

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, March 8, 2021
5:30 p.m.

THIS MEETING WAS CONDUCTED TELEPHONICALLY

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

ABSENT: None

OTHERS: Devin Brown, Stephanie Bouey, Gurujodha Khalsa, Maria Murbach, and others.

NOTE: Ag, Ho, Ol, Pri, and Ro are abbreviations for Commissioners Agbalog, Holt, Oliver, Price, and Rose. For example, Ho/Pri denotes Commissioner Holt made the motion and Commissioner Price seconded the motion. The abbreviations “ab” means absent and “abd” abstained.

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

President Holt called the meeting to order at 5:30 p.m. and made the announcement about Governor Newsom’s Executive Order N-29-20 issued on March 17, 2020. There were no public comments.

PUBLIC SESSION

1. **Public Presentations**
None

*CONSENT AGENDA

- *2. **Approval of Minutes**
Regular Meeting on February 8, 2021; NO PUBLIC COMMENT; **APPROVED**; *Ro/Pri – All ayes*
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; *Ro/Pri – All ayes*

- 7986) Deputy Fire Chief-DP
- 7987) Fire Heavy Equipment Specialist I/II-DP
- 7988) District Attorney’s Lieutenant-CWP
- 7989) Senior Human Resources Manager-DP
- 7990) Group Counselor III-Shift DP-DHS
- 7991) Human Services Technician Shift-Delano
- 7992) Marketing and Promotions Associate II
- 7993) Office Service Technician-Bilingual
- 7994) Supervising Disposal Site Gate Attendant
- 7995) Wastewater Specialist I-DP
- 7996) Public Works Maintenance Supervisor-DP
- 7997) Extra Help-Human Resources Specialist I-DP
- 7998) Child Support Attorney I/II/III/IV
- 7999) Contract System Supervisor-County-Wide Promotional
- 8000) Human Resources Specialist I/II

- 8001) Sheriff's Commander-DP
- 8002) Maintenance Worker II-DP-Sheriff
- 8003) Supervising Departmental Analyst-DP-Probation
- 8004) Medical Assistant I
- 8005) Behavioral Health Program Supervisor
- 8006) Crime Prevention Specialist
- 8007) Fire Battalion Chief-DP-Fire
- 8008) Program Technician
- 8009) Fiscal Support Specialist-DP
- 8010) Registered Veterinarian Technician
- 8011) Sheriff's Aide
- 8012) Local Area Network Systems Administrator
- 8013) Fire Heavy Equipment Specialist I/II
- 8014) Office Services Specialist-DP-Public Defender
- 8015) Deputy Probation Officer III-DP
- 8016) Office Services Technician
- 8017) Buyer I
- 8018) Human Services Program Specialist-Department Promotional
- 8019) Fiscal Support Technician-Public Works-DP
- 8020) Office Services Coordinator
- 8021) Public Health Program Specialist
- 8022) District Attorney's Investigator
- LT080) Programmer I

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) Director of Diversity, Equity, and Inclusion, Item No. 0783; *Ro/OI – All ayes*
Devin Brown, Chief Human Resources Officer (CHRO), provided a brief overview. No public comment.

Commissioner Price stated that the Civil Service ordinance clearly stated merit-based and wanted to make sure and voice a word of caution that staff did not lose sight of that.

President Holt stated he would entertain a motion to receive and file.

Commissioner Agbalog stated he would like to discuss how this position would articulate with the Civil Service Commission as it speaks to overseeing rules and regulations, as it applies to County employees, and would like to hear a little bit more about that.

Mr. Brown stated that the merit system is very important to all the hiring practices. He explained that this position is going to work in the HR office to help make sure that all the employment practices are nondiscriminatory, to ensure that every employee who applies for a position within the department goes through a process that is fair, equitable, and that at the end of the day, is solely just based on merit. That no other factors weigh into those decisions that are hired other than the merit of the candidates themselves. He stated that they feel like it is an important position, and that the Board has directed them to pursue this effort. One of the first steps that they decided was to centralize the position for Countywide leadership on this issue in the department, and make sure that these important matters are taken into consideration by the County as they review and modify policies that impact our workforce. He explained that of course merit is still going to be a principle

that is paramount in the employment decisions that are made here in Kern County and this position is not being created to avoid those principles, it is to ensure that those principles are being followed.

Commissioner Agbalog stated that he was pleased to hear Mr. Brown talk about the merit-based system, and that this position would abide by those principles. He asked what would happen in the event that an employee had an issue or a complaint, was elevated to this new director position, and there was a dispute in terms of the outcome or the resolution to the issue, would the individual employee have the opportunity at that point to bring this matter before the Civil Service Commission.

Mr. Brown stated that at this point, the incumbent of this role, would not be investigating complaints of that nature, they will be handling complaints dealing with the EEOC and DFEH that go through those bodies, but at this point they do not intend for the director to be conducting employee investigations into CS Rule 1800 practices or things like that. He explained that they are going to be working to evaluate to how they can improve their employment practices to offer more opportunities to different communities within Kern County, and make sure that each of those communities has fair opportunities to be represented in the government workforce.

Commissioner Oliver asked about the Director of Diversity Title, the actual definition of the title, if this was just going to be on the hiring side. He asked, what is it they are trying to do, what is the end goal.

Mr. Brown explained that the vision is to make sure that all the strategic focus that the County engages on, regardless of employment, whatever the business strategies are, also taking into consideration how they affect other communities within the County. It could be park development, everything the County does is service related, making sure that those communities are represented or at least have a fair chance to be represented. To have some outreach to those communities for recruitment of employees is the right process to go through and is being presented. Beyond recruitment, its compensation practices, making sure that the wage and salary policies in the County are not favoring a certain group over another, are equitable, and are based on merit of the person. This person will be making sure to study those areas to ensure those policies are equitable.

Commissioner Oliver asked if Mr. Brown was not defining his own job as a HCRO. He stated this was the purpose of every person in HR now, that we want diversity, and HR should be handling this now.

Mr. Brown explained that, quite frankly, they did not have the personnel to devote to that, and that is why they were seeking to add this position. He stated they do a lot of different things and this is important enough that the Board feels to add at this time.

Commissioner Rose stated she felt this is very necessary and was delighted to see it. She thought these were great questions and discussion. She made a motion to receive and file. Vice President Oliver seconded the motion.

- b) Retirement Investment Analyst I/II/Senior, Items No. 4747, 3671, and 1641; *Pri/OI – All ayes*
Mr. Brown provided a brief overview. No public comment.

Commissioner Rose asked if this was standard amount of staffing for an investment portfolio. Mr. Brown stated yes, this would be back to where it should be. No other questions.

- c) Senior Retirement Investment Officer, Item No. 0708; *Ro/OI – All ayes*

Mr. Brown provided a brief overview. No public comment.

Commissioner Oliver asked if there was any special licensing required. Mr. Brown stated a master's degree in Business with a concentration in Finance and a Chartered Financial Analyst was desired, as well as a significant amount of experience.

Commissioner Rose asked if with this amount of money in this fund, would this position report to him. Mr. Brown explained how the KCERA is structured, executive director, Dominic Brown, then the Chief Investment Officer, reports to Dominic Brown, their primary investment manager who is basically tasked with managing the investment portfolio save one other additional person. They also use investment consultants. He explained that they are really trying to build an in-house investment division. Commissioner Rose thanked Mr. Brown.

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) Public Works Maintenance Superintendent, Item No. 5013; *Ag/Ol – All ayes*
Mr. Brown asked for this item to be continued to the April 12, 2021 meeting. No public comment. Matter to be placed on the next regular meeting agenda.
- b) Retirement Investment Officer, Item No. 0717; *Ro/Pri – All ayes*
Mr. Brown provided a brief overview. No public comment.

6. **Abolish List for Probation Division Director on August 3, 2021; DISCUSSED**

Gurujodha Khalsa, Chief Deputy County Counsel, took a moment to introduce Ms. Stephanie Buoey as the Commission's legal counsel going forward.

Mr. Khalsa reported that last week, he was present during the closed session matter, where the Commission made a determination in discussion based upon an item that was presented by the HR Division, that they wanted to discuss this particular issue. It was an outgrowth of your discussion of the merits of the closed session item. That is why it is on the public agenda; it does affect individuals beyond the closed session presenter who is on the call tonight. It was not a part of the actual agenda closed session item. It was an outgrowth. He explained that he made the determination that it would be appropriate for public session. Mr. Khalsa stated that the guidance his office wanted to provide was that the if the Commission was able to have a discussion without going into specifics of the closed session item, that would be best. That was the purpose of putting it on the public session for discussion, it grew out of your closed session, and it goes beyond the closed session matter.

Commissioner Price asked if the Department was asking the Commission to abolish the list. Mr. Khalsa stated that the option was presented by HR and the Commission had decided to discuss the matter.

Commissioner Price asked Mr. Brown if the position had been filled by the Department. Mr. Brown stated that the vacancy that existed had been filled by the Department from the list. He stated that one of the concepts was to abolish the list at six months and stated that the Department's representative Mr. Dickinson could speak about whether the Department would want to do that.

Commissioner Price stated that since the Department had already filled the position, unless the Department requested the list to be abolished, it would seem to leave the list as is.

Mr. Bill Dickinson, Deputy Chief - Probation Department, stated that it was not a request from the Department to abolish the list. He explained that it was his understanding that should his Chief make the decision to abolish the list, he would need to request the Commission to do so.

Commissioner Rose asked Mr. Dickinson to clarify if the Probation Department was not asking to abolish the list. Mr. Dickinson confirmed that the Probation Department was not requesting to abolish the list. Commissioner Rose stated that if the Department was not requesting for the list to be abolished, then they should let it run its course.

Mr. Jason McPhetridge stated he was an interested party and he thought it was not quite right. This came out of the discussion. He would want everyone to remember there was a lot of discussion about opportunity and other things as well about his situation. He understands the Department's ability to come forth and request to abolish the list. He stated he was not exactly sure where the Department stands, but Mr. Brown had brought it up as a possibility, and it was the Commission who put it on as an agenda item, there was more that came from it at the post agenda meeting.

Mr. Bryan Alba, Deputy County Counsel, stated that he had heard Mr. McPhetridge say that this was not on the agenda at his request, this was not on the agenda at the Department's request, and Commissioners Rose and Price asked why and what decision would be made if the Department was not requesting this to be on the agenda to be abolished. It is fairly simple that we just decide to move forward unless the Department asks for this to be put on the agenda for consideration at the point of six months or sometime thereafter to request the list be abolished if the Department wants to make that request.

Commissioner Rose asked if there needed to be a motion. President Holt stated this matter was on the agenda for discussion unless any of the Commissioners wanted to place the matter on the next agenda to abolish the list. Commissioner Rose stated that if the Department was not requesting it, she did not see why they would. No other comments.

7. Civil Service Rule 1800 Update

Gurujodha Khalsa, Chief Deputy County Counsel, reported that there had been a meeting held with SEIU representatives, Commission staff, and HR team members, to discuss proposed CS Rule 1800 changes. SEIU did submit some suggested language changes and those are under review by his office. A good faith effort was made to explain the nature of the proposed changes.

Mr. Khalsa reported that he had not received any new information regarding CS Rule 1800 investigations, the last information he had was that all investigations are proceeding as scheduled.

President Holt thanked Mr. Khalsa for his report.

8. Commission Secretary Monthly Report:

Commission Secretary, Mrs. Murbach, reported since the last meeting, she was joined by Vice President Oliver and Commissioner Price for a visit and tour of the District Attorney's Department. District Attorney, Cynthia Zimmer, graciously took time off her busy schedule and she personally conducted the department tour. Mrs. Murbach thanked the department for their hard work with all the services they provide to Kern County citizens.

9. Human Resources Division Items/Report:

Devin Brown, Human Resources Officer, reported Mr. Khalsa was correct in his report on the CS rule 1800 investigations and reported that all investigations are on schedule.

10. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session: at 6:21 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of employees or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYMENT – Demotion

Office Services Specialist (Human Services) – Case No. 2020-0112; **HEARING DATES SET TO JUNE 7, 8, 9, and 10, 2021.**

12. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0103; **HEARING DATES SET TO JUNE 21, 22, 24, 29, and JULY 1, 2021.**

13. President Holt adjourned the meeting at 6:47 p.m. to the next regular Meeting to be held on Monday, April 12, 2021 at 5:30 p.m.

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1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting
Monday, February 8, 2021
 5:30 p.m.

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PRESENT: Commissioners Holt, Oliver, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Devin Brown, Gurujodha Khalsa, Maria Murbach, and others.

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COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

President Holt called the meeting to order at 5:30 p.m. and made the announcement about Governor Newsom's Executive Order N-29-20 issued on March 17, 2020. There were no public comments.

PUBLIC SESSION

1. **Public Presentations**
None

***CONSENT AGENDA**

- *2. **Approval of Minutes**
Regular Meeting on January 11, 2021 and Special meeting on January 19, 2021; NO PUBLIC COMMENT; **APPROVED**; Ol/Ro – 4 ayes/1 ab (Ag)
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Pri/Ro – 4 ayes/1 ab (Ag)

7958) Code Compliance Officer
 7959) Contracts Administration Assistant
 7960) Probation Division Director-DP
 7961) Programmer I/II
 7962) Library Associate – Part-Time-Shift-Frazier Park
 7963) Deputy Conservator
 7964) Sheriff's Detentions Deputy Trainee
 7965) Sheriff's Detentions Lieutenant-Department Promotional
 7966) Senior Air Quality Specialist-Department Promotional
 7967) Automotive Service Worker I
 7968) BHRS-Coordinator of Administrative and Legislative Analysis
 7969) BHRS-BH Recovery Specialist I/II
 7970) CSS-Dept of Child Support Services Program Manager
 7971) Firefighter-Shift
 7972) Per Diem-COVID-19 Immunization Clinic Aide

- 7973) Deputy Clerk II
- 7974) Human Services Program Director
- 7975) Planner I
- 7976) Behavioral Health Program Supervisor
- 7977) Child Support Specialist
- 7978) Child Support Customer Service Representative
- 7980) Fleet Services Supervisor-General Services
- 7981) Human Services Supervisor-DP-DHS-Ridgecrest
- 7982) GIS Manager-CWP
- 7983) Geographic Information Systems (GIS) Technician II
- 7984) Principal Building Inspector-Department Promotional-Public Works
- 7985) Building Service Worker II
- 7986) Deputy Fire Chief-DP
- 7987) Fire Heavy Equipment Specialist I/II-DP
- 7988) District Attorney's Lieutenant-CWP

4. Proposed Change to Probationary Period for Behavioral Health Recovery Specialist I/II/III and Behavioral Health Therapist I/II to Twelve Months; APPROVED; OI/Pri – 4 ayes/1 ab (Ag)

Devin Brown, Chief Human Resources Officer, provided a summary. No public comment

5. Civil Service Rule 1800 Update

Gurujodha Khalsa, Chief Deputy County Counsel, reported that he had been in contact with HR team, and reported all CS Rule 1800 investigations are proceeding on scheduled. Two of them had been concluded and the other two matters were proceeding on schedule. There is a meet and confer scheduled for February 11, 2021.

6. Commission Secretary Monthly Report:
None.

7. Human Resources Division Items/Report:

Devin Brown, Human Resources Officer, announced Michelle Venegas was promoted to the position of Human Resources Analyst. Ms. Venegas has been with the HR Department for several years. She started as a Health Benefits Representative, joined the HR Recruitment Team a couple of years ago, and has steadily gained experience in that role. She has succeeded in promoting to this role and will likely become a member of staff who will present to your Commission in future meetings.

Mr. Brown reported the County is now in week four of the Covid-19 mass vaccination clinic. It has been a very smooth process. Staff has also assisted with a volunteer call center to make appointments for the public. It has been an interesting adventure at the County fairgrounds. Commissioner Rose asked if the County employees would be able to obtain the vaccinations since quite a few of them are first responders.

Mr. Brown stated the County has been following the State's guidelines and first responders have received their vaccinations.

Commissioner Rose asked if Mr. Brown knew about where the clergy were placed on the tier guidelines as she had some people ask her about this and Mr. Brown stated he did not know about clergy placement, but they could check the age guidelines.

Vice President Oliver stated that he thought some law enforcement, first responders, paramedics, County employees who were in contact with Covid-19 patients had the option to obtain the vaccination.

Mr. Brown stated that firefighters who are acting as emergency first responders, at the scene in providing medical aid, all have had the option, whether they are EMTs. Some of the correctional facility employees have gotten the vaccine. He explained that since approximately January 18, the state redirected Public Health to focus on vaccinating 65 years and older populations first and that is what they are currently doing.

Commissioner Rose asked if they were keeping track of how many vaccines have been given.

Mr. Brown stated he did not know if the state or public health were keeping track of how many vaccines have been given so far. Commissioner Rose thanked him for his report.

8. Commission Member Presentations or Announcements:

President Holt announced Mr. Arthur Valdivia, SEIU-Local 521 representative, passed away and he leaves behind a young family. Mr. Valdivia joined Commission staff on a recent County Department tour, and he wanted to honor his memory.

Adjourn to Closed Session: at 5:54 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)

9. PUBLIC EMPLOYMENT – Recruitment Exception Request

Probation Supervisor (Probation Department) – Case No. 2021-0101; **REQUEST DENIED;**
Pri/Ol – 4 ayes/1 ab (Ag)

9a. Place Discussion to Abolish List for Probation Division Director in Six Months on Future CSC Meeting Agenda; **APPROVED; *Ol/Ro – 4 ayes – 1a (Ag)***

10. PUBLIC EMPLOYMENT – Demotion

Juvenile Corrections Officer III (Probation Department) – Case No. 2021-0102; **HEARING DATES SET TO MAY 18, 20, and 25, 2021.**

11. President Holt adjourned the meeting at 7:00 p.m. to the next regular Meeting to be held on Monday, March 8, 2021 at 5:30 p.m.

The WTS for February 2021 is listed below:

7986	Deputy Fire Chief - DP	2/1/2021	2/5/2021	DP Open
7987	Fire Heavy Equipment Specialist I/II - DP	2/1/2021	2/5/2021	DP Open
7988	District Attorney's Lieutenant - CWP	2/1/2021	2/5/2021	DP Open
7989	Senior Human Resources Manager - DP	2/1/2021	?	DP Open
7990	Group Counselor III-Shift DP - DHS	2/2/2021	2/8/2021	DP Open
7991	Human Services Technician-Shift-Delano	2/2/2021	Continuous	Open
7992	Marketing and Promotions Associate II	2/2/2021	2/8/2021	Open
7993	Office Service Technician-Bilingual	2/2/2021	2/8/2021	Open
7994	Supervising Disposal Site Gate Attendant	2/3/2021	2/9/2021	Open
7995	Wastewater Specialist I-DP	2/8/2021	2/12/2021	Open-DP
7996	Public Works Maintenance Supervisor-DP	2/8/2021	2/12/2021	Open-DP
7997	Extra Help-Human Resources Specialist I	2/4/2021	2/11/2021	Open
7998	Child Support Attorney I/II/III/IV	2/5/2021	Continuous	Open
7999	Contract System Supervisor-County-Wide Promotional	2/8/2021	2/12/2021	Open-CWP
8000	Human Resources Specialist I/II	2/8/2021	2/12/2021	Open
8001	Sheriff's Commander - DP	2/8/2021	2/12/2021	DP Open
8002	Maintenance Worker II - DP - Sheriff	2/8/2021	2/10/2021	DP Open
8003	Supervising Departmental Analyst - DP - Probation	2/8/2021	2/12/2021	DP Open
8004	Medical Assistant I	2/8/2021	2/26/2021	Open
8005	Behavioral Health Program Supervisor	2/12/2021	2/18/2021	Open
8006	Crime Prevention Specialist	2/16/2021	2/22/2021	Open
8007	Fire Battalion Chief - DP - Fire	2/16/2021	2/19/2021	DP Open
8008	Program Technician	2/16/2021	2/22/2021	Open
8009	Fiscal Support Specialist-DP	2/22/2021	2/26/2021	DP Open
8010	Registered Veterinarian Technician	2/22/2021	Continuous	Open
8011	Sheriff's Aide	2/22/2021	2/26/2021	Open
8012	Local Area Network Systems Administrator	2/19/2021	2/26/2021	Open
8013	Fire Heavy Equipment Specialist I/II	2/19/2021	2/26/2021	Open

8014	Office Services Specialist - DP - Public Defender	2/19/2021	2/26/2021	Open DP
8015	Deputy Probation Officer III - DP	2/19/2021	2/26/2021	Open DP
8016	Office Services Technician	2/22/2021	Continuous	Open
8017	Buyer I	2/25/2021	3/3/2021	Open
8018	Human Services Program Specialist-Department Promotional	3/1/2021	3/5/2021	Open DP
8019	Fiscal Support Technician-Public Works-DP	2/26/2021	3/2/2021	Open-DP
8020	Office Services Coordinator	3/1/2021	3/5/2021	Open
8021	Public Health Program Specialist	3/1/2021	3/5/2021	Open DP
8022	District Attorney's Investigator	3/1/2021	Continuous	Open

Weekly Test Schedule - 2/22/21

Exam #	Recruitment Title	Open Date	Close Date	Action	Request Date
8016	Office Services Technician	2/22/2021	Continuous	Open	2/22/2021
8017	Buyer I	2/25/2021	3/3/2021	Open	2/22/2021
8018	Human Services Program Specialist-Department Promotional	3/1/2021	3/5/2021	Open DP	2/23/2021
8019	Fiscal Support Technician-Public Works-DP	2/26/2021	3/2/2021	Open-DP	2/25/2021
8020	Office Services Coordinator	3/1/2021	3/5/2021	Open	2/26/2021
8021	Public Health Program Specialist	3/1/2021	3/5/2021	Open DP	2/26/2021
8022	District Attorney's Investigator	3/1/2021	Continuous	Open	2/26/2021
LT080	Programmer I	2/22/2021	Continuous	Open	2/22/2021

March 8, 2021

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

PROPOSED NEW JOB SPECIFICATION FOR DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION

The Human Resources Division requests that the Civil Service Commission review, receive, and file the attached revision to the job specification for a new classification titled Director of Diversity, Equity, and Inclusion (DEI) (Item No. 0783).

Discussion

On October 6, 2020, the Board of Supervisors referred to the County Administrative Office to prepare a response to a letter from the Kern Community First Initiative. The Kern Community First Initiative brought forward a call to action seeking, among other matters, to improve representation of the African-American community in government employment, specifically in law enforcement and first responder positions.

Kern County has implemented an Equal Employment Opportunity Plan for many years; however, we recognize the need to redouble our efforts to ensure the representation of our community within the make up our workforce. Developing a diverse workforce is just a start. It is equally important that each member of our workforce feel strongly that they are a valued part of our Kern County team. Lastly, we must ensure that there is fairness and equity in our employment processes, practices, and procedures.

The proposed position of Director of DEI is the first step in moving our organization forward to meet these noble objectives (See attached job description). Kern County does not currently have any individual singularly focused on this work. The addition of the Director of DEI tasked to manage Kern County's DEI progress will move us in the direction that many private sector and public sector employers are heading. The ideal candidate for this role will be someone who can connect with community groups, such as the Kern Community First Initiative, and build toward achievement of our mutually desired objectives.

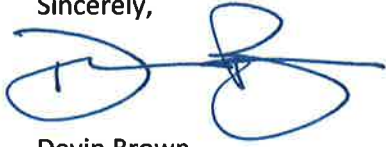
Aside from developing these connections with our community, the Director of DEI will work to reconstitute our Human Relations Commission creating the structures to hear important voices on vital DEI issues in our community. Additionally, the Director of DEI will be working towards developing and implementing policies and practices that lead to a respectful and inclusive workplace with diverse voices. We anticipate that the successful candidate will develop strong partnerships across our County leadership to improve hiring, promotional, and succession-planning practices guided toward a diverse bench of future Kern County leaders.

The proposed Director of DEI reports directly to the Chief Human Resources Officer and is included in the non-represented management bargaining unit.

Conclusion

We recommend the Civil Service Commission **REVIEW, RECEIVE, AND FILE** the proposed new job specification Director of DEI.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION
SALARY RANGE 69.8 (\$7,066-\$8,626/mo.)

DEFINITION:

The Director of Diversity, Equity, and Inclusion (DEI) is a senior-level manager within the Division of Human Resources of the County Administrative Office. The Director of DEI is responsible for defining, planning, organizing, and managing the operations and activities of the county's diversity, equity, and inclusion strategy and program. The Director of DEI reports directly to the Chief Human Resources Officer.

This position is exempt from overtime eligibility.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and manages the operations and activities of the county's DEI program.
- Research and make recommendations regarding DEI guidelines, legal standards, measurement metrics, and best practices.
- Evaluates, designs, documents, recommends, and implements strategies, programs, policies, and practices that advance DEI within the county's hiring, training, and employment systems, including the county's Equal Employment Opportunity Program.
- Conducts investigations into workplace issues such as discrimination, harassment, and retaliation.
- Monitors and evaluates designated division operations and activities for financial efficiency and operational effectiveness.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends appointments, transfers, reassignment, termination and disciplinary actions.
- Assigns employee duties and reviews work to assure accuracy, completeness and compliance with established standards, requirements and procedures.
- Establishes and maintains timelines and priorities, and assures program and functional activities comply with established DEI laws, codes, rules, regulations, ordinances, policies and procedures.
- Assures proper and timely resolution of issues and problems related to DEI; attends and conducts meetings as assigned; prepares and delivers oral presentations concerning DEI.
- Maintains current knowledge of DEI laws, codes, rules, regulations and pending legislation related to diversity, equity, and inclusion; oversees modification of programs, functions and procedures to assure compliance with legal requirements.
- Collaborates with other administrators, personnel and outside agencies in the development and implementation of DEI strategies, projects, goals, objectives, services and activities throughout all county departments.
- Provides consultation concerning DEI; responds to inquiries, resolves issues and conflicts and provides detailed and technical information concerning related laws, regulations, codes, ordinances, policies, standards, requirements and procedures.

- Interviews, counsels, advises and assist applicants and employees in the various stages of the employment and promotion process.
- Develops and maintains working relationships with community groups concerned with DEI issues.
- Provides staff support to the Human Relations Commission and other boards, commissions, and committees related to DEI issues.
- Develops, prepares, and conducts training in DEI for county workforces.
- Serves in the absence of the Chief Human Resources Officer as needed.
- Performs other job-related duties as assigned.

CORE COMPETENCIES:

- Leadership
- Critical thinking
- Communication
- Collaboration
- Decision-making
- Judgement
- Technical expertise in functional area

EMPLOYMENT STANDARDS:**Minimum Qualifications:**

- Bachelor's degree from an accredited college or university with a focus in human resources, sociology, public administration or another closely related field.
- Five years of progressively responsible professional experience providing guidance and program development related to equal employment opportunity, civil rights or social justice programs focusing on DEI.
- Two years of supervisory and/or management experience.
- Possession of a valid California Driver's License upon appointment.

Preferred Qualifications:

- Master's Degree from an accredited college or university may substitute for two years of experience.
- Human resources management or supervisory experience
- Nationally recognized human resource certification (i.e., SHRM, PHR, AWI, etc.)
- A green belt or higher designation in the Lean Six Sigma discipline
- Qualifying experience in the public sector.

A background check may be conducted for this classification.

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

New
March 2021
#0783


DEPARTMENT HEAD

2/16/2021
DATE


CHIEF HUMAN RESOURCES OFFICER

2/16/2021
DATE

March 8, 2021

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

PROPOSED NEW JOB SPECIFICATIONS FOR RETIREMENT INVESTMENT ANALYST I/II/SENIOR

The Executive Director of Kern County Employees Retirement Association and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached new job specifications for Retirement Investment Analyst I/II/Senior (Items: 4747, 3761, 1641).

Discussion

Rule 204.21 of the Civil Services Rules provide that the Chief Human Resources Officer may approve new job specifications, and upon the concurrence of affected recognized employee organizations and County department, calendar review of the revision at the Commission's regularly scheduled meeting.

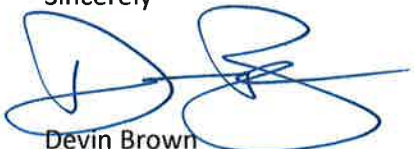
The proposed new classification series was developed to assist KCERA in attracting and developing local talent in the investment sector. KCERA's investment portfolio stands at \$5 billion and is projected to double in the next 12 years to over \$9 billion. It is important for KCERA to have the appropriate investment staff in order to maximize investment returns, which directly decreases plan sponsor contributions over time. The creation of these positions will allow KCERA to hire and develop a full investment team to accomplish its organizational mission.

The proposed new classification series is mid-management and therefore, is unrepresented. The proposed salary ranges of 63.0, 66.0, and 69.0 are in line with the level of functions, responsibility, and qualifications of the positions.

Conclusion

We recommend the Civil Service Commission REVIEW, RECEIVE, AND FILE the proposed new job specifications of Retirement Investment Analyst I/II/Senior.

Sincerely



Devin Brown
Chief Human Resources Officer

CC: Dominic Brown, Executive Director of KCERA

Attachments:

RETIREMENT INVESTMENT ANALYST I

DEFINITION

Under direction, the Retirement Investment Analyst I performs investment research and analysis within the context of the Kern County Employee's Retirement Association (KCERA) strategic investment initiatives. The Retirement Investment Analyst I reports to the Chief Investment Officer.

DISTINGUISHING CHARACTERISTICS:

The Retirement Investment Analyst I is the entry-level position of the three-level Retirement Investment Analyst series. This series has an emphasis on investment research and analysis at the mid-management level. Incumbents are extensively involved in contributing to the KCERA investment program and work closely with internal and external groups.

Promotion to Retirement Investment Analyst II may be considered on a merit basis, subject to the approval of the department head.

DUTIES:

- Conducts investment analysis on asset classes, investment managers, investment strategies, economics, and financial markets; assists in developing recommendations on actions to be taken.
- Gathers and organizes information and data, such as fund terms, investment manager data, capital calls, distributions, and economic and financial market data; creates and updates databases.
- Monitors and logs compliance with investment policies, such as monitoring investment manager compliance with investment guidelines, collecting ADVs, and gathering proxy voting data.
- Organizes investment manager meetings; attends meetings, and takes notes.
- Develops and responds to investment surveys.
- Formulates recommendations, prepares and presents reports.
- Uses a computer to write reports, perform statistical analysis, and conduct research.

OTHER FUNCTIONS:

- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a Bachelor's degree in Finance, Economics, Business Administration or a closely related field.

Possession of, or progress toward, a master's degree in Business Administration or a closely related field, Chartered Financial Analyst (CFA) designation, or Chartered Alternative Investment Analyst (CAIA) designation is desirable.



DEPARTMENT HEAD

2-25-21
DATE

CHIEF HUMAN RESOURCES OFFICER

2/26/21
DATE

Item #	4747
Bargaining Unit	D
EEO Code	4
Medical Group	3
Analyst	M. Stewart
Reviewed By	D Brown
Approved Salary Range	63.0 (\$5,034 - \$6,145)
CAO Analyst	B. Currie
Employee Relations Off.	D Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revised Date	March 9, 2021
Previous Title	NEW

RETIREMENT INVESTMENT ANALYST II

DEFINITION:

Under direction, the Retirement Investment Analyst II conducts complex research and analysis on asset classes, investment managers, investment strategies, economics, and financial markets; provides investment and operational support to the investment group; develops recommendations and prepares reports.

DISTINGUISHING CHARACTERISTICS:

The Retirement Investment Analyst II is the journey level position of the three-level Retirement Investment Analyst series. It is distinguished from the Retirement Investment Analyst I by the increased level of knowledge and skill required, as well as the level of difficulty of work assigned, and the ability to perform with minimum supervision. Incumbents are extensively involved in contributing to the KCERA investment program and work closely with internal and external groups.

Promotion to the Senior Retirement Investment Analyst may be considered on a merit basis, subject to the approval of the department head.

DUTIES:

- Conducts complex investment analysis on asset classes, investment managers, investment strategies, economics, and financial markets.
- Creates, monitors, and updates financial models and quantitative analyses such as cash flow forecasting, rebalancing and proforma exposures, overlay positions, and capital efficiency.
- Gathers, organizes, and analyzes investment fees and expenses.
- Prepares detailed performance and attribution analysis.
- Develops and analyzes requests for proposal and requests for information; oversees process.
- Attends investment manager meetings and takes notes.
- Formulates recommendations, prepares and presents reports.
- Uses a computer to write reports, perform statistical analysis, and conduct research.

OTHER FUNCTIONS:

- Recommends improvements in systems, tools, and policies.
- Performs other job related duties as assigned.

EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a bachelor's degree in Finance, Economics, Business Administration or a closely related field AND two years of related work experience in investment consulting, investment management, financial services, or economics.



DEPARTMENT HEAD

2-25-21

DATE



CHIEF HUMAN RESOURCES OFFICER

2/26/21

DATE

Item #	3671
Bargaining Unit	D
EEO Code	4
Medical Group	3
Analyst	M. Stewart
Reviewed By	D Brown
Approved Salary Range	66.0 (\$5,846 - \$7,137)
CAO Analyst	B. Currie
Employee Relations Off.	D Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revised Date	March 9, 2021
Previous Title	NEW

SENIOR RETIREMENT INVESTMENT ANALYST

DESCRIPTION

Under general direction, the Senior Retirement Investment Analyst, conducts highly complex research and analysis on Kern County Employee's Retirement Association (KCERA) strategic investment initiatives; provides investment and operational support to the investment group.

DISTINGUISHING CHARACTERISTICS:

The Senior Retirement Investment Analyst is the lead level position in the three-level Retirement Investment Analyst series. Incumbents work under general direction, perform duties with a high degree of independence and exercise independent judgment and decision-making. This series has an emphasis on investment research and analysis at the management level.

DUTIES:

- Conducts highly complex investment research and analysis on asset classes, investment managers, investment strategies, economics, and financial markets.
- Formulates recommendations within the Kern County Employees' Retirement Association (KCERA) investment program.
- Oversees specialized investment programs such as foreign tax reclaims, transaction cost analysis, and securities lending.
- Creates highly complex financial models and quantitative analysis, such as stress tests and scenario analysis.
- Analyzes requests for proposals and requests for information.
- Gathers legal documents for investment contracting and negotiations; monitors legal contracting process.
- Collaborates and coordinates with internal and external departments, including third party investment consultants, investment managers, and other service providers, to facilitate investment operation activities.
- Acts as a lead over junior-level professional staff, including mentoring and training.
- May supervise support staff.
- Reviews investment materials submitted by third parties.
- Formulates recommendations, prepares and presents reports.
- Uses a computer to write reports, perform statistical analysis, and conduct research.

OTHER FUNCTIONS:

- Recommends improvements in systems, tools, and policies.
- Performs other job related duties as assigned.

EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a bachelor's degree in Finance, Economics, Business Administration or a closely related field AND four years of related work experience in investment consulting, investment management, financial services, or economics.



DEPARTMENT HEAD

2-25-21

DATE



CHIEF HUMAN RESOURCES OFFICER

2/26/21

DATE

Item #	1641
Bargaining Unit	D
EEO Code	4
Medical Group	3
Analyst	M. Stewart
Reviewed By	D Brown
Approved Salary Range	69.0 (\$6,790 - \$8,289)
CAO Analyst	B. Currie
Employee Relations Off.	D Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revised Date	March 9, 2021
Previous Title	NEW

March 8, 2021

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

PROPOSED NEW JOB SPECIFICATION FOR SENIOR RETIREMENT INVESTMENT OFFICER

The Executive Director of Kern County Employees Retirement Association and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached new job specification for Senior Retirement Investment Officer (Items 0708).

Discussion

Rule 204.21 of the Civil Services Rules provide that the Chief Human Resources Officer may approve new job specifications, and upon the concurrence of affected recognized employee organizations and County department, calendar review of the specification at the Commission's regularly scheduled meeting.

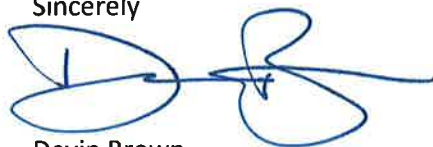
The proposed new classification was developed to assist KCERA in attracting and retaining key talent in the investment sector. KCERA's investment portfolio stands at \$5 billion and is projected to double in the next 12 years to over \$9 billion. It is important for KCERA to have the appropriate investment staff in order to maximize investment returns, which directly decreases plan sponsor contributions over time. The Senior Retirement Investment Officer position is created to be the senior-level in a new flexible classification series that will include the existing Retirement Investment Officer. The creation of this position will allow KCERA to hire and develop a full investment team to accomplish its organizational mission.

The proposed new classification series is management and therefore, is unrepresented.

Conclusion

We recommend the Civil Service Commission REVIEW, RECEIVE, AND FILE the proposed new job specification for Senior Retirement Investment Officer.

Sincerely



Devin Brown
Chief Human Resources Officer

Attachment

CC: Dominic Brown, Executive Director of KCERA

GROUND  BOUNDLESS

SENIOR RETIREMENT INVESTMENT OFFICER

DESCRIPTION:

Under general direction, assists and advises the Chief Investment Officer in managing the investment portfolio of the Kern County Employees' Retirement Association (KCERA), while taking significant initiative to improve the investment program and enhance performance.

DISTINGUISHING CHARACTERISTICS:

This position reports to the Chief Investment Officer. The Senior Retirement Investment Officer is responsible for supporting the Chief Investment Officer with the implementation of the Kern County Employees' Retirement Association (KCERA or Plan) investment strategy. The Senior Retirement Investment Officer contributes substantially and materially to the overall investment strategy and performance of the Plan. This position is part of a flexible classification series that includes the Retirement Investment Officer position. Incumbents may advance to the Senior Retirement Investment Officer after gaining experience and demonstrating proficiency in the work.

ESSENTIAL FUNCTIONS:

- Cash management and portfolio rebalancing; including updating market values and cash flows, estimating changes in market value, forecasting cash flows, liquidity modeling, estimating portfolio deviations from target, modeling proforma portfolio exposure, and calculating adjusted overlay targets as necessary.
- Recommends potential cash management and rebalancing trades. Prepares Trade Authorizations, and coordinates trades internally with accounting, legal, and admin. Takes a managing and mentoring role with junior levels of investment staff in the cash management and rebalancing process.
- Perform initial and ongoing due diligence on current investment managers and prospective investment managers across all asset classes; source investment ideas; perform quantitative analysis; review advisor investment, operational, and quantitative due diligence; develop qualitative assessment; generate reports and presentations; collaborate with investment advisors; potentially develop new investment strategies, funds, and investment terms.
- Manage legal contracting process for investments on an initial and ongoing basis; including legal documentation review, side letter negotiation and preparation, amendments review, side letter provision elections, and subscription document preparation, as well as other insurance, regulatory, and compliance requirements. Actively interact with legal counsel to identify problems and find solutions to issues.
- Perform risk analysis including, gathering and organizing data; aggregating and analyzing holdings and exposures; and evaluating output from returns-based factor decomposition models. Takes a managing and mentoring role with junior levels of investment staff in the risk management process.

- Performs analysis and review for the asset allocation process. Utilizes data and research to bring new ideas to the asset allocation process. Makes recommendations.
- Analyze investment structure and strategy; evaluate opportunities to improve the risk and/or return expectations for an asset class; formulates new and differentiated approaches to managing investment structure, and supports ideas with analytical frameworks. Develops ideas for potentially restructuring asset classes, incorporating new approaches and frameworks, to improve risk and/or returns. Make recommendations.
- Oversees junior staff in monitoring investment program compliance with all investment related policies and procedures. Develops tools and process to support the monitoring process.
- Develop investment related policy, procedure, and process improvements, including opportunities for technology solutions to improve efficiency and productivity. Documents changes and new approaches. Develops plans for deploying new approaches.
- Researches and analyzes pension fund trends and new product developments in the institutional investment marketplace. Formulates investment ideas. Makes recommendations.
- Prepare and evaluate investment related Requests for Information (RFI) and Requests for Proposals (RFP); analyze data; interview candidates; travel for on-site due diligence; prepare summary reports with findings; make recommendations to the Chief Investment Officer. Takes a managing and mentoring role with junior levels of investment staff in the RFI and RFP process.
- Reviews performance and attribution analysis. Mentors junior levels of investment staff in the preparation and review of performance and attribution analysis.
- Monitors and analyzes investment related fees and expenses, evaluate relative to contract terms and benchmarks, and from a cost/benefit perspective. Develops ideas to improve fees and alignment of interest with investment managers. Makes recommendations.
- Reviews investment related materials submitted by third parties; coordinates with third parties or junior investment staff to make improvements or corrections.
- Mentors junior investment staff in performing portfolio transitions and the evaluation of transition management services.
- Prepares and presents written and oral reports concerning the investment program to the Board of Retirement, the Kern County Board of Supervisors, retirees, employees, and other public/private groups as directed by the Chief Investment Officer on a regular basis.
- Attends investment conferences; meets with financial services and investment organizations to discuss investments, financial markets, and economic trends; leverages third party investment research and news to remain abreast of economic and financial markets. Identifies new and unique sources of information, data, analysis and research. Uses information and analysis to formulate and recommend portfolio changes, including potential tactical or risk management positions.

Senior Retirement Investment Officer

- Reviews, recommends and coordinates investment-related training opportunities for the Retirement Board and staff; regularly participates in the delivery of training.
- Attends monthly Retirement Board and Investment Committee meetings; presents to the Retirement Board and/or Investment Committee on a regular basis.

OTHER FUNCTIONS:

- Perform other ad hoc investment and financial analysis, report writing, presentation preparation, and presenting to the Investment Committee and/or Board and other constituents groups.
- Performs other job related duties as assigned.

EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a bachelor's degree in Finance, Accounting, Economics, Business Administration or a closely related field AND eight (8) years of related work experience in a defined benefit retirement fund, investment consulting, investment management, or financial services. Possession of a master's degree in Business Administration with a concentration in finance and a Chartered Financial Analyst (CFA) designation are desirable.

ADDITIONAL REQUIREMENTS:

Possess and maintain a valid California Class C Driver's License.

Knowledge of: the principles and practices of institutional investment management; financial analysis and modeling; the principals of modern portfolio theory, portfolio management, risk management, investment analysis and quantitative and statistical methods; defined benefit pension administration; and actuarial methods.

Skill in: developing strategies related to the management of a public pension investment portfolio; analyzing complex financial investments; performing complex financial analysis; working independently; exercising sound judgment; making recommendations and appropriate course of action; communicating effectively verbally and in writing; develop comprehensive presentations and reports; making presentations to Boards and management groups; establishing and maintaining effective work relationships; and utilizing a personal computer and related software to generate investment management analysis.

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.

Senior Retirement Investment Officer

Kern County
Page 4

March 2021
#0708
JS0708
New


DEPARTMENT HEAD

March 2, 2021
DATE


CHIEF HUMAN RESOURCES OFFICER

3/2/21
DATE

Item #	0708
Bargaining Unit	M
EEO Code	4
Medical Group	3
Analyst	D. Brown
Reviewed By	D. Brown
Approved Salary Range	75.5
FLSA	Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revised Date	March 9, 2021
Previous Title	NEW

March 8, 2021

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

PROPOSED REVISED JOB SPECIFICATION FOR PUBLIC WORKS MAINTENANCE SUPERINTENDENT

The Director of Public Works and Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached revision to the job specification for Public Works Maintenance Superintendent (Item No. 5013).

Discussion

Rule 204.21 of the Civil Service Commission provides that the Chief Human Resources Officer may approve revised job specifications, and upon the concurrence of affected recognized employee organizations and County departments, calendar review of the revision at Commission's regularly scheduled meeting.

Public Works recently developed the new classification of Public Works Maintenance Superintendent. The proposed revisions will combine the Highway Paint Equipment Superintendent and the Equipment Maintenance Superintendent into the Public Works Maintenance Superintendent. These classifications are responsible for planning, directing, and coordinating the work of staff involved in waste operations, highway painting, and maintenance. The proposed revisions will appropriately align the classifications in highway painting, and equipment maintenance.

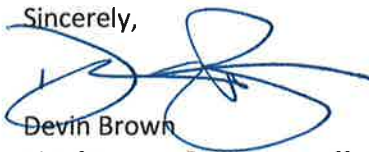
The proposed revisions include minor changes to the description, distinguishing characteristics, knowledge of and ability to sections. The revisions to the employment standards, includes language allowing experience directing and overseeing equipment maintenance, highway painting, and maintenance as qualifying. The revisions to the essential functions includes additions of subheadings, which describe the four functioning areas: Equipment Maintenance, Road Maintenance, and Traffic Painting and Maintenance.

The Service Employees International Union Local 521 was notified a response was not received.

Conclusion

We recommend the Civil Service Commission **REVIEW, RECEIVE, AND FILE** the proposed revision to the job specification of Public Works Maintenance Superintendent.

Sincerely,



Devin Brown
Chief Human Resources Officer

Attachment

PUBLIC WORKS MAINTENANCE SUPERINTENDENT

DESCRIPTION:

Under direction, to plan, coordinate, and provide technical and administrative oversight to regional teams engaged in the road maintenance and construction; **highway signing, painting, and striping; the repair and maintenance of road maintenance and construction equipment; program or in a waste operations facility in support of a landfill, recycling and/or transfer station**; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

The Public Works Maintenance Superintendent classification is responsible **to** ~~for~~ planning, directing, and coordinating **the work of staff involved in** waste operations, **highway painting, maintenance and repair of construction equipment**, or the maintenance and construction program of a large geographic area, which is composed of smaller maintenance areas. Incumbents work independently and are distinguished from the Public Works Supervisor by their overall responsibility for full supervision and oversight of a large geographical area. Incumbents may also work evening, nights and weekends.

ESSENTIAL FUNCTIONS:

- Supervises professional, mid-level supervisorial, and support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, disciplinary, and termination recommendations.
- Inspects and reviews work in progress and upon completion prepares and submits reports.
- Provides guidance and subject matter expertise to staff and management.
- **Provides input into division budget; m**Monitors expenditures to remain within budgeted expenditure limits.
- Estimates needs, and requisitions supplies, materials, tools, and equipment.
- Transfers field staff and equipment from one team to another, as required.
- Instructs staff in proper procurement procedures.
- Responsible for the care and maintenance of tools and equipment.
- Participates in and leads cross-divisional teams.
- Interprets, communicates, and verifies projects/programs are in compliance with work plans and applicable regulations; and ensures projects/programs meet safety requirements.
- **Serves as a liaison with other departments, agencies and the public in responding to questions, explaining projects and resolving complaints.**
- **Develops and submits recommendations concerning and replacement equipment and recommends replacement priorities.**

~~Dependent upon assignment, incumbents may be required to do the following:~~

ESSENTIAL FUNCTIONS (continued):

- Oversees and coordinates all equipment used in each division.
- Reviews and maintains safety reports and makes recommendations to maintain safety standards.

Positions in all divisions of the Public Works Department may be expected to perform all of the functions listed above. Additional functions may be performed dependent upon assignment. Incumbents may be required to do the following:

Equipment Maintenance:

- Estimates costs of repairs and analyzes the cost of various alternate methods to resolve repair and maintenance problems.
- Develops specifications desired in the purchase of new equipment.
- Receives requests and reports of desired modifications on automotive and heavy equipment.
- Consults with manufacturers and suppliers on equipment, parts, and warranties.
- Consults with management in setting repair and maintenance standards.
- Maintains all equipment repair and maintenance records.
- Compiles and maintains equipment performance statistics and reports.

Road Maintenance:

- Investigates complaints of hazardous or poor road conditions; and responds to emergencies as required.
- Maintains and inspects roads and bridges to ascertain need for repairs; and estimates the cost of road and bridge maintenance.
- Instructs supervisors and maintenance workers in the proper methods of constructing, maintaining, and repairing roads and bridges.
- May inspect roads encroachment permit work and activities for compliance with department standards.
- Keeps detailed records of varied maintenance activities and of road conditions.

Traffic Painting & Maintenance:

- Collaborates work with other County superintendents, contractors, and construction supervisor.
- Inspects road painting and signs for needed repairs and replacements county-wide.
- Inspects work in progress and makes necessary changes and/or corrections, when necessary
- Investigates complaints and remediates issues; prepares and submits reports.
- Maintains complete records of all painting projects, sign inventories, service records and materials used.

Waste Operations:

- Supervises waste management functions such as environmental monitoring, hazardous waste exclusion, special waste collection events, and transfer station and diversion area operations.
- Oversees the processing of hazardous materials which include testing, categorization, bulking and lab packing to ensure safe handling and compliance with all applicable laws, rules and regulations.
- Oversees complex environmental monitoring, testing, and inspections.
- Interprets environmental regulations and makes recommendations.

OTHER FUNCTIONS:

- Performs other job-related duties as required. Incumbents must be able to perform the essential functions of the job as assigned.

EMPLOYMENT STANDARDS:

Sixty (60) semester or ninety (90) quarter units of college course work from an accredited college or university **AND** ~~three (3)~~ **four (4)** years of work experience **directing and overseeing a program area such as equipment maintenance or highway painting and maintenance or road construction and maintenance or waste operations, one (1) year of which must have been in a supervisory capacity;** ~~in road construction and maintenance work or waste operations, which includes one (1) year equivalent to Public Works Maintenance Supervisor in the Kern County classification system;~~ **OR** High School Diploma, G.E.D., or equivalent **AND** ~~and five (5)~~ **six (6)** years of work experience **directing and overseeing a program area, such as equipment maintenance or highway painting and maintenance or road construction and maintenance or waste operations, one (1) year of which must have been in a supervisory capacity;** ~~in road construction and maintenance work or waste operations, which includes one (1) year equivalent to Public Works Maintenance Supervisor in the Kern County classification system;~~ **OR** an equivalent combination of education and experience.

Additional Requirements:

Possession of a valid California Motor Vehicle License.

Some Positions May Require:

Incumbents may be required to successfully complete a 40-hour HAZWOPER training program within 6 months of hire or be terminated.

Incumbents may be required to maintain a Class A ~~or Class B~~ California Driver's License.

Knowledge of: personnel management techniques; budgetary principles; basic algebra and geometry; common scales, weights and measurements; **codes, rules, laws and regulations pertaining to program area;** and common terms used in the construction, and solid waste, **automotive and heavy equipment, and the residential and commercial painting** industry; ~~methods, operation, maintenance, materials, capacity and limitations and of equipment used in assigned program area.~~ **the construction and maintenance of roads, bridges, culverts, drainage ditches, and signs; operation, maintenance, capacity and limitations of road construction and maintenance equipment; and methods of patching, surfacing and resurfacing roads with bituminous materials.**

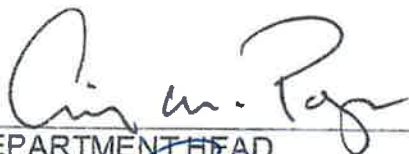
Ability to: plan, direct, coordinate, and supervise the work of others; implement the laws, codes, rules and regulations; conducting inspections; obtain and collect data; oversee the operation and maintenance of ~~heavy~~ equipment; determine personnel, ~~time~~, materials, and equipment requirements for specified ~~construction or maintenance~~ projects; read and interpret ~~road and bridge~~ plans; conduct chain-of-custody protocol; operate a wide variety of electronic instruments and mechanical equipment; communicate effectively both orally and in writing sufficient to exchange or convey information and to receive work direction; use computers and related software applications; **prepare reports**; and maintain files and 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.

Revised
December 2020
#5013
JS5013



DEPARTMENT HEAD



CHIEF DEPUTY HUMAN RESOURCES OFFICER

2/19/21
DATE2/22/21
DATE

Item #	5013
Bargaining Unit	1
EEO Code	4
DBM Code	
Medical Group	1
Analyst	DMR
Reviewed By	D. Brown
Approved Salary Range	65.7 (\$5759-7031)
CAO Analyst	J. Arriola
Employee Relations Off.	D. Brown
FLSA	Non-exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revised Date	
Previous Title	

March 8, 2021

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

PROPOSED REVISED JOB SPECIFICATION FOR RETIREMENT INVESTMENT OFFICER

The Executive Director of Kern County Employees Retirement Association and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached revised job specification for Retirement Investment Officer (Items 0717).

Discussion

Rule 204.21 of the Civil Services Rules provide that the Chief Human Resources Officer may approve revised job specifications, and upon the concurrence of affected recognized employee organizations and County department, calendar review of the revision at the Commission's regularly scheduled meeting.

The proposed revision was developed to assist KCERA in attracting and retaining key talent in the investment sector. KCERA's investment portfolio stands at \$5 billion and is projected to double in the next 12 years to over \$9 billion. It is important for KCERA to have the appropriate investment staff in order to maximize investment returns, which directly decreases plan sponsor contributions over time. The revised Retirement Investment Officer position is created to be included in a new flexible classification series that will add a senior-level to the Retirement Investment Officer. The creation of this position will allow KCERA to hire and develop a full investment team to accomplish its organizational mission.

The proposed new classification series is management and therefore, is unrepresented.

Conclusion

We recommend the Civil Service Commission REVIEW, RECEIVE, AND FILE the proposed revised job specification for Retirement Investment Officer.

Sincerely



Devin Brown
Chief Human Resources Officer

Attachment

CC: Dominic Brown, Executive Director of KCERA

GROUND  BOUNDLESS

RETIREMENT INVESTMENT OFFICER

DESCRIPTION:

Under direction, assists and advises the Chief Investment Officer in overseeing and managing the investment portfolio of the Kern County Employees' Retirement Association (KCERA), while taking initiative to improve the investment program and enhance performance.

DISTINGUISHING CHARACTERISTICS:

This position is a singleton classification that reports to the Chief Investment Officer. The Retirement Investment Officer is responsible for supporting the Chief Investment Officer with the implementation of the Kern County Employees' Retirement Association (KCERA or Plan) investment strategy, including managing investments and assisting with investment operations. The Retirement Investment Officer contributes substantially to the overall investment strategy and performance of the Plan. This position is part of a flexible classification series that includes the Senior Retirement Investment Officer position. Incumbents may advance to the Senior Retirement Investment Officer after gaining experience and demonstrating proficiency in the work.

ESSENTIAL FUNCTIONS:

- ~~Assist the Chief Investment Officer with cash management and portfolio rebalancing; including forecasting cash flows, liquidity modeling, estimating portfolio deviations from target, modeling proforma portfolio exposure, and adjusting overlay exposure targets as necessary.~~
- Cash management and portfolio rebalancing; including updating market values and cash flows, estimating changes in market value, forecasting cash flows, liquidity modeling, estimating portfolio deviations from target, modeling proforma portfolio exposure, and calculating adjusted overlay targets as necessary.
- Recommends potential cash management and rebalancing trades; prepares trade authorizations, and coordinates trades internally with accounting, legal, and administration.
- Support initial and ongoing due diligence effort on current investment managers and prospective investment managers across all asset classes; source investment ideas; perform quantitative analysis; review advisor investment, operational, and quantitative due diligence; develop qualitative assessment; generate reports and presentations; and collaborate with investment advisors.
- Manage Coordinate legal contracting process for of investments managers on an initial and ongoing basis; including legal documentation review, side letter negotiation and preparation, amendments review, side letter provision elections, and subscription document preparation, as well as other insurance, regulatory, and compliance requirements. Actively interact with legal counsel to find solutions to issues.

- **Perform** ~~Assist the Chief Investment Officer with risk analysis including, gathering and organizing data; aggregating and analyzing holdings and exposures; and evaluating output from returns-based factor decomposition models.~~
- **Perform analysis and review for the** ~~Assist the Chief Investment Officer in supporting the Board and Investment Consultants in the asset allocation process and makes recommendations.~~
- Analyze investment structure and strategy; **evaluate**, ~~and recommend potential opportunities to improve the risk and/or return expectations for an asset class; formulate new and differentiated approaches to managing investment structure, and support ideas with analytical frameworks. Makes recommendations to the Chief Investment Officer.~~
- **Oversee junior staff in monitoring** ~~Support the Chief Investment Officer by ensuring the investment program maintains continual compliance with all investment related policies and procedures, at the investment manager, asset class, and overall fund levels.~~
- Suggest and develop investment related policy, procedure, and process improvements to the Chief Investment Officer, including opportunities for technology solutions to improve efficiency and productivity.
- Researches and analyzes pension fund trends and new product developments in the institutional investment marketplace.
- ~~Support CIO in overseeing proxy voting, securities lending and commission recapture program.~~
- Prepare and evaluate investment related Requests for Information and Requests for Proposals; **analyze data; interview candidates; travel for on-site due diligence; prepare summary reports with findings; make recommendation to the Chief Investment Officer.**
- **Review** ~~Perform performance and attribution analysis at the sub-asset class, asset class, and total plan levels.~~
- Monitors and analyzes **investment related fees and expenses, evaluate relative to contract terms and benchmarks, and from a cost/benefit perspective.**
- **Reviews** ~~Maintains oversight of investment reporting; recommends enhancements to insure internal parties receive all necessary investment information in a timely manner, as required and coordinates all reporting submitted to the System by investment managers, investment consultants, and other investment advisors; and ensures all reporting is consistent with agreed-upon formats, guidelines, and time lines~~ **works with junior investment staff to make improvement or corrections.**

- Reviews investment related materials submitted by **third parties; coordinates with third parties or junior investment staff to make improvements or corrections** consultants, and advises the Chief Investment Officer as to their completeness and reasonableness.
- **Oversees junior investment staff for portfolio transitions and the evaluation of transition management services.**
- ~~Oversees and coordinates portfolio transitions and evaluates the use of transition management services.~~
- Prepares and presents written and oral reports concerning the investment program to the Board of Retirement, the Kern County Board of Supervisors, retirees, employees, and other public/private groups as directed by the Chief Investment Officer **and as needed.**
- Attends investment conferences; meets with financial services and investment organizations to discuss investments, financial markets, and economic trends; leverages third party investment research and news to remain abreast of economic and financial markets. **Uses information and analysis to formulate and recommend portfolio changes, including potential tactical or risk management positions.**
- Reviews, ~~recommends~~ and coordinates investment-related training opportunities for the Retirement Board and staff; ~~and participates in the delivery of training as appropriate.~~
- Attends monthly Retirement Board and Investment Committee meetings, **presents to the Retirement Board and/or Investment Committee as needed** ~~prepares meeting agendas and minutes for the Investment Committee, and provides support to the Investment Committee Chair.~~

OTHER FUNCTIONS:

- ~~As directed, undertakes other investment related duties necessary to effectively administer the investment program, including but not limited to~~ **Perform other** ad hoc investment and financial analysis, report writing, presentation preparation, and presenting to the Investment Committee and/or Board.
- Performs other job related duties as assigned.

EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a bachelor's degree in Finance, Accounting, Economics, Business Administration or a closely related field **AND** five (5) years of related work experience in a defined benefit retirement fund, investment consulting, investment management, or financial services. Possession of a master's degree in Business Administration with a concentration in finance and a Chartered Financial Analyst (CFA) designation are desirable.

ADDITIONAL REQUIREMENTS:

Possess and maintain a valid California Class C Driver's License.

Knowledge of: the principles and practices of institutional investment management; financial analysis and modeling; the principals of modern portfolio theory, portfolio management, risk management, investment analysis and quantitative and statistical methods; defined benefit pension administration; and actuarial methods.

Skill in: developing strategies related to the management of a public pension investment portfolio; analyzing complex financial investments; performing complex financial analysis; working independently; exercising sound judgment; making recommendations and appropriate course of action; communicating effectively verbally and in writing; develop comprehensive presentations and reports; making presentations to Boards and management groups; establishing and maintaining effective work relationships; and utilizing a personal computer and related software to generate investment management analysis.

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.

March 2021 ~~June 2018~~

#0717

JS0717

Revised



DEPARTMENT HEAD

March 2, 2021

DATE



CHIEF HUMAN RESOURCES OFFICER

3/2/21

DATE

Item #	0717
Bargaining Unit	M
EEO Code	4
Medical Group	3
Analyst	D. Brown
Reviewed By	D. Brown
Approved Salary Range	72.0
FLSA	Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Revised Date	March 9, 2021
Previous Title	Same