

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

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

THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS

AMERICANS WITH DISABILITIES ACT
(Government Code Section 54953.2)

The Board of Supervisors Chambers is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Civil Service Commission may request assistance at the Human Resources Division – County of Kern or by calling (661) 868-3962. 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, 8:00 a.m. – 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the 72-hour posting period and prior to the meeting will also be available for review. This disclosure does not pertain to closed session items and/or those that are not otherwise public.

PUBLIC SESSION

1. Public Presentations

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

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

***2. Approval of Minutes**

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

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

8708) Supervising Child Support Specialist
8713) Utility Worker
8714) Park Ranger Manager – DP

- 8716) Administrative Coordinator – DP – Probation
- 8717) Health Education Assistant I/II – Bilingual
- 8718) Senior Building Services Worker- DP – Human Services
- 8719) Office Services Technician – Outlying Locations
- 8720) Senior Auditor-Appraiser
- 8721) KCERA Communications Manager/Senior
- 8722) Engineering Aide I/II/III
- 8723) Human Services Internal Investigator
- 8724) Social Service Worker III – Aging and Adult Services
- 8725) Auditor-Appraiser I/II/III
- 8726) Human Services Program Specialist – Bilingual – DP
- 8727) Supervising Buyer
- 8728) Sheriff's Records Supervisor
- 8729) Fiscal Support Specialist – DP – Treasurer-Tax Collector
- 8730) Social Services Supervisor I – DP – Aging and Adult Services
- 8732) Planner I/II
- 8733) Permit Specialist I/II
- 8734) Sheriff's Support Specialist
- 8735) Health Educator – DP
- 8736) Billing Office Specialist III – DP
- 8737) Senior Legal Secretary – DP – District Attorney
- 8738) Departmental Analyst I/II – DP – Behavioral Health
- 8739) Program Technician – Bilingual – DP – Aging and Adult Services
- 8740) Social Service Worker I – Bilingual – Aging and Adult Services
- 8741) Fire Dispatcher I/II
- 8742) Fiscal Support Supervisor – DP – Fire
- 8743) Sheriff's Senior Support Specialist – Shift
- 8744) Sheriff's Records Specialist – Shift – Kernville/Lake Isabella
- 8745) Assistant Director of Workforce Development – DP
- 8746) Fiscal Support Technician
- 8747) Public Health Nurse I/II
- 8748) Program Technician – Bilingual
- 8749) Marketing and Promotions Coordinator
- 8750) Retirement Investment Analyst I/II/Senior
- 8751) Fiscal Support Specialist – DP – Aging and Adult
- 8752) Social Service Worker I – Human Services

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

- a) Sheriff Aircraft Mechanic, Item No. 5186
- b) Chief Investigator, Item Nos. 4575 and 4576, and Supervising Fire Aviation Specialist, Item Nos. 4475 and 4476

5. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21; **REVIEW, RECEIVE, AND FILE**
 - a) Youth Services Officer – Cook, Item No. 3590
 - b) Fire Aircraft Mechanic, Item No. 5188
 - c) Fiscal Support Technician and Fiscal Support Technician – Confidential, Item No.
 - d) Talent Recruiter, Item No. 2322, Senior Talent Recruiter, Item No. 2321, and Deputy Chief Human Resources Officer, Item No. 0787
6. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions.
7. **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.
8. **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)

9. Public Employment – Personal Necessity Leave Request
Medical Assistant (Public Health) – Case No. 2022-0104
10. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, December 12, 2022, at 5:30 p.m.

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

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

PRESENT: Commissioners Price, Rose, and Holt

ABSENT: Commissioners Agbalog and Oliver

OTHERS: Devin Brown, Brian Van Wyk, Keri Pharris, and Kimberlyn Stillwell

PUBLIC SESSION**1. Public Presentations**

None

CONSENT AGENDA**2. Approval of Minutes**

Regular meeting on September 12, 2022; No public comment. **APPROVED**; Pri/Ro – 3 ayes/2ab (Ag/OI)

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; No public comment. **APPROVED**; Pri/Ro – 3 ayes/2ab (Ag/OI)

- 8573) Youth Services Officer I/II - Shift
- 8564) Social Service Worker III – Aging and Adult
- 8664) Administrative Coordinator – DP – General Services
- 8665) Behavioral Health Recover Specialist I/II
- 8666) Senior Child Support Specialist
- 8667) Public Health Laboratory Assistant I/II
- 8668) Physical Therapist – California Children Services
- 8669) Sheriff's Records Unit Supervisor
- 8670) Deputy Chief Probation Officer – DP
- 8671) Deputy Probation Officer I/II
- 8672) Sheriff's Detentions Sergeant – DP
- 8673) Fiscal Support Supervisor – DP – Auditor-Controller
- 8674) Electronic Health Record Specialist
- 8675) Real Property Agent I/II/III
- 8676) Contracts Administration Assistant
- 8677) Deputy Chief Information Technology Office – CWP
- 8678) Maintenance Plumber – DP
- 8679) Geographic Information Systems Specialist – DP – Planning
- 8680) Appraiser I

8681) Deputy Coroner
8682) Job Developer I/II
8683) Groundskeeper
8684) Stock Clerk I
8685) Graphic Artist
8686) Workforce Development Program Manager – DP
8687) Sheriff's Program Specialist
8688) Sheriff's Senior Support Specialist – Shift
8689) Sheriff's Detentions Senior Deputy – Shift – DP
8690) Public Works Maintenance Worker I/II/III
8691) Social Service Worker I - Bilingual – Aging
8692) Human Services Supervisor – Bilingual – Delano – DP
8693) Human Services Supervisor – Shafter – DP
8694) Departmental Aide – Library – PT – Shift – Delano
8695) Departmental Aide – Library – PT – Shift – Bakersfield
8696) Group Counselor I/II – Shift
8697) Vocational Nurse I/II
8698) Sheriff's Records Specialist – Shift – Lamont
8699) Sheriff's Records Specialist – Shift – Rosamond
8700) Sheriff's Sergeant – DP
8701) Fiscal Support Supervisor
8702) Contract Administrator
8703) Programmer I
8704) Senior Human Resources Specialist – Non-confidential – DP
8705) Behavioral Health and Recovery Services Deputy Director – DP
8707) Senior Office Services Specialist
8708) Supervising Child Support Specialist
8709) Therapy Aide
8710) Automotive Services Worker
8711) Public Works Maintenance Technician I/II
8712) Auditor-Controller's Division Chief – DP
8713) Utility Worker
8714) Park Ranger Manager – DP
8716) Administrative Coordinator – DP – Probation

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) Assistant Director of Workforce Development, Item No. 0821; Pri/Ro – 3 ayes/2ab (Ag/OI); Devin Brown, Chief Human Resources Officer, 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**

- a) KCERA Deputy Chief Member Services Officer, Item No. 0013, KCERA Member Services Manager, Item No. 2544, and KCERA Senior Member Services Analyst, No. 2545; Pri/Ro – 3 ayes/2ab (Ag/OI); Keri Pharris, Deputy Chief Human Resources Officer, provided a summary. No public comment.
- b) Youth Services Officer – Food Services Supervisor, Item No. 3582, Youth Services Officer – Warehouse Supervisor, Item No. 2595, Youth Services Officer – Senior Cook, Item No. 3586, Youth Services Officer – Custodian, Item No. 3595, and Youth Services Officer – Support Services Worker, Item No. 3599; Ro/Pri – 3 ayes/2ab (Ag/OI); Devin Brown, Chief Human Resources Officer, provided a summary. No public comment.
6. **Revised Specification(s):** The following job specification(s) have been revised by the Chief Human Resources Officer and are submitted for the Commission's approval in accordance with Civil Service Rule 204.21; **APPROVED**
 - a) Supervising Engineer, Item No. 1054; Pri/Ro – 3 ayes/2ab (Ag/OI); Devin Brown, Chief Human Resources Officer, provided a summary. No public comment.
7. Second Reading of Amendment to Rule 400 of the Civil Service Commission; **WAIVED READING; APPROVED**; Pri/Ro – 3 ayes/2ab (Ag/OI); Brian Van Wyk, Deputy County Counsel, provided a summary. No public comment.
8. **Civil Service Commission Annual Report: APPROVED; DIRECTED STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS**; Ro/Pri – 3 ayes/2ab (Ag/OI); Devin Brown, Chief Human Resources Officer, provided a summary. No public comment.
9. **Civil Service Rule 1800 Update:** Counsel to the Civil Service Commission to provide report on status of Rule 1800 investigations and revisions. Brian Van Wyk, Deputy County Counsel, advised the Commission that he had not received an update from Human Resources. Devin Brown, Chief Human Resources Officer, provided the Commission with the update. One outstanding investigation is beyond the timeline and will be completed in the coming weeks. There are two new complaints and all other complaint investigations are within the timeline.
10. **Civil Service Rules Revisions Update:** Ad Hoc Committee to provide report on status pertaining to Civil Service Rules revisions. Commissioner Price provided there is nothing to update.
11. **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. Devin Brown, Chief Human Resources Officer, provided the Commission an update on the Kern County Career Expo held on September 17, 2022.
12. **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)). Commissioner Holt thanked County Counsel and Human Resources for filling in while the Commission seeks to fill its vacant Civil Service Commission Secretary.

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)

13. Public Employment – Personal Necessity Leave Request
Medical Assistant (Public Health) – Case No. 2022-0104; **No reportable action.**
14. Public Employee – Discipline/Dismissal/Release
Sheriff's Sergeant (Sheriff's Office) – Case No. 2022-0105; **No reportable action.**
15. Public Employee – Appointment/Recruitment – Title: Civil Service Commission Secretary.
(Government Code § 54957(b)); **No reportable action.**
16. President Holt adjourned the meeting to the next Regular Meeting to be held on Monday, November 14, 2022, at 5:30 p.m.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Requestor
8708	Supervising Child Support Specialist	10/3/2022	10/14/2022	MJG	Open	MJG
8713	Utility Worker	10/3/2022	10/14/2022	DMR	Open	DMR
8714	Park Ranger Manager-Department Promotional-CAO	10/3/2022	10/7/2022	DG	DP	DG
8715	Library Associate-Rosamond	10/3/2022	10/19/2022	DG	Open	DG
8716	Administrative Coordinator - DP - Probation	10/3/2022	10/7/2022	MES	DP	MES
8717	Health Education Assistant I/II Bilingual	10/3/2022	10/14/2022	KAS	Open	KAS
8718	Senior Building Services Worker-Department Promotional-DHS	10/5/2022	10/11/2022	DMR	DP	DMR
8719	Office Services Technician - Outlying Locations	10/5/2022	Continuous	MES	Open	MES
8720	Senior Auditor Appraiser	10/4/2022	10/18/2022	MGV	Open	MGV
8721	KCERA Communications Manager/Sr. Communications Manager	10/5/2022	10/18/2022	KPP	Open	KPP
8722	Engineering Aide I/II/III	10/4/2022	10/18/2022	KAS	Open	KAS
8723	Human Services Internal Investigator	10/10/2022	10/21/2022	DMR	Open	DMR
8724	Social Service Worker III - Aging and Adult Services	10/7/2022	10/13/2022	MES	Open	MES
8725	Auditor-Appraiser I/II/III	10/7/2022	Continuous	MGV	Open	MGV
8726	Human Services Program Specialist-Bilingual-DP-DHS	10/10/2022	10/14/2022	DMR	DP	DMR
8727	Supervising Buyer	10/10/2022	10/24/2022	DG	Open	DG
8728	Sheriff's Records Supervisor	10/10/2022	Continuous	NA	Open	NA
8729	Fiscal Support Specialist-Department Promotional-Treasurer Tax Collector	10/11/2022	10/17/2022	MGV	DP	MGV
8730	Social Service Supervisor I - DP - Aging and Adult Services	10/13/2022	10/19/2022	MES	DP	MES
8731	Civil Service Commission Officer	10/11/2022	Continuous	KPP	Open	KPP
8732	Planner I/II	10/17/2022	11/3/2022	MES	Open	MES
8733	Permit Specialist I/II	10/17/2022	11/10/2022	MES	Open	MES
8734	Sheriff's Support Specialist	10/13/2022	Continuous	NA	Open	NA
8735	Health Educator - DP - PH	10/17/2022	10/21/2022	KAS	DP	KAS
8736	Billing Office Specialist III - DP - PH	10/17/2022	10/21/2022	KAS	DP	KAS
8737	Senior Legal Secretary-DP-District Attorney	10/17/2022	10/24/2022	MJG	DP	MJG
8738	Departmental Analyst I/II - DP	10/18/2022	11/1/2022	MJ	DP	MJ
8739	Program Technician - Bilingual - DP - Aging	10/24/2022	10/28/2022	MES	DP	MES
8740	Social Service Worker I - Bilingual - Aging and Adult	10/31/2022	Continuous	MES	Open	MES
8741	Fire Dispatcher I/II	10/25/2022	11/11/2022	KPP	Open	MGV
8742	Fiscal Support Supervisor-Department Promotional-Fire	10/25/2022	11/1/2022	KPP	DP	MGV
8743	Sheriff's Senior Support Specialist-Shift	10/25/2022	Continuous	NA	Open	NA
8744	Sheriff's Records Specialist-Shift-Kernville/Lake Isabella	10/25/2022	Continuous	NA	Open	NA
8745	Assistant Director of Workforce Development	10/31/2022	11/2/2022	DG	DP	MGV
8746	Fiscal Support Technician	10/27/2022	Continuous	MJ	Open	MJ
8747	Public Health Nurse I/II	10/26/2022	Continuous	KAS	Open	MJ
8748	Program Technician - Bilingual	10/27/2022	Continuous	KAS	Open	MJ
8749	Marketing and Promotions Coordinator	10/31/2022	11/16/2022	MJ	Open	DMR
8750	Retirement Investment Analyst I/II/Senior	10/31/2022	11/14/2022	DMR	Open	KP/DG
8751	Fiscal Support Specialist - DP - Aging and Adult	10/31/2022	Continuous	KP/DG	Open	KP/DG
8752	Social Service Worker I-DHS	10/31/2022	11/4/2022	MES	DP	MES
		10/31/2022	Continuous	DMR	Open	DMR

November 14, 2022

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

PROPOSED NEW SPECIFICATION FOR SHERIFF AIRCRAFT MECHANIC

Attached for your review is the proposed new job specification for Aircraft Mechanic. The Human Resources Division has prepared the specification at the request of Sheriff Youngblood.

The Sheriff's Office is experiencing challenges recruiting and retaining Aircraft Mechanics. The newly created classification will require applicants to possess two years of experience as an aircraft mechanic including one year of experience working with light and/or medium turbine helicopters while maintaining industry standards. The department feels that the two-year experience requirement will broaden the applicant pool and attract local talent.

The Service Employees' International Union, Local 521 is in support of the proposed new job specification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed new job specification of Sheriff Aircraft Mechanic.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachment

Sheriff Aircraft Mechanic
Bargaining Unit: 6
Salary Range 64.1 (\$5,590-\$6,680/mo.)

Definition:

Under direction, maintains, repairs, and modifies helicopters, airplanes and all related aircraft systems and components to critically close tolerances to ensure airworthiness; performs related work as required. Incumbents repair and service aircraft and engines under direction of the Supervising Aircraft Mechanic.

The Sheriff Aircraft Mechanic position repairs and services aircraft and engines as determined by assignment.

Essential Functions:

- Ensures airworthiness of aircraft; services, repairs, and makes modifications to aircraft and engines on a scheduled basis and as conditions warrant; follows aircraft and engine manufacturers' manuals and other sources for approved specification and technical data; uses a variety of hand, power and shop floor tools.
- Inspects and troubleshoots engines for deficiencies and malfunctions; tests engine operation using diagnostic equipment; performs precise measurements using appropriate tools and instruments; makes recommendations for repair and replacement of parts according to malfunction.
- Removes and disassembles aircraft and its components using hoist or other lifting devices; disassembles and inspects parts for serviceability and discrepancies; replaces unserviceable airframe and engine components.
- Responds to emergency aircraft callouts from base site; troubleshoots, repairs and makes adjustments to electrical systems in aircraft, accessories and instruments that affect aircraft airworthiness.
- Consults with pilots, both in flight and on the ground, as to probable cause of malfunction or unusual operating conditions; participates in maintenance test flights to ascertain aircraft airworthiness; conducts pre-flight and post-flight inspections to ensure continued airworthiness.
- Starts and secures aircraft; performs aircraft cleaning and corrosion control.
- Maintains hangar, tools and work area cleanliness and orderly housekeeping.
- Prepares and maintains required reports and records; may be responsible for developing record keeping policies.
- Performs other duties of similar nature or level as required.

Employment Standards:

- **License:** Incumbents are required to have and maintain a valid FAA Airframe and Powerplant certificate.

- Two (2) years of experience as an aircraft mechanic, including one (1) year of experience with light and/or medium turbine helicopters.

Knowledge of: approved aircraft maintenance and repair principles, procedures and techniques; applicable FAA regulations and requirements; mathematical processes, including algebraic and geometric principles; blade tracking and balancing methods and equipment; operations and capabilities of applicable aircraft; report writing techniques.

Skill in: aircraft maintenance and repair; working with and interpreting electrical conditions, such as measuring, capacitors, inductors, voltage, current, resistance, continuity, and leakage, calculated measure, conductivity in electrical power; reading and interpreting drawings and specifications, including electrical; performing complete weight and balance checks; utilizing approved non-destructive testing methods; determining area and volume of geometrical shapes; solving ratio proportion in percentage problems; completing required reports and forms; writing description of aircraft capabilities, environmental conditions, and work performed; working under emergency conditions as warranted; 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

10/31/22
DATE


CHIEF HUMAN RESOURCES OFFICER

11/2/22
DATE

Item #	5186
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	g
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	64.6
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	6
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	November 14, 2022



November 14, 2022

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

**PROPOSED NEW JOB SPECIFICATIONS TITLED SUPERVISING FIRE AVIATION
SPECIALIST AND SUPERVISING FIRE INVESTIGATOR**

The Kern County Fire Department requests approval of new job specifications titled Supervising Fire Aviation Specialist and Supervising Fire Investigator.

The new job specifications will allow the Fire Department to add an integral layer of oversight and supervision to facilitate the needs of field personnel to executive level staff. These classifications will coordinate the hiring, training, and be responsible for budgetary programs associated with each discipline. In addition, each will be essential in securing grants to provide funding for their specialty programs which will assist the department in managing the ongoing costs for these services.

The Supervising Fire Aviation Specialist is responsible for the operations of the Kern County Fire Department Aviation Program including fire suppression, hoist rescue, Helitak crew operations, and related activities. This is a singleton position assigned an administrative schedule at Fire Department Headquarters and will manage multiple functional areas and staff within the assigned operation.

The Supervising Fire Investigator is in command of the Fire Investigation Unit and is responsible for directing county fire investigation activities, personnel background investigations, department internal investigations and department security programs. This is a singleton position assigned an administrative schedule at Fire Department Headquarters and will manage multiple functional areas and staff within the assigned operation.

These specifications are represented by the Kern County Fire Fighters Union, and they are in concurrence with both.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed new specifications titled Supervising Fire Aviation Specialist and Supervising Fire Investigator.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

cc: Aaron Duncan, Fire Chief

Supervising Fire Aviation Specialist
Bargaining Unit: 7
Salary Range: 70.5 (\$7,691 - \$9,192/mo.)

Definition:

Direct operations for the Kern County Fire Department Aviation Program. Supervise assigned personnel in operations such as fire suppression, Hoist rescue, ALS / BLS rescue capabilities, Helitak Crew operations, Fire plan and all related work duties as required.

This is a singleton position and is distinguished as a first line supervisor managing all aspects of the Kern County Fire Department's Aviation program. The position works on an administrative schedule assigned to Kern County Fire Department Headquarters. The Supervising Fire Aviation Specialist supervises a unit of fire department staff engaged in firefighting and rescue efforts, as well as Fire Pilots and helicopter mechanics. The Supervisor is responsible for administering a large budget, reviewing certifications for currency as related to the aircraft and personnel, regulating training for assigned and relief personnel, and ensuring fire and rescue readiness.

The Supervisor is in command of the Aviation Program with a fleet of two helicopters and a large fleet of rubber tire equipment. The Supervisor may engage in firefighting and rescue operations as needed, and may fulfill the duties of Helicopter manager, Hoist operator, Hoist Rescuer and Hoist safety officer.

Essential Functions:

- Plans, directs and coordinates the work and shift schedules of assigned staff.
- Trains and supervises staff; and evaluates the work performance of subordinates.
- Makes inspections of the Aviation facilities to determine status of equipment, facilities personnel, and training in progress; records and logs reports of inspections; and maintains and reviews records of facility activities.
- Responds to emergency alarms, as necessary.
- Prepares and administers the Aviation program budgets
- Coordinates work with State Fire Plan personnel and schedules fuel abatement projects as well as break construction.
- Sets priorities for equipment replacement and repair; schedules maintenance and over sees repairs by division personnel or private vendors.
- Oversees the Helitak crew program by directing hiring, training, operational deployment, and annual termination of seasonal firefighters.
- Acts as liaison between cooperating agencies, in and out of Kern County, requiring aviation and Helitak personnel/equipment for special operations or projects.
- Prepares and solicits price quotes and completes purchasing documents necessary for the purchase of new vehicles and equipment for repairs of existing vehicles and equipment.
- Researches, gathers and analyzes information for special projects.
- Conducts staff and safety meetings.
- Keeps a variety of records and prepare reports.
- Attends meetings and conferences.

- May supervise and participate in facility training and drill programs.
- Performs other job-related duties as required.

Employment Standards:

Minimum Qualifications:

- A minimum of three (3) years at the Rank of Captain in the KCFD AND Possession of a valid California Class C Driver's License.

Preferred Qualifications:

- National Wildfire Coordinating Group (NWCG)/California Incident Command Certification System (CICCS) Red Card Qualified Helicopter Manager HMGB, Incident commander type 4, Strike team leader, Division supervisor, and Crew boss.
- Experience as a Helitak crew member.

Knowledge of: the principles and practices of supervision; principles and techniques of fire prevention and suppression; the use and maintenance of aviation equipment and apparatus; county and fire department rules and regulations; county geography, fire hazards and fire-fighting resources, such as personnel, equipment, water supply and communications; And knowledge of BLA and ALS rescue ship procedures.

Ability to: to plan, lay out and direct the work of others; to maintain effective discipline and morale; lead and train personnel; operate various types of aviation equipment and apparatus and to instruct others in such operation; to communicate effectively both orally and in writing; keep records and prepare reports; establish and maintain effective working relationships with staff, local, state and federal agencies, the media, and the public; maintain physical endurance and agility commensurate with job-related duties.

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.

Supervising Fire Investigator
Bargaining Unit: 7
Salary Range: 70.5 (\$7,691 - \$9,192/mo.)

Definition:

Under direction, to assist in directing the county fire investigation activities, personnel background investigations, department internal investigations and department security programs.

This is a singleton position and is distinguished as a first line supervisor of department Fire Investigators. The position works on an administrative schedule assigned to the Fire Investigations Unit. The Supervising Fire Investigator supervises a unit of fire department staff engaged in fire investigations, internal affairs investigations, and personnel background investigations. The Supervising Fire Investigator is responsible for administering a large budget, prioritizing, planning, and scheduling complex work projects. The Supervising Fire Investigator is in command of the Fire Investigation Unit with a fleet of vehicles and specialized surveillance equipment.

The Supervising Fire Investigator may make critical decisions about fire investigations and criminal case development and provide valuable input to incident commanders about fire origin and cause and provide risk assessment.

Essential Functions:

- Assist in planning, directing, and coordinating all phases of fire investigations and arson criminal case prosecutions.
- Instructs assigned personnel in the maintenance of order, law enforcement, prevention of crime, protection of life and property, and identification and records procedure; establishes work performance standards.
- Establishes and maintains functional working relationships with other county departments and governmental agencies.
- Respond to emergency alarms as necessary.
- Reviews and updates policies and procedures for the investigations unit; coordinates department security policy implementation; prepares and edits comprehensive reports; handles specialized and more complex tasks as required.
- Assists with the development of divisional budget and management of allocated funds.
- Maintains proper staffing levels for the investigation unit.
- Reviews personnel complaints and takes appropriate action.
- Confers with the Fire Chief, Chief Deputy and Deputy Fire Chiefs on general departmental policies and procedures.
- Attends meetings and conferences.
- Makes public presentations.

Employment Standards:

Five (5) years of experience as a Fire Captain in the Kern County Classification System, three (3) of which as an investigator in the Kern County Fire Department Fire Investigation Unit and current California Fire Marshal (CFM) Fire Investigator 1.

Possession of a valid California Class C Driver's License.

Completion of California Commission of Peace Officers Standards and Training (POST) PC 832 Arrest and Firearms Course, POST Background Investigation, and POST Internal Affairs Investigation Course.

Knowledge of: the principles and practices of supervision; principles and techniques of fire prevention, suppression and investigations; the principles of law enforcement; effective methods of deploying investigators and support personnel in actual and anticipated emergencies; criminal law with particular emphasis on the apprehension, arrest and prosecution of law violators; county and fire department rules and regulations; county geography, fire hazards and fire-fighting resources, such as personnel, equipment, water supply and communications; and Emergency Medical Technician (E.M.T.) procedures.

Ability to: to plan, lay out and direct the work of others; to maintain effective discipline and morale; lead and train personnel; to communicate effectively both orally and in writing; identifying, analyzing and effectively solving law enforcement issues; keep records and prepare reports; conducting special studies; establish and maintain effective working relationships with staff, local, state and federal agencies, the media, and the public; maintain physical endurance and agility commensurate with job-related duties.

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.

November 14, 2022

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

**PROPOSED REVISED PERMANENT JOB SPECIFICATION TITLED YOUTH SERVICES
OFFICER – COOK**

The Kern County Probation Department (KCPD) requests approval of the proposed revised permanent job specification of Youth Services Officer – Cook (currently Juvenile Corrections Cook).

KCPD is moving away from corrections programming to a facility treatment model for youth. The revisions are intended to capture the contemporary responsibilities related to a youth treatment model, which includes trauma informed care, crisis intervention, evidence-based and best practice models, and the recognition of youth disabilities and mental health issues.

Formatting revisions have also been incorporated, including the removal of the Distinguishing Characteristics. When doing this we make sure we do not lose important information, which necessitates rewriting portions of the specification that we determine could be more informative, yet succinct.

The Kern County Probation Officers' Association is in support of the revisions. There is no change to the salary.

Therefore, **IT IS RECOMMENDED** that your Commission REVIEW, RECEIVE, AND FILE the proposed revised permanent job specifications of Youth Services Officer – Cook.

Sincerely



Devin Brown
Chief Human Resources Officer

JUVENILE CORRECTIONS YOUTH SERVICES OFFICER - COOK
Bargaining Unit: Q
Salary Range: 56.2 (\$1,733.74 – \$2,071.98)

Definition

Under direction, to be responsible for the preparation and serving of food on an assigned shift; to supervise detainees youth in the performance of food preparation and serving operations.

Distinguishing Characteristics

This classification ~~may be required~~ requires the incumbent to work any eight-hour shift of within a 24-hour period, 80 hours in a two-week period and any five out of seven days, and be able to commute and work in outlying County areas.

Essential Functions

- Prepares and serves main dishes, salads, desserts and bakery products all food items on established menus and special requests as approved.
- Assists with menu planning, ordering, receiving and accounting for food and supplies.
- Ensures that dining and kitchen facilities and equipment are kept clean and in good repair.
- Serves food.
- Supervises juvenile detainees youth and assists in cleaning up after meals.
- Enforces security and disciplinary measures.
- Delegates specific job functions to juvenile detainees youth and instructs detainees youth in the proper use of equipment.
- Recognizes youth disabilities, reports observations, and seeks and refers to appropriate services.
- Maintains a trauma informed approach to youth interactions.
- May physically intervene in altercations among youth when reasonable and necessary and responds to other situations within the facilities.
- Restrains individuals for the purpose of arrest and/or detention.
- Maintains the security of assigned areas; operates security doors and gates.
- Writes reports concerning youths' attitudes, behavior and adjustment.

Other Functions:

- Performs other related duties as required.

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Employment Standards

One year of experience in cooking and preparing food in large quantity in an institutional, hospital, full service restaurant or similar setting requiring the use of bulk, stock ingredients, **or OR** successful completion of an accredited culinary arts program, **or OR** any equivalent combination of training or experience.

Possession of a valid California Class C Driver's License is required at the time of appointment.

Additional Qualifications

~~Applicants must have a reputation for honesty and trustworthiness. A felony conviction will be disqualifying; convictions or misdemeanors and/or traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to pass a background investigation. A thorough physical and psychological exam is required.~~

Employment Standards Cont.

Knowledge of: the methods of preparing food in large quantities and varieties; the behavior of youth incarcerated in a juvenile in a facility; **Standard English usage for grammar, punctuation, and spelling.**

Ability to: plan and coordinate the work of a kitchen staff in order to produce required foods at the proper time; ~~to~~ plan menus and order food and supplies in quantities to meet menu requirements; read, understand, and follow recipes; prepare foods to nutritional requirements and to serve it attractively; minimize waste in food preparation; maintain personal cleanliness and neatness; maintain records; control and directs ~~juveniles~~ **youth** individually and in groups; **communicate orally in English; to appropriately de-escalate volatile situations; and to develop effective working relationships with employees, and individuals representing other public or social service agencies.**

~~Applicants must be citizens of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to pass an extensive background investigation.~~

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
July 2012
#3590
Js3590
(Previously 3532)


DEPARTMENT HEAD

10/28/22
DATE


CHIEF HUMAN RESOURCES OFFICER

11/3/22
DATE

Item #	3590
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	56.2
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	Q
HR Analyst	M Stewart
Reviewed By	M Goulart
CAO Analyst	J Arriola
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Revision Date	November 14, 2022

November 14, 2022

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

PROPOSED REVISED JOB SPECIFICATION TITLED FIRE AIRCRAFT MECHANIC

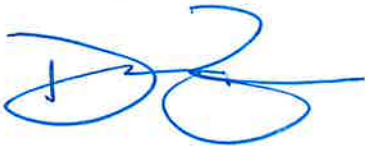
Attached for your review is the proposed revised job specification for Fire Aircraft Mechanic (formerly Aircraft Mechanic). The Human Resources Division has prepared the specification in coordination with the Fire Chief.

The proposed revision includes a title change and minor reformatting to the job specification. The revision is intended to align the classification title with what is being used by departments to recruit and fill vacancies. This revision will also assist in differentiating between similar positions in the Kern County classification system.

The Service Employees' International Union, Local 521 is in support of the proposed new job specification.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised job specification of Fire Aircraft Mechanic.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachment

Fire Aircraft Mechanic

Definition:

Under direction, maintains, repairs, and modifies to critically close tolerance helicopter and fixed wing aircraft to ensure airworthiness and to do related work as required.

The **Fire** Aircraft Mechanic position repairs and services aircraft and engines as determined by assignment. Incumbents perform job duties under the direction of the Supervising Aircraft Mechanic.

Essential Functions:

- Ensures airworthiness of aircraft; services, repairs, and makes modifications to aircraft and engines on a scheduled basis and as conditions warrant; follows aircraft and engine manufacturers' manuals and other sources for approved specification and technical data; uses a variety of hand, power and shop floor tools.
- Inspects and troubleshoots engines for deficiencies and malfunctions; tests engine operation using diagnostic equipment; performs precise measurements using appropriate tools and instruments; makes recommendations for repair and replacement of parts according to malfunction.
- Removes and disassembles aircraft and its components using hoist or other lifting devices; disassembles and inspects parts for serviceability and discrepancies; replaces unserviceable airframe and engine components.
- Responds to emergency aircraft call-outs from base site; troubleshoots, repairs and makes adjustments to electrical systems in aircraft, accessories and instruments that affect aircraft airworthiness.
- Consults with pilots, both in flight and on the ground, as to probable cause of malfunction or unusual operating conditions; participates in maintenance test flights to ascertain aircraft airworthiness; conducts pre-flight and post-flight inspections to ensure continued airworthiness.
- Starts and secures aircraft; performs aircraft cleaning and corrosion control.
- Maintains hangar and work area cleanliness and orderly housekeeping.
- Prepares and maintains required reports and records; may be responsible for developing record keeping policies.
- Performs other duties of similar nature or level as required.

Employment Standards:

License: Incumbents are required to have and maintain a valid FAA Airframe and Powerplant certificate.

- Three (3) years of experience as an aircraft mechanic, including two (2) years of experience with light and/or medium turbine helicopters.

Knowledge of: approved aircraft maintenance and repair principles, procedures and techniques; applicable FAA regulations and requirements: mathematical processes, including algebraic and geometric principles; blade tracking and balancing methods and equipment; operations and capabilities of applicable aircraft; report writing techniques.

Skill in: aircraft maintenance and repair; working with and interpreting electrical conditions, such as measuring, capacitors, inductors, voltage, current, resistance, continuity, and leakage, calculated measure, conductivity in electrical power; reading and interpreting drawings and specifications, including electrical; performing complete weight and balance checks; utilizing approved non-destruction testing methods; determining area and volume of geometrical shapes; solving ratio proportion in percentage problems: completing required reports and forms: writing description of aircraft capabilities, environmental conditions, and work performed; working under emergency conditions as warranted; 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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DEPARTMENT HEAD

DATE


CHIEF HUMAN RESOURCES OFFICER

11/2/2022
DATE

Item #	5188
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	G
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	64.6
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	6
HR Analyst	B Villanueva
Reviewed By	T Eldridge
CAO Analyst	J Arriola
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	


DEPARTMENT HEAD

11/2/22
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	5188
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	G
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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	

November 14, 2022

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

PROPOSED REVISED SPECIFICATION FOR FISCAL SUPPORT TECHNICIAN

The Human Resources Division requests approval of the attached revision to the job specification for Fiscal Support Technician (Item Numbers 2864, 2865, and 8187).

The Human Resources Division is experiencing challenges recruiting for Fiscal Support Technician. Currently, candidates must qualify by obtaining qualifying Ten-Key and Typing Certificates, and possess two years of fiscal support, bookkeeping, accounting support or experience related to the area of assignment. This revision will remove the Ten-Key and Typing Certificate requirement, reduce required experience to one year, and include cash handling as qualifying work experience. The proposed revision broadens the employment standard and increases the potential pool of qualified applicants. These changes will help better meet the staffing needs for departments countywide.

The Service Employees' International Union Local 521 concurred with the proposed revisions.

Therefore, IT IS RECOMMENDED that the proposed revised classification for Fiscal Support Technician be REVIEWED, RECEIVED AND FILED.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachment

Fiscal Support Technician

Bargaining Unit: 4

Salary Range 50.9 (\$2,894 - \$3,458/mo.) ~~52.4 (\$3,119 - \$3,727/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 entry level of the three 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.;
- **One** ~~Two~~ years of fiscal support, bookkeeping, accounting support, **cash-handling**, 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~~

Revised Job Specification

November 14, 2022

Item No. 2865

- ~~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.

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Fiscal Support Technician - Confidential
Bargaining Unit: 4
Salary Range 50.9 (\$2,894 - \$3,458/mo.) ~~52.4 (\$2,967 - \$3,622/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 entry level of the three 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.;
- **One** ~~Two~~ years of fiscal support, bookkeeping, accounting support, **cash-handling**, 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

Revised Job Specification

November 14, 2022

Item No. 2864

- ~~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.