

SUMMARY OF PROCEEDINGS

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

Regular Meeting

Monday, December 13, 2021

5:30 p.m.

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

ABSENT: None

OTHERS: Devin Brown, Tracey Eldridge, Michael Goulart, Maria Murbach, Brian Van Wyk, 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 November 8, 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; NO PUBLIC COMMENT; **APPROVED**; Ag/Ol – All ayes

- 8013) Local Area Network Systems Administrator
- 8030) Environmental Health Specialist in Training
- 8306) Senior Animal Care Worker
- 8307) Behavioral Health Planning Analyst
- 8308) Supervising Public Health Nurse
- 8309) Pre-Licensed Clinical Psychologist/Clinical Psychologist I/II
- 8310) Sheriff's Aide-Shift
- 8311) Supervising Fire Dispatcher-Shift-Department Promotional
- 8312) Office Services Assistant-Bilingual
- 8313) Firefighter-Lateral
- 8314) Programmer I
- 8315) Human Services Technician I-Mojave
- 8316) Human Services Technician I-Bilingual-Mojave
- 8317) Emergency Medical Services Coordinator

- 8318) Traffic Signal Technician I
- 8319) Environmental Health Technician I-DP-Public Health
- 8320) Senior Retirement Services Analyst-DP-KCERA
- 8321) Retirement Services Specialist-DP-KCERA
- 8322) Retirement Services Technician
- 8323) Fiscal Support Technician-Bilingual
- 8324) Marketing and Promotions Associate I/II
- 8325) Deputy Chief Financial Officer
- 8326) Deputy Public Administrator Manager
- 8327) Area Park Supervisor
- 8328) Environmental Health Technician II

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

- a) Health Plan Services Manager, Item No. 0457; *Ag/Ro – All ayes*
Devin Brown, Chief Human Resources Officer, provided a summary. No public comment.
- b) KCERA Deputy Chief Investment Officer, Item No. 0589; *Pri/Ag – All ayes*
Michael Goulart, Principal Human Resources Analyst, provided a summary. No public comment. Commissioner Oliver asked how many people were in the investment group and Mr. Goulart stated there were four. Vice President Oliver asked if there were any state licensing requirements other than those listed in the specifications and Mr. Goulart stated there were none other than the requirements listed. No other questions.
- c) Wildland Firefighter, Item No. 4852; *Ro/OI – All ayes*
Mr. Brown provided a brief overview. No public comment. Commissioner Rose asked if this position would take care of the Fire Department's employment needs and provide enough of a candidate pool of potential candidates. Fire Chief Aaron Duncan stated that it would and these candidates were hard working, local young candidates they would like to retain. Vice President Oliver asked if this was a certified position. Fire Chief Duncan explained that this was a multiple layered position which included several roles, and they were seasonal employees who were well trained.
- d) Highway Painter and Senior Highway Painter, Items No. 4852 and 4851; *Ag/OI – All ayes*
Mr. Brown provided a provided a summary. 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; **REVIEW, RECEIVE, AND FILE**

- a) Deputy Chief Human Resources Officer, Item No. 0787; *Ag/Ro – All ayes*
Mr. Brown provided a provided a summary. No public comment.

b) Deputy Sheriff, Item No. 4493; *Ro/Ol – All ayes*

Mr. Brown provided a provided a summary.

A member of the public asked if these new standards would apply for incoming people only or for existing personnel. Mr. Brown replied they would apply to existing staff as well.

Commissioner Rose stated that her understanding was that the Sheriff's department had been understaffed for a while, she asked if the County was now in a place to begin to add employment positions back for a county this size. Mr. Brown responded that the county had been in the in the frontlines of trying to hire and retain staff for the Sheriff's Department. He explained that it has been difficult finding law enforcement profession candidates. It is a very competitive field across the state and country and police and sheriff departments are doing everything they can to hire and recruit qualified candidates. The Sheriff's Office is committed to trying to get more of their deputies in the field rather than working in the jail. Mr. Brown stated that he and the recruitment team have noticed the applicant pools have diminished significantly over the several years they have been doing this. It has become very difficult to get people through that process and show up for testing, show up for the physical agility testing, and then make it through the academy. He stated that their salaries are comparable with other comparable jurisdictions, and they have just increased the salaries for Deputy Sheriffs by 5% and will increase to 10% by the end of July.

Vice President Oliver stated that the age was being raised from 19 to 21 and asked the reason for the age change if they were trying to raise the pool. Mr. Brown explained it was a statutory change, and it did shrink the pool.

c) Deputy Sheriff Trainee, Item No. 4497; *Ol/Ag – All ayes*

Mr. Brown provided a provided a summary. No public comment.

6. Civil Service Rule 1800 Update:

Brian Van Wyk, Deputy County Counsel, reported that there two cases and they were within their timelines.

7. Commission Secretary Monthly Report:

None

8. Human Resources Division Items/Report:

Mr. Brown announced that an agreement had been reached with the bargaining groups and SEIU and the building would be closed for business for the winter recess from December 23, 2021 reopening on January 3, 2022. He thanked the HR team for their hard work during the past year.

9. Commission Member Presentations or Announcements:

None

Adjourn to Closed Session: at 6:02 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; **CONTINUED TO DECEMBER 21, 2021**
11. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1)); **NO REPORTABLE ACTION**
12. President Holt adjourned the meeting at 7:45 p.m. to the next Regular Meeting to be held on Monday, January 10, 2022, at 5:30 p.m.

SUMMARY OF PROCEEDINGS

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

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

PRESENT: Commissioners Agbalog, Holt, Price, and Rose

ABSENT: Commissioner Oliver

OTHERS: Devin Brown, Tracey Eldridge, Michael Goulart, Maria Murbach, Christina Oleson, 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 October 11; NO PUBLIC COMMENT; **APPROVED**; Ag/Ro – 4 ayes/1 ab (Ol)

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures; **APPROVED**; Ag/Ro – 4 ayes/1 ab (Ol)

7964) Sheriff's Detentions Deputy Trainee
8016) Office Service Technician
8082) Behavioral Health Therapist Trainee
8269) Administrative Coordinator
8270) Office Services Technician-Bilingual
8271) Office Services Specialist-Bilingual-Lamont
8272) Assistant Chief Human Resources Officer
8273) Building Plans Technician
8274) Maintenance Supervisor-DP-General Services
8275) Maintenance Worker I
8276) Senior Animal Control Officer-Shift
8277) Public Health Program Manager
8278) Cook I-Lake Isabella

- 8279) Human Services Finance Director
- 8280) Health Education Assistant I/II-Bilingual
- 8281) Storekeeper I
- 8282) County Compliance & Accountability Officer
- 8283) Network Systems Administrator
- 8284) Contract Administrator
- 8285) Fire Emergency Communication Center Manager-Department Promotional
- 8286) Sheriff's Detentions Senior Deputy-DP
- 8287) Auditor Appraiser I/II/III
- 8288) Legal Secretary-Ridgecrest
- 8289) Park Ranger/Senior Support Specialist
- 8290) Sheriff's Senior Support Specialist
- 8291) Aircraft Mechanic
- 8292) Chief Appraiser-DP
- 8293) Communications Coordinator
- 8294) Job Developer I-Ridgecrest
- 8295) Supervising Legal Process Technician
- 8296) Program Coordinator-District Attorney, Family Justice Center
- 8297) Administrative Coordinator-DP-Public Health
- 8298) Office Services Specialist-Bilingual
- 8299) Social Service Supervisor II-DP-DHS
- 8300) Social Service Supervisor II-East Kern Region-DP-DHS
- 8301) Maintenance Carpenter
- 8302) Fiscal Support Supervisor-DP-Public Health
- 8303) Human Services Supervisor-DP-DHS
- 8304) Office Service Technician
- 8305) Department Analyst I/II

4. **New Specification(s):** The following job specification(s) have been created and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. **REVIEWED, RECEIVED, AND FILED; Ag/Pri – 4 ayes/1 ab (OI)**

- KCERA Chief Operations Officer, KCERA Chief Financial Officer, KCERA Deputy Financial Officer, and KCERA Chief Technology Officer, Items No. 1228, 0592, 0593, and 1229

Devin Brown, Chief Human Officer, provided a brief summary. No public comment. Commissioner Rose asked if these positions were different than the ones that were previously approved back in August. Mr. Brown stated that they were, he clarified these were new classifications.

5. **Civil Service Rule 1800 Update:**

Christina Oleson, Deputy County Counsel, reported that there were no active complaints at this time.

6. **Commission Secretary Monthly Report:**

None

7. Human Resources Division Items/Report:

Mr. Brown announced the appointment of Tracey Eldridge to fill the position of Assistant Chief Human Resources Officer. Ms. Eldridge has been with Kern County since 2008. She has a deep experience in both human relations and health care administration. She has previously supervised all the functional areas within HRD at one time or another and she is very well equipped to assume this new role. In her new role, she will be assisting Mr. Brown to build and develop a robust HR operations and service delivery team. The HRD team will continue to support the County business units with high quality shared services and people relations assistance from HRD staff. Through increased automation and use of data analytics in the optimized technology the HRD team will continue to provide first class central HR support to its many stake holders.

The Commission welcomed Ms. Eldridge.

8. Commission Member Presentations or Announcements:

Commissioner Rose thanked the Public Health Department for their diligent work for all the community outreach they have conducted during this pandemic. She thanked the HRD team for their work with the vaccination site.

Adjourn to Closed Session: There were no closed session items heard during this session as the closed session item listed was placed on the December meeting agenda.

CLOSED SESSION (Government Code § 54957)

9. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release

Sheriff Deputy (Sheriff's Office) – Case No. 2021-0106; MATTER TO BE PLACED ON DECEMBER 13, 2021, REGULAR MEETING AGENDA.

10. President Holt adjourned the meeting at 5:40 p.m. to the next Regular Meeting to be held on Monday, December 13, 2021, at 5:30 p.m.

Item 03

Weekly Test Schedule - 11/1/21, 11/8/21					
Exam #	Recruitment Title	Open Date	Close Date	Action	WTS Report
8012	Local Area Network Systems Administrator	11/1/2021	Continuous	Unsuspend	11/1/2021
8030	Environmental Health Specialist In Training	11/2/2021	Continuous	Unsuspend	11/1/2021
8306	Senior Animal Care Worker	11/1/2021	11/12/2021	Open	11/1/2021
8307	Behavioral Health Planning Analyst	11/2/2021	Continuous	Open	11/1/2021
8308	Supervising Public Health Nurse	11/3/2021	Continuous	Open	11/1/2021
8309	Pre-Licensed Clinical Psychologist/Clinical Psychologist I/II	11/3/2021	Continuous	Open	11/1/2021
8310	Sheriff's Aide-Shift	11/3/2021	Continuous	Open	11/1/2021
8311	Supervising Fire Dispatcher- Shift - Department Promotional	11/4/2021	11/9/2021	Open-DP	11/1/2021
8312	Office Services Assistant-Bilingual	11/8/2021	11/19/2021	Open	11/1/2021
8313	Firefighter - Lateral	11/8/2021	Continuous	Open	11/1/2021
8314	Programmer I	11/8/2021	11/19/2021	Open	11/1/2021
8315	Human Services Technician I-Mojave	11/8/2021	11/19/2021	Open	11/1/2021
8316	Human Services Technician I-Bilingual-Mojave	11/8/2021	11/19/2021	Open	11/1/2021
8317	Emergency Medical Services Coordinator	11/5/2021	11/19/2021	Open	11/1/2021
8318	Traffic Signal Technician I	11/8/2021	11/19/2021	Open	11/8/2021
8319	Environmental Health Technician I - DP - Public Health	11/9/2021	11/19/2021	DP	11/8/2021
8320	Senior Retirement Services Analyst - DP - KCERA	11/15/2021	11/29/2021	Open - DP	11/8/2021
8321	Retirement Services Specialist - DP - KCERA	11/15/2021	11/29/2021	Open - DP	11/8/2021
8322	Retirement Services Technician	11/15/2021	11/29/2021	Open	11/8/2021
8323	Fiscal Support Technician - Bilingual	11/12/2021	Continuous	Open	11/8/2021
8324	Marketing and Promotions Associate I/II	11/10/2021	11/30/2021	Open	11/8/2021
8325	Deputy Chief Financial Officer	11/15/2021	11/19/2021	Open	11/8/2021
8326	Deputy Public Administrator Manager	11/12/2021	12/3/2021	Open	11/8/2021
8327	Area Park Supervisor	11/15/2021	11/19/2021	Open	11/8/2021
8328	Environmental Health Technician II	11/15/2021	11/30/2021	Open	11/8/2021

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



December 13, 2021

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

**PROPOSED NEW JOB SPECIFICATION TITLED
HEALTH PLAN SERVICES MANAGER**

The Human Resources Division requests approval of a new specification titled Health Plan Services Manager.

Attached for your review is the proposed specification. The Human Resources Division has prepared at the specification at the request of Chief Human Resources Officer (CHRO) Devin Brown.

The newly created Health Plan Services Manager is a mid-management level classification that will be responsible for the health care administration function of the Human Resources division. The creation of the new position reflects the separation of responsibility for the daily activities of the Health and Wellness team, previously under the oversight of a Deputy Chief Human Resources Officer. The position will work under the direction of the CHRO and/or the Assistant Chief Human Resources Officer (ACHRO).

The Health Plan Services Manager will oversee daily operations, health plan fiscal operations, health plan administration for active and retired employees and specials districts, plan eligibility, RFP development, contracts, and will represent the unit and health plans to County employees, departments, other governmental and private entities, and the public. The incumbent will assign work and supervise staff to achieve program goals and objectives.

The proposed Health Plan Services Manager falls within the unrepresented mid-management bargaining unit.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, and FILE the proposed new specification titled Health Plan Services Manager.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachment

Health Plan Services Manager
Bargaining Unit: D
Salary Range: 65.8 (\$5,788- \$7,066)

Definition

The Health Plan Services Manager (HPSM) works at the direction of the Chief Human Resources Officer (CHRO) and/or the Assistant CHRO. The HPSM plans, organizes, controls, and directs the daily operations of the health plan administration function of the Human Resources Division.

This position is distinguished by its responsibility to manage the daily activities of the Health and Wellness Team within the Division. The incumbent focuses on health plan fiscal operations, health plan administration, contract development, resolution of member issues and complaints, coordination of activities with other agencies and contracted vendors, and assigning work and supervising staff as necessary to achieve program goals and objectives. The incumbent is expected to operate autonomously under general guidance in handling complex assignments and in representing the unit and health plans to County employees, departments, other governmental and private entities, and the public.

The HPSM is an overtime-exempt classification.

Essential Functions

- Supervises and evaluates the performance of assigned staff, interviews and selects employees and recommends appointments, transfers, reassignment, termination, and disciplinary actions.
- Assigns duties and reviews work for accuracy, completeness and compliance with established standards, requirements, procedures, and regulations.
- Provides team leadership and participates in developing new techniques to achieve improvements in effectiveness and quality.
- Develops and implements operational policies and procedures in accordance with rules, policies, and regulations.
- Assists with development of budget for internal services funds.
- Coordinates fiscal activities within the division including weekly/monthly/quarterly billing, claim payments, transfers, and reconciliation.
- Maintains current knowledge of laws, codes, rules, regulations, and pending legislation regarding health plan administration for both active employees and retirees.

Essential Functions (continued)

- Develops, implements, and evaluates programs, ensuring objectives are consistent with the overall mission and goals of the unit and department.
- Reviews and evaluates data to identify opportunities for program improvement and implements performance improvement projects.
- Leads negotiations and drafting of agreements with outside vendors and health care providers.
- Ensures monitoring of contracted vendors to ensure satisfactory performance.
- Makes presentations and prepares reports and correspondence.

Core Competencies

Employees in this position will exhibit a high level of performance and capability in the following core competencies:

- Leadership
- Critical thinking
- Communication
- Collaboration
- Decision-making
- Judgment
- Technical/functional expertise

Employment Standards

- Bachelor's Degree from an accredited college or university and five (5) years of fiscal or senior administrative experience, including budgeting and accounting, in a hospital, medical office, or health plan setting; OR,
- An equivalent combination of education, training, and/or experience sufficient to successfully perform the essential duties of the job may substitute for the above requirements.

Preferred Qualifications:

- Bachelor's Degree from an accredited college or university in Public Administration or Business Administration or Health Plan Administration.
- Nationally recognized human resource certification (i.e., SHRM, PHR, etc.)
- A green belt or higher designation in the Lean Six Sigma discipline.
- Human resource experience in the public sector.

Possession of a valid California Driver's License is required upon appointment.

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.

Shaw A Eldridge
DEPARTMENT HEAD

12.2.21
DATE

Shaw A Eldridge
CHIEF HUMAN RESOURCES OFFICER

12.2.21
DATE

Item #	0457
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	65.8
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	D
HR Analyst	Keri Pharris
Reviewed By	Tracey Eldridge
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 13, 2021



December 13, 2021

Civil Service Commission
Kern County Administrative Center
11115 Truxtun Avenue
Bakersfield, CA 93301

**PROPOSED NEW JOB SPECIFICATION TITLED
KCERA DEPUTY CHIEF INVESTMENT OFFICER**

The Kern County Employees' Retirement Association (KCERA) requests approval of the new specification titled KCERA Deputy Chief Investment Officer.

Attached for your review is the proposed job specification. The Human Resources Division has prepared the specification at the request of KCERA Chief Executive Officer Dominic Brown.

In fiscal year 2021-22, KCERA expects to see continued growth in the organization as management implements a new operational structure and aligns duties with the appropriate level of personnel to improve the effectiveness and efficiency of each division. KCERA's initiatives included in their Strategic Plan are intended to further the Retirement Board's goals and priorities to enhance stakeholder relations, strengthen the investment program, leverage available technology in their operations, build the effectiveness of KCERA staff, and ensure plan sustainability.

Development of the proposed specification is one element of the KCERA's Strategic Plan. The proposed specification will allow KCERA to be competitive in the market and increase staff headcount in order to discharge fiduciary duties of the Board, retain staff, implement succession planning and attract talented team players. The proposed specification is consistent with similar positions in comparable systems.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed new specification titled KCERA Deputy Chief Investment Officer.

Sincerely,

A handwritten signature in black ink, appearing to read "Devin Brown".

Devin Brown
Chief Human Resources Officer

Attachment

KCERA DEPUTY CHIEF INVESTMENT OFFICER
Bargaining Unit M
Salary Range 78.8 (\$11,074-\$13,513)

Definition

Under direction, assists the KCERA Chief Investment Officer (KCIO) in managing the investment portfolio of the Kern County Employees' Retirement Association (KCERA or Plan) and the Investment Program, including supervising staff, while taking significant initiative to improve the investment program and enhance performance.

Distinguishing Characteristics

This position reports to the KCIO. The Deputy Chief Investment Officer (DCIO) is responsible for collaborating with the CIO in the establishment and implementation of the KCERA investment strategy. The DCIO contributes substantially and materially to the overall investment strategy and performance of the Plan.

Essential Functions

Duties include but are not limited to:

- Oversee and mentor investment staff.
- Research and analyze investment program strategies and initiatives; develop and make recommendations.
- Evaluate opportunities to improve the risk and/or return across the Plan. Make recommendations.
- Oversee cash management and portfolio rebalancing. Review recommendations from investment staff, potentially propose changes. Make recommendations.
- Oversee and perform initial and ongoing due diligence on current investment managers and prospective investment managers across all asset classes; source investment ideas; perform quantitative analysis; review advisor investment, operational, and quantitative due diligence; develop qualitative assessment; generate reports and presentations; collaborate with investment advisors; potentially develop new investment strategies, funds, and investment terms. Make recommendations.
- Oversee legal contracting process for investments.
- Oversee and participate in portfolio risk assessment. Manage and mentor investment staff in the risk management process.
- Oversee and perform analysis for the asset allocation process. Make recommendations.
- Develop investment related policy, procedure, and process improvements, including opportunities for technology solutions to improve efficiency and productivity. Document changes and new approaches. Develop plans for deploying new approaches. Make recommendations.
- Oversees performance and attribution analysis and review. Mentors' investment staff in the preparation and review of performance and attribution analysis.

- Oversees performance and attribution analysis and review. Mentors' investment staff in the preparation and review of performance and attribution analysis.
- Oversee the preparation of investment reports for the Board of Retirement.
- Prepares and presents written and oral reports concerning the investment program to the Board of Retirement, the Kern County Board of Supervisors, retirees, employees, and other public/private groups as directed by the Chief Investment Officer on a regular basis.
- Attends monthly Retirement Board and Investment Committee meetings; presents to the Board of Retirement and/or Investment Committee on a regular basis.
- Perform other ad hoc investment and financial analysis, report writing, presentation preparation, and presenting to the Investment Committee and/or Board and other constituent groups.
- Perform other job-related duties as assigned.

Employment Standards

Graduation from an accredited college or university with a bachelor's degree in Finance, Accounting, Economics, Business Administration, or a closely related field AND nine (9) years of related work experience in a defined benefit retirement fund, investment consulting, investment management, or financial services. Possession of a master's degree in Business Administration with a concentration in finance and a Chartered Financial Analyst (CFA) designation are desirable.

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

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

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

A background check may be conducted for this classification.

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

New
December 2021
#0589

New Job Specification
December 14, 2021
Item No. 0589

DEPARTMENT HEAD

DATE

*Tracy A. O'Keefe**12.2.21*

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	0589
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	78.8
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	4
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	M
HR Analyst	Michael Goulart
Reviewed By	Keri Pharris
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 14, 2021

New Job Specification
December 14, 2021
Item No. 0589



DEPARTMENT HEAD

12/2/21
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	0589
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	A
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	78.8
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Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	M
HR Analyst	Michael Goulart
Reviewed By	Keri Pharris
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 14, 2021

New Job Specification
December 14, 2021
Item No. 0589



December 13, 2021

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

PROPOSED NEW JOB SPECIFICATION TITLED WILDLAND FIREFIGHTER

The Kern County Fire Department (KCFD) requests approval of the new specification titled Wildland Firefighter.

Attached for your review is the proposed job specification. The Human Resources Division has prepared the specification at the request of Fire Chief & Director of Emergency Services Aaron Duncan.

The KCFD has experienced challenges retaining applicants that are also awaiting hire at competing agencies seeking the same talent. The proposed classification was developed to assist the KCFD in retaining experienced staff to exercise a full range of lead crewmember duties by providing assistance in assigning, directing, and reviewing the work of seasonal fire crewmembers dedicated to the Air and Wildland Division of the KCFD. Due to recent wild fires, it is crucial for the department to have appropriately trained staff to assist with these functions and any other hazard related work.

The Kern County Firefighters Union is in support of the new job specification.

Therefore, we recommend the Civil Service Commission **REVIEW, RECIEVE, AND FILE** the proposed new job specification of Wildland Firefighter.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachment

Wildland Firefighter
Bargaining Unit: F
Salary Range 59.4 (4,206-5,398)

Definition:

Under supervision, performs and assists with training in wildland fire suppression. May assist with rescue, emergency medical services, fire prevention, public education, and any other all hazard related work as required.

Essential Functions:

- Primarily responds to wildland fire incidents.
- Assists with other all hazard emergency incidents including medical aids, rescues etc. as required.
- Assists in maintaining and caring for fire apparatus, equipment, fire station and grounds.
- Drives and operates fire apparatus and similar fire equipment.
- Participates in fire safety education programs and makes public presentations as assigned.
- Leads seasonal firefighter crewmembers on local agency handcrew, helitack crew or heavy equipment programs.
- Plans, assigns, coordinates and evaluates the work, of staff assigned; ensures adherence to rules, regulations and department policies and procedures; ensures safe work conditions; and resolves complaints.
- Determines most appropriate objectives, strategy, and tactics of assigned staff for wildland fire suppression.
- Leads and performs, fire suppression efforts using a variety of firefighting tools including axe, shovel, Pulaski, McLeod, chainsaws.
- Participates in a continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes.
- Logs and maintains basic records, orders supplies and utilizes a personal computer with related software.

In a learning capacity:

- Participate in an approved basic firefighter training academy, and attends scheduled drills and classes.
- Participate in any other related and supplemental training.
- May assist with emergency calls

Other Functions:

- Leads the cleaning, reconditioning, and storing of specialized fire tools and equipment as prescribed.

- Ensures assigned vehicles are cleaned and maintained, and initiates repair request as necessary.
- Leads fuels reduction and modification projects, slash disposal, prescribed burning projects and firebreak construction and maintenance.
- Performs other job-related duties as assigned.

Employment Standards:**Minimum Qualifications:**

- High school Diploma, G.E.D or equivalent
- Possession of valid California Class C Driver's License with Firefighter endorsements including, Driver Operator 1a or Fire Department Certification is required within one (1) year of appointment or be terminated.
- Completed NWCG/CICCS FF1 Taskbook
- Candidates must possess a minimum of six (6) months experience as a Seasonal Fire Supervisor or Equipment Operator for the Kern County Fire Department within the last three (3) years or six (6) months of experience equivalent to Seasonal Fire Supervisor or Equipment Operator in the Kern County classification system within the last three (3) years.
- Meets and maintains department physical fitness standards also completing an annual pack test at the "Arduous" level.
- Within nine (9) months of employment, Wildland Firefighter appointees must enroll and participate in an approved basic firefighter training academy. Failure to successfully complete the academy may result in disciplinary action, up to and including termination.
- Within nine (9) months of employment, Wildland Firefighter appointees must enroll and successfully complete an approved National Registry EMT program with certification. Failure to successfully complete an approved National Registry EMT program and obtain the certification may result in disciplinary action, up to and including termination.

Preferred Qualifications:

- NWCG or CICCS Single Resource Boss Qualified
- EMT Qualifications
- Incident Commander Type 4 (ICT4)
- I-300 Intermediate ICS
- S-219 Ignition Operations
- Intermediate Faller Type 2 (FAL2)

All certifications must be submitted, if not included on your Red Card.

Physical Requirements:

Physical Examination: A rigid medical examination by the County Physician is required. Includes Spine and Chest X-Rays; Blood Chemistry and Electro-cardiograph tests. Weight must be proportionate to height and age. Must meet and maintain county physical fitness requirements.

Vision: 20/40 uncorrected in each eye, corrected to 20/20 – with gas permeable or hard contact lenses or spectacles. Must pass color vision test – Farnsworth D15. No permanent or progressive eye abnormalities. Any eye condition that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.

Hearing: On audiometric testing, 25 decibels @ 500,1000, 2000 or 3000 AND an average of 25 decibels for all four (4) frequencies in both ears, age corrected, using audiometric equipment calibrated to ANSI Standards and without the use of hearing aids. Any ear condition or hearing impairment that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.

Minimum Age: Applicants must have reached their 18th birthday by the application filing deadline.

Knowledge of: Standard forestry practices and techniques, including fire suppression and controlled burning methods to be used in various type of fuels and under a variety of conditions of weather conditions and terrain; fire behavior, fire organizations, and fire equipment to suppress and direct suppression of fires under various conditions of fuel, weather, and terrain, fire terminology; use of radios and safety techniques.

Ability to: Respond to wildland fires and instruct others in such operations; lead and train staff to plan, lay out and direct their work to maintain effective discipline and morale; earn firefighting techniques and principles of hydraulics applied to wildland fire suppression; interpret, understand and follow oral and written directions; be detail oriented; manage time efficiently and effectively; troubleshoot and identify problems, use sound judgment and make appropriate recommendations; establish and maintain cooperative relationships with fellow employees and the public; communicate effectively, both verbal and written; make public presentations; keep simple records and prepare reports, demonstrate mechanical aptitude, maintain physical endurance and agility; perform effectively and safely in adverse environmental conditions; adapt to and perform in stressful situations; maintain cleanliness; and maintain a professional and ethical demeanor at all times and utilize a personal computer and related software; maintain physical endurance and agility.

Possession of a valid California Driver's License upon appointment.

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

DATE

Shany A. Cichedje
CHIEF HUMAN RESOURCES OFFICER

12.2.21
DATE

Item #	4852
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	59.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	F
HR Analyst	B Villanueva
Reviewed By	K Pharris
CAO Analyst	B Currie
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	December 13, 2021


DEPARTMENT HEAD

12/3/2021
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

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



December 13, 2021

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

**PROPOSED NEW JOB SPECIFICATIONS TITLED HIGHWAY PAINTER AND
SENIOR HIGHWAY PAINTER**

The Kern County Public Works Department requests approval of the new specifications titled Highway Painter and Senior Highway Painter.

Attached for your review are the proposed job specifications. The Human Resources Division has prepared the specifications at the request of Kern County Public Works Department Director Craig Pope.

The Highway Painter and Senior Highway Painter job specifications were created to capture contemporary responsibilities performed by employees currently classified as Maintenance Painters and working for the Public Works Department. Traditionally, staff performing traffic painting and marking, as well as making, installing and maintaining signs, worked under the classification of Maintenance Painter. The classification of Maintenance Painter does not align with the public highway maintenance functions performed by Public Works staff in this classification.

The Highway Painter and Senior Highway Painter represent a flexible classification series. The levels in the flexible series are distinguished by tasks performed under close supervision at the entry level and lead responsibilities of incumbents at the senior level. The proposed new classifications involve a reclassification of the current Maintenance Painters assigned to the Public Works Department. Employees currently classified as a Maintenance Painter with the Public Works Department who do not hold a Class A California Driver's License will be reclassified as a Highway Painter. Employees currently classified as a Maintenance Painter with the Department of Public Works who hold a Class A California Driver's license will be reclassified as a Senior Highway Painter.

The Service Employees International Union (SEIU) is in concurrence with the new proposed specifications.

Therefore, IT IS RECOMMENDED that your Commission REVIEWE, RECEIVE, AND FILE the proposed new specifications titled Highway Painter and Senior Highway Painter.

Sincerely,

Devin Brown
Chief Human Resources Officer

Highway Painter
Bargaining Unit: 6
Salary Range 55.6 (\$3,480 - \$4,249)

Definition:

Under close supervision, performs all aspects of traffic painting and marking; makes, installs, and maintains all signs; drives and operates light equipment such as stencil trucks and sign maintenance trucks; and performs other work as required.

Distinguishing Characteristics:

The Highway Painter is the entry level into the Highway Painter flexible classification series. Incumbents receive on-the-job instruction and work under general supervision in the performance of duties. The Highway Painter is distinguished from the Senior Highway Painter in that the later classification performs in a lead capacity as a crew leader.

Incumbents must be willing to work non-traditional work schedules including nights, weekends, and holidays to accommodate emergencies or projects that affect Kern County.

Promotion to the next higher level is considered on a merit basis subject to the recommendation of the Department Head.

Essential Functions:

- Paints curbs to prohibit or restrict parking.
- Sets up traffic control for work zones.
- Lays out and paints channelized traffic lanes.
- Measures and stripes traffic lanes and edge lines.
- Removes unwanted lines or symbols on pavement with machines.
- Maintains inventory of signs and materials.
- Installs delineators and guide markers.
- Stencil letters and symbols on the street.
- Makes and assembles street markers, stop signs and various traffic control devices.
- Replaces damaged signs and barricades.
- Logs daily activities.

Other Functions

- Performs other job-related functions as required.

Employment Standards:

Minimum Qualifications:

- Any combination of training and experience equivalent to a high school diploma, G.E.D. or equivalent **AND** four (4) years of paid experience as a residential or commercial painter. Highway painting experience is desirable.

Additional Requirements:

Possession of a valid California Motor Vehicle License.

Knowledge of: paint and paint equipment, standard designs and uses of street markings and traffic signs, operation and maintenance of street marking machines and equipment, safety practices applicable to traffic marking work and computer applications related to the work.

Ability to: follow oral and written instructions, learn, and interpret rules and regulations, work indoors and outdoors in all weather conditions, and follow basic safety practices in the performance of job duties.

Supplemental:

A background check may be conducted for this classification.

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

Highway Painter**Page 3**
DEPARTMENT HEAD12/3/21
DATE
CHIEF HUMAN RESOURCES OFFICER12.3.21
DATE

Item #	4852
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	G
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	55.6
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	4
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	6
HR Analyst	K Stillwell
Reviewed By	K Pharris
CAO Analyst	J Arriola
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 13, 2021

New Job Specification
December 13, 2021
Item No. 4852

Senior Highway Painter
Bargaining Unit: 6
Salary Range 57.6 (\$3,845 - \$4,694)

Definition:

Under general supervision, acts as the crew leader to assist in training and directing the work of other staff in the performance of the various aspects of traffic paint functions and signage; drives and operates light and heavy equipment; and performs other work as required.

Distinguishing Characteristics:

The Senior Highway Painter is the lead level in the Highway Painter flexible classification series. Incumbents work as crew leaders and are required to oversee the work of staff assigned to their crew. The Senior Highway Painter works independently performing a wide range of job duties. It is distinguished from a Highway Painter by its responsibility to train and direct the work of staff engaged in traffic paint functions.

Incumbents must be willing to work non-traditional work schedules including nights, weekends, and holidays to accommodate emergencies or projects that affect Kern County.

Essential Functions:

- Oversees the work of Highway Painters and assists in training.
- Schedules and assigns work to Highway Painters.
- Plans and estimates materials for work assignments.
- Paints curbs to prohibit or restrict parking.
- Sets up traffic control for work zones.
- Lays out and paints channelized traffic lanes.
- Measures and stripes traffic lanes and edge lines.
- Removes unwanted lines or symbols on pavement with machines.
- Maintains inventory of signs and materials.
- Installs delineators and guide markers.
- Stencil letters and symbols on the street.
- Makes and assembles street markers, stop signs and various traffic control devices.
- Replaces damaged signs and barricades.
- Logs daily activities.
- Operate paint striper truck.

Other Functions

- Performs other job-related functions as required.

Employment Standards:

Minimum Qualifications:

Any combination of training and experience equivalent to completion of high school diploma, G.E.D. or equivalent and five (5) years of paid experience as a residential or commercial painter **OR** one (1) year of paid equivalent experience as a Highway Painter in the Kern County Classification System.

Additional Requirements:

Possession of a valid Class A California Driver's License is required.

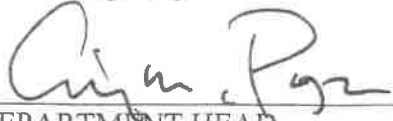
Knowledge of: paint and paint equipment, standard designs and uses of street markings and traffic signs, operation and maintenance of street marking machines and equipment, safety practices applicable to traffic marking work and computer applications related to the work.

Ability to: lead a crew and train staff; estimate time and materials needed to perform tasks; follow oral and written instructions, learn, and interpret rules and regulations, work indoors and outdoors in all weather conditions, follow basic safety practices in the performance of job duties.

Supplemental:

A background check may be conducted for this classification.

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


DEPARTMENT HEAD

12/3/21
DATE


CHIEF HUMAN RESOURCES OFFICER

12.3.21
DATE

Item #	4851
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	G
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	57.6
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	4
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	6
HR Analyst	K Stillwell
Reviewed By	K Pharris
CAO Analyst	J Arriola
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 13, 2021



December 13, 2021

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

PROPOSED REVISED JOB SPECIFICATION FOR DEPUTY CHIEF HUMAN RESOURCES OFFICER

Kern County's 2021-2026 Strategic Plan includes the key objective "*Be a Model of Excellence in Managing our Business and Workforce.*" Included under that objective is the goal of being among the very best fiscally managed counties in the State of California. Achieving this goal requires Kern County to:

- Make business decisions based on long-term fiscal sustainability, and that lead to impactful, tangible outcomes for our residents and employees.
- Utilize technology to improve and align business capabilities with resources, and customer demands and expectations.
- Build on the continuous improvement principals of Lean Six Sigma to improve and streamline operations for maximum efficiency and effectiveness.

Attached is a proposed revised specification for Deputy Chief Human Resources Officer (CHRO) that drives toward accomplishing these important goals and objectives. The proposed changes reflect the separation of the health care administration responsibilities from this classification into the new proposed Health Plan Services Manager classification. In addition, the Deputy CHRO classification is better defined to cover two main areas of assigned management responsibility within the HR Operations and Service Delivery Team – People Relations and HR Shared Services.

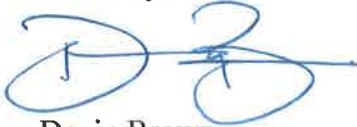
The People Relations Manager assignment will oversee employee relations, classification and compensation changes, workplace investigations, personnel management, and workforce development. The incumbent will coordinate the work of human resource business partners assigned to handle these functions. The HR Shared Services Manager assignment will oversee recruitment, coordination of training, leave management, and payroll for the Division. The incumbent will be tasked with ensuring the effective and efficient delivery of these shared services to our county operating departments.

The HR function has changed dramatically in the six years since the HR Division was established. Managing our people is more integral than ever to the successful delivery of services to our community. Technology is available to streamline and automate shared HR services across our workforce providing low touch, but high-quality customer service to our employees. Data can be analyzed to provide insight to our business about their specific people needs so that proactive solutions can be built to address them in real time. Management of a robust HR Operations and Service Delivery Team around these new realities will transform the operational efficiency of our human resources.

The Deputy Chief Human Resources Officer classification falls within the unrepresented management bargaining unit.

Therefore, IT IS RECOMMENDED that your Commission REVIEW, RECEIVE, AND FILE the proposed revised specification for Deputy Chief Human Resources Officer.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Brown', with a stylized flourish extending to the right.

Devin Brown
Chief Human Resources Officer

Attachment

Deputy Chief Human Resources Officer
Bargaining Unit: M
Salary Range: 69.8 (\$7,066 - \$8,626)

Definition:

The Deputy Chief Human Resources Officer (CHRO) works at the direction of the CHRO and the Assistant CHRO to manage one of two functional areas within the Human Resources Division - People Relations or Human Resources (HR) Shared Services.

The People Relations Manager oversees the Division's responsibilities for employee relations, classification and compensation, workplace investigations, personnel management, and workforce development. They coordinate the work of human resource business partners delivering functional assistance in these areas.

The HR Shared Services Manager oversees the Division's recruitment, training, leave management, and payroll shared service delivery teams. They are responsible for ensuring effective and efficient delivery of all shared services across all County operating departments. ~~Under general direction of the Chief Human Resources Officer, plans, organizes, controls and directs the operations and activities of designated divisions, programs, and functions in support of the Human Resources Division.~~

Distinguishing Characteristics

~~This classification is distinguished by its responsibility in coordinating and directing personnel, administrative support, fiscal and other related technical, professional and clerical functions and activities to assure smooth and efficient operations of Human Resources Division. Positions can serve as department head in the Chief Human Resources Officer's absence.~~

Essential Functions:

- Plans, organizes, controls, and directs the operations and activities of ~~designated divisions, programs and functions in support of~~ **either the People Relations or HR Shared Services functional areas** of the Human Resources Division.
- ~~and monitors and evaluates designated division operations and activities for financial effectiveness and operational efficiency.~~
- ~~Coordinates and directs designated fiscal, operational, personnel, administrative support and other related technical, professional and clerical functions and activities to assure smooth and efficient division operations.~~
- Supervises and evaluates the performance of assigned **professional** staff.; ~~interviews and selects employees and recommends appointments, transfers, reassignment, termination and disciplinary actions.~~
- Assigns employee duties and reviews work to **ensure** ~~assure~~ accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Establishes and maintains timelines and priorities, and assures program and functional

- Establishes and maintains timelines and priorities, and assures program and functional activities comply with established laws, codes, rules, regulations, ordinances, policies, and procedures
- Assures proper and timely resolution of issues and problems related to assigned programs and functions; attends and conducts meetings as assigned; prepares and delivers oral presentations concerning assigned programs and functions.
- Responds to staff input concerning division needs; participates in the development and implementation of systems, policies, and procedures to enhance financial effectiveness and operational efficiency.
- Maintains current knowledge of laws, codes, rules, regulations, and pending legislation related to human resources; oversees modification of programs, functions, and procedures to assure compliance with legal requirements.
- ~~Potential assignments for incumbents in this classification: managing recruitment activities, labor relations, and health benefits plan administration.~~
- Assists in the formulation and development of policies, procedures, and programs.
- Collaborates with other administrators, personnel and outside agencies in the development and implementation of department projects, goals, objectives, services, and activities.
- Provides consultation concerning assigned programs, functions, and related activities; responds to inquiries, resolves issues, and conflicts and provides detailed and technical information concerning related laws, regulations, codes, ordinances, policies, standards, requirements, and procedures.
- Provides training to outside leadership and personnel on assigned areas of responsibility.
- HR Shared Services Assignment:
 - Ensures operational effectiveness of service delivery teams through improved efficiency, reduction of costs, and support to the workforce.
 - Standardizes and optimizes processes of service delivery teams.
 - Partners with HR technology resources and data analytics to improve and automate service delivery.
 - Serves as administrator for all HR Shared Services systems.
- People Relations Assignment:
 - Oversees the response to employee grievances on behalf of the CHRO.
 - Coordinates assistance to operating departments with performance management

of personnel.

- Reviews, investigates, and responds to workplace complaints.
- Advances strategies for the development and training of the County workforce.
- Coordinates the completion of all classification work, including new and revised job specifications, reclassification requests, and salary changes.
- ~~Serves as the Chief Human Resources Officer as directed; coordinates support to the Civil Service Commission.~~
- Performs other job-related duties as assigned.

~~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.~~

Core Competencies:

Employees in this position will exhibit a high level of performance and capability in the following core competencies:

- Leadership
- Critical thinking
- Communication
- Collaboration
- Decision-making
- Judgment
- Technical/functional expertise

Employment Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university with a focus in human resources, business, public administration, or another closely related field.
- Five years of senior-level or professional experience in the fields of human resources management or employee relations.
- Two years of supervisory and management experience.

Preferred Qualifications:

- Master's Degree from an accredited college or university in Public Administration or Business Administration, or a Juris Doctorate substitute for two years of experience.

Revised Job Specification

December 13, 2021

Item No. 0787

- Nationally recognized human resource certification (i.e., SHRM, PHR, AWI, etc.)
- A green belt or higher designation in the Lean Six Sigma discipline
- Human resource or employee relations experience in the public sector.

~~Graduation from an accredited four year college or university with a bachelor's degree in personnel administration, human resources administration, business or public administration, safety or industrial engineering or a related social or behavioral science field AND five years of increasingly responsible, professional level experience in public sector human resources administration. One of the five years of professional level experience in public sector human resources shall have been in a supervisory position.~~

~~Job-related, professional level experience in human resources administration may substitute for the required education on a year-for-year basis.~~

~~A post graduate degree in one of the fields or a related social or behavioral science field listed above may substitute for one year of the required non-supervisory experience.~~

~~Possession of a valid Class C California Driver's License is required upon appointment.~~

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.

Knowledge of: ~~Laws and principles that govern public administration including human resources, labor relations, risk management, insurance, workplace safety, employee benefits administration, and investigations; management of designated programs and functions in support of the Human Resources Department; office, personnel, administrative support, fiscal and other related technical, professional and clerical activities related to assigned programs and functions; County and State and Federal standards and requirements concerning assigned programs and functions; principles and practices of public administration, human resources management, professional development and training; budget preparation and control; effective oral and written communication and interpersonal skills; operation of a computer and assigned software~~

Ability to: ~~Plan, organize and direct the operations and activities of designated programs and functions in support of the Human Resources Department for an effective and efficient outcome; direct, supervise and evaluate the performance of assigned staff; collaborate with other administrators, personnel and outside agencies in the development, implementation and evaluation of program and function projects, goals, objectives, services and activities; plan, organize and direct financial record keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of program funds and budgets as assigned; communicate convincingly, effectively, clearly and concisely both orally and in writing maintaining confidentiality; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; operate a computer and assigned office equipment; analyze situations accurately and adopt an effective course of action; plan and organize own work and work of others with successful results; use initiative, discretion and good judgment in resolving human resources issues~~

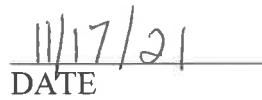
Revised Job Specification

December 13, 2021

Item No. 0787



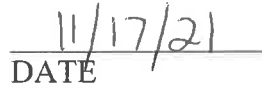
DEPARTMENT HEAD



DATE



CHIEF HUMAN RESOURCES OFFICER



DATE

Item #	0787
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	B
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	69.8
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	M
HR Analyst	Keri Pharris
Reviewed By	Tracey Eldridge
CAO Analyst	Elsa Martinez
Chief HR Officer	Devin Brown
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	December 13, 2021



December 13, 2021

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

PROPOSED REVISED JOB SPECIFICATION FOR DEPUTY SHERIFF

The Kern County Sheriff's Office (KCSO) requests approval of the attached revision to the job specification for Deputy Sheriff (Item No. 4493). The Human Resources Division has prepared the specification at the request of the Sheriff.

The proposed revision to the Deputy Sheriff classification incorporates Assembly Bill No. 846 compliant language that places increased emphasis on community interaction and collaborative problem solving. The bill requires the evaluation of sworn officers to be found free from a physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer. The updates to the bill will require the evaluation to include bias against race or ethnicity, gender, nationality, religion, disability or sexual orientation related to emotional and mental conditions.

The distinguishing characteristics and essential functions have been revised to place more emphasis on community interaction and deemphasize the paramilitary aspects of the position. The revisions under the employment standards include language regarding psychological examinations as a result of the updates to Assembly Bill No. 846. Additional revisions under the employment standards include language related to the citizenship status required for peace officers appointed in California in accordance with Government Code Section 1031 and 1031.5.

The Kern Law Enforcement Association is in support of the proposed revisions.

Therefore, we recommend the Civil Service Commission **REVIEW, RECIEVE, AND FILE** the proposed revisions to the job specification of Deputy Sheriff.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachment

Deputy Sheriff
Bargaining Unit: L
Salary Range 63.6 (\$4,917.47 - \$6,003.23)

Definition:

Under supervision, to perform routine law enforcement work; may be assigned to County jail facilities, transportation and court services; and to do related work as required.

Distinguishing Characteristics:

This is the lateral/entry level classification in the Deputy Sheriff job family (i.e., Senior Deputy Sheriff, Sheriff's Sergeant, etc.). Incumbents perform the full range of sworn peace officer duties, including patrol, and crime investigations, **interacting and collaborating with the public to gain compliance and solve problems, detecting and preventing crime.**

Incumbents serve a probationary period of twelve (12) months. Incumbents will be required to work any shift, weekends and holidays; and may be required to work in outlying areas.

Essential Functions:

- Operates a patrol car; patrol assigned areas for the keeping of peace and protection of life and property.
- **Develops and maintains good relations with the general public and interacts with the public to resolve issues, gain compliance and build trust.**
- **Practices community-based policing and conflict de-escalation**
- Acts as jailer receiving, booking, supervising, and searching prisoners.
- Transports, guards and/or escorts inmates to specified locations inside and outside custodial facilities **such as jails, courts and other institutions.**
- **Enforce laws equally and uphold the rights of all people, regardless of their race/ethnicity, gender, nationally, religion, disability, citizenship status, sexual orientation or association with a person or group with one or more of these actual perceived characteristics.**
- Investigates criminal violations, **and applies currently approved techniques of arrest, search and seizure** ~~makes arrests and serves warrants.~~
- Collects and preserves evidence and maintains necessary records.
- Prepares complete and accurate reports as required in various areas of law enforcement.
- Testifies in court **based upon actions taken and evidence uncovered during the course of investigations.**
- Collects fines and accepts bail.
- Assists as a bailiff or guard in all county courts and transport inmates to State or Federal institutions, County facilities or appropriate private facilities.
- Serves warrants of arrest, legal papers, such as subpoenas, summons, complaints and writs of attachment, execution and restitution.

- Attends training classes.
- Maintain personal and professional integrity by carrying out all duties in a manner commensurate with the Law Enforcement Code of Ethics.

Other Functions:

- May act as a field training officer.
- Performs other related duties as assigned

Employment Standards:

Minimum Qualifications:

- Possession of a valid California Class C Driver's License. Specialized licenses required for some assignments.
- High School Diploma, G.E.D. or equivalent AND successful graduation from a California P.O.S.T. approved Police or Sheriff's Academy (Basic Peace Officer Course); or possession of a Basic or higher P.O.S.T. Certificate.

In accordance with Government Code Section 1031 and 1031.5 to be appointed as a peace officer in California, incumbents must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship. Citizenship status must be conferred within three years of applying for citizenship. **Failure to confer citizenship status may result in disciplinary action up to and including dismissal.**

Physical and Psychological Requirements: Applicants must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Phyeological Examination: ~~Emotional and mental conditions shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission of Peace Officer Standards and Training Evaluation is designed for the conduct of pre-employment psychological screening of peace officers.~~

Physical Examination: A rigid medical examination by the county physician is required. Includes spine and chest x-rays, blood chemistry and electro- cardiograph test. Weight must be proportionate to height and age.

- Vision:** 20/100 uncorrected in each eye (corrected to 20/20) - no color deficiency. No permanent or progressive abnormalities.
- Hearing:** No hearing deficiency.
- Minimum Age:** 19 **21** years of age by the final filing date.
- Character:** A thorough background investigation, including fingerprinting is required. Applicants must have a reputation for honesty, trustworthiness and be of good moral character. Felony law violations will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor offenses may be disqualifying.

Psychological Examination: Emotional and mental conditions shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission of Peace Officer Standards and Training Evaluation is designed for the conduct of pre-employment psychological screening of peace officers.

Knowledge of: Federal, State, and County codes and ordinances and department rules and regulations relating to law enforcement; modern approved principles and procedures of law enforcement work; court and evidence procedures; court decisions affecting law enforcement practices; public relations and communication skills; principles of community-based policing; the use of the English language and arithmetic concepts typical of that derived from basic course work in these subjects at the high school level.

Ability to: Read and write at a level necessary to perform the duties of a Deputy Sheriff; read and understand county ordinances, state laws, general literature pertaining to law enforcement, departmental orders, policies, procedures and instructions; establish effective interpersonal relationships at all organizational levels and with the public; adopt quick, effective courses of action, with regard to surrounding hazards and circumstances in each instance; write clear concise reports; understand and follow oral directions; learn proper radio procedures; learn the use and care of various equipment
Possession of a valid California Driver's License upon appointment.

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

DATE

Tracy A. Edrude
CHIEF HUMAN RESOURCES OFFICER

12.8.21
DATE

Item #	4493
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	63.6
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	L
HR Analyst	B Villanueva
Reviewed By	K Pharris
CAO Analyst	B Currie
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	December 2021



December 13, 2021

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

PROPOSED REVISED JOB SPECIFICATION FOR DEPUTY SHERIFF TRAINEE

The Kern County Sheriff's Office (KCSO) requests approval of the attached revision to the job specification for Deputy Sheriff Trainee (Item No. 4497). The Human Resources Division has prepared the specification at the request of the Sheriff.

The proposed revision to the Deputy Sheriff Trainee classification incorporates Assembly Bill No. 846 compliant language that places increased emphasis on community interaction and collaborative problem solving. The bill requires the evaluation of sworn officers to be found free from a physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer. The updates to the bill will require the evaluation to include bias against race or ethnicity, gender, nationality, religion, disability or sexual orientation related to emotional and mental conditions.

The distinguishing characteristics and essential functions have been revised to place more emphasis on community interaction and deemphasize the paramilitary aspects of the position. The revisions under the employment standards include language regarding psychological examinations as a result of the updates to Assembly Bill No. 846. Additional revisions under the employment standards include language related to the citizenship status required for peace officers appointed in California in accordance with Government Code Section 1031 and 1031.5.

The Kern Law Enforcement Association is in support of the proposed revisions.

Therefore, we recommend the Civil Service Commission **REVIEW, RECIEVE, AND FILE** the proposed revisions to the job specification of Deputy Sheriff Trainee.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachment

DEPUTY SHERIFF TRAINEE

DEFINITION:

Under general supervision, to attend structured training courses designed to qualify trainees for the position of Deputy Sheriff; to learn functions carried out by the Department; and in a non-sworn capacity to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Deputy Sheriff Trainee may be appointed for a period not to exceed 180 days. Upon successfully completing the P.O.S.T. Basic academy the trainee must qualify for appointment as a probationary Deputy Sheriff I or be terminated from the trainee position.

ESSENTIAL FUNCTIONS:

- Attends the Basic Peace Officers Academy, maintaining at least minimum levels of proficiency at all levels of training;
- Completes introduction and indoctrination training which may include assignments to various divisions within the Department performing duties as may be assigned by Division Commanders;
- Fulfills all requirements necessary for appointment to the position of Deputy Sheriff I;
- May be required to work shifts, weekends and holidays;
- Assignments may include work in outlying County areas.

OTHER FUNCTIONS:

- Performs other job-related duties as required.

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

EMPLOYMENT STANDARDS:

Training and Experience: High School Diploma, G.E.D. or equivalent.

Licenses or Certificates: Possession of a valid California driver's license, may be

required to obtain a Class II license.

In accordance with Government Code Section 1031 and 1031.5 to be appointed as a peace officer in California, incumbents must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship. Citizenship status must be conferred within three years of applying for citizenship. Failure to confer citizenship status may result in disciplinary action up to and including dismissal.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS: Applicants must be found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Physical Examination: A rigid medical examination by the county physician is required. Includes spine and chest x-rays, blood chemistry and electro- cardiograph test. Weight must be proportionate to height and age.

Psychological Examination: Emotional and mental conditions shall be evaluated by a psychologist that meets the applicable education and training requirements as set forth by the Commission of Peace Officer Standards and Training Evaluation is designed for the conduct of pre-employment psychological screening of peace officers.

Vision: 20/100 uncorrected in each eye (corrected to 20/20) - no color deficiency. No permanent or progressive abnormalities.

Hearing: No hearing deficiency.

Minimum Age: ~~19~~ **21** years of age by the final filing date.

Character: A thorough background investigation, including fingerprinting is required. Applicants must have a reputation for honesty, trustworthiness and be of good moral character. Felony law violations will be disqualifying and except for a limited number of minor traffic offenses, misdemeanor offenses may be disqualifying.

Ability to: understand and carry out oral and written instructions; ability to develop skill in use of firearms; ability to react quickly and calmly in emergencies; ability to obtain and verify information through telephone contact and interview.

Revised
~~September 1989~~ December 2021
#4497
JS4497

DEPARTMENT HEAD

DATE

Shaw A. Edrude

CHIEF HUMAN RESOURCES OFFICER

12.3.21

DATE

Item #	4497
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-Weekly
Approved Salary Range	55.2
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	L
HR Analyst	B Villanueva
Reviewed By	K Pharris
CAO Analyst	B Currie
Chief HR Officer	D Brown
FLSA	Yes
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	December 2021