

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, September 13, 2021
5:30 p.m.

PRESENT: Commissioners Agbalog, Holt, and Price

ABSENT: Commissioners Oliver and Rose

OTHERS: Stephanie Bouey, Devin Brown, Maria Murbach, Keri Pharris, 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

At 5:30 p.m. President Holt announced Commissioner Agbalog was on his way and that the meeting would begin momentarily as soon as he arrived.

Commissioner Agbalog joined the meeting at 5:38 p.m.

President Holt called the meeting to order at 5:38 p.m.

PUBLIC SESSION

1. Public Presentations

Rey Ramirez, Fire Department employee, explained to the Commission that he had previously taken the exam for Deputy Chief and went on to explain about how the previous two Fire Chiefs had left their positions with the Fire Department. He stated that he had worked hard at taking courses to take exams for the higher positions in the department. Mr. Ramirez then informed the Commission that he was concerned about the current Fire Chief's, Aaron Duncan, recent promotion of Michael Slayton to the position of Fire Chief Deputy without an exam. He also expressed his concern for nepotism since Mr. Slayton would be over the department and his relative Jedidiah Slayton would be under him. Mr. Ramirez referenced Commission meeting minutes from November 13, 2018, where Commissioner Price had stated that the purpose of the Civil Service rules is to establish a qualified list of people without nepotism, without favoritism, and given to the department head to hire from.

President Holt asked Mr. Brown to address Mr. Ramirez's concerns regarding Mr. Slayton's promotion.

Devin Brown, Chief Human Resources Officer, explained that this was a Board of Supervisors' Ordinance, and the Fire Chief had the discretion to select and promote Mr. Slayton to his current position, which was not a Civil Service position, and was not under Civil Service jurisdiction.

Mr. Ramirez asked if that promotion took place without an exam or recruitment.

Mr. Brown explained that an exam was not necessary as it was at the discretion of the Fire Chief.

Commissioner Price explained that not all positions in the County are under the Civil Service System or under purview of the Commission.

President Holt stated that this was not under the jurisdiction of the Civil Service Commission and thanked Mr. Ramirez for his comments.

***CONSENT AGENDA**

***2. Approval of Minutes**

Regular Meeting on July 12, 2021, Special meeting on July 19, 2021; NO PUBLIC COMMENT;
APPROVED; *Ag/Pri – 3 ayes/2 ab (Ro/OI)*

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

- 8176) Tree Trimmer
- 8203) Groundskeeper III-Ridgecrest
- 8215) Sheriff's Detentions Senior Deputy-Department Promotional
- 8216) Assistant Director of Child Support Services
- 8217) Contract Specialist-Department Promotional
- 8218) Engineer I/II/III
- 8219) Groundskeeper III-Lake Isabella
- 8220) Senior Systems Analyst-DP-DHS
- 8221) Fiscal Support Specialist-DP-TTC
- 8222) Medical Assistant I/II
- 8223) Fiscal Support Technician-Bilingual
- 8224) Telecommunications Network Administrator
- 8225) Accountant III
- 8226) Disposal Site Gate Attendant I/II-EAST Kern
- 8227) Veteran Services Assistant
- 8228) Dispatcher 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. **REVIEW, RECEIVE, AND FILE**

- a) Probation Technician/Senior, Items No. 0879, 0878; *Ag/Pri – 3 ayes/2 ab (Ro/OI)*
Mr. Brown provided a provided a brief overview. No public comment.
- b) Communications Coordinator, Item No. 0074; *Pri/Ag – 3 ayes/2 ab (Ro/OI)*
Mr. Brown provided a brief overview. No public comment

5. Revised Specification(s): The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in

accordance with Civil Service Rule 204.21; **REVIEWED, RECEIVED, AND FILED**; *Ag/Pri – 3 ayes/2 ab (Ro/OI)*

- Sheriff's Report Technician, Item No. 3164
Mr. Brown provided a brief overview. No public comment.

6. Proposed Establishment of 12-Month Probationary Period for All Existing Management and Future Mid-Management Classifications; APPROVED; *Ag/Pri – 3 ayes/2 ab (Ro/OI)*

Mr. Brown provided a brief overview. No public comment

7. Civil Service Rule 1800 Update:

Stephanie Bouey, Deputy County Counsel, reported that there were currently no new complaints, and everything was within the timelines.

8. Commission Secretary Monthly Report:

None

9. Human Resources Division Items/Report:

None

10. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session: at 6:04 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 – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **MATTER TO BE PLACED ON OCTOBER 11, 2021, REGULAR MEETING AGENDA.**

12. PUBLIC EMPLOYMENT – Qualification Appraisal Board Appeal Request

Fire Captain-C (Fire Department) – Case No. 2021-0108; **DENIED**; *Ag/Ho – 2 ayes/1 noe (Pri)/2 ab (Ro/OI)*

13. President Holt adjourned the meeting at 6:39 p.m. to the next Special Meeting to be held on Tuesday, September 14, 2021, at 5:00 p.m.

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

Regular Meeting
Monday, August 9, 2021
5:30 p.m.

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

ABSENT: None

OTHERS: Stephanie Bouey, Devin Brown, 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 July 12, 2021, Special meeting on July 19, 2021; NO PUBLIC COMMENT;
APPROVED; Ro/Ol – all ayes
- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ro/Ol – all ayes

8169) Senior Health Plan Services Specialist
8170) Fiscal Support Specialist – DP – Fire
8171) Maintenance Worker II
8172) Office Services Specialist
8173) Public Works Maintenance Worker I/II/III
8174) Public Works Maintenance Worker I/II/III-East Kern Region
8175) Investigative Aide
8176) Tree Trimmer
8177) Public Health Laboratory Director
8178) Fiscal Support Supervisor
8179) Child Support Specialist I/II
8180) Technology Services Manager
8181) Deputy Clerk of the Board I/II
8182) Assistant Program Director-DP-DHS
8183) Fire Division Chief-DP

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

a) KCERA Chief Legal Officer, Item No. 1234; *Pri/Ro – all ayes*

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

Commissioner Agbalog stated to Dominic Brown, KCERA Director, that they had mentioned having an in-house counsel and outside counsel, now they were bringing in another in-house counsel. He asked what another in-house counsel could do. Mr. Brown explained that it was not so much the differentiation in services but that they would get better cost effectiveness and quicker access to the legal services when they have them in-house.

Vice President Oliver asked if they were promoting from within or if they were recruiting from outside. Mr. Brown explained that they were reclassifying the one position they already had, to a higher position, and they were adding a second attorney position. The reasons for that, are because of the nature and complexity of the work. He explained that there is also a succession planning element because the work is so unique, it does take a new person years to get up to speed in what the department does.

Commissioner Agbalog stated that Mr. Brown had mentioned that the complexity of what the department does was such, he asked could not that be done by restructuring their agreement with outside counsel.

Mr. Brown stated that it could, but it would be more expensive.

Vice President Oliver stated he was a bit confused and asked for clarification about why, if they have such complex work, they needed to bring someone from outside

Mr. Brown explained that they already have an internal attorney, they are keeping that one person that they have. However, they need a succession plan for that particular attorney, so it is their plan to retain the staff that they have and to hire an outside additional person.

b) KCERA Deputy Chief Legal Officer and KCERA Senior Deputy Chief Legal Officer, Items No. 1232 and 1233; *Ro/Pri – all ayes*

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

5. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21; **REVIEWED, RECEIVED, AND FILED;**

Mr. Brown introduced Brenda Villanueva, Human Resources Principal Analyst, who provided a brief overview. No public comment.

- a) Crime Scene Technician I/II, Items No. 4525 and 4521; *Ag/OI – all ayes*
- b) Property Control Officer, Item No. 4165; *Ag/Pri – all ayes*

6. Civil Service Rule 1800 Update:

Stephanie Bouey, Deputy County Counsel, reported that there were currently two complainants who initiated appeals and one still in the appeal time frame. All were within the timeline.

7. Commission Secretary Monthly Report:

None

8. Human Resources Division Items/Report:

Devin Brown, Chief Human Resources Officer, reported that last Thursday, the State Public Health Officer issued a Public Health order that will require some County staff to be vaccinated. He stated that many of the County staff have already gone through the process of receiving their Covid-19 vaccinations over the course of the last several months. However, this new order is focused on health settings, specifically the Public Health and Behavioral Health Departments will be impacted. Approximately 1,200 employees will be impacted by this Public Health order, which is a pretty significant portion of County's workforce.

The order requires employees working in those settings to receive their vaccination, either the one dose, Johnson & Johnson, or the two-dose Moderna or Pfizer, no later than September 30th. He explained that they were working with their offices and Public Health to make sure they offer every opportunity to all employees to get vaccinated. If employees have a religious or medical objection, there are exemptions for that. If they do have one, there is a state requirement where those employees will have to receive a Covid-19 test weekly for the immediate and foregoing future. This is a new response to the increase in cases statewide and in this County and something HRD is working on.

Commissioner Rose asked who would cover the cost for the weekly test if an employee would need to have one done. Mr. Brown explained that the state order does require that any health plan pick up the cost for that. He explained that the County could also pick it up as any other employer who would be affected by this order would also need to, and the County was planning to do that.

Vice President Oliver asked if there was any litigation from this issue. Mr. Brown did not have the answer to his question since this state order was new and only just issued last Thursday.

9. Commission Member Presentations or Announcements:

Commissioner Oliver asked Commission counsel for an update on their discussion item from last Commission meeting. Ms. Bouey asked Commission Secretary to provide an update.

Mrs. Murbach stated that the issue had been resolved as she had spoken with Mr. Brown, and he had stated that the water for the Commission hearings would be provided.

Mr. Brown explained that there was enough money in the current budget to cover expenses and he would work with Mrs. Murbach to reimburse for what was needed for the Commission hearings.

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)

10. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; **MATTER TO BE PLACED ON SEPTEMBER 13, 2021, REGULAR MEETING AGENDA.**
11. PUBLIC EMPLOYMENT – Evidentiary Hearing Request
Social Service Worker II (Human Services) – Case No. 2021-0107; **HEARING DATES SET TO SEPTEMBER 14, OCTOBER 5, and 19, 2021.**
12. PUBLIC EMPLOYMENT – Qualification Appraisal Board Appeal Request
Fire Captain-C (Fire Department) – Case No. 2021-0108; **MATTER TO BE PLACED ON SPECIAL MEETING AGENDA ON AUGUST 11, 2021; Ag/Pri – 4 ayes/1 no (Ro)**
13. President Holt adjourned the meeting at 7:04 p.m. to the next Special Meeting to be held on Thursday, August 12, 2021, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Monday, August 16, 2021
5:00 p.m.

PRESENT: Commissioners Agbalog, Oliver, Price, and Rose

ABSENT: Commissioner Holt

OTHERS: 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

At 5:00 p.m., Vice President Oliver announced that Commissioner Agbalog was on his way and the meeting would start as soon as he arrived.

Commissioner Agbalog arrived at 5:22 p.m.

Vice President Oliver called the meeting to order at 5:22 p.m.

As there were no members of the public present and no public presentations, Vice President Oliver recessed from the public portion of the meeting to closed session.

PUBLIC SESSION

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

Adjourn to Closed Session: at 5:22 p.m., the Commission recessed from public session 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. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. (Government Code section 54956.9(d)(3); **ITEM REMOVED FROM AGENDA**
4. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
Sheriff Deputy (Sheriff's Office) – Case No. 2021-0103; **NO REPORTABLE ACTION**
5. Reconvened from Closed Session; Vice President Oliver adjourned the meeting at 7:04 p.m. to the next Special Meeting to be held on Wednesday, August 25, 2021, at 5:00 p.m.

SUMMARY OF PROCEEDINGS

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

Special Meeting
Wednesday, August 25, 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 5:03 p.m., the Commission recessed from public session 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; **ADDITIONAL HEARING DATES SET FOR AUGUST 31, and September 21, 2021, at 5:00 p.m. TENTATIVE DATES SET FOR SEPTEMBER 1 AND 8, 2021 AT 5:00 p.m.**

4. Reconvened from Closed Session; Vice President Oliver adjourned the meeting at 5:21 p.m. to the next Regular Meeting to be held on Monday, September 13, 2021, at 5:30 p.m.

Weekly Test Schedule 8/16/21 & 8/23/21					
Exam #	Recruitment Title	Open Date	Close Date	Action	WTS Report
8176	Tree Trimmer	7/20/2021	9/3/2021	Changed Close Date	8/16/2021
8203	Groundskeeper III - Ridgecrest	8/6/2021	9/3/2021	Change close date	8/16/2021
8215	Sheriff's Detentions Senior Deputy - Department Promotional	8/16/2021	8/20/2021	Open	8/16/2021
8216	Assistant Director of Child Support Services	8/23/2021	9/10/2021	Open	8/16/2021
8217	Contract Specialist-Department Promotional	8/23/2021	8/27/2021	Open-DP	8/16/2021
8218	Engineer I/II/III	9/7/2021	10/1/2021	Open	8/16/2021
8219	Groundskeeper III - Lake Isabella	8/19/2021	9/3/2021	Open	8/16/2021
8220	Senior Systems Analyst-DP-DHS	8/23/2021	8/27/2021	DP	8/16/2021
8221	Fiscal Support Specialist - DP - TTC	8/24/2021	8/30/2021	DP	8/23/2021
8222	Medical Assistant I/II	8/23/2021	Continuous	Open	8/23/2021
8223	Fiscal Support Technician-Bilingual	8/24/2021	9/13/2021	Open	8/23/2021
8224	Telecommunications Network Administrator	8/26/2021	9/1/2021	Open	8/23/2021
8225	Accountant III	8/31/2021	9/27/2021	Open	8/23/2021
8226	Disposal Site Gate Attendant I/II-EAST KERN	8/31/2021	Continuous	Open	8/23/2021
8227	Veteran Services Assistant	8/30/2021	9/6/2021	Open	8/23/2021
8228	Dispatcher I	8/30/2021	9/6/2021	Open	8/23/2021

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



September 13, 2021

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

PROPOSED NEW JOB SPECIFICATIONS FOR PROBATION TECHNICIAN/SENIOR

The Chief Probation Officer and the Chief Human Resources Officer request that the Civil Service Commission review, receive, and file the attached new job specifications for Probation Technician/Senior (Items 0879, 0878).

Discussion

Rule 204.21 of the Civil Service 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 new specification at the Commission's regularly scheduled meeting.

This classification series was developed to assist Deputy Probation Officers by providing paraprofessional casework and program support. This series will be instrumental in completing assessments and reports for the pretrial program, due to the significant changes that have taken place in the pre-trial and bail system, as a result of a ruling in a California Supreme Court case.

The Probation Technician series will work under the direct supervision of the Deputy Probation Officer I/II/III classifications. Incumbents in the Probation Technician/Senior Probation Technician classifications will be responsible for providing paraprofessional casework and program support, with the more complex or difficult cases being assigned to the Senior Probation Technicians.

The Service Employees International Union Local 521 concurs with the proposed flexible classification series and the proposed salary ranges. The proposed salary ranges of 55.2 and 56.6 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 Probation Technician/Senior.

Sincerely

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

Devin Brown
Chief Human Resources Officer

CC: TR Merickel, Chief Probation Officer

Attachments

PROBATION TECHNICIAN

DEFINITION:

Under direct supervision, the Probation Technician assists Deputy Probation Officers in providing a wide variety of paraprofessional casework and program support associated with the investigation and supervision of adults and juveniles under the jurisdiction of the Kern County Probation Department.

DISTINGUISHING CHARACTERISTICS:

This is the entry level of the Probation Technician classification series and is distinguished from the Senior Probation Technician, which is assigned the more complex assignments and cases. Advancement to a Senior Probation Technician is considered on a merit basis and is subject to the recommendation of the Department Head.

This job classification may require the applicant to work any eight-hour shift of a 24-hour period and any five out of seven days or any ten-hour shift of a 24-hour period and any four out of seven days. Candidates must be willing to work in Bakersfield or any other community throughout Kern County.

ESSENTIAL FUNCTIONS:

- Assist probation officers with performing caseload management activities; reviews cases; schedules appointments, enters progress notes in case files and enters information in a case management system;
- Conducts risk and/or needs assessments; completes case plans and reports according to needs. Refers to appropriate community-based organizations to address needs;
- Conducts pretrial assessments and monitoring to determine risk level, reports results to the court and makes recommendations for conditions of release of individuals pending adjudication of their criminal case;
- Collects urine samples for drug and alcohol testing; reads, documents , and advises the probation officer of test results;
- Prepares and maintains program statistics and records and prepares a variety of reports;
- Collaborates with professionals and other agencies to coordinate services/care for Probationers;
- Coordinates with other agencies; develops case history; monitors compliance of imposed terms and conditions by consulting with outside service providers or other agencies;

- Refer clients who need additional assistance to appropriate departmental staff; prepares the necessary referral documents and confers with supervisor regarding clients who may need emergency assistance of some type;
- Obtains information and other documentation from clients participating in a probation program;
- Interviews adult and juvenile misdemeanants, felony probationers, and family members; explain the terms and conditions of probation;
- Assists clients in communicating with representatives of the department, community agencies, and others; provides case assistance; assists clients in completing forms; asks questions, and obtains information on their behalf;

OTHER FUNCTIONS:

- May assist fleet and logistics services as needed
- Performs other job-related tasks as assigned.

EMPLOYMENT STANDARDS:

Completion of 60 semester units or 90 quarter units of college coursework, including courses in the behavioral sciences.

A valid California Class C driver's license is required at time of appointment.

ADDITIONAL REQUIREMENTS:

Character: Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to pass an extensive background investigation.

Knowledge of: individual and group behavior; interviewing; basic report writing; standard English usage for grammar, punctuation, and spelling; basic socioeconomic principles; customer service principles; community resources; public relations and public speaking methods.

Ability to: communicate orally and in writing; develop effective working relationships with employees, and individuals representing other public or social service agencies; ability to plan and implement investigative or supervision services; ability to analyze social, psychological and criminological information objectively and accurately; basic knowledge of criminological and economic theories of human behavior; interviewing potential clients; coordinating resources; conducting needs assessments; maintaining case files; recording information; accessing, inputting, and retrieving information from databases; and to receive work direction.

Supplemental

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
#0879
9/13/21

PROBATION TECHNICIAN**Page 4**

DEPARTMENT HEAD8/30/21

DATE

CHIEF HUMAN RESOURCES OFFICER8/30/21

DATE

Item#	0879
Bargaining Unit	3 – Technical
EEO Code	4 - Paraprofessional
Medical Group	III - Light
Analyst	MES
Approved Salary Range	55.2
CAO Analyst	B. Currie
FLSA	Yes
Civil Service (Yes/No)	Yes
General/Safety	General
Date Developed	9/13/2021
Revision Date	N/A
Previous Title	New

SENIOR PROBATION TECHNICIAN

DEFINITION:

Under direct supervision, the Senior Probation Technician assists Deputy Probation Officers by providing a wide variety of paraprofessional casework and program support associated with the investigation and supervision of adults and juveniles under the jurisdiction of the Kern County Probation Department.

DISTINGUISHING CHARACTERISTICS:

Senior Probation Technician is the journey/lead level classification in the Probation Technician series. Incumbents are expected to be fully proficient in providing paraprofessional casework and program support. The Senior Probation Technician handles the most difficult or complex cases, provides leadership and direction to Probation Technicians, and may make scheduling and other decisions in the unit.

This job classification may require the applicant to work any eight-hour shift of a 24-hour period and any five out of seven days or any ten-hour shift of a 24-hour period and any four out of seven days. Candidates must be willing to work in Bakersfield or any other community throughout Kern County.

ESSENTIAL FUNCTIONS:

- Serves as a lead worker to lower level positions; provides leadership, directions, and assistance to probation technicians; delegates work;
- Assists probation officers with performing caseload management activities; reviews the more difficult cases; schedules appointment, enters progress notes in case files, and enters information in a case management system;
- Conducts the more complex risk and/or needs assessments; completes case plans and reports according to needs;
- Conducts pretrial assessments and monitoring to determine risk level, reports results to the court and makes recommendations for conditions of release or individuals pending adjudication of their criminal case;
- Collects urine samples for drug and alcohol testing; reads, documents, and advises the probation officer of the test results;

- Prepares and maintains program statistics and records and prepares a variety of reports;
- Collaborates with professionals and other agencies to coordinate services/care for probationers;
- Coordinates with other agencies; develops case history; monitors compliance of imposed terms and conditions by consulting with outside service providers or other agencies;
- Refers clients who need additional assistance to appropriate departmental staff, prepares the necessary referral documents and confers with the deputy probation officer(s) regarding clients who may need emergency assistance of some type.
- Obtains information and other documentation from clients participating in a probation program;
- Interviews adult and juvenile misdemeanants, felony probationers, and family members; explains the terms and conditions of probation;
- Assists clients in communication with representatives of the department, community agencies, and others; provides case assistance; assists clients in completing forms; asks questions and obtains information on their behalf;

OTHER FUNCTIONS:

- Performs other job-related tasks as assigned

EMPLOYMENT STANDARDS:

Completion of 60 semester or 90 quarter units of college coursework, including courses in the behavioral sciences

AND

One year of full-time paid work experience equivalent to a Probation Technician.

Qualifying related work experience may include: verifying documents to determine eligibility of benefits, social services, or employment; conducting needs assessments; making referrals for services; interviewing clients.

A valid California Class C driver's license is required at time of appointment.

Character: Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to pass an extensive background investigation.

Knowledge of: individual and group behavior; interviewing; basic report writing; standard English usage for grammar, punctuation, and spelling; basic socioeconomic principles; customer service principles; community resources; public relations and public speaking methods; basic knowledge of criminological and economic theories of human behavior

Ability to: communicate orally and in writing; develop effective working relationships with employees and individuals representing other public or social service agencies; lead staff; work independently; plan and implement investigative or supervision services; analyze social, psychological and criminological information objectively and accurately; interview potential clients; coordinating resources; conduct needs assessments; maintain case files; record information; access, input, and retrieve information from databases; and to receive work direction.

Supplemental

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
0878
9/13/2021



DEPARTMENT HEAD



DATE


CHIEF HUMAN RESOURCES OFFICER

8/30/21
DATE

Item#	0878
Bargaining Unit	3 – Technical
EEO Code	4 - Paraprofessional
Medical Group	III - Light
Analyst	MES
Approved Salary Range	56.6
CAO Analyst	B. Currie
FLSA	Yes
Civil Service (Yes/No)	Yes
General/Safety	General
Date Developed	9/13/2021
Revision Date	N/A
Previous Title	New



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

September 13, 2021

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

PROPOSED NEW SPECIFICATION FOR COMMUNICATIONS COORDINATOR

The Division of Countywide Communications of the County Administrative Office requests approval of the creation of a new specification for a new classification titled Communications Coordinator.

On February 11, 2020, the Division of Countywide Communications was established by Ordinance A-368. The ordinance transitioned the former Board of Trade into this new division to support the County Administrative Office's effort to enhance the delivery of external and internal communications about Kern County through a more contemporary structure. The Division is headed by the Chief Communications Officer who reports directly to the Chief Administrative Officer.

The Communications Coordinator is proposed as a continuation of the effort to modernize our countywide communications. Adding a Communications Coordinator will further strengthen the Division of Countywide Communications as it moves towards its vision of storytelling through multimedia content. Clearly communicating the County's objectives to the public is vital to the perception and understanding of County government. The Communications Coordinator will assist in creating interesting visuals and written materials to further the County's reach. This individual will possess editing and camera skills, writing expertise, and have a knack for breaking down complex issues into palatable content at a quick pace. With the creation of our studio space, it is necessary to have multiple, talented individuals to keep up with production.

The Communications Coordinator is in the unrepresented confidential bargaining unit.

Therefore, **IT IS RECOMMENDED** that your Commission review, receive, and file the new specification for Communications Coordinator.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

Attachment

cc: Alexandra Triolo, Chief Communications Officer

Communications Coordinator
Bargaining Unit X
Salary Range: 61.6 (\$4,694 – \$5,731)

Definition:

The Communications Coordinator works at the direction of the Chief Communications Officer. The Communications Coordinator performs professional and administrative work in the coordination and dissemination of countywide information internally and to the media and public. They create a variety of outreach materials for projects and programs in support of communications plans and strategies; develop timely and appropriate content to aid in the storytelling of Kern County; and act as a resource and liaison with the countywide communications team to aid County officials and departments in preparation of internal and external publications and social media.

The Communications Coordinator is distinguished from the Chief Communications Officer in that it is required to assist the Chief Communications Officer in the messaging and delivery of the County's communications strategies. The Chief Communications Officer has overall responsibility for the management, administration, and operational direction for the County.

Essential Functions:

- Works with the Chief Communications Officer to make sure information is disseminated both internally and externally through a variety of different channels.
- Shoots, edits, writes, and produces a variety of multimedia content for use on social media and Kern County Government Television. This requires proficiency in various camera equipment.
- Edits content with a variety of software systems, such as Final Cut Pro and Adobe Premiere.
- Assists in speaking to the media and public on behalf of the County if asked by the Chief Communications Officer.
- Creates press releases/media invites, fact sheets, and supplemental documents.
- Designs graphics for social media, public event flyers, and other materials.
- Creates and monitors content on the County's website and social media platforms.
- Assists in monitoring and maintaining the County's social media presence on multiple platforms.
- Creates regular, engaging posts and activity for the County's accounts, communicating important information about the County and its programs to the public.
- Communicates with the public via personal meeting, apps, phone, etc., when appropriate.
- Assists with planning of media and public events hosted by the County.
- Assists with coordinating messaging with Countywide Communications team.
- Maintains the integrity of the County's branding and logo usage.
- Approves internal items and documentation, as well as use on external-facing products or documents.

- Works collaboratively with the Countywide Communications team various video and photo projects as assigned.

Employment Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with a focus in Public Relations, Journalism, Communications, or related field.
- Two years of professional experience in public relations, communications, public information, and print media.

Preferred qualifications:

- Two years of experience in broadcast journalism, specifically including photojournalism, use of video equipment, editing software, and the creation of multimedia content.

Knowledge of: principles and practices of journalism and public relations, including use of camera equipment, storytelling, understanding of requirements of various media, social media platforms and marketing (Facebook, Twitter, Instagram, etc.), techniques and methods used in development and evaluation of communications, organization, services and functions of municipal government, requirements of the Freedom of Information Act and the Brown Act, principles and practices of public speaking, statistics and graphic presentation; related computer applications including video editing, graphic design, word processing, database and spreadsheet software, print publication, advertising, and commercial print processing, principles and practices of communication, information technology, project management, and records management, business English, grammar, punctuation, and spelling, standard proofreading and editing practices, personal computer operation; software applications including graphics and desktop publishing systems, interviewing techniques, communications, media services and resources, research methods, and techniques and report presentation.

Ability to: update and maintain various websites and/or social media, respond timely to daily media inquiries, coordinate various County news platforms, interpret rules and regulations; write and edit effectively for a variety of purposes, formats, and audiences, design professional and innovative marketing materials, proofread thoroughly and prepare work with careful attention to detail, communicate effectively to groups and individuals, both orally and in writing, identify research, and gather relevant information from a variety of sources, use and stay current with related technology and software applications, effectively handle multiple priorities, organize workload, and meet strict deadlines, develop, organize, and coordinate a communication program, gather and verify new information through interview, observation and research, advise on most effective techniques of information dissemination in a rapid, accurate and tactful manner; exercise

judgment in release of information, present and prepare press releases, new articles, multimedia content, videos, presentations, reports and other written materials in a timely and recipient appropriate manner, prepare and present a variety of communications materials, write and edit newsletters and new releases, prepare and give presentations, edit materials for proper punctuation and grammar, establish and maintain effective working relationships with County officials, employees, the public and news media, coordinate activities with other divisions and County departments, operate a personal computer and applicable software including graphics and desktop public systems.

A background check may be conducted for this classification.

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


DEPARTMENT HEAD

9/3/21
DATE


CHIEF HUMAN RESOURCES OFFICER

9/3/21
DATE

Item #	<u>0074</u>
Bargaining Unit	<u>X</u>
EEO Code	<u>B</u>
Analyst	<u>DWB</u>
Reviewed By	<u>DWB</u>
Approved Salary Range	<u>61.6</u>
CAO Analyst	<u>N/A</u>
FLSA	<u>Exempt</u>
Civil Service (Yes/No)	<u>Yes</u>
General/Safety	<u>General</u>
Creation Date	<u>September 2021</u>



HUMAN RESOURCES

Devin Brown

CHIEF HUMAN RESOURCES OFFICER

September 13, 2021

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

PROPOSED REVISED JOB SPECIFICATION FOR SHERIFF'S REPORT TECHNICIAN

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 Report Technician.

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.

Sheriff's Report Technicians are required to type reports at a rapid pace while receiving incoming telephone calls from the public. The proposed revision increases the required typing/keyboarding speed from 25 net words per minute to 45 net words per minute. The current requirement of 25 net words per minute is not a sufficient typing speed to perform the essential functions of the Sheriff's Report Technician classification given the volume and urgency of calls received.

The Sheriff's Report Technician classification is similar to the Sheriff's Support Technician and Dispatch Assistant classifications which also perform similar tasks in a fast paced environment while assisting the public with urgent matters. The revision will align the minimum qualifications with other like positions performing similar work within the department.

The Service Employees' International Union Local 521 was notified of the proposed revision. The Human Resources Division has received no response.

Conclusion

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

Sincerely,

A handwritten signature in blue ink, appearing to be "Devin Brown", written over a white background.

Devin Brown
Chief Human Resources Officer

Attachment

SHERIFF'S REPORT TECHNICIAN

DEFINITION:

Under supervision, to collect non-emergency information and prepare related reports. Duties might include: talking with the public and taking reports of crimes; referring the public to other agencies; and handling non-emergency calls for service.

DISTINGUISHING CHARACTERISTICS:

This is the first level of a two level Sheriff's report technician series. The Sheriff's Report Technician is distinguished from the Supervising Sheriff's Report Technician, which has full supervisory responsibilities.

ESSENTIAL FUNCTIONS:

- Communicates with individuals who want to file criminal complaints or to document incidents that have occurred within the County.
- Answers phones and determines call priority; refers public to other appropriate agencies; enters calls for service when required.
- Completes report forms and writes narratives regarding crimes or incidents.
- Enters, accesses, and retrieves information from a variety of automated sources.

OTHER FUNCTIONS:

- Performs other duties of similar nature or level 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** one year of clerical experience involving public contact; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Additional Requirements:

****Certification of Typing/Keyboarding speed of 25 45 net words per minute**


DEPARTMENT HEAD

9/3/21
DATE


CHIEF HUMAN RESOURCES OFFICER

9/3/21
DATE

Item#	3164
Bargaining Unit	4 - Clerical
EEO Code	4-Administrative Support
Analyst	BLV
Approved Salary Range	R. 48.6 (\$2455-2997)
CAO Analyst	B. Currie
FLSA	Non-exempt
Civil Service (Yes/No)	Y
General/Safety	General
Revision Date	September 2021
Previous Title	N/A

September 13, 2021

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

**PROPOSED ESTABLISHMENT OF 12-MONTH PROBATIONARY PERIOD FOR ALL EXISTING AND FUTURE
MANAGEMENT AND MID-MANAGEMENT CLASSIFICATIONS**

Attached for your review and approval is a recommendation to establish a 12-month probationary period for all current and future Civil Service classifications that are unrepresented and designated as Management and Mid-Management.

DISCUSSION

In May 2018, the Human Resources Division proposed the establishment of a 12-month probationary period for Management and Mid-Management classifications. This request for 12-month probationary periods for Management and Mid-Management was made in response to a recommendation from former Civil Service Commissioner Bryan Burrow. Commissioner Burrow's recommendation was to allow your Commission to contemplate the creation of 12-month probationary periods for these classifications due to the complexity and responsibility of management level functions.

The May 2018 item included a list of classifications that were designated as Management or Mid-Management at that time. Since the Commission's approval of the May 2018 item, additional Management and/or Mid-Management classifications have been established that have not been designated as 12-month probationary period classifications. The intent of the May 2018 item was to apply the action prospectively; this memo clarifies that intent.

In accordance with Civil Service Rule 702.00, DURATION AND STATUS OF PROBATIONS, which grants the Commission the authority to determine the probationary period for each classification, the Human Resources Division recommends that all employees entering County employment in a Civil Service classification designated as Management or Mid-Management serve a 12-month probationary period. Further, we recommend that any promotional probationer entering a Management or Mid-Management classification that constitutes a change in job family will serve a 12-month probationary period. An employee that promotes to a Management or Mid-Management classification within their existing job family will serve a 6-month probationary period.

Civil Service Commission
12-Month Probation Period D & M
September 13, 2021
Page 2

Therefore, **IT IS RECOMMENDED** that the Civil Service Commission establish a 12-month probationary period for all current and future classifications designated as Management or Mid-Management.

Sincerely,

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

Devin Brown
Chief Human Resources Officer

cc: All Department Heads

POSITIONS WITH ONE YEAR PROBATIONARY PERIOD		1
ITEM	DESC.....	BU
2349	ACCOUNTANT I	5
7452	ACCOUNTANT I	5
2348	ACCOUNTANT I-C	5
2347	ACCOUNTANT II	5
7453	ACCOUNTANT II	5
2346	ACCOUNTANT II-C	5
2345	ACCOUNTANT III	5
7450	ACCOUNTANT III	5
2344	ACCOUNTANT III-C	5
0809	ADMINISTRATIVE SERVICES OFFICER	M
0641	ADMINISTRATOR FOR AMBULATORY CARE OPERATIONS	M
0180	AIR POLLUTION CONTROL OFFICER	M
0181	AIR QUALITY ADMINISTRATIVE MANAGER	D
4719	AIRPORT FACILITIES MANAGER	D
4725	AIRPORT OPERATIONS AND SECURITY MANAGER	D
0713	AIRPORTS ANALYSIS AND MARKETING MANAGER	D
0469	AIRPORTS CHIEF OPERATIONS OFFICER	M
0468	AIRPORTS FINANCE MANAGER	M
0461	ASSISTANT AUDITOR-CONTROLLER-COUNTY CLERK-OPER	M
0462	ASSISTANT AUDITOR-CONTROLLER-COUNTY CLERK-OPER	M
0492	ASSISTANT CAO FOR GENERAL SERVICES	M
3058	ASSISTANT CLERK OF THE BOARD OF SUPERVISORS	M
0490	ASSISTANT COUNTY ADMINISTRATIVE OFFICER	M
0510	ASSISTANT COUNTY COUNSEL	M
6300	ASSISTANT COURT EXECUTIVE OFFICE- OPERATIONS	M
0501	ASSISTANT COURT EXECUTIVE OFFICER	M
0503	ASSISTANT COURT EXECUTIVE OFFICER-REGIONAL OPE	M
0440	ASSISTANT DIRECTOR OF AGRICULTURE & MEASUREMEN	M
1283	ASSISTANT DIRECTOR OF CHILD SUPPORT SERVICES	M
0650	ASSISTANT DIRECTOR OF HUMAN SERVICES	M
4170	ASSISTANT DIRECTOR OF LIBRARIES	M
0530	ASSISTANT DIRECTOR OF PERSONNEL	M
7398	ASSISTANT DIRECTOR OF PHARMACY SERVICES	D
1302	ASSISTANT DIRECTOR OF PUBLIC HEALTH SERVICE	M
0311	ASSISTANT DIRECTOR OF PUBLIC WORKS	M
1974	ASSISTANT DIRECTOR-PLANNING AND NATURAL RESOUR	M
0542	ASSISTANT DISTRICT ATTORNEY	M
1975	ASSISTANT DIVISION DIRECTOR OF HEALTH SERVICES	D
1210	ASSISTANT EMERGENCY SERVICES MANAGER	D
0525	ASSISTANT EXECUTIVE DIRECTOR-RETIREMENT	M
0575	ASSISTANT PUBLIC DEFENDER	M
1413	ASSISTANT PUBLIC HEALTH OFFICER	M
0455	ASSISTANT RECORDER	M
3256	ASSISTANT REGISTRAR OF VOTERS	M
0212	ASSOCIATE DIRECTOR OF MEDICAL EDUCATION	M
0216	ASSOCIATE HOSPITAL ADMINISTRATOR FOR OPERATION	M
0214	ASSOCIATE HOSPITAL ADMINISTRATOR FOR OPERATIO	M
0828	AUDITOR-CONTROLLER'S DIVISION CHIEF	M
0825	AUDITOR-CONTROLLER'S DIVISION CHIEF	M
0824	AUDITOR-CONTROLLER'S DIVISION CHIEF-C	M

ITEM	POSITIONS WITH ONE YEAR PROBATIONARY PERIOD DESC.....	2 BU
0581	BEHAVIORAL HEALTH & RECOVERY SYSTEM ADMINISTRA	M
0448	BEHAVIORAL HEALTH AND RECOVERY SERVICES DEPUTY	M
7601	BEHAVIORAL HEALTH INTEGRATION PROGAM MANAGER	D
0470	BEHAVIORAL HEALTH MEDICAL DIRECTOR	M
3705	BEHAVIORAL HEALTH PROGRAM SUPERVISOR	D
3719	BEHAVIORAL HEALTH RECOVERY SPECIALIST I	5
3718	BEHAVIORAL HEALTH RECOVERY SPECIALIST II	5
3717	BEHAVIORAL HEALTH RECOVERY SPECIALIST III	5
3711	BEHAVIORAL HEALTH THERAPIST I	2
3710	BEHAVIORAL HEALTH THERAPIST II	2
2319	BEHAVIORAL HEALTH WORKFORCE DEVELOPMENT COORDI	D
0050	BOARD OF TRADE EXECUTIVE DIRECTOR	M
0707	BUILDING SERVICES MANAGER	M
0820	BUSINESS MANAGER	D
0823	BUSINESS MANAGER-CONFIDENTIAL	D
0782	CAO MANAGER	M
4050	CHIEF APPRAISER	M
1200	CHIEF CHILD SUPPORT ATTORNEY	M
1225	CHIEF DEPUTY COUNTY COUNSEL	M
1231	CHIEF DEPUTY DISTRICT ATTORNEY	M
1236	CHIEF DEPUTY PUBLIC DEFENDER	M
3257	CHIEF DEPUTY REGISTRAR OF VOTERS	D
0513	CHIEF DEPUTY-FIRE	M
4366	CHIEF DISTRICT ATTORNEY'S INVESTIGATOR	M
4365	CHIEF DISTRICT ATTORNEY'S INVESTIGATOR	Z
2165	CHIEF ENVIRONMENTAL HEALTH SPECIALIST	M
0215	CHIEF EXECUTIVE OFFICER	M
0786	CHIEF HUMAN RESOURCES OFFICER	M
2379	CHIEF INFORMATION OFFICER-KMC	M
0584	CHIEF INVESTMENT OFFICER	M
0219	CHIEF NURSING OFFICER	M
4381	CHIEF PUBLIC DEFENDER'S INVESTIGATOR	D
1295	CHILD SUPPORT OFFICER I	3
8046	CHILD SUPPORT SPECIALIST I	A
1294	CHILD SUPPORT SPECIALIST I	3
1288	CHILD SUPPORT SPECIALIST II	3
8044	CHILD SUPPORT SPECIALIST II	A
1973	CHILDREN'S MEDICAL SERVICES MANAGER	D
0171	CIVIL SERVICE COMMISSION SECRETARY	D
2018	CLINICAL DIRECTOR	M
2038	CLINICAL DIRECTOR-CORRECTIONAL MEDICINE	M
2015	CLINICAL DIRECTOR-TRAUMA PROGRAM	M
0670	COMMUNICATIONS MANAGER	M
0539	CONFIDENTIAL ASSISTANT DISTRICT ATTORNEY	M
0450	CONFIDENTIAL ASSISTANT, ASSESSOR	M
0460	CONFIDENTIAL ASSISTANT, AUDITOR-CONTROLLER	M
0459	CONFIDENTIAL ASSISTANT, AUDITOR-CONTROLLER-C	M
0475	CONFIDENTIAL ASSISTANT, TREASURER AND TAX COLL	M
0720	CONSTRUCTION SERVICES MANAGER	D
2576	CONTRACT ADMINISTRATOR	5

POSITIONS WITH ONE YEAR PROBATIONARY PERIOD		3
ITEM	DESC.....	BU
0790	COORDINATOR OF ADMINISTRATIVE & LEGISLATIVE AN	D
0312	COUNTY COMPLIANCE & ACCOUNTABILITY OFFICER	D
0910	COURT FINANCIAL MANAGER	M
0845	COURT OPERATIONS MANAGER	M
7000	COURT TECHNOLOGY MANAGER	D
0812	COURT TECHNOLOGY MANAGER	D
1285	DEPARTMENT OF CHILD SUPPORT SERVICES PROGRAM M	D
3627	DEPARTMENT OF HUMAN SERVICES HUMAN RESOURCES M	M
0787	DEPUTY CHIEF HUMAN RESOURCES OFFICER	M
4395	DEPUTY CORONER	3
8408	DEPUTY CORONER	A
4405	DEPUTY CORONER MANAGER	D
0640	DEPUTY COURT EXECUTIVE OFFICER - FINANCE	M
0600	DEPUTY COURT EXECUTIVE OFFICER - HUMAN RESOURC	M
0700	DEPUTY COURT EXECUTIVE OFFICER - INFORMATION T	M
0740	DEPUTY COURT EXECUTIVE OFFICER - OPERATIONS	M
3910	DEPUTY DIRECTOR OF AGRICULTURE & MEASUREMENT S	M
0435	DEPUTY DIRECTOR OF AIRPORTS	D
2158	DEPUTY DIRECTOR OF ANIMAL SERVICES	M
0515	DEPUTY DIRECTOR OF LIBRARIES	M
0463	DEPUTY DIRECTOR, MHS DEPT FOR ADMINISTRATIVE/F	M
1259	DEPUTY DISTRICT ATTORNEY I	P
1253	DEPUTY DISTRICT ATTORNEY II	P
1247	DEPUTY DISTRICT ATTORNEY III	P
1241	DEPUTY DISTRICT ATTORNEY IV	P
1235	DEPUTY DISTRICT ATTORNEY V	P
0690	DEPUTY FIRE CHIEF	M
0689	DEPUTY FIRE CHIEF-C	M
3491	DEPUTY PROBATION OFFICER I	Q
3470	DEPUTY PROBATION OFFICER I	Q
8410	DEPUTY PROBATION OFFICER I	H
3469	DEPUTY PROBATION OFFICER I-C	Q
3468	DEPUTY PROBATION OFFICER I-C-A	Q
4407	DEPUTY PUBLIC ADMINISTRATOR MANAGER	D
1260	DEPUTY PUBLIC DEFENDER I	2
1254	DEPUTY PUBLIC DEFENDER II	2
1248	DEPUTY PUBLIC DEFENDER III	2
1242	DEPUTY PUBLIC DEFENDER IV	2
1240	DEPUTY PUBLIC DEFENDER V	2
1419	DEPUTY PUBLIC HEALTH OFFICER	M
4493	DEPUTY SHERIFF	L
4496	DEPUTY SHERIFF I	L
4495	DEPUTY SHERIFF I-C	L
4494	DEPUTY SHERIFF I-C-A	L
1364	DIR EMERGENCY MEDICAL SERVICES	M
0040	DIRECTOR OF AIRPORTS	M
0057	DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT	M
7246	DIRECTOR OF COMMUNITY HEALTH AND WELLNESS	M
0781	DIRECTOR OF COUNTYWIDE COMMUNICATIONS	D
0783	DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION	M

POSITIONS WITH ONE YEAR PROBATIONARY PERIOD		4
ITEM	DESC.....	BU
0637	DIRECTOR OF EMPLOYMENT AND HEALTH SERVICES	M
0189	DIRECTOR OF ENGINEERING SURVEYING AND PERMIT S	M
2159	DIRECTOR OF ENVIRONMENTAL HEALTH	M
3390	DIRECTOR OF HEALTH PROMOTION AND PUBLIC INFORM	D
0430	DIRECTOR OF HUMAN SERVICES	M
0100	DIRECTOR OF LIBRARIES	M
7300	DIRECTOR OF OUTPATIENT QUALITY	M
0270	DIRECTOR OF PARKS AND RECREATION	M
0170	DIRECTOR OF PERSONNEL	M
1580	DIRECTOR OF PHARMACY SERVICES	D
0784	DIRECTOR OF POLICY ANALYSIS	M
1970	DIRECTOR OF PUBLIC HEALTH NURSING	M
0309	DIRECTOR OF RESOURCE MANAGEMENT AGENCY	M
0688	DIRECTOR OF SOCIAL SERVICES	M
0687	DIRECTOR OF SURGICAL SERVICES	M
0186	DIRECTOR OF THE ROADS DEPARTMENT	M
0175	DIRECTOR OF WASTE MANAGEMENT	M
7045	DIRECTR OF POPULATION HEALTH	M
0829	DIVISION CHIEF, COUNTY CLERK-ELECTIONS	M
0660	DIVISION DIRECTOR FOR GENERAL SERVICES	M
3477	DIVISION DIRECTOR OF FISCAL, RESEARCH & PLANNI	M
1971	DIVISION DIRECTOR OF HEALTH SERVICES	M
4516	DIVISION DIRECTOR, FORENSIC SCIENCE	D
0912	ECONOMIC DEVELOPMENT PROGRAM MANAGER	D
0877	ELECTIONS PROGRAM COORDINATOR	D
0705	EMERGENCY SERVICES MANAGER	D
0814	EMPLOYERS' TRAINING RESOURCE DEPUTY DIRECTOR	M
0730	ENGINEERING MANAGER	D
0620	EQUAL EMPLOYMENT OPPORTUNITY OFFICER	D
0485	EXECUTIVE DIRECTOR	M
7047	EXTRA HELP MENTAL HEALTH RECOVERY SPECIALIST A	A
0844	FACILITIES AND SERVICES MANAGER	D
0587	FACILITIES MAINTENANCE MANAGER	M
6700	FACILITIES MANAGER	M
6600	FAMILY COURT SERVICES MANAGER	M
6950	FAMILY LAW FACILITATOR	M
3292	FIRE DISPATCHER I	3
3291	FIRE DISPATCHER II	3
0675	FIRE EMERGENCY COMMUNICATION CENTER MANAGER	D
4639	FIREFIGHTER	F
4637	FIREFIGHTER-A	F
4638	FIREFIGHTER-C	F
4636	FIREFIGHTER-C-A	F
0796	FISCAL AND POLICY ANALYST I	D
0795	FISCAL AND POLICY ANALYST II	D
0793	FISCAL AND POLICY ANALYST III	D
0794	FISCAL AND POLICY ANALYST III - CONTRACT	D
0916	FISCAL OFFICER	M
0701	FLEET SERVICES MANAGER	M
0643	GENERAL SERVICES MANAGER	D

ITEM	POSITIONS WITH ONE YEAR PROBATIONARY PERIOD DESC.....	5 BU
1065	GEOGRAPHIC INFORMATION SYSTEMS (GIS) MANAGER	D
3461	HEALTH AND FITNESS INSTRUCTOR - CONTRACT	U
1446	HEALTH ASSESSMENT & EPIDEMIOLOGY MANAGER	M
1887	HEALTH INFORMATION SERVICES DIRECTOR	D
0458	HEALTH PLAN SERVICES COORDINATOR	D
2029	HOME HEALTH CARE NURSING DIRECTOR	D
2039	HOME HEALTH CARE QUALITY MANAGEMENT COORDINATO	D
0649	HOME HEALTH DIRECTOR OF PATIENT CARE SERVICES/	M
4670	HOSPITAL BUILDING SUPERINTENDENT	D
2383	HOSPITAL BUSINESS OFFICE MANAGER	D
0218	HOSPITAL CHIEF FINANCIAL OFFICER	M
0710	HOSPITAL COMPLIANCE COORDINATOR	D
2381	HOSPITAL CONTROLLER	D
0636	HOSPITAL EMPLOYEE/LABOR RELATIONS SPECIALIST	D
2380	HOSPITAL INFORMATION SYSTEMS MANAGER	D
7676	HOSPITAL LABOR AND RELATIONS MANAGER	M
2560	HOSPITAL MATERIALS MANAGER	M
2024	HOSPITAL NURSING SHIFT MANAGER	D
0715	HOSPITAL RISK COORDINATOR	D
0714	HOSPITAL RISK MANAGER	M
0634	HOSPITAL SHARED SERVICES CENTER SUPERVISOR	D
0633	HOSPITAL STAFF RECRUITER	D
0638	HOSPITAL VOLUNTEER & SERVICES DIRECTOR	M
0950	HOUSING PROGRAMS MANAGER	D
0635	HUMAN RESOURCES DIVISION MANAGER	M
0644	HUMAN RESOURCES MANAGER	D
0465	HUMAN SERVICES CHIEF DEPUTY DIRECTOR	M
3625	HUMAN SERVICES PROGRAM DIRECTOR	D
2392	INFORMATION SECURITY OFFICER	D
0603	INTERNAL SERVICES MANAGER	M
8421	JUVENILE CORRECTIONS OFFICER I	H
3566	JUVENILE CORRECTIONS OFFICER I	Q
3517	JUVENILE CORRECTIONS OFFICER I	Q
3565	JUVENILE CORRECTIONS OFFICER I-C	Q
3564	JUVENILE CORRECTIONS OFFICER I-C-A	Q
1234	KCERA CHIEF LEGAL OFFICER	M
1232	KCERA DEPUTY CHIEF LEGAL OFFICER	M
1233	KCERA SENIOR DEPUTY CHIEF LEGAL OFFICER	M
0792	LEGISLATIVE ANALYST	D
0804	LIABILITY CLAIMS ADJUSTER	D
0811	LOSS PREVENTION SPECIALIST	D
2394	MANAGER OF REVENUE RECOVERY	D
1509	MANAGER, CARDIOPULMONARY SERVICES	D
0657	MANAGER, CLINICAL LABORATORY SERVICES	M
7247	MANAGER, PHYSICAL THERAPY	M
4710	MEDICAL CENTER FACILITY MANAGER	D
4176	MEDICAL LIBRARIAN	D
0775	MENTAL HEALTH HOUSING ADMINISTRATOR	D
1531	MENTAL HEALTH MANAGED CARE ADMINISTRATOR	M
1495	MENTAL HEALTH SYSTEM ADMINISTRATOR	M

POSITIONS WITH ONE YEAR PROBATIONARY PERIOD		6
ITEM	DESC.....	BU
2019	NURSING QUALITY ASSESSMENT & STANDARDS COORDIN	D
7040	OUTPATIENT SCHEDULER	4
7041	OUTPATIENT CONSULT REPRESENTATIVE	4
5249	PARK RANGER	3
8117	PARK RANGER	A
5248	PARK RANGER C	3
5247	PARK RANGER C-A	3
5349	PARK RANGER I	3
8111	PARK RANGER I	A
5191	PARK RANGER MANAGER	D
5190	PARK RANGER MANAGER C	D
5189	PARK RANGER MANAGER C-A	D
0446	PARKS SUPERINTENDENT	D
2391	PATIENT ACCESS SERVICES MANAGER	D
0585	PLANNING DIVISION CHIEF	M
1175	PRINCIPAL BUILDING INSPECTOR	D
1174	PRINCIPAL BUILDING INSPECTOR-C	D
2295	PRINCIPAL HUMAN RESOURCES ANALYST	D
1305	PRINCIPAL LAW CLERK	M
0586	PRINCIPAL TREASURY INVESTMENT OFFICER	M
0879	PROBATION TECHNICIAN	3
0875	PROGRAM COORDINATOR	D
0915	PROPERTY MANAGEMENT DIVISION CHIEF	M
4387	PUBLIC DEFENDER'S INVESTIGATOR I	3
4386	PUBLIC DEFENDER'S INVESTIGATOR II	3
0797	PUBLIC HEALTH DEPUTY DIRECTOR	D
1630	PUBLIC HEALTH LABORATORY DIRECTOR	M
0439	PUBLIC HEALTH OFFICER	M
1422	PUBLIC HEALTH PHYSICIAN	D
0832	PUBLIC HEALTH PLANNER	D
1491	PUBLIC HEALTH PROGRAM MANAGER	D
0791	PUBLIC INFORMATION OFFICER	D
0473	PUBLIC WORKS MANAGER	D
0816	PUBLIC WORKS PROGRAM MANAGER	D
0604	PURCHASING MANAGER	D
1368	QUALITY SERVICES MANAGER	M
1718	RADIOLOGY MANAGER	M
0527	REAL PROPERTY MANAGER	D
1301	RETIRED SUPERIOR COURT COMMISSIONER	M
0815	RETIREMENT ADMINISTRATIVE SERVICES MANAGER	D
0716	RETIREMENT FINANCIAL OFFICER	D
1246	RETIREMENT GENERAL COUNSEL I	M
1239	RETIREMENT GENERAL COUNSEL II	M
0712	RETIREMENT INFORMATION TECHNOLOGY MANAGER	D
4747	RETIREMENT INVESTMENT ANALYST I	D
3761	RETIREMENT INVESTMENT ANALYST II	D
0717	RETIREMENT INVESTMENT OFFICER	D
2544	RETIREMENT SERVICES MANAGER	D
8270	RETIREMENT SERVICES REPRESENTATIVE I	E
2527	RETIREMENT SERVICES SPECIALIST	5

POSITIONS WITH ONE YEAR PROBATIONARY PERIOD		7
ITEM	DESC.....	BU
0914	REVENUE AND COLLECTIONS MANAGER	M
0803	RISK MANAGER	M
0780	SENIOR ADMINISTRATIVE AND FISCAL SERVICES OFFI	D
3216	SENIOR BEHAVIORAL HEALTH CREDENTIALING SPECIAL	1
0645	SENIOR CAO MANAGER	M
7388	SENIOR CLINICAL PHARMACIST RESIDENCY DIRECTOR	M
0727	SENIOR ENGINEERING MANAGER	M
0788	SENIOR FISCAL AND POLICY ANALYST	D
0639	SENIOR HUMAN RESOURCES MANAGER	M
1320	SENIOR JUVENILE COURT REFEREE	M
0878	SENIOR PROBATION TECHNICIAN	3
4385	SENIOR PUBLIC DEFENDER'S INVESTIGATOR	3
2069	SENIOR PUBLIC HEALTH EPIDEMIOLOGIST	D
0708	SENIOR RETIREMENT INVESTMENT OFFICER	M
2321	SENIOR TALENT RECRUITER	D
1337	SHERIFF'S CIVIL LITIGATION & RISK MANAGEMENT C	3
4544	SHERIFF'S DETENTIONS DEPUTY	T
8153	SHERIFF'S DISPATCH ASSISTANT	A
3328	SHERIFF'S DISPATCH ASSISTANT	3
3323	SHERIFF'S DISPATCHER I	3
8154	SHERIFF'S DISPATCHER I	A
0676	SHERIFF'S EMERGENCY COMMUNICATIONS CENTER MANA	D
0699	SHERIFF'S OFFICE FLEET SERVICES MANAGER	D
2879	SHERIFF'S RECORDS ADMINISTRATOR	D
7593	SOCIAL SERVICES COORDINATOR	3
0785	SPECIAL PROJECTS MANAGER	D
7830	SPECIAL PROJECTS MANAGER	D
0532	STATION MANAGER	D
1300	SUPERIOR COURT COMMISSIONER	M
0235	SUPERIOR COURT EXECUTIVE OFFICER/JURY COMMISSI	M
0909	SUPERIOR COURT HUMAN RESOURCES MANAGER	M
0395	SUPERVISOR-DISTRICT I	M
0396	SUPERVISOR-DISTRICT II	M
0397	SUPERVISOR-DISTRICT III	M
0398	SUPERVISOR-DISTRICT IV	M
0399	SUPERVISOR-DISTRICT V	M
7416	SURGICAL TECHNOLOGIST I	3
7415	SURGICAL TECHNOLOGIST II	3
2322	TALENT RECRUITER	D
0735	TECHNOLOGY SERVICES DIVISION CHIEF	D
2396	TECHNOLOGY SERVICES MANAGER	D
0771	UNDERSHERIFF	M
0841	VETERANS SERVICE MANAGER	D
7677	VOLUNTEER SERVICES MANAGER	M
0731	WASTEWATER SYSTEM MANAGER	D
7760	WORKERS COMPENSATION AND LIABILITY MANAGER	M
0800	WORKERS'S COMPENSATION CLAIMS MANAGER	D
5504	415 REPLACEMENT PLAN	M