

## SUMMARY OF PROCEEDINGS

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

**Regular Meeting**  
*Monday, June 14, 2021*  
5:30 p.m.

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

**ABSENT:** None

**OTHERS:** Stephanie Bouey, Maria Murbach, Keri Pharris, Brenda Villanueva, and others.

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

#### **COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM**

President Holt called the meeting to order at 5:30 p.m.

#### **PUBLIC SESSION**

1. **Public Presentations**  
None

#### **\*CONSENT AGENDA**

- \*2. **Approval of Minutes**  
Regular Meeting on May 10, 2021, Special Meetings on May 18, 20, 25, and June 9, 2021; NO PUBLIC COMMENT; **APPROVED**; Ag/Ol - All ayes
- \*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ag/Ol – All ayes

8082) Behavioral Health Therapist Trainee  
8088) Fiscal Support Technician  
8089) Senior Office Services Specialist – Countywide Promotional  
8090) Office Services Specialist – Lake Isabella  
8091) Juvenile Corrections Officer III – DP  
8092) Fiscal Support Specialist  
8093) Technical Support Engineer I/II  
8122) Elections Process Clerk I/II/III  
8123) Fiscal Support Specialist-DP-Assessor/Recorder  
8124) Assistant Clerk of the Board-DP  
8125) Senior Accountant-DP-Auditor Controller  
8126) Senior Child Support Specialist  
8127) Cook II-DP-Aging & Adult Services  
8128) Office Services Specialist  
8129) Senior Legal Secretary-DP-District Attorney

- 8130) Fire Engineer-DP-Fire
- 8131) Stock Clerk
- 8132) Tree Trimmer I/II/III-General Services

4. **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) Contract Administrator, Item No. 2576; *Ag/Pri - All ayes*  
Keri Pharris, Chief Deputy Human Resources Officer, introduced Brenda Villanueva, Principal Human Resources Analyst, who provided a brief report. No public comment.
- b) Senior Deputy Sheriff, Item No. 4484; *Ag/Ro - All ayes*  
Ms. Villanueva provided a brief report. No public comment.
- c) Sheriff's Aide, Item No. 0765; *Ag/Ro - All ayes*  
Ms. Villanueva provided a brief overview. No public comment.

5. **Request to Establish a 12-Month Probationary Period for Contract Administrator;**  
**APPROVED; Ag/Ol - All ayes**

Ms. Villanueva provided a brief overview. No public comment.

Vice President Oliver asked what the current probationary period was for this classification and Ms. Villanueva explained it was currently six months, but that there were other positions that also had a 12-month probationary period.

6. **Civil Service Rule 1800 Update**

Stephanie Bouey, Deputy County Counsel, reported that there were currently three active investigations. All were current and within the time frame.

7. **Commission Secretary Monthly Report:**

None

8. **Human Resources Division Items/Report:**

None

9. **Commission Member Presentations or Announcements:**

None

**Adjourn to Closed Session:** at 5:40 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of employees or to hear complaints or charges brought against employees by another person or employee.

**CLOSED SESSION (Government Code § 54957)**

10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release  
Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **MATTER TO BE PLACED ON JULY 12, 2021 REGULAR MEETING AGENDA.**
11. PUBLIC EMPLOYMENT – Demotion  
Office Services Technician (Human Services) – Case No. 2020-0112; **HEARING DATES SET TO AUGUST 17, 19, 23, 24, 26, AND SEPTEMBER 7, 2021.**
12. President Holt adjourned the meeting at 5:56 p.m. to the next Special Meeting to be held on Monday, June 21, 2021, at 5:00 p.m.

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

**Regular Meeting**  
*Monday, May 10, 2021*  
5:30 p.m.

**THIS MEETING WAS CONDUCTED TELEPHONICALLY**

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

**ABSENT:** Oliver

**OTHERS:** Bryan Alba, Stephanie Bouey, Maria Murbach, Eric Nisbett, 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 April 12, 2021; NO PUBLIC COMMENT; **APPROVED**; Ro/Pri – 4 ayes/1 ab (Ol)
- \*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ro/Pri – 4 ayes/1 ab (Ol)

- 7885) Fire Equipment Service worker
- 8024) Social Service Worker I/II-Mojave-Department of Human Services
- 8054) Office Services Assistant-Bilingual
- 8062) Supervising Planner-DP-Planning & Community Development
- 8063) Building Inspector specialist
- 8064) Social service Supervisor I-Department Promotional-Aging and Adult Services
- 8065) Contract Administrator-DP-DHS
- 8066) Administrative Coordinator-DP-Fire
- 8067) Marketing and Promotions Coordinator-Public Works
- 8068) Legal Process Technician I/II
- 8069) Senior Appraiser-DP
- 8070) Department of Human Services Human Resources Manager
- 8071) Fiscal Support Specialist-DP-BHRS
- 8072) Fire Captain-DP
- 8073) Deputy County Counsel I/II/III/IV/V
- 8074) Geographic Information Systems Programmer/Analyst

- 8075) Office Services Specialist-DP-Public Defender
- 8076) Auditor-Appraiser I/II/III-Assessor-Recorder
- 8077) Sheriff's Support Specialist
- 8078) Fire Battalion Chief-DP

4. **BUDGET:** Commission Secretary to present Civil Service Commission Recommended Budget; **ADOPTED RECOMMENDED BUDGET AND AUTHORIZED THE SECRETARY TO SUBMIT TO THE HUMAN RESOURCES DIVISION;** *Ag/Ro – 3 ayes/1 no (Pri)/1 ab (Ol)*

Maria Murbach, Commission Secretary, provided a brief overview.

Commissioner Rose stated that the Board had asked for a 7.5% reduction, and she asked why the Commission's budget was being reduced by 10%. Mrs. Murbach explained that since the need for hearing officer services had been rare in the past few years it made sense to remove the expense from the budget during this budget reduction request. Commissioner Rose asked if HRD would cover the expense if needed and Mrs. Murbach confirmed that HRD would cover the expense should the need arise.

Commissioner Price stated that it seemed like the reductions were not really being cut from actual expenses. At this point, Mrs. Murbach was disconnected from the meeting and then reconnected. Commissioner Price then asked if there were actual cuts. Mrs. Murbach explained that the Commission's budget included set budgeted amounts which were already reduced as much as could be, based on amounts set by ordinance. There were other amounts included, where the costs fluctuated on a yearly basis, based on amounts which were negotiated on a yearly basis by the County.

Commissioner Agbalog thanked Mrs. Murbach for putting this proposal together. He commented on how the Commission had previously tasked her with bringing different sample tiers and this is what seemed to have happened. He stated that Commissioner Price had brought up an interesting point and wondered if the Commission were to start with a zero-based budget, and work up from there, he would think that less would be spent on some things. Mrs. Murbach explained that, currently, the Commission did not have a system in place to figure out the actual office expense costs and the amount provided in the budget was a projected amount based on the best estimate.

Commissioner Agbalog stated that if the Commission adopted this tonight, this would not preclude Mrs. Murbach coming back and crunching the numbers a little more and figure out if something could be done. Ms. Murbach stated it would not and informed the Commission that HRD had already submitted their budget to the BOS.

Commissioner Rose suggested perhaps keeping track of how much office expenses cost going forward if possible. Mrs. Murbach stated she would speak with Mr. Brown to see if there was a way to track the services and supplies' total cost.

Commissioner Agbalog stated he was prepared to make a motion to accept the budget, but he would like Mrs. Murbach to go back to crunch the numbers, in anticipation and consideration of having to come back at a later date and make additional cuts, well at least be prepared, and he did not think it a bad idea to continue to reach out to the HRD about trying to find ways to be

more cost effective. He stated he would think anybody would welcome the opportunity to save money if you can identify ways where you can do it. Commissioner Agbalog motioned to accept the recommended budget. Commissioner Rose seconded the motion.

**5. Civil Service Rule 1800 Update**

Stephanie Bouey, Deputy County Counsel, reported that there were currently two active investigations.

**6. Commission Secretary Monthly Report:**

None

**7. Human Resources Division Items/Report:**

None

**8. Commission Member Presentations or Announcements:**

Commissioner Rose stated she would like to commend the Public Health Department, the Public Health Personnel, and the supporting personnel who have been helping with the Covid-19 Pandemic vaccine program. They have done a tremendous job with all the publicity and have really done some clever advertising. We really appreciate everyone's work.

**Adjourn to Closed Session:** at 5:53 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 – Evidentiary Hearing Request**

Animal Control Officer (Animal Services) – Case No. 2021-0105; **HEARING DATES SET TO JULY 19, 20, and 27, 2021.**

**10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release**

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **MATTER TO BE PLACED ON JUNE 14, 2021 REGULAR MEETING AGENDA; Ag/Ro – 4 ayes/1 ab (OI)**

**11. PUBLIC EMPLOYMENT – Reinstatement to the Re-Employment List**

Fire Captain (Fire Department) – Case No. 2021-0104; **APPROVED; Ag/Pri – 3 ayes/1 no (Ro)/1 ab (OI)**

**12. CONFERENCE WITH LABOR NEGOTIATORS - Agency designated representatives: Chief**

Human Resources Officer Devin Brown, and designated staff - Employee organizations: Service Employees' International Union - Criminal Justice Unit; Kern Law Enforcement Association; Kern County Fire Fighters Union; Kern County Detention Officers' Association; Kern County Probation Managers' Association; Kern County Probation Officers' Association; Kern County Sheriff's Command Association; Kern County Sheriff's Command Association II; Kern County Sheriff's Command Association III; Service Employees' International Union Local 521; Kern County Prosecutors' Association; Unrepresented Employees (Government Code Section 54957.6); **NO REPORTABLE ACTION**

**13. President Holt adjourned the meeting at 7:02 p.m. to the next regular Meeting to be held on Monday, June 14, 2021, at 5:30 p.m.**

## **SUMMARY OF PROCEEDINGS**

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

***Special Meeting***  
***Tuesday, May 18, 2021***  
**5:00 p.m.**

### **THIS MEETING WAS CONDUCTED TELEPHONICALLY AND IN-PERSON**

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

**ABSENT:** Agbalog

**OTHERS:** Bryan Alba, Stephanie Bouey, 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 announced that the meeting would start momentarily and called the meeting to order at 5:17 p.m.

#### **PUBLIC SESSION**

**1. Public Presentations**

None

**2. Commission Member Presentations or Announcements**

None

**Adjourn to Closed Session:** at 5:18 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees and/or to hear complaints or charges brought against employees by another person or employee.

#### **CLOSED SESSION (Government Code § 54957)**

**3. PUBLIC EMPLOYMENT – Demotion**

Juvenile Corrections Officer II (Probation Department) – Case No. 2021-0102; **NO REPORTABLE ACTION**

**4. Reconvened from Closed Session;** President Holt adjourned the meeting at 8:08 p.m. to Special Meeting to be held on Thursday, May 20, 2021 at 5:00 p.m.

## SUMMARY OF PROCEEDINGS

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

*Special Meeting*  
Thursday, May 20, 2021  
5:00 p.m.

### THIS MEETING WAS CONDUCTED TELEPHONICALLY AND IN-PERSON

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

**ABSENT:** Agbalog

**OTHERS:** Bryan Alba, 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 announced that the meeting would start momentarily and called the meeting to order at 5:00 p.m.

President Holt announced about Governor Newsom’s Executive Order N-29-20 issued on March 17, 2020 and asked Commission Secretary if any public emails or comments had been received, and she stated none had been received.

### PUBLIC SESSION

**1. Public Presentations**

None

**2. Commission Member Presentations or Announcements**

None

**Adjourn to Closed Session:** at 5:02 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees and/or to hear complaints or charges brought against employees by another person or employee.

### CLOSED SESSION (Government Code § 54957)

**4. PUBLIC EMPLOYMENT – Demotion**

Juvenile Corrections Officer II (Probation Department) – Case No. 2021-0102; **NO REPORTABLE ACTION**

**5. Reconvened from Closed Session;** President Holt adjourned the meeting at 8:01 p.m. to Special Meeting to be held on Tuesday, May 25, 2021 at 5:00 p.m.

## **SUMMARY OF PROCEEDINGS**

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

***Special Meeting***  
***Tuesday, May 25, 2021***  
**5:00 p.m.**

### **THIS MEETING WAS CONDUCTED TELEPHONICALLY AND IN-PERSON**

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

**ABSENT:** None

**OTHERS:** Bryan Alba, 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 5:00 p.m.

President Holt announced about Governor Newsom’s Executive Order N-29-20 issued on March 17, 2020, and asked Commission Secretary if any public emails or comments had been received, and she stated none had been received.

### **PUBLIC SESSION**

**1. Public Presentations**

None

**2. Commission Member Presentations or Announcements**

None

**Adjourn to Closed Session:** at 5:01 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees and/or to hear complaints or charges brought against employees by another person or employee.

### **CLOSED SESSION (Government Code § 54957)**

**3. PUBLIC EMPLOYMENT – Demotion**

Juvenile Corrections Officer II (Probation Department) – Case No. 2021-0102; **NO REPORTABLE ACTION**

**4. Reconvened from Closed Session;** President Holt adjourned the meeting at 8:00 p.m. to Special Meeting to be held on Wednesday, June 9, 2021 at 5:00 p.m.

## SUMMARY OF PROCEEDINGS

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

*Special Meeting*  
Wednesday, June 9, 2021  
5:00 p.m.

### THIS MEETING WAS CONDUCTED TELEPHONICALLY AND IN-PERSON

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

**ABSENT:** None

**OTHERS:** Bryan Alba, 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 5:00 p.m.

President Holt announced about Governor Newsom’s Executive Order N-29-20 issued on March 17, 2020, and asked Commission Secretary if any public emails or comments had been received, and she stated none had been received.

### PUBLIC SESSION

1. **Public Presentations**  
None

2. **Commission Member Presentations or Announcements**  
None

**Adjourn to Closed Session:** at 5:01 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees and/or to hear complaints or charges brought against employees by another person or employee.

### CLOSED SESSION (Government Code § 54957)

3. **PUBLIC EMPLOYMENT – Demotion**  
Juvenile Corrections Officer II (Probation Department) – Case No. 2021-0102; **NO REPORTABLE ACTION**

4. Reconvened from Closed Session; President Holt adjourned the meeting at 8:06 p.m. to Regular Meeting to be held on Monday, June 14, 2021 at 5:30 p.m.

## Weekly Test Schedule - 5/3/21

| Exam # | Recruitment Title                                          | Open Date | Close Date | Action   | WTS Report |
|--------|------------------------------------------------------------|-----------|------------|----------|------------|
| 8082   | Behavioral Health Therapist Trainee                        | 4/26/2021 | 5/3/2021   | Suspend  | 5/3/2021   |
| 8088   | Fiscal Support Technician                                  | 5/5/2021  | 5/14/2021  | Open     | 5/3/2021   |
| 8089   | Senior Office Services Specialist - Countywide Promotional | 5/6/2021  | 5/12/2021  | Open-CWP | 5/3/2021   |
| 8090   | Office Services Specialist - Lake Isabella                 | 5/10/2021 | 5/14/2021  | Open     | 5/3/2021   |
| 8091   | Juvenile Corrections Officer III - DP                      | 5/10/2021 | 5/14/2021  | Open -DP | 5/3/2021   |
| 8092   | Fiscal Support Specialist                                  | 5/10/2021 | 5/21/2021  | Open     | 5/3/2021   |
| 8093   | Technical Support Engineer I/II                            | 5/10/2021 | 5/21/2021  | Hold     | 5/3/2021   |

Green Exam #: Change to existing exam #

Grey line: History

White line: Most up to date information for exam #

Blue "Continuous" and Red "2": informational purposes

Yellow "Hold": on hold

Dates that ALL exams were closed:

7/25/2019

3/16/2020

**Weekly Test Schedule**

| <b>Exam #</b> | <b>Recruitment Title</b>                       | <b>Open Date</b> | <b>Close Date</b> | <b>Action</b> | <b>WTS Report</b> |
|---------------|------------------------------------------------|------------------|-------------------|---------------|-------------------|
| 8012          | Local Area Network Systems Administrator       | 2/19/2021        | 4/2/2021          | Suspend       | 5/31/2021         |
| 8030          | Environmental Health Specialist In Training    | 3/9/2021         | 4/13/2021         | Suspend       | 5/31/2021         |
| 8122          | Elections Process Clerk I/II/III               | 6/3/2021         | 6/10/2021         | Open          | 5/31/2021         |
| 8123          | Fiscal Support Specialist-DP-Assessor/Recorder | 6/2/2021         | 6/4/2021          | Open-DP       | 5/31/2021         |
| 8124          | Assistant Clerk of the Board-DP                | 6/2/2021         | 6/3/2021          | Open-DP       | 5/31/2021         |
| 8125          | Senior Accountant-DP-Auditor Controller        | 6/3/2021         | 6/8/2021          | Open-DP       | 5/31/2021         |
| 8126          | Senior Child Support Specialist                | 6/7/2021         | 6/11/2021         | Open          | 5/31/2021         |
| 8127          | Cook II-DP-Aging & Adult Services              | 6/7/2021         | 6/11/2021         | Open-DP       | 5/31/2021         |
| 8128          | Office Services Specialist                     | 6/7/2021         | 6/11/2021         | Open          | 5/31/2021         |
| 8129          | Senior Legal Secretary-DP-District Attorney    | 6/7/2021         | 6/11/2021         | Open-DP       | 5/31/2021         |
| 8130          | Fire Engineer-DP-Fire                          | 6/7/2021         | 6/11/2021         | Open-DP       | 5/31/2021         |
| 8131          | Stock Clerk                                    | 6/7/2021         | 6/11/2021         | Open          | 5/31/2021         |
| 8132          | Tree Trimmer I/II/III-General Services-        | 6/7/2021         | 6/11/2021         | Open          | 5/31/2021         |

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



June 14, 2021

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

### **PROPOSED REVISED JOB SPECIFICATION FOR CONTRACT ADMINISTRATOR**

The Department of Human Services and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached revision to the job specification for Contract Administrator (Item No. 2576).

#### **Discussion**

Rule 204.24 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 the Commission's regularly scheduled meeting.

The proposed revisions modify the minimum qualifications to include the Administrative Coordinator classification as qualifying for Contract Administrator. The revisions broaden the qualifying experience, to permit a position with similar duties to Buyer III, the sole existing qualifying classification. Further, the "Ability to" section was modified to indicate completion of training.

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

#### **Conclusion**

We recommend the Civil Service Commission **REVIEW, RECEIVE AND FILE** the proposed revision to the job specification of Contract Administrator.

Sincerely,

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

Devin Brown  
Chief Human Resources Officer

Attachment

## **CONTRACT ADMINISTRATOR**

### Definition

Under general supervision, performs professional contract administration duties for contracts and agreements, provides administrative support to Management and performs related or other work as required.

### Distinguishing characteristics

This classification has responsibility for the coordination, development, and administrative oversight of contracts and agreements and participates in the negotiation, preparation, processing and administration, and monitoring of contracts. The Contract Administrator is a subject matter expert as relates to County contracting and procurement policies and procedures and government procurement regulations. The Contract Administrator must be capable of working closely with County Counsel and Department Heads and their designees.

### Essential Functions

- Applies current County policies and procedures, as well as governmental contracting and procurement regulations, to departmental contracting processes.
- Develops, administers and coordinates contract terms and conditions related to personal and professional services and/or commodities;
- Compares costs and evaluates the quality and suitability of supplies, materials, equipment or professional services and negotiates product and services contracts;
- Reviews and modifies vendor contracts to meet State of California procurement standards and the policies of the County of Kern Board of Supervisors;
- Negotiates terms and conditions with vendors as well as pricing and other business aspects related to the contract;
- Maintains effective liaison with various vendors of services and commodities;
- Confers with contractors to clarify issues on contractual requirements, terms and conditions, legal policy compliance and specifications;
- Processes contracts from inception to implementation;
- Evaluates and monitors vendor and contractor compliance with terms and conditions of agreements including, but not limited to, insurance requirements, deliverables, milestones, invoice reviews, and compensation.

Essential Functions (cont.)

- May conduct or facilitate requests for proposals (RFP's) or other competitive bid processes on behalf of a department including defining scopes of work, deliverables, milestones, developing competitive evaluation criteria, and other process methods.

Other Functions

- Performs other duties of similar nature or level as required.

A background check may be conducted for this classification.

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

Employment Standards

Five (5) years **of experience working in or with** purchasing and/or contracts experience in a formal competitive bid environment involving the acquisition of equipment, supplies, and services, two (2) years of which are equivalent to the level of Buyer III **or Administrative Coordinator** in the Kern County Classification system and have included performing routine and increasingly complex purchasing, contracting **or program lead of contracts.**

OR

A Bachelor's degree from an accredited college or university in business or public administration, economics, accounting, finance, or a closely related field AND two (2) years of experience equivalent to the level of Buyer III **or Administrative Coordinator** in the Kern County Classification system and have included performing routine and increasingly complex purchasing, contracting, or **program lead of contracts.**

OR

Certification as one of the following: Certified Purchasing Manager (C.P.M.) or **Certified Professional in Supply Management (CPSM)** by the Institute of Supply Management or Certified Public Purchasing Officer (C.P.P.O.) by the National Institute of Governmental Purchasing AND two **(2)** years of experience equivalent to the level of Buyer III **or Administrative Coordinator** in the Kern County Classification system and have included performing routine and increasingly complex purchasing and contracting.

**Knowledge of:** the methods, principles, and practices of purchasing professional services and supplies, and the Request for Proposal (RFP) process.

- **Ability to:** make oral and written presentations; establish and maintain effective working relationships with vendors, department representatives, and other government agencies and co-workers; work independently; read, interpret and apply rules, regulations, policies and procedures; analyze situations and adopt an effective course of actions; compose clear and concise reports, recommendations and correspondence; compare and analyze contracts and agreements; conduct meetings and conferences; **complete introduction and indoctrination training.**

Revised

~~August 2009~~ **June 2021**

#2576

Js2576

  
DEPARTMENT HEAD

DATE

  
CHIEF HUMAN RESOURCES OFFICER

DATE 6/4/21

|                         |            |
|-------------------------|------------|
| Item #                  | 2576       |
| Bargaining Unit         | 5          |
| EEO Code                | A          |
| Medical Group           | 3          |
| Analyst                 | B.Bonilla  |
| Reviewed By             | D.Brown    |
| Approved Salary Range   | 61.2       |
| CAO Analyst             | A. Alva    |
| Employee Relations Off. | D. Brown   |
| FLSA                    | Non-exempt |
| Civil Service (Yes/No)  | Yes        |
| General/Safety          | General    |
| Revised Date            | May 2021   |
| Previous Title          |            |

  
DEPARTMENT HEAD4/29/21  
DATE

CHIEF HUMAN RESOURECES OFFICER

DATE

|                         |            |
|-------------------------|------------|
| Item #                  | 2576       |
| Bargaining Unit         | 5          |
| EEO Code                | A          |
| Medical Group           | 3          |
| Analyst                 | B.Bonilla  |
| Reviewed By             | D.Brown    |
| Approved Salary Range   | 61.2       |
| CAO Analyst             | A. Alva    |
| Employee Relations Off. | D. Brown   |
| FLSA                    | Non-exempt |
| Civil Service (Yes/No)  | Yes        |
| General/Safety          | General    |
| Revised Date            | May 2021   |
| Previous Title          |            |

Kern County

  
DEPARTMENT HEAD  
Geoffrey Hill - CGSO

6-09/21  
DATE

CHIEF HUMAN RESOURECES OFFICER

DATE

|                         |            |
|-------------------------|------------|
| Item #                  | 2576       |
| Bargaining Unit         | 5          |
| EEO Code                | A          |
| Medical Group           | 3          |
| Analyst                 | B.Bonilla  |
| Reviewed By             | D.Brown    |
| Approved Salary Range   | 61.2       |
| CAO Analyst             | A. Alva    |
| Employee Relations Off. | D. Brown   |
| FLSA                    | Non-exempt |
| Civil Service (Yes/No)  | Yes        |
| General/Safety          | General    |
| Revised Date            | May 2021   |
| Previous Title          |            |

  
DEPARTMENT HEAD

June 4, 2021

\_\_\_\_\_  
DATE\_\_\_\_\_  
CHIEF HUMAN RESOURECES OFFICER\_\_\_\_\_  
DATE

|                         |            |
|-------------------------|------------|
| Item #                  | 2576       |
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| EEO Code                | A          |
| Medical Group           | 3          |
| Analyst                 | B.Bonilla  |
| Reviewed By             | D.Brown    |
| Approved Salary Range   | 61.2       |
| CAO Analyst             | A. Alva    |
| Employee Relations Off. | D. Brown   |
| FLSA                    | Non-exempt |
| Civil Service (Yes/No)  | Yes        |
| General/Safety          | General    |
| Revised Date            | May 2021   |
| Previous Title          |            |



## HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

June 14, 2021

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

**PROPOSED REVISED JOB SPECIFICATION FOR SENIOR DEPUTY SHERIFF**

The Sheriff and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached revision to the job specification for Senior Deputy Sheriff.

**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 the Commission's regularly scheduled meeting.

The proposed revisions include changes to the employment standards which requires completion of the Field Training Program with the Sheriff's Office in addition to the previously required two years of experience as a Deputy Sheriff. The revision will ensure candidates have the foundational training necessary to be successful as a Senior Deputy Sheriff.

The Kern Law Enforcement Association was advised of revisions to the job specification. However, the Human Resources Division did not receive a response in this regard.

**Conclusion**

We recommend the Civil Service Commission **REVIEW, RECEIVE, AND FILE** the proposed revision to the job specification of Senior Deputy Sheriff.

Sincerely,

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

Devin Brown  
Chief Human Resources Officer

Attachment

## **SENIOR DEPUTY SHERIFF**

### **DEFINITION:**

Under direction, conducts investigations of suspected criminal actions and performs other complex and routine law enforcement related work.

### **DISTINGUISHING CHARACTERISTICS:**

This position is used as a field investigator and in specialty assignments. Incumbents also provide operational supervision to a section or area of assignment in the absence of the shift supervisor.

Incumbents will be required to work any shift, weekends and holidays and will be required to work in outlying County areas depending on assignment.

### **ESSENTIAL FUNCTIONS:**

- Conducts investigations; assists in the apprehension and conviction of law violators; collects and preserves evidence; interviews suspects and witnesses; examines crime scenes; prepares accurate and complete reports.
- Performs lead functions in the absence of superiors.
- Serves a variety of legal papers, such as summons, complaints, arrest warrants, attachments, civil warrants and other legal documents; collects fees.
- Makes court appearances.
- Inventories, transports and stores personal property pending case dispositions.
- Acts as training officer to other deputies and civilian employees as required.
- Handles specialized assignments throughout the department.

### **OTHER FUNCTIONS:**

- Performs other job-related duties as required.

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

**EMPLOYMENT STANDARDS:**

Two (2) years of **continuous** experience as a Kern County Deputy Sheriff II within the last two years **AND successful completion of the Kern County Sheriff's Field Training Program.** ~~currently employed as a Deputy Sheriff II with the County of Kern.~~

**Knowledge of:** investigative techniques; rules of evidence, report writing and court procedure; county and departmental policies and procedures; applicable federal, state and local codes and ordinances relating to law enforcement; community relations and various legal papers.

**Skill in:** collecting and evaluating evidence; reporting related facts and findings; drawing logical conclusions and making proper recommendations; establishing and maintaining effective community relations; training and leading subordinates; obtaining information through interview and interrogation.

Revised  
October 2010 **June 2021**  
#4484  
Js4484

DEPARTMENT HEAD

DATE

  
CHIEF HUMAN RESOURCES OFFICER

6/7/21  
DATE

|                        |                      |
|------------------------|----------------------|
| Item#                  | 4484                 |
| Bargaining Unit        | L                    |
| EEO Code               | 4                    |
| Medical Group          |                      |
| Analyst                | BLV                  |
| Approved Salary Range  | R.65.5 (\$5702-6961) |
| CAO Analyst            | Brent Currie         |
| FLSA                   | Non-exempt           |
| Civil Service (Yes/No) | Yes                  |
| General/Safety         | Safety               |
| Date Developed         |                      |
| Revision Date          | June 2021            |
| Previous Title         |                      |

Danny Youngblood  
DEPARTMENT HEAD

6/7/21  
DATE

[Signature]  
CHIEF HUMAN RESOURCES OFFICER

6/7/21  
DATE

|                        |                      |
|------------------------|----------------------|
| Item#                  | 4484                 |
| Bargaining Unit        | L                    |
| EEO Code               | 4                    |
| Medical Group          |                      |
| Analyst                | BLV                  |
| Approved Salary Range  | R.65.5 (\$5702-6961) |
| CAO Analyst            | Brent Currie         |
| FLSA                   | Non-exempt           |
| Civil Service (Yes/No) | Yes                  |
| General/Safety         | Safety               |
| Date Developed         |                      |
| Revision Date          | June 2021            |
| Previous Title         |                      |



## HUMAN RESOURCES

**Devin Brown**  
CHIEF HUMAN RESOURCES OFFICER

June 14, 2021

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

**PROPOSED REVISED JOB SPECIFICATION FOR SHERIFF'S AIDE**

The Sheriff and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached revision to the job specification for Sheriff's Aide.

**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 the Commission's regularly scheduled meeting.

The proposed revisions include minor clean up language in addition to removing the one-year substantial public contact work experience requirement which will help broaden the applicant pool. The proposed change will also align the experience requirements with sworn entry level positions within the Sheriff's Office, and will encourage longevity and promotion within the Sheriff's Office.

The Service Employees International Union Local 521 was advised of revisions to the job specification. However, the Human Resources Division did not receive a response in this regard.

**Conclusion**

We recommend the Civil Service Commission **REVIEW, RECEIVE, AND FILE** the proposed revision to the job specification of Sheriff's Aide.

Sincerely,

A handwritten signature in blue ink, appearing to be "Devin Brown", written over a faint, stylized blue outline of the signature.

Devin Brown  
Chief Human Resources Officer

Attachment

GROUND  BOUNDLESS

## **SHERIFF'S AIDE**

### **DEFINITION:**

Under supervision, performs a variety of support activities in the areas of civil or criminal processes, fleet maintenance, detentions facilities, and inventory of evidence, property or supplies.

### **DISTINGUISHING CHARACTERISTICS**

The Sheriff's Aide is distinguished from other classifications by its responsibility for performing specialized non-sworn support activities within the Sheriff's ~~Office Department~~ dependent upon assignment. Incumbents will assist both sworn and non-sworn personnel and may be required to work any shift, weekends and holidays.

### **Essential Functions**

- Receives and delivers mail, deliveries, supplies, summons, civil and criminal complaints, notices, and/or other related items.
- Monitors ~~the Sheriff's Office departmental~~ supplies and inventory; recommends replenishment of supplies and inventory.
- Maintains and accesses information from databases, files, and/or other related records; maintains detailed logs and records for statistical and reporting purposes.
- Stores, transports, and/or destroys property and/or evidence as assigned.
- Assists with day-to-day fleet maintenance; ensures vehicles and equipment are tracked, serviced and operational; orders and maintains fleet fuel supply and ensures fuel regulatory requirements are met.
- Oversees work release, community service and/or other special programs and participants; determines suitability of participants.
- Transports personnel, equipment and supplies to designated sites.
- Assists sworn and non-sworn personnel; monitors inmate movement and activities within a detentions facility; monitors emergency alarm systems; operates communication systems; operates cell doors, security doors and sally ports; maintains key control; collects fees and processes related paperwork.
- Assists with the booking and processing of inmates; photographs inmates for identification purposes; rolls palm and fingerprints; provides information for requesting officers.

### **OTHER FUNCTIONS:**

- Performs other related duties as assigned.

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

**EMPLOYMENT STANDARDS**

High School Diploma or G.E.D. ~~or equivalent. and one year of experience which involved substantial public contact.~~ Possession of a valid California Class C driver's license at the time of appointment.

**Knowledge of:** basic office practices and inventory maintenance principles; customer service principles.

**Skill in:** using a computer and related software applications; providing customer service; maintaining office supplies and inventories; keyboarding; maintaining records; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

Revised  
~~May 2011~~ June 2021  
#0765  
Js0765

Danny Youngblood  
DEPARTMENT HEAD

6/7/21  
DATE

[Signature]  
CHIEF HUMAN RESOURCES OFFICER

6/7/21  
DATE

|                        |                        |
|------------------------|------------------------|
| Item#                  | 0765                   |
| Bargaining Unit        | 6                      |
| EEO Code               | 4                      |
| Medical Group          |                        |
| Analyst                | BLV                    |
| Approved Salary Range  | R. 51.1(\$2781-\$3394) |
| CAO Analyst            | Brent Currie           |
| FLSA                   |                        |
| Civil Service (Yes/No) | Yes                    |
| General/Safety         | No                     |
| Date Developed         |                        |
| Revision Date          | June 2021              |
| Previous Title         |                        |

June 14, 2021

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

**REQUEST TO ESTABLISH A 12-MONTH PROBATIONARY PERIOD FOR CONTRACT ADMINISTRATOR**

The Department of Human Services and the Chief Human Resources Officer request that the Civil Service Commission to extend the probationary period for the Contract Administrator (Item No. 2576) classification.

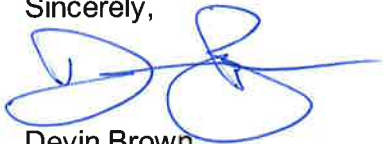
The Department of Human Services (DHS) and all affected departments are proposing to extend the probationary period for the Contract Administrator classification. The request is based on the coordination, development and oversight of contracts and agreements undertaken by the classification of Contract Administrator. Due to the relation of administering contracts and completion of the annual department budget, the affected departments and probationary employees are often left with a tight timeline to complete contracts. The extension of the probationary period allows incumbents to gain further training in contract administration and their performance to be evaluated during the an annual budget cycle.

The Contract Administrator classification has been identified as a position requiring a 12-month probationary period.

The Service Employees International Union Local 521 is in concurrence of the establishment of a 12-month probationary period for the Contract Administrator classification.

Therefore, **IT IS RECOMMENDED** that the 12-month probationary period for the Contract Administrator be **APPROVED**.

Sincerely,



Devin Brown  
Chief Human Resources Officer

Attachment