

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, July 12, 2021
5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, Oliver, and Rose

ABSENT: Commissioner Price

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 5:31 p.m.

Commissioner Agbalog joined the meeting at 5:42 p.m.

PUBLIC SESSION

1. Public Presentations

None

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on June 14, 2021, Special meetings on June 21, 22, 28, and 29, 2021; NO PUBLIC COMMENT; **APPROVED**; Ro/Ol - 3 ayes/2 ab (Ag/Pri)

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ro/Ol – 3 ayes/2 ab (Ag/Pri)

- 7881) Cook I - Bakersfield
- 8031) Environmental Health Specialist I/II/III
- 8148) Animal Care Worker-Shift
- 8149) Social Service Worker I-Taft-DHS
- 8150) Billing Office Specialist I/II
- 8151) Business Manager
- 8152) Job Developer I-East Kern Region
- 8153) Deputy Fire Chief-DP
- 8154) Library Associate-Shift-Tehachapi/Rosamond
- 8155) Wildland Fire Defense Planner
- 8156) Office Service Coordinator
- 8157) Housekeeper
- 8158) Office Services Technician-Bilingual

- 8159) Social Service Worker I-Aging & Adult
- 8160) Accountant III
- 8161) Maintenance IV
- 8162) Maintenance Carpenter
- 8163) Maintenance Plumber
- 8164) Light Vehicle Driver

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; Ro/Ol – 3 ayes/2 ab (Ag/Pri)**

- Deputy Clerk of the Board I/II, Items No. 3062 and 3061

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

5. **Supplies for Commission Hearings; DISCUSSED**

Vice President Oliver stated this item was placed on the agenda at his and Commissioner Rose's request because over the past couple of years Commissioner Rose had been providing snacks during the Commission hearings. However, they recently found out that a county employee had been paying for the water and snacks that are provided during the hearing breaks, and they thought that this was unacceptable. He proposed to allocate some of the Commission budget funds to provide water and snacks for the hearing breaks as they do have several people from different departments as well as representatives who drive in from out of town.

Commissioner Rose explained that previously, the Commission had used the HR breakroom during the 10-minute hearing breaks, and many of the hearing participants come straight from other jobs or drive in from out of town. The hearings start at 5 p.m., end at 8 p.m., sometimes later. The Covid-19 situation changed how things are done and for safety reasons, the water provided during the breaks is bottled water and the snacks are individually wrapped. The Commission has been backlogged with hearings recently, and some weeks there have been hearings held three nights per week, which begin promptly at 5 p.m. She stated that she thought the Commission could professionally provide bottled water and offer a small package of trail mix or a small package of cookies since the Commission does not have use of a breakroom and there is no open café available in the building at those late hours.

Mr. Brown stated that he had spoken with Mrs. Murbach about this last week and a receipt would be submitted for the water that was purchased for reimbursement. He believed there were some rules about purchasing food with County funds but would look into that. Also, procedurally your Commission already submitted its budget to the CAO, but they would work to try to incorporate anything we can purchase into the current budget. He stated that they do have water and coffee available, and if Mrs. Murbach needed assistance with setting up prior to one of those hearings staff would assist.

Commissioners Rose and Oliver thanked Mr. Brown.

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. One was being currently investigated. The two others, the final report was prepared in a timely manner. One complainant is appealing, and the other was within the appeal period.

7. Commission Secretary Monthly Report:

None

8. Human Resources Division Items/Report:

Devin Brown, Chief Human Resources Officer, introduced the Director of Diversity and Inclusion, Ms. Pawan Gill. Mr. Brown explained that Ms. Gill came to HRD from the City of Arvin where she was the Director of Administrative Services and a Human Resources Manager, and he stated he was very glad to have her as part of HRD's team.

9. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session: President Holt announced that Closed Session Item 10 would be placed on the August 9, 2021 meeting agenda and adjourned the meeting.

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 AUGUST 9, 2021 REGULAR MEETING AGENDA.**

11. President Holt adjourned the meeting at 5:44 p.m. to the next Special Meeting to be held on Thursday, July 15, 2021, at 5:00 p.m.

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 April 12, 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/OI - 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

Special Meeting
Monday, June 21, 2021
5:00 p.m.

PRESENT: Commissioners Agbalog, Oliver, Price, and Rose

ABSENT: Commissioner Holt

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

Vice President Oliver called the meeting to order at 5:00 p.m.

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 – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0103; **NO REPORTABLE ACTION**

4. Reconvened from Closed Session; Vice President Oliver adjourned the meeting at 7:59 p.m. to Special Meeting to be held on Tuesday, June 22, 2021 at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Tuesday, June 22, 2021
5:00 p.m.

PRESENT: Commissioners Agbalog, Oliver, Price, and Rose

ABSENT: Commissioner Holt

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

Vice President Oliver called the meeting to order at 5:00 p.m.

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 – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0103; **NO REPORTABLE ACTION**

4. Reconvened from Closed Session; Vice President Oliver adjourned the meeting at 8:15 p.m. to the next Special Meeting to be held on Monday, June 28, 2021 at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Monday, June 28, 2021
5:00 p.m.

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.

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 (Probations Department) – Case No. 2021-0102; **NO REPORTABLE ACTION**

4. **Reconvened from Closed Session;** President Holt adjourned the meeting at 6:24 p.m. to the next Special Meeting to be held on Tuesday, June 29, 2021 at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Tuesday, June 29, 2021
5:00 p.m.

PRESENT: Commissioners Agbalog, Oliver, Price, and Rose

ABSENT: Commissioner Holt

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

Vice President Oliver announced the meeting would begin momentarily and called the meeting to order at 5:04 p.m.

Commissioner Agbalog joined the meeting at 5:08 p.m.

PUBLIC SESSION

1. Public Presentations

None

2. Commission Member Presentations or Announcements

None

Adjourn to Closed Session: at 5:04 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 – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0103; **NO REPORTABLE ACTION**

4. Reconvened from Closed Session; President Holt adjourned the meeting at 8:00 p.m. to the next Special Meeting to be held on Thursday, July 1, 2021 at 5:00 p.m.

Weekly Test Schedule - 6/21/21 & 6/28/21					
Exam #	Recruitment Title	Open Date	Close Date	Action	Request Date
7881	Cook I-Bakersfield	8/26/2020	7/1/2021	Suspend	7/1/2021
8031	Environmental Health Specialist I/II/III	Continuous	6/29/2021	Suspend	6/29/2021
8148	Animal Care Worker-Shift	6/22/2021	7/2/2021	Open	6/21/2021
8149	Social Service Worker I-Taft-DHS	6/23/2021	7/7/2021	Open	6/22/2021
8150	Billing Office Specialist I/II	6/24/2021	7/13/2021	Open	6/23/2021
8151	Business Manager	6/24/2021	6/28/2021	Open-DP	6/23/2021
8152	Job Developer I-East Kern Region	6/28/2021	7/9/2021	Open	6/24/2021
8153	Deputy Fire Chief - DP	6/25/2021	7/2/2021	Open-DP	6/24/2021
8154	Library Associate-Shift-Tehachapi/Rosamond	6/29/2021	7/13/2021	Open	6/28/2021
8155	Wildland Fire Defense Planner	7/6/2021	7/12/2021	Open	6/30/2021
8156	Office Services Coordinator	7/2/2021	7/9/2021	Open	6/30/2021
8157	Housekeeper	7/2/2021	7/9/2021	Open	7/1/2021
8158	Office Services Technician - Bilingual	7/6/2021	7/16/2021	Open	7/1/2021
8159	Social Service Worker I - Aging & Adult	7/2/2021	7/9/2021	Open	7/1/2021
8160	Accountant III	7/6/2021	7/19/2021	Open	7/2/2021
8161	Maintenance IV	7/6/2021	Continuous	Open	7/2/2021
8162	Maintenance Carpenter	7/6/2021	Continuous	Open	7/2/2021
8163	Maintenance Plumber	7/6/2021	Continuous	Open	7/2/2021
8164	Light Vehicle Driver	7/6/2021	7/11/2021	Open	7/2/2021

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



July 12, 2021

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

PROPOSED REVISED JOB SPECIFICATIONS FOR DEPUTY CLERK OF THE BOARD I/II

The Clerk of the Board and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached revisions to the job specifications for Deputy Clerk of the Board I/II (Item Nos. 3062, 3061).

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 changes to the minimum qualifications for Deputy Clerk of the Board II specification, decreasing the required typing speed requirement from 65 words per minute to 55 words per minute. This change is also reflected in the "ability to" section of the job description. The change is reflective of the current requirements to successfully perform the duties of the position and will broaden the applicant pool. In past recruitment efforts, the 65 word per minute requirement has substantially limited the number of qualified candidates.

Additionally, standard language has been incorporated to reflect the establishment a flexible classification series for these classifications. This matter will appear on the Board of Supervisors agenda for approval on July 20, 2021.

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 revisions to the job specifications of Deputy Clerk of the Board I/II.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

DEPUTY CLERK OF THE BOARD I

DEFINITION

Under supervision, to provide specialized clerical support to the Board of Supervisors, to coordinate public notification of Board actions, and to maintain a system of permanent record keeping.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the classification series of Deputy Clerk of the Board I and II. This classification is distinguished from Deputy Clerk of the Board II by the requirements of the latter classification to attend, record and take action minutes of meetings of the Board of Supervisors. ~~Positions in this classification do not flex to Deputy Clerk of the Board II; promotion is achieved through examination.~~

Promotion to the Deputy Clerk of the Board II is considered on a merit basis and subject to the approval by the department head.

ESSENTIAL FUNCTIONS

- Classifies business to be transacted by category and determines proper placement of items on the Board agenda.
- Assists in coordinating the printing and distribution of board agenda and summary of proceedings; routes Resolutions, Ordinances or other information resulting from board and commission actions to concerned individuals, departments, agencies, commissions and other branches of government.
- Makes arrangements for timely publication of notices in newspapers; identifies the appropriate adjudicated newspaper for publication; determines publication deadlines to meet legal requirements of various codes and regulations; maintains status of publication affidavits to verify legal requirements have been met for the conduct of public hearings of the Board of Supervisors.
- Processes resolutions, ordinances, hearing notices and tract and parcel maps to reflect Board action; accepts and processes claims against the County.
- Certifies that documents and recordings are true and exact copies for legal purposes.
- Maintains records, prepares paperwork and assists Board members' offices in the process of making appointments of individuals to various boards and

commissions; administers oath of office pursuant to Board appointment; and ensures accuracy of documents filed, including Statements of Economic Interest.

ESSENTIAL FUNCTIONS (continued)

- Prepares materials for permanent record-keeping system, entering bibliography information and confirming accuracy of document text to facilitate later research; ensures that all material related to a particular subject can be easily located; researches historical information upon request.
- Identifies records for destruction and assists with legally defined procedures to destroy records.
- Answers inquiries by telephone and in person from the public, media and others pertaining to Board meetings, activities and procedures; responds to inquiries from the public regarding both matters before the Board of Supervisors and functions of other County departments; ensures that inquiries are referred and responded to by the appropriate staff members; assists contractors and the public in formally filing claims, notices and other actions with the Board.
- Prepares and calculates accounts receivable for services rendered; posts and prepares statements and receipts of transactions; prepares receipts for cash received; prepares and checks the accuracy of claims for payment; prepares payroll.
- Composes and types correspondence and memos; opens, sorts and distributes mail for the Clerk of the Board and the Board of Supervisors; maintains departmental files.
- Enters property assessment appeals applications into electronic tracking system.
- Operates a personal computer and various software programs; composes and types correspondence, memos, resolutions, proclamations and certificates of recognitions.

OTHER FUNCTIONS

- Performs telephone reception and general clerical duties for Supervisors in coordination with other departmental staff.
- Performs administrative clerical work such as initiating and preparing purchase requisitions; ordering supplies to maintain a minimum stock level for the department; coordinating repairs and maintenance of office equipment; assisting with the preparation of the departmental budget; and preparing monthly budget and special reports;

- Performs other related duties as required.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all 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, G.E.D. or equivalent, AND three (3) years of increasingly responsible clerical experience which would provide the following knowledge, skills and abilities.

Certification of Typing/Keyboarding speed of 45 net words per minute.

A background check may be conducted for this classification.

Knowledge of: the functions and responsibilities of an elected legislative body such as Board of Supervisors; basic functions and structure of Kern County government; office procedures, methods and practices; public relations; manual and automated filing systems to record, store, cross-index and retrieve records; business letter writing and format; English grammar, punctuation, spelling and usage; basic mathematics; modern office equipment, including personal computers and basic computer applications.

Ability to: perform clerical work under pressure from competing demands and time constraints; follow procedures, organize work and schedule activities to comply with legal requirements; maintain accurate records and record-keeping systems; type 45 net words per minute; establish and maintain effective work relationships; and communicate clearly and concisely orally and in writing.

Revised

June 2021

~~February 2015~~

#3062

JS3062

Kathleen Krause
DEPARTMENT HEAD

6-29-2021
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item#	3062
Bargaining Unit	4
EEO Code	
Medical Group	
Analyst	K. Pharris
Approved Salary Range	52.1
CAO Analyst	J. Burris
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Date Developed	February, 2015
Revision Date	July, 2021
Previous Title	N/A

DEPUTY CLERK OF THE BOARD II

DEFINITION

Under direction, provides specialized clerical support to the Board of Supervisors; attends, records and prepares action minutes of meetings of the Board of Supervisors; prepares agenda and summary of proceedings utilizing an automated records management system, a computer and specialized software; and assists with the training of other personnel.

DISTINGUISHING CHARACTERISTICS

~~This~~ **The Deputy Clerk of the Board II** is the experienced **journey** level in the **Deputy Clerk of the Board flexible** classification series. ~~of Deputy Clerk of the Board I and II.~~ Incumbents are expected to have an understanding of county government functions and responsibilities, exhibit good public relations skills and be able to perform work under pressure with competing demands and time constraints. ~~Promotion into this classification is achieved through examination.~~

ESSENTIAL FUNCTIONS

- Reviews documents to be placed on the Board agenda for proper wording and the inclusion of all required attachments, such as maps, agreements, leases, reports, bonds and deeds; identifies the types of actions required, such as resolutions, ordinances, agreements and documents for recordation.
- Classifies business to be transacted by category and determines proper placement of items on the Board agenda; assigns agenda numbers to items of business appearing before the Board; composes and proofreads Board agenda; prepares agenda and summary of proceedings utilizing an automated records management system, computer and specialized software.
- Coordinates the distribution of the Board agenda; routes documents, resolutions, ordinances or other information resulting from board and commission actions to concerned individuals, departments, agencies, commissions and other branches of government.
- Attends, records and prepares action minutes of meetings of the Board of Supervisors; certifies that recordings are true and exact copies for legal purposes.
- Prepares public notices; makes arrangement for timely publication of notices in newspapers.
- Processes resolutions, ordinances, hearing notices and tract and parcel maps to reflect Board action; accepts and processes claims against the County; takes follow-up action on Board referrals.

ESSENTIAL FUNCTIONS (continued)

- Transcribes information and composes synopses and permanent minute entries reflecting Board actions for permanent records and publication; prepares materials for permanent record-keeping system, confirms accuracy of text information to facilitate later research; prepares documents for recordation.
- Answers inquiries from the public, media and others pertaining to Board meetings, activities and procedures by telephone and in person; responds to inquiries from the public regarding both matters before the Board of Supervisors and functions of other County departments; ensures that inquiries are referred and responded to by the appropriate staff members; assists contractors and the public in formally filing claims, notices and other actions with the Board.
- Operates a personal computer and various software programs; composes and types correspondence, memos, resolutions, proclamations and certificates of recognition; prepares follow-up material needed by County Counsel or others to draft resolutions.
- Provides all clerical support for the Assessment Appeals Board, which includes many of the duties detailed above.

OTHER FUNCTIONS

- Acts as back-up for the Clerk of the Board in meetings of the Board of Supervisors.
- Maintains records, prepares paperwork and assists Board members' offices in the process of making appointments of individuals to various boards and commissions and ensures accuracy of documents filed, including Statements of Economic Interest.
- Assists with telephone reception duties; and performs other related duties as required.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all 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, G.E.D. or equivalent, AND six (6) years of increasingly responsible clerical experience which would provide the required knowledge, skills and abilities OR one (1) year of experience comparable to Deputy Clerk of the Board I in the Kern County classification system.

Certification of Typing/Keyboarding speed of ~~65~~ **55** net words per minute.

A background check may be conducted for this classification.

Knowledge of: the functions and responsibilities of an elected legislative body, such as Board of Supervisors; basic functions and structure of Kern County government; office procedures, methods and practices; public relations; manual and automated filing systems to record, store, cross-index and retrieve records; business letter writing and format; English grammar, punctuation, spelling and usage; basic mathematics; and usage of modern office equipment, including personal computers and basic computer applications.

Ability to: perform complex clerical work under pressure from competing demands and time constraints; follow procedures, organize work and schedule activities to comply with legal requirements; maintain accurate records and record-keeping systems; type ~~65~~ **55** net words per minute; establish and maintain effective work relationships; communicate clearly and concisely, orally and in writing; act in a lead capacity; and operate a variety of audiovisual equipment used for public presentations.

Revised

June 2021

~~February 2015~~

#3061

JS3061

Kathleen Krause
DEPARTMENT HEAD

6-29-2021
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item#	3061
Bargaining Unit	4
EEO Code	
Medical Group	
Analyst	K. Pharris
Approved Salary Range	55.1
CAO Analyst	J. Burris
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
General/Safety	General
Date Developed	February, 2015
Revision Date	July, 2021
Previous Title	N/A