

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1115 Truxtun Avenue, 4th Floor
Bakersfield, CA

Regular Meeting
Monday, November 10, 2025
 5:30 p.m.

THIS MEETING WILL BE HELD IN THE CIVIL SERVICE COMMISSION CHAMBERS**COMMISSION TO RECONVENED**

Commissioners: Agbalog, Johnson, Bowers, Price
 ROLL CALL: 4 Present; 1 Vacant

NOTE: Ag, Pr, Jo and Bo are abbreviations for Commissioners Agbalog, Price, Johnson and Bowers. Example, Jo/Bo denotes Commissioner Johnson made the motion and Commissioner Bowers seconded the motion. The abbreviations “ab” means absent and “abd” signifies abstained.

COMMISSIONER ACTION IS SHOWN IN CAPITALS AFTER EACH ITEM**COMMISSION RECONVENED****ROLL CALL:**

PRESENT—Commissioners Agbalog, Bowers, Johnson, and Price

ABSENT—None

PUBLIC SESSION**1. Public Presentations:** None

***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. **APPROVED; Bo/Jo; 4 AYES**

***2. Approval of Minutes:** Regular Meeting on *Monday, October 13, 2025; Special Meetings October 27, 28, & 29, 2025, and November 4, 2025.*

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

9870 Program Support Supervisor-DP-Public Defender
 9871 Administrative Coordinator - Probation

9872	Probation Program Specialist
9873	KCERA Investment Officer - DP
9874	Social Service Worker III - East Kern Regions (Lake Isabella, Mojave, Ridgecrest) - DHS
9875	Sheriff's Senior Dispatcher - DP - Sheriff
9876	Probation Technician / Sr. Probation Technician
9877	Accountant - Department Promotional - Airports
9878	Youth Care Associate - Shift - Department of Human Services
9879	Kern360 Human Capital Management Analyst
9880	Supervising Building Services Worker
9881	Human Resources Manager
9882	Supervising Child Support Specialist
9883	Social Service Supervisor I - DP - DHS
9884	Wastewater Treatment Plant Operator Trainee
9885	Planner I/II/III
9886	Air Quality Specialist I - Tehachapi
9887	Supervising Heavy Equipment Mechanic - Department Promotional - Public Works
9888	Office Services Technician - Part-Time - Shift - Ridgecrest
9889	Deputy Chief General Services Officer
9890	Crime Prevention Coordinator - DP - Sheriff
9891	Marketing and Promotions Associate I - DP - Child Support
9892	Departmental Aide - Part-Time - Shift - Frazier Park
9893	Program Specialist I/II - Shift
9894	Sheriff's Sergeant - DP
9895	Sheriff's Senior Support Specialist
9896	Office Services Coordinator
9897	Fire Equipment Mechanic

4. **New Specification(s):** The Following job specification has been created and approved by the Chief Human Resources Officer (CHRO) and is submitted for the Commission's consideration in accordance with Civil Service Rule 204.2.
 - a. Sheriff's Litigation and Public Records Coordinator, Item No. 4418
Human Resource Specialist (ACHRO) Nesrine Annan presented; No public comment; Commissioner Johnson asked if this position would be a part of IA; Annan confirmed it would be under IA. **APPROVED; Bo/Jo; 4 AYES**
5. **Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities. None.
6. **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. None.

7. **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)). None.

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)

8. PUBLIC EMPLOYEE – Vacated, postponed
(Kern County Sheriff's Office) – Case No. 2021-0106—**NO REPORTABLE ACTION.**
9. COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO SPECIAL MEETING ON Monday, NOVEMBER 17, 2025, AT 5:15 P.M.

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1300 18th Street
Bakersfield, California 93301

Regular Meeting
Monday, October 13, 2025
5:30 p.m.

THIS MEETING WILL BE HELD IN THE CIVIL SERVICE COMMISSION CHAMBERS

COMMISSION TO RECONVENED

Commissioners: Agbalog, Johnson, Bowers, Price, and Moore
ROLL CALL: 4 Present; 1 Absent– Moore

NOTE: Ag, Mo, Pr, Jo and Bo are abbreviations for Commissioners Agbalog, Moore, Price, Johnson and Bowers. Example, Jo/Bo denotes Commissioner Johnson made the motion and Commissioner Bowers seconded the motion. The abbreviations “ab” means absent and “abd” signifies abstained.

COMMISSIONER ACTION IS SHOWN IN CAPITALS AFTER EACH ITEM

COMMISSION RECONVENED

ROLL CALL:

PRESENT—Commissioners Agbalog, Bowers, Johnson, and Price

ABSENT—Commissioner Moore

PUBLIC SESSION

1. Public Presentations: None

***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 *Monday, September 8, 2025*. **APPROVED; Pr/Jo; 4 AYES; 1 AB – Mo**

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures **APPROVED; Pr/Jo; 4 AYES; 1 AB – Mo**

9834	Senior Emergency Medical Services Coordinator-Department Promotional-Public Health
9835	Senior Office Services Specialist - Department Promotional - DHS

9836	Kern360 Support Manager
PD9837	Per Diem Elections Process Aide
9838	Heavy Equipment Mechanic
9839	Office Services Technician-Ridgecrest
9840	Departmental Aide - PT - Shift - Rosamond
9841	Administrative Coordinator - DP - Probation
9842	Registered Veterinary Technician - Shift
9843	Wildland Firefighter
9844	Safety Specialist
9845	Accountant/Senior Accountant
9846	Maintenance Plumber
9847	KCERA Member Services Technician
9848	KCERA Investment Analyst I
9849	Contract Administrator
9850	Systems Analyst I/II
9851	Technology Services Supervisor
9852	Emergency Services Manager
9853	Environmental Health Specialist in training
9854	Senior Groundskeeper-Buena Vista
9855	Senior Child Support Customer Service Representative
9856	Senior Librarian - Shift
9857	Technical Support Engineer I/II - DP - Sheriff
9858	Program Support Supervisor - DP - DHS
9859	Public Works Program Manager - Department Promotional - Public Works
9860	Fiscal Support Specialist - Department Promotional - Treasurer-Tax Collector
9861	Administrative Services Officer - Department Promotional - Public Works
9862	Elections Process Coordinator-Department Promotional-Elections Department
9863	Fiscal Support Technician
9864	Behavioral Health Peer Specialist
9865	Social Service Supervisor II - DP - DHS
9866	Technical Support Specialist I/II/III
9867	Deputy Director of Animal Services
9868	Fiscal Support Specialist-DP-Assessor-Recorder
9869	Environmental Health Technician I

4. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and were submitted for the Commission's review in accordance with Civil Service Rule 204.21.
- a. Human Resources Manager, Item No. 0644
Assistant Chief Human Resource Officer (ACHRO) Michael Goulart presented; No public comment; **APPROVED; Bo/Jo; 4 AYES; 1 AB – Mo**
 - b. Mechanic positions;

Rocio Mosqueda Human Resources Specialist presented; No public comment;
APPROVED; Bo/Pr; 4 AYES; 1 AB – Mo

- i. Supervising Heavy Equipment Mechanic, Item No. 5130
- ii. Heavy Equipment Mechanic, Item No. 5096

5. **Request to Abolish Eligible List:** The following eligible lists and associated certifications are submitted for the Commission's abolishment in accordance with Civil Service Rule 502.10. Michelle Venegas, Human Resource Analyst, presented; Commissioner Price inquired how long the list was active: Venegas answered approximately 10 months; Commissioner Johnson inquired if the previous individual would still qualify; Venegas said that they would and that they had all been invited to reapply; **APPROVED; Bo/Jo; 4 AYES; 1 AB – Mo**

- a. Kern360 Support Manager– Department Promotional, Exam No, 9610

6. **Civil Service Commission Annual Report:** The commission shall make an annual report to the board of supervisors; Robyn Lipscomb presented; President Agbalog inquired as to the hearings scheduled, but withdrawn, rescheduled, and resolved; Lipscomb confirmed the data is available; **APPROVED; DIRECTED STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS; Pr/Jo; 4 AYES; 1 AB – Mo**

- a. Fiscal Year 2023-2024
- b. Fiscal Year 2024-2025

7. **Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities. Lipscomb reported that CSC office and regular meetings will be at 1300 18th Street, but hearings will be held at 1115 Truxton 4th Floor; CSC office still needs laptop, shredder, Laserfische access and archived job specs; stated that the CSC rules 500 and 1700 were removed from last year's annual report, but we will begin the revision process again.

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. None.

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)). Commissioners Johnson congratulated Commissioner Bowers on his recognition by the Bakersfield Alumnae Chapter of Delta Sigma Theta Sorority for the category of Political Awareness and Involvement.

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 EMPLOYEE – Schedule Hearing Dates

(Kern County Sheriff's Office) – Case No. 2023/2024-0024—**NO REPORTABLE ACTION.**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO SPECIAL MEETING
ON Monday, OCTOBER 20, 2025, AT 5:00 P.M.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Monday, October 27, 2025
5:00 pm

Commissioners: Agbalog, Johnson, Bowers, and Price
ROLL CALL: 4 Present; 1 Vacant

OTHERS: Kathleen Rivera, Robyn Lipscomb, Kate Zimmermann, Jose Grande and Steven Alvarado.

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COMMISSIONER ACTION IS SHOWN IN CAPITALS AFTER EACH ITEM

PUBLIC SESSION

1. **Public Presentations: None**
2. **Commission Member Presentations or Announcements: None**

CLOSED SESSION (Government Code § 54957)

1. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Kern County Sheriff’s Office – Case No. 2021-0106 **NO REPORTABLE ACTION.**
2. Adjourned to Special Meeting to be held on Tuesday, October 28, 2025, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Tuesday, October 28, 2025
5:15 pm

Commissioners: Agbalog, Johnson, Bowers, and Price
ROLL CALL: 4 Present; 1 Vacant

OTHERS: Kathleen Rivera, Robyn Lipscomb, Kate Zimmermann, Jose Grande and Steven Alvarado.

NOTE: Ag, Pr, Bo, and Jo are abbreviations for Commissioners Agbalog, Price, Bowers, and Johnson. Example, Jo/Bo denotes Commissioner Johnson made the motion and Commissioner Bowers seconded the motion. The abbreviations “ab” means absent and “abd” signifies abstained.

COMMISSIONER ACTION IS SHOWN IN CAPITALS AFTER EACH ITEM

PUBLIC SESSION

1. **Public Presentations: None**
2. **Commission Member Presentations or Announcements: None**

CLOSED SESSION (Government Code § 54957)

1. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Kern County Sheriff’s Office – Case No. 2021-0106 **NO REPORTABLE ACTION.**
2. Adjourned to Special Meeting to be held on Wednesday, October 29, 2025, at 5:15 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Wednesday, October 29, 2025
5:15 pm

Commissioners: Agbalog, Johnson, Bowers, and Price
ROLL CALL: 4 Present; 1 Vacant

OTHERS: Kathleen Rivera, Robyn Lipscomb, Kate Zimmermann, Jose Grande and Steven Alvarado.

NOTE: Ag, Pr, Bo, and Jo are abbreviations for Commissioners Agbalog, Price, Bowers, and Johnson. Example, Jo/Bo denotes Commissioner Johnson made the motion and Commissioner Bowers seconded the motion. The abbreviations “ab” means absent and “abd” signifies abstained.

COMMISSIONER ACTION IS SHOWN IN CAPITALS AFTER EACH ITEM

PUBLIC SESSION

1. **Public Presentations: None**
2. **Commission Member Presentations or Announcements: None**

CLOSED SESSION (Government Code § 54957)

1. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Kern County Sheriff’s Office – Case No. 2021-0106 **NO REPORTABLE ACTION.**
2. Adjourned to Special Meeting to be held on Tuesday, November 4, 2025, at 5:15 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Tuesday, November 4, 2025
5:15 pm

Commissioners: Agbalog, Johnson, Bowers, and Price
ROLL CALL: 3 Present; 1 Ab Jo; 1 Vacant

OTHERS: Kathleen Rivera, Robyn Lipscomb, Kate Zimmermann, Jose Grande and Steven Alvarado.

NOTE: Ag, Pr, Bo, and Jo are abbreviations for Commissioners Agbalog, Price, Bowers, and Johnson. Example, Jo/Bo denotes Commissioner Johnson made the motion and Commissioner Bowers seconded the motion. The abbreviations “ab” means absent and “abd” signifies abstained.

COMMISSIONER ACTION IS SHOWN IN CAPITALS AFTER EACH ITEM

PUBLIC SESSION

1. **Public Presentations: None**
2. **Commission Member Presentations or Announcements: None**

CLOSED SESSION (Government Code § 54957)

1. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Kern County Sheriff’s Office – Case No. 2021-0106 **NO REPORTABLE ACTION.**
2. Adjourned to Regular Meeting to be held on Monday, November 10, 2025, at 5:30 p.m.
At 1115 Truxtun Avenue, 4th Floor, Bakersfield, California 93301

Test Schedule								
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date	Requestor	WTS Report
9845	Accountant/Senior Accountant	10/17/2025	10/31/2025	MGV	Open	9/10/2025	MGV	9/8/2025
9870	Program Support Supervisor-DP-Public Defender	10/7/2025	10/9/2025	DMR	DP	10/6/2025	DMR	10/6/2025
9871	Administrative Coordinator - Probation	10/13/2025	10/24/2025	TN	Open	10/10/2025	TN	10/6/2025
9872	Probation Program Specialist	10/13/2025	10/24/2025	TN	Open	10/10/2025	TN	10/6/2025
9873	KCERA Investment Officer - DP	10/14/2025	10/16/2025	KAS	DP	10/10/2025	KAS	10/6/2025
9874	Social Service Worker III - East Kern Regions (Lake Isabella, Mojave, Ridgecrest) - DHS	10/14/2025	Continuous	DG	Open	10/7/2025	DG	10/6/2025
9875	Sheriff's Senior Dispatcher - DP - Sheriff	10/14/2025	10/24/2025	NAA	DP	10/14/2025	NAA	10/13/2025
9876	Probation Technician / Sr. Probation Technician	10/27/2025	11/7/2025	TN	Open	10/16/2025	TN	10/13/2025
9877	Accountant - Department Promotional - Airports	10/17/2025	10/23/2025	RoM	DP	10/16/2025	RoM	10/13/2025
9878	Youth Care Associate - Shift - Department of Human Services	10/20/2025	11/7/2025	DG	Open	10/8/2025	DG	10/6/2025
9879	Kern360 Human Capital Management Analyst	10/17/2025	10/31/2025	MGV	Open	10/16/2025	MGV	10/13/2025
9880	Supervising Building Services Worker	10/20/2025	10/30/2025	KAS	Open	10/16/2025	KAS	10/13/2025
9881	Human Resources Manager	10/22/2025	11/5/2025	KAS	Open	10/16/2025	KAS	10/13/2025
9882	Supervising Child Support Specialist	10/20/2025	10/31/2025	KNB	Open	10/17/2025	KAS	10/13/2025
9883	Social Service Supervisor I - DP - DHS	10/21/2025	10/27/2025	DG	DP	10/16/2025	DG	10/13/2025
9884	Wastewater Treatment Plant Operator Trainee	10/22/2025	11/4/2025	RoM	Open	10/20/2025	RoM	10/20/2025
9885	Planner I/II/III	10/21/2025	Continuous	MGV	Open	10/21/2025	MGV	10/20/2025
9886	Air Quality Specialist I - Tehachapi	10/22/2025	11/4/2025	RoM	Open	10/21/2025	RoM	10/20/2025
9887	Supervising Heavy Equipment Mechanic - Department Promotional - Public Works	10/23/2025	10/31/2025	RoM	DP	10/22/2025	RoM	10/20/2025
9888	Office Services Technician - Part-Time - Shift - Ridgecrest	10/23/2025	10/29/2025	KB	Open	10/23/2025	KB	10/20/2025
9889	Deputy Chief General Services Officer	10/27/2025	11/7/2025	DMR	Open	10/23/2025	DMR	10/20/2025
9890	Crime Prevention Coordinator - DP - Sheriff	10/24/2025	10/31/2025	NAA	DP	10/24/2025	NAA	10/20/2025
9891	Marketing and Promotions Associate I - DP - Child Support	10/27/2025	10/31/2025	KB	DP	10/25/2025	KB	10/20/2025
9892	Departmental Aide - Part-Time - Shift - Frazier Park	10/27/2025	11/7/2025	KB	Open	10/25/2025	KB	10/20/2025
9893	Program Specialist I/II - Shift	10/27/2025	11/7/2025	KB	Open	10/25/2025	KB	10/20/2025
9894	Sheriff's Sergeant - DP	10/27/2025	11/10/2025	NAA	DP	10/27/2025	NAA	10/27/2025
9895	Sheriff's Senior Support Specialist	10/28/2025	11/11/2025	NAA	Open	10/28/2025	NAA	10/27/2025
9896	Office Services Coordinator	10/29/2025	11/12/2025	MGV	Open	10/28/2025	MGV	10/27/2025
9897	Fire Equipment Mechanic	11/3/2025	11/21/2025	CMR	Open	10/29/2025	CMR	10/27/2025

Green Exam #: Change to existing exam #

Grey line: History

White line: Most up to date information for exam #

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

Yellow "Hold": on hold

Dates that ALL exams were closed:
7/25/2019
3/16/2020



Human
Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



November 10, 2025

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

**PROPOSED NEW SPECIFICATION TITLED SHERIFF'S LITIGATION AND
PUBLIC RECORDS COORDINATOR**

The Human Resources Division requests approval of the attached proposed new specification titled Sheriff's Litigation and Public Records Coordinator.

Sheriff's Litigation and Public Records Coordinator is a new specification assigned to the Kern County Sheriff's Office. On November 4, 2025, the Board of Supervisors approved the creation of this specification. The proposed classification is a non-sworn mid-management position. Duties include managing and responding to critical incidents regarding third-party liability exposures, such as officer-involved shootings and major accidents, as well as gathering and compiling information for written interrogatories in response to complaints filed with the Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Department (CRD). In addition, this position is responsible for serving as the agency's point of contact with County Counsel, responding to Public Records Act requests, appearing in court as custodian of records, and supervising staff.

This proposed specification is not represented.

Therefore, IT IS RECOMMENDED that the proposed new specification titled Sheriff's Litigation and Public Records Coordinator be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tracey A. Eldridge".

Tracey A. Eldridge
Chief Human Resources Officer

cc: Donny Youngblood, Sheriff-Coroner-Public-Administrator

GROUND  BOUNDLESS

Sheriff's Litigation and Public Records Coordinator
Bargaining Unit: D
Salary Range: 66.4 (\$6,269-\$7,492 /mo.)

Definition:

Under general direction, manages civil and criminal litigation support services, liability exposure, and responses to Public Records Act (PRA) requests within the Sheriff's Office and supervises assigned staff.

This classification is unique to the Sheriff's Office. The incumbents are responsible for the preparation and analysis of legal documents. The position functions as the agency's liaison with County Counsel, exchanging information between the two departments. The incumbent is subject to call out for critical incidents.

Essential Functions:

- Responds to critical incidents regarding third party exposure, including but not limited to, officer involved shootings and major accidents; interviews officers and witnesses, and identifies mitigating or contributory factors;
- Acts to settle general liability claims arising from various incidents to effect early resolution and reduce liability; evaluates liability with input from appropriate command staff and County Counsel;
- Manages the Sheriff's Office online public records platform, maintains the public records archive, and responds to PRA requests;
- Plans, coordinates, directs, and evaluates the work of subordinate staff; coordinates and/or provides training to subordinates; prepares performance appraisals;
- Appears in Court on behalf of the Sheriff's Office as the custodian of records and appears before boards and commissions as the agency's advocate;
- Appears with County Counsel as custodian of records and protects confidentiality of peace officer files at all court and/or administrative hearings on Pitchess motions;
- Assists County Counsel with trial preparation by interviewing witnesses, facilitating witness appearances, advising County Counsel of agency's practices, documentation methods, and policies and procedures;
- Consults with the Sheriff/Coroner and administrative staff on the status of cases and communicates the agency's assessment and position on the handling and disposition of specific cases to County Counsel;
- Transfers information and records to County Counsel concerning potential and actual claims and litigation; prepares written responses to discovery requests, interrogatories, and requests for production of documents;
- Reviews documents for compliance with statutes, court decisions and other legal authorities; advises staff on requirements of document completion and information

releases; revises and drafts policies and procedures for approval by department management;

- Responds to subpoenas; oversees the appropriate redaction of documents, reports, audio, and media files in accordance with applicable statutes to ensure appropriate disclosures, and maintain all necessary legal protections;
- Manages compliance with preservation of evidence and records demands made on the Sheriff's Office;
- Maintains statistical data regarding lawsuits, PRA requests, liability claims, subpoenas, and other legal matters; provides strategies to reduce general liability exposure;
- Obtains information to answer written interrogatories, including responses to EEOC and CRD complaints, and transfers information and records to the CAO - Human Resources Division;
- Performs other job-related duties as required.

Employment Standards:

Bachelor's degree from an accredited college or university AND five (5) years of experience in the drafting of legal documents; OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential functions of the job.

Knowledge of: civil and criminal procedural law and associated legal documents; the California Public Records Act and laws regarding exemptions and privacy protections; civil and criminal court rules; Civil Service Rules; legal terminology; public employee laws; principles of supervision, interviewing principles and techniques; and correspondence and report writing techniques.

Ability to: interpret and apply laws including statutes, ordinances, rules and regulations governing civil and criminal law, California Public Records Act, and theories of negligence; gather, analyze, correlate and evaluate information; base recommendations on logical conclusions; supervise and evaluate performance of subordinates; communicate effectively both orally and in writing; maintain effective working relationships with subordinates, sworn personnel, officials and the public; work independently with initiative and good judgment; perform multiple tasks simultaneously and meet deadlines; coordinate activities with other persons, departments and agencies; use automated information data systems; gain the cooperation and confidence of sworn officers, attorney, officials and the general public; and remain current on laws, rules regulations, and policies impacting public records.

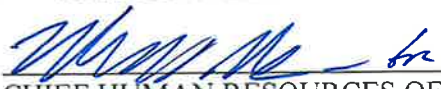
Supplemental:

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

10/20/25
DATE


CHIEF HUMAN RESOURCES OFFICER

10/23/25
DATE

Item #	4418
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	66.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	D
HR Analyst	Nesrine Annan
Reviewed By	Michael Johnston
CAO Analyst	Joseph Arriola
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	November 2025