, that applicants who fail an exam component subsequent to the written exam may again test at the next scheduled time for that component. ~~(Rev. 08/07)~~

308.00 NOTIFICATION OF DISQUALIFIED APPLICANTS

An applicant disqualified pursuant to rule 303.10 or rule 307.00 or an individual whose conditional offer of employment is withdrawn pursuant to rule 303.00 shall be promptly notified of the disqualification **by the Chief Human Resources Officer**. Notice of disqualification shall be mailed to the applicants' last known address. ~~(Rev. 08/07)~~

309.00 APPLICATIONS NOT TO BE RETURNED

Applications, whether accepted or rejected, shall remain on file in the office of the Commission **Human Resources** and shall not be returned. Minor defects or omissions in the application on file may be corrected or supplied only after obtaining special permission from the ~~Director~~ **Chief Human Resources Officer**. The date of receipt of application shall be endorsed thereon **or otherwise electronically recorded**. Applications of persons who fail to appear for examination shall not be used for any other examination ~~but~~ **and** shall be canceled. The names of applicants shall not be disclosed to the public without the expressed permission of the Commission. ~~(Rev. 08/07)~~

310.00 VETERANS' PREFERENCE

In order to qualify for Veteran's Preference Credits as provided in Kern County Ordinance Code Section 3.04.060(H), an applicant must have served in the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or any division thereof in time of war or in any expedition of the armed forces of the United States and have received an Honorable discharge, a Certificate of Honorable Active Service, or an Under Honorable Conditions (General) discharge. Discharges which are classified as Under Other Than Honorable Conditions, Bad

Conduct, Dishonorable or Uncharacterized are not qualifying for Veteran's Preference Credits. In addition, he or she must have applied for such credits on the ~~form approved by the Commission's form~~ and provided by Human Resources - Application for Examination and must have presented to the ~~Director~~ Chief Human Resources Officer the original or photostatic copy of the appropriate discharge or certificate of honorable active military service or acceptable evidence of required military service not later than the final filing date. (~~Rev. 09/14~~)

310.10 Veterans' Preference Credits shall not be applied in promotional examinations. (~~Rev. 08/07~~)

310.20 Applicants who fail to apply for Veterans' Preference Credits or who do not present the required credentials within the prescribed time allowed will be deemed to have waived such credits. (~~Rev. 08/07~~)

311.00 PROHIBITION AGAINST DISCRIMINATION

Discrimination against any person in the classified service or any person seeking admission thereto because of race, national origin, sex, age, physical disability, color, medical condition, marital status, ancestry, or union activity is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where age, sex, or physical requirements constitute a bona fide occupational requirement. (~~Rev. 08/07~~)

301.00 FILING OF APPLICATIONS

No person shall be admitted to an examination for employment unless such person shall have completed and filed an application for said examination upon the form approved by the Commission and furnished by Human Resources. The application shall not have been rejected by the Commission or Chief Human Resources Officer for cause in accordance with the provisions of these rules. Applicants must file applications in the office of Human Resources, in person, electronically or by mail, not later than the final filing date prescribed in the notice of examination. The application must be received in the office of the Commission by the close of business on the final filing date specified in the announcement. The applicant shall certify as to the correctness of all statements made in his/her application.

301.10 Applicants must possess the minimum qualifications for the class of position on or before the final date for filing applications.

301.20 Applicants must comply with all special instructions contained in the announcement.

302.00 AGE

No person shall be denied employment in the classified service solely because of age, nor shall any applicant who meets the minimum qualifications for a job be denied admission to any examination solely because of age.

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303.00 MEDICAL AND PHYSICAL STANDARDS

The Commission may establish medical and physical standards for some or all of the various classes of positions in the Classified Service which shall measure each entering employee's ability to perform the essential functions of the position. Each individual who has received a conditional offer of employment shall be required to meet the medical and physical standards prescribed by the Commission and may be required to take a medical and physical examination to determine whether or not he or she meets such standards prior to commencing work. An offer of employment may be withdrawn if the individual does not meet the standards and cannot, with reasonable accommodation, perform the essential functions of the job. Notwithstanding any provision of these Rules to the contrary, the Chief Human Resources Officer may allow appointment without such examination in the case of temporary employment. The Chief Human Resources Officer shall designate the physicians to make such examinations.

Candidates for employment may be required to submit to drug and alcohol screening tests. The standards for such testing shall be as defined in the County Alcohol and Drug Policy approved by the Kern County Board of Supervisors or by any other applicable drug and alcohol policy. Persons who fail to appear for or fail to pass a drug or alcohol screening test or otherwise violate the County

Alcohol and Drug Policy or other applicable drug and alcohol policy shall be removed from all eligible lists and disqualified from participating in examinations for employment for not less than 180 calendar days from the date of initial detection, and any offer of employment shall be deemed void and withdrawn. In addition, candidates other than current County employees shall be barred from County Employment for not less than 180 calendar days from the date of initial detection.

- 303.10 *Physical Ability:* The Chief Human Resources Officer shall establish a physical ability testing methodology for classifications designated by the Commission. The testing methodology shall be designed to determine an applicant's physical ability to perform the essential functions of the classification, with or without reasonable accommodation. When the Chief Human Resources Officer establishes a physical ability test for a particular classification, each applicant or eligible shall be required to take the physical ability test. The Chief Human Resources Officer shall designate the physician or other professional qualified to design and/or administer a physical ability test.
- 303.20 If the applicant or eligible is found not to meet the prescribed standards by the professional designated by the Commission to administer the physical ability test, and reasonable accommodation cannot be made, his name shall be:
- 303.21 Withheld from placement on the eligible list by the Chief Human Resources Officer; or
- 303.22 Removed from the eligible list by the Commission; or
- 303.23 Withheld from certification by the Chief Human Resources Officer until the eligible does meet the required standards unless waiver of medical and physical standards is granted.
- 303.30 The Commission or Chief Human Resources Officer may exercise discretion in granting a waiver of medical and physical standards to allow temporary or permanent appointment of an applicant or eligible who does not possess the required health and physical ability. Such waiver may be made upon such conditions or for such period as the Commission or Chief Human Resources Officer may prescribe.
- 303.40 The Chief Human Resources Officer may permit an applicant to obtain a second medical opinion, at his or her expense, for the purpose of clarifying medical or physical qualifications. The second medical opinion shall be given whatever weight and consideration the Chief Human Resources Officer, in his judgment, deems appropriate and is no guarantee of employment or placement on an eligible list.
- 303.50 In the event of employment in advance of medical and physical examination or in the event of appointment after waiver subject to attainment of required standards within a specified time, such employee shall be separated on order of the Chief Human Resources Officer unless the employee attains the standards or is granted an adequate waiver.

304.00 SPECIAL QUALIFICATIONS

In application for examinations for positions which are scientific, professional, or technical, or for positions that duties of which require special qualifications, the Commission may demand evidence of a satisfactory degree of education, training, or experience, and may demand certificates of competency or the possession of such license as the law may provide as necessary for the practice of the profession, art, or trade involved and may exclude applicants who fail to give such evidence or certificates or who do not possess such licenses. All such requirements or evidence of education or licenses shall be prescribed in the public notice of the examination.

305.00 EXPERIENCE

Experience shall only be credited if the applicant held the payroll title of the classification as a permanent or probationary employee in which experience is claimed and was paid the prevailing rate in that classification. The length of time credited to a given level of experience shall be the time actually paid as a permanent or probationary employee for the services performed in that classification or job.

305.10 In the event an employee of the county is paid to perform duties beyond those stated in the job specifications, the experience gained shall be included in the assessment of the employee's employment application. The employee must provide a letter from the department head that verifies out-of-class duties performed, length of assignment and percentage of time spent performing the duties. The letter must be attached to the employment application. Experience qualified in this manner shall be considered a standing order for a classification review by Human Resources.

305.20 Volunteer Experience.

For those classifications which allow it, volunteer experience will be credited upon certification by the head of the recognized organization in which the volunteer experience was obtained. The certification must include the nature, duration, and level of responsibility of the volunteer experience. To be counted, such experience must be found by Human Resources and the requisitioning departments to be directly relevant to the applied for position.

306.00 INVESTIGATION AND FINGERPRINTS

In any examination for employment, the Commission may require as a prerequisite to such examination the taking of fingerprints of all applicants, and the Chief Human Resources Officer may make special inquiry into past records of all applicants and any other investigations as deemed necessary. Any person whose record or reputation shall, in the Commission's judgment, so warrant shall be disqualified from taking such examination or, having taken said examination and whose name appears on the eligible list, be withheld from certification, or removed from said list.

307.00 DISQUALIFICATION

The Commission may refuse to examine or, after examination, to certify as eligible or may remove from the eligible list any person:

- 307.00.01 Who lacks any of the minimum qualification established by the Commission for the examination of position to which he/she seeks appointment;
 - 307.00.02 Who has made a false statement of one or more material facts in his/her application or supporting materials;
 - 307.00.03 Who has engaged in deception or fraud on his/her application or supporting materials in attaining or attempting to attain eligibility or appointment;
 - 307.00.04 Who has engaged in deception, fraud or cheating in the examination process in attaining or attempting to attain eligibility or appointment;
 - 307.00.05 Who has been previously dismissed for good cause from any public service;
 - 307.00.06 Who has resigned from public service not in good standing or in order to avoid dismissal;
 - 307.00.07 Who has used, or attempted to use, any personal or political influence to further his/her eligibility or appointment;
 - 307.00.08 Who has failed to submit the application correctly or within the prescribed time limits;
 - 307.00.09 Who has otherwise violated provisions of these rules.
- 307.05 Potential violations of section 307.00 by existing employees covered under the Public Safety Officers Procedural Bill of Rights and/or the Firefighters Bill of Rights will be referred to the applicable employing department head for investigation and potential further action.
- 307.06 The Chief Human Resources Officer may investigate allegations of cheating by all other persons not specifically covered in Section 307.05 or may choose to refer the matter to the appropriate department head for investigation.
- 307.07 If the allegations of cheating by an existing employee are substantiated, the employing department or the Chief Human Resources Officer may ask the Civil Service Commission to remove the employee's name from any eligible list he/she may currently be on, and/or any exam currently in process.
- 307.10 Disqualification from County Employment Based Upon Conviction or Violation of the County Alcohol and Drug Policy.

An applicant may be disqualified by the Chief Human Resources Officer from participating in an examination for employment with the County based on certain criminal convictions or one or more violations of the County Alcohol and Drug Policy. The following provisions shall cover the exclusions for employment with the County based upon criminal conduct conviction or violation of the County Alcohol and Drug Policy.

- 307.10.01 Conviction of any felony, or any crime(s) involving moral turpitude, provided the crime is substantially related to the qualifications, functions, or duties of the position sought. The term conviction, as used in this rule, shall include a plea of guilty or a conviction following a plea of nolo contendere.
- 307.10.02 Current use of illegal drugs.
- 307.10.03 Failure of a pre-employment drug or alcohol screening test administered or required by the County, failure of a drug or alcohol screening test in the 180 days preceding the application for employment; or other violation of the County Alcohol and Drug Policy or other applicable drug and alcohol policy.
- 307.10.04 Failure to respond to notice due to incarceration.
- 307.10.05 Applicants on probation by the court for a previous conviction(s) may not be considered for peace officer positions.
- 307.20 The following factors may be considered in determining whether the crime(s) is substantially related to the qualification, functions, or duties of the particular classification for which application is made as provided in Rule 307.10.01.
 - 307.20.01 The classification involves maintenance, and/or custody of firearms; the handling of legal, financial, or confidential documents; drugs, narcotics, or medical supplies; the operation of motorized vehicles; or involves responsibility over adults or juveniles.
 - 307.20.02 The nature and seriousness of the conduct.
 - 307.20.03 The circumstances surrounding the conduct.
 - 307.20.04 The time lapse since the occurrence of the conduct.
 - 307.20.05 The frequency of the conduct.
 - 307.20.06 The age of the individual at the time of the conduct.
 - 307.20.07 The presence or absence of rehabilitation.
 - 307.20.08 Other material factors considered applicable by the Commission on a case-by-case basis.
- 307.30 An applicant for a continuous (series) examination shall automatically be

rejected if he/she is currently on the eligible list for the same exam number or has been unsuccessful testing for the class in the 60 days preceding the date of application, provided, however, that applicants who fail an exam component subsequent to the written exam may again test at the next scheduled time for that component.

308.00 NOTIFICATION OF DISQUALIFIED APPLICANTS

An applicant disqualified pursuant to rule 303 or rule 307.00 or an individual whose conditional offer of employment is withdrawn pursuant to rule 303.00 shall be promptly notified of the disqualification by the Chief Human Resources Officer. Notice of disqualification shall be mailed to the applicants' last known address.

309.00 APPLICATIONS NOT TO BE RETURNED

Applications, whether accepted or rejected, shall remain on file in the office of Human Resources and shall not be returned. Minor defects or omissions in the application on file may be corrected or supplied only after obtaining special permission from the Chief Human Resources Officer. The date of receipt of application shall be endorsed thereon or otherwise electronically recorded. Applications of persons who fail to appear for examination shall not be used for any other examination and shall be canceled. The names of applicants shall not be disclosed to the public without the expressed permission of the Commission.

310.00 VETERANS' PREFERENCE

In order to qualify for Veteran's Preference Credits as provided in Kern County Ordinance Code Section 3.04.060(H), an applicant must have served in the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or any division thereof in time of war or in any expedition of the armed forces of the United States and have received an Honorable discharge, a Certificate of Honorable Active Service, or an Under Honorable Conditions (General) discharge. Discharges which are classified as Under Other Than Honorable Conditions, Bad Conduct, Dishonorable or Uncharacterized are not qualifying for Veteran's Preference Credits. In addition, he or she must have applied for such credits on the form approved by the Commission and provided by Human Resources - Application for Examination and must have presented to the Chief Human Resources Officer the original or photostatic copy of the appropriate discharge or certificate of honorable active military service or acceptable evidence of required military service not later than the final filing date.

310.10 Veterans' Preference Credits shall not be applied in promotional examinations.

310.20 Applicants who fail to apply for Veterans' Preference Credits or who do not present the required credentials within the prescribed time allowed will be deemed to have waived such credits.

311.00 PROHIBITION AGAINST DISCRIMINATION

Discrimination against any person in the classified service or any person seeking admission thereto because of race, national origin, sex, age, physical disability, color, medical condition, marital status, ancestry, or union activity is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where age, sex, or physical requirements constitute a bona fide occupational requirement.

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