

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1300 18th Street, First Floor
Bakersfield, CA 93301

Regular Meeting
Monday, March 9, 2026
 5:30 p.m.

COMMISSION RECONVENED

NOTE: Ag, Bo, Ch, Jo and Pr are abbreviations for Commissioners Agbalog, Bowers, Chavez, Johnson and Price. Example, Jo/Bo denotes Commissioner Johnson made the motion and Commissioner Bowers seconded the motion. The abbreviations “ab” means absent and “abd” signifies abstained.

COMMISSIONER ACTION IS SHOWN IN CAPITALS AFTER EACH ITEM**COMMISSION RECONVENED****ROLL CALL:****PRESENT**—Commissioners Agbalog, Bowers, Chavez, and Johnson**ABSENT**—Commissioner Price

OTHERS: Robyn Lipscomb, Katie Rivera, Tracey Eldridge, Michael Goulart, Brenda Guerra, Michelle Venegas, Deonka Rufus, Bryan Alba, Donna Garcia, Jacob Myers, and others.

PUBLIC SESSION**1. Public Presentations:** None.

***CONSENT AGENDA:** All items listed with asterisk (*) are considered routine and non-controversial by Commission staff. Consent items will be considered first and may be approved by one motion if no member of the Commission or public comments were submitted for discussion. If discussion is desired, the item will be removed from the consent agenda and will be considered in listed sequence.

APPROVED; Bo/Jo; 4 AYES, 1 AB Pr***2. Approval of Minutes:** Regular Meeting February 9, 2026.

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures.

9973	Environmental Health Specialist - In Training
9974	Database Analyst I/II
9975	Senior Deputy Sheriff - DP
9976	Equipment Maintenance Superintendent - DP - Fire
9977	Sheriff's Commander
9978	Maintenance Worker/Sr. Maintenance Worker - DP - Fire
9979	Stock Clerk I

- 9980 Program Technician - Bilingual
- 9981 Senior Kern360 Information Systems Analyst
- 9982 Departmental Aide - Part-Time - Shift - Ridgecrest
- 9983 Office Services Technician - Shift
- 9984 Human Resources Specialist I/II - Non-Confidential
- 9985 Probation Supervisor - DP Probation
- 9986 Library Associate – Shift
- 9987 Senior Deputy Sheriff - Department Promotional
- 9988 Marketing and Promotions Coordinator
- 9989 Supervising Public Health Nurse
- 9990 First Responder Paramedic - Shift - Fire
- 9991 Fire Division Chief - DP
- 9992 Planning Technician

4. **New Specification(s):** The Following job specification(s) have been created and approved by the Chief Human Resources Officer (CHRO) and are submitted for the Commission to review, receive, and file.
 - a. Registrar of Voters, Item No. 0031; Michelle Venegas presented; no public comment;
REVIEWED, RECEIVED, AND FILED; Ch/Jo; 4 AYES, 1 AB Pr
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
 - a. Communication Technician Series; Deonka Rufus presented; no public comment;
APPROVED; Bo/Jo; 4 AYES, 1 AB Pr
 - i. Communications Technician, Item No. 0993
 - ii. Senior Communications Technician, Item No. 0992
 - iii. Supervising Communications Technician, Item No. 0991
6. **Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities. None.
7. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business. None.
8. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)). Commissioner Bower congratulated President Agbalog and Commissioner Johnson for their recognition with the Hispanic Chamber of Commerce. President Agbalog requested Commission Counsel Katie Rivera to create a Code of Standards for the Commission.

ADJOURN TO CLOSED SESSION: The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957)

9. PUBLIC EMPLOYEE – Reschedule Hearing Dates
(Kern County Sheriff's Office) – Case No. 2025-0106—**SCHEDULED FOR MAY 27, 28, AND JUNE 3, 2026.**
10. PUBLIC EMPLOYEE – Schedule Hearing Dates
(Kern County Fire Department) – Case No. 2026-0010—**SCHEDULING POSTPONED.**
11. PUBLIC EMPLOYEE – Schedule Hearing Dates
(Kern County Fire Department) – Case No. 2026-0011—**SCHEDULED FOR MAY 4, 5, AND 6, 2026.**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO SPECIAL MEETING
WEDNESDAY, MARCH 18, 2026, AT 5:00 P.M. AT **1115 TRUXTUN AVENUE, FOURTH FLOOR,
BAKERSFIELD, CALIFORNIA 93301.**

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1300 18th Street, First Floor
Bakersfield, CA 93301

Regular Meeting
Monday, March 9, 2026
5:30 p.m.

THIS MEETING WILL BE HELD IN THE 18th STREET CHAMBER

AMERICANS WITH DISABILITIES ACT
(Government Code Section 54953.2)

The 18th Street Chambers is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Civil Service Commission may request assistance at the Civil Service Commission Office – County of Kern or by calling (661) 868-3910. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance, whenever possible.

All Civil Service Commission agenda item supporting documentation is available for public review at the County of Kern Civil Service Commission Office, 1300 18th Street, First Floor, Bakersfield, CA, 93301 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the 72-hour posting period and prior to the meeting will also be available for review. This disclosure does not pertain to closed session items and/or those that are not otherwise public.

COMMISSION TO RECONVENE

Commissioners: Agbalog, Johnson, Bowers, Price, and Chavez
ROLL CALL:

REPORT ON ACTIONS TAKEN IN CLOSED SESSION

PUBLIC SESSION

1. Public Presentations

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on this agenda or wishing to place the item on the next agenda and over which the Commission has jurisdiction. Please note that no response is required from the Commission or staff and no action can be taken on non-agenda items; however, the Commission may instruct staff to place the item on the agenda for a future meeting. Speakers are limited to three minutes. Please state and spell your name for the record before making your presentation.

***CONSENT AGENDA:** All items listed with asterisk (*) are considered routine and non-controversial by Commission staff. Consent items will be considered first and may be approved by one motion if no member of the Commission or public comments were submitted for discussion. If discussion is desired, the item will be removed from the consent agenda and will be considered in listed sequence.

***2. Approval of Minutes: Regular Meeting February 9, 2026. APPROVE**

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVE**

9973	Environmental Health Specialist - In Training
9974	Database Analyst I/II
9975	Senior Deputy Sheriff - DP
9976	Equipment Maintenance Superintendent - DP - Fire
9977	Sheriff's Commander
9978	Maintenance Worker/Sr. Maintenance Worker - DP - Fire
9979	Stock Clerk I
9980	Program Technician - Bilingual
9981	Senior Kern360 Information Systems Analyst
9982	Departmental Aide - Part-Time - Shift - Ridgecrest
9983	Office Services Technician - Shift
9984	Human Resources Specialist I/II - Non-Confidential
9985	Probation Supervisor - DP Probation
9986	Library Associate - Shift
9987	Senior Deputy Sheriff - Department Promotional
9988	Marketing and Promotions Coordinator
9989	Supervising Public Health Nurse
9990	First Responder Paramedic - Shift - Fire
9991	Fire Division Chief - DP
9992	Planning Technician

4. New Specification(s): The Following job specification(s) have been created and approved by the Chief Human Resources Officer (CHRO) and are submitted for the Commission to review, receive, and file.

- a. Registrar of Voters, Item No. 0031; **REVIEW, RECEIVE, AND FILE**

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.

- a. Communication Technician Series; **APPROVE**
 - i. Communications Technician, Item No. 0993
 - ii. Senior Communications Technician, Item No. 0992
 - iii. Supervising Communications Technician, Item No. 0991

6. Commission Officer Items/Report: Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities.

7. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business.
8. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)).

ADJOURN TO CLOSED SESSION: The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957)

9. PUBLIC EMPLOYEE – Reschedule Hearing Dates
(Kern County Sheriff's Office) – Case No. 2025-0106
10. PUBLIC EMPLOYEE – Schedule Hearing Dates
(Kern County Fire Department) – Case No. 2026-0010
11. PUBLIC EMPLOYEE – Schedule Hearing Dates
(Kern County Fire Department) – Case No. 2026-0011
12. Reconvene from Closed Session; Adjourn to Special Meeting to be held on Wednesday, March 18, 2026, at 5:00 p.m. at **1115 Truxtun Avenue, Fourth Floor, Bakersfield, California 93301.**

SUMMARY OF PROCEEDINGS

**CIVIL SERVICE COMMISSION – COUNTY OF
KERN 1115 Truxtun Avenue, Fourth Floor
Bakersfield, CA 93301**

Regular Meeting*Monday, February 9, 2026*

5:30 p.m.

COMMISSION RECONVENED

NOTE: Ag, Bo, Ch, Jo and Pr are abbreviations for Commissioners Agbalog, Bowers, Chavez, Johnson and Price. Example, Jo/Bo denotes Commissioner Johnson made the motion and Commissioner Bowers seconded the motion. The abbreviations “ab” means absent and “abd” signifies abstained.

COMMISSIONER ACTION IS SHOWN IN CAPITALS AFTER EACH ITEM**COMMISSION RECONVENED; PRESIDENT AGBALOG REPORTED NO REPORTABLE ACTION ON CLOSED SESSION ITEMS****ROLL CALL:****PRESENT**—Commissioners Agbalog, Bowers, Chavez, Johnson, and Price**ABSENT**—None

OTHERS: Robyn Lipscomb, Katie Rivera, Tracey Eldridge, Michael Goulart, Brenda Guerra, Michelle Venegas, Bryan Alba, Monica Goodell-Thatcher, and others.

PUBLIC SESSION**1. Public Presentations:** None.

***CONSENT AGENDA:** All items listed with asterisk (*) are considered routine and non-controversial by Commission staff. Consent items will be considered first and may be approved by one motion if no member of the Commission or public comments were submitted for discussion. If discussion is desired, the item will be removed from the consent agenda and will be considered in listed sequence.

APPROVED; Bo/Jo; ALL AYES

***2. Approval of Minutes:** Regular Meeting January 12, 2026, and Special Meeting February 2, 2026.

***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures.

9266	Contract Specialist
9692	Building Inspector Specialist
9939	Youth Services Officer - Probation

9940	Youth Services Officer Cook - Probation
9944	Fiscal Support Supervisor - Probation
9945	Contract Administrator-DP-ETR
9949	Fire Dispatch Assistant - Shift
9950	Property Control Officer
9951	Public Works Maintenance Technician I/II
9952	Assistant Director of Planning and Natural Resources
9953	Substance Use Disorder Specialist
9954	Deputy County Counsel I/II/III/IV/V
9955	Automotive Mechanic I/II
9956	Departmental Aide - Part-Time - Shift - Boron
9957	Veterans Service Assistant
9958	Departmental Aide - Part-Time - Shift
9959	Senior Legal Secretary - DP - DA
9960	Legal Process Technician
9961	Technical Support Engineer
9962	Maintenance Plumber
9963	Contracts Administration Assistant
9964	Office Services Technician-Bilingual-Mojave
9965	Paralegal/Senior Paralegal
9966	Airport Police Officer I/II - Shift
9967	Social Service Worker I
9968	Senior Administrative and Fiscal Services Officer
9969	Social Service Worker IV/V
9970	Supervising Fire Investigator
9971	Social Service Worker IV/V- East Kern Region
9972	Technical Support Engineer I - DP - Sheriff

4. **New Specification(s):** The Following job specification(s) have been created and approved by the Chief Human Resources Officer (CHRO) and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.
 - a. Senior Kern360 Information Systems Analyst, Item No. 2331; Michelle Venegas presented; **APPROVED; Bo/Jo; ALL AYES**
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
 - a. Sheriff's Commander, Item No. 4452; Brenda Guerra presented; **APPROVED; Bo/Pr; ALL AYES**
6. **Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities. None.

7. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business. None.
8. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)). Commissioner Bower congratulated President Agbalog and Commissioner Johnson for their recognition with Kern Community College District.

ADJOURN TO CLOSED SESSION: The Commission will adjourn to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees or to hear complaints or charges brought against employees by another person or employee. If an employee chooses to have his or her matter heard in public session, it will be heard at this time, prior to adjournment to closed session.

CLOSED SESSION (Government Code § 54957)

9. PUBLIC EMPLOYEE – Schedule Hearing Dates
(Kern County Sheriff's Office) – Case No. 2024-0004—**NO REPORTABLE ACTION.**
10. PUBLIC EMPLOYEE – Schedule Hearing Dates
(Department of Human Services) – Case No. 2026-0004—**NO REPORTABLE ACTION.**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO SPECIAL MEETING MONDAY, MARCH 2, 2026, AT 5:00 P.M. AT 1115 Truxtun Avenue, Fourth Floor, Bakersfield, CA 93301.

Test Schedule

Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9973	Environmental Health Specialist - In Training	2/4/2026	2/18/2026	KNB	Open	2/2/2026
9974	Database Analyst I/II	2/5/2026	2/19/2026	JAP	Open	2/4/2026
9975	Senior Deputy Sheriff - DP	2/9/2026	2/13/2026	NAA	DP	2/5/2026
9976	Equipment Maintenance Superintendent - DP - Fire	2/13/2026	2/20/2026	TN	DP	2/10/2026
9977	Sheriff's Commander	2/10/2026	2/13/2026	BLG	Open	2/10/2026
9978	Maintenance Worker/Sr. Maintenance Worker - DP - Fire	2/13/2026	2/20/2026	TN	DP	2/10/2026
9979	Stock Clerk I	2/12/2026	2/19/2026	JAP	Open	2/11/2026
9980	Program Technician - Bilingual	2/13/2026	2/27/2026	KAS	Open	2/11/2026
9981	Senior Kern360 Information Systems Analyst	2/13/2026	2/20/2026	MGV	Open	2/12/2026
9982	Departmental Aide - Part-Time - Shift - Ridgecrest	2/13/2026	2/20/2026	KNB	Open	2/13/2026
9983	Office Services Technician - Shift	2/13/2026	2/20/2026	KNB	Open	2/13/2026
9984	Human Resources Specialist I/II - Non-Confidential	2/17/2026	3/3/2026	KNB	Open	2/13/2026
9985	Probation Supervisor - DP Probation	2/17/2026	2/23/2026	BLG	DP	2/13/2026
9986	Library Associate - Shift	2/23/2026	3/2/2026	KNB	Open	2/23/2026
9987	Senior Deputy Sheriff - Department Promotional	2/9/2026	2/13/2026	BLG	DP	2/24/2026
9988	Marketing and Promotions Coordinator	2/24/2026	3/10/2026	NAA	Open	2/24/2026
9989	Supervising Public Health Nurse	2/26/2026	3/11/2026	KB	Open	2/25/2026
9990	First Responder Paramedic - Shift - Fire	3/2/2026	3/13/2026	TN	Open	2/25/2026
9991	Fire Division Chief - DP	3/2/2026	3/6/2026	BLG	DP	2/25/2026
9992	Planning Technician	2/27/2026	3/6/2026	MGV	Open	2/27/2026

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



March 9, 2026

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

PROPOSED NEW SPECIFICATION TITLED REGISTRAR OF VOTERS

The Human Resources Division requests approval of the development of a new specification titled Registrar of Voters.

On October 2, 2025, Governor Newsom signed Senate Bill 858, authorizing Kern County to establish a separately appointed Registrar of Voters, effective January 1, 2026. The current Registrar of Voters, Aimee Espinoza, has indicated her intent to continue serving in this role through the end of her term on December 31, 2026. Accordingly, the earliest a newly appointed Registrar of Voters could assume the function is January 1, 2027.

The County Administrative Office and the Kern County Human Resources Division, in collaboration with Aimee Espinoza, developed the proposed job specification through a review and analysis of comparable Registrar of Voters from numerous California counties.

This position is appointed by and serves at the pleasure of the Kern County Board of Supervisors and functions as the department head for the Elections Department. The incumbent has the responsibility to conduct primary, general, special and school elections within Kern County, and ensure that election processes are in full compliance with County, State and Federal legal requirements.

This position is an unrepresented department head specification and serves at will.

Therefore, IT IS RECOMMENDED that the proposed new specification be REVIEWED, RECEIVED AND FILED.

Sincerely,

A handwritten signature in black ink, appearing to read "Tracey A. Eldridge".

Tracey A. Eldridge
Chief Human Resources Officer

cc: Aimee Espinoza, Auditor-Controller

Registrar of Voters
Bargaining Unit: M
Recommended Salary Range: 79.6

Definition:

Under direction from the Kern County Board of Supervisors, plans, organizes, directs and coordinates the activities of the Elections Department.

This singleton, at-will position is appointed by and serves at the pleasure of the Kern County Board of Supervisors and functions as the department head for the Elections Department. The incumbent has responsibility to conduct primary, general, special and school elections within Kern County, and ensuring that election processes are in full compliance with County, State and Federal legal requirements.

Examples of Duties:

Duties may include, but are not limited to, the following:

- Plans, organizes and manages the activities of the Kern County Elections Department, including the registration of voters, maintenance of voter files, conduct of elections and tabulation of voter results in accordance with statutory requirements.
- Advises cities, school districts and special districts regarding election codes and procedures; coordinates Department activities relative to the conduct of city, school district and special district elections.
- Attends and participates in meetings, conferences and committees regarding the registration of voters, conduct of elections and utilization of voting mechanisms; plans and develops long range schedules to accomplish work within specified legal deadlines; analyzes legislation and legal requirements pertaining to election laws and insures compliance; supervises the filing process of candidates for public office; directs the verification of signatures on petitions; prepares reports of election results and voter registration for use by the public, candidates and political parties; certifies election results.
- Supervises, trains and evaluates the work of principal subordinates; reviews reports and procedures of the Department, and makes administrative and technical decisions as to their acceptability in meeting the goals and objectives of the County; prepares various administrative reports and confers with representatives of other County departments or agencies to ensure support levels in carrying out the mission of the Department.
- Prepares annual estimates of personnel, facilities and equipment needs for Department budget; evaluates cost for services and supplies and initiates actions to provide more cost-effective methods and procedures; monitors performance of Department in regard to budget parameters and compliance with County directives.
- Perform related duties as assigned.

Employment Standards:

Education: A bachelor's degree from an accredited four (4) year college or university in Business Administration, Public Administration, Accounting or related field.

Experience: Four (4) years of increasingly responsible experience performing complex administrative or managerial functions to include analyzing, interpreting and implementing laws, codes, regulations, and two (2) years in a supervisory capacity. Experience that would provide familiarity with California Elections Code and election procedures is preferred.

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

A background check may be conducted for this classification.

Core Competencies:

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

- Leadership and integrity
- Critical and analytical thinking
- Communication and principles of public relations
- Collaboration among multiple stakeholders
- Active community engagement
- Sound judgment and decision-making
- Principles and practices of managing large-scale record keeping
- Concepts of manual and electronic data processing systems

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

2.25.26
DATE


CHIEF HUMAN RESOURCES OFFICER

2.25.26
DATE

Item #	0031
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	79.6
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	4
Bargaining Unit	M
HR Analyst	Michelle Venegas
Reviewed By	Michael Johnston
CAO Analyst	Eric Nisbett
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	No
Retirement = General/Safety	General
Creation Date	February 2026



Human
Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



March 9, 2026

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

PROPOSED REVISED SPECIFICATIONS FOR COMMUNICATIONS TECHNICIAN, SENIOR COMMUNICATIONS TECHNICIAN, AND SUPERVISING COMMUNICATIONS TECHNICIAN

The Human Resources Division requests approval of the attached revisions to the Communications Technician specification series.

In collaboration with the General Services Department, the Human Resources Division is proposing numerous revisions to the Communications Technician specifications. We identified that the Communications Technician series included redundant language as well as outdated terminology for various technologies that needed to be removed and updated. In addition, we have revised the employment standards for the Senior Communications Technician to replace three years of experience in the communications industry to now reflect three years of experience in the installation and maintenance of electronic and mobile communications equipment.

Supervising Communications Technician received more substantive revisions to the employment standards. Currently, this specification does not require years of experience to qualify or the requirement to possess at least one of the listed licenses or certification. By updating the employment standards to now include these qualifications, we will establish a natural progression throughout the series consistent with other County of Kern series.

This specification is represented by the Service Employee's International Union Local 521. The Union has provided their concurrence.

Therefore, IT IS RECOMMENDED that the proposed revised specifications be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

A handwritten signature in blue ink that reads "Tracey A. Eldridge".

Tracey A. Eldridge
Chief Human Resources Officer

cc: Michelle Burns-Lusich, Chief General Services Officer

GROUND  BOUNDLESS

Communications Technician
Bargaining Unit: 6
Salary Range: 62.0 (\$5,034 - \$6,016 /mo.)

Definition:

Under direction, assembles, installs, maintains and performs minor repairs on radio/electronic, microwave and various communications systems and related equipment utilized by the Communications division of the County of Kern General Services. Functions may be performed in various indoor/outdoor locations, including during various weather conditions and/or in confined spaces.

This is the entry level of the Communications Technician classification. Incumbents are expected to learn to perform all essential functions of the classification including tasks requiring refined skills and broad knowledge and abilities in the communications field. Promotion to Senior Communications Technician is considered on a merit basis and is subject to recommendation by the department head and approval of Human Resources.

Essential Functions:

- Installs, removes and makes minor repairs to radios and related equipment in vehicles; installs, tests, and makes minor repairs to hand-held, mobile, VHF/UHF transmitters and receivers; installs mountain top repeater equipment and portable repeaters which may be located on communications towers or poles.
- Designs and fabricates mounts for equipment installed in vehicles and on communication towers; operates power hand tools and other equipment including saw, drill, grinder, drill press, arc welder and torch.
- Installs, and makes minor repairs to various communication systems including alarm systems, recording devices, audio and video systems, sirens, ~~closed circuit TV~~ security cameras and public address systems.
- Assists ~~first responder emergency service and public safety~~ personnel during emergencies by operating and maintaining mobile communications equipment; 4 wheel drives ~~vehicles~~, and snow cat ~~vehicles~~— ;repairs emergency power equipment: battery chargers, auxiliary generators and light plants.
- ~~Maintains and repairs emergency power equipment: battery chargers, auxiliary generators and light plants.~~
- May climb towers, poles and other structures to install, reconfigure and repair radio or microwave antenna and cable equipment— ~~situated in varied locations, confined spaces and in various weather conditions.~~
- Available on a rotational basis for after hours and weekend call-outs for system related problems.
- Operates electronic test equipment.
- Installs, troubleshoots, maintains and repairs wiring for voice and data networks, alarm

systems and audio/video systems, including fiber optic cable and other communications equipment.

- Assists in racking and mounting fixed radio equipment; ~~and making minor repairs to microwave systems.~~
- ~~Assists in maintaining, adjusting and making minor repairs to microwave systems.~~
- Performs other job-related duties as required.

Employment Standards:

One year experience in the installation and maintenance of electronic and mobile communications equipment.

OR

Possession of a certificate in electronic technology, or equivalent, from an accredited two (2) year college.

Certificates/Licenses Required:

Possession of a valid California Class C Drivers' License is required at the time of appointment.

Incumbents may be required to obtain Climber/Rescuer certification within six months of appointment. Failure to obtain or maintain the required certification may result in termination.

Knowledge of: Basic tools, principles and procedures employed in fabricating, installing, maintaining, testing, repairing and operating radio, microwave and other communications equipment.

Ability to: Use various power tools and equipment to construct, install, and maintain communications equipment; work at considerable heights and in adverse weather conditions.

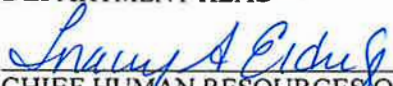
Supplemental:

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 disasters.


 DEPARTMENT HEAD

2/26/26
 DATE


 CHIEF HUMAN RESOURCES OFFICER

2-26-26
 DATE

Item #	0993
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	62.0
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	6
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	March 2026

Revised Job Specification

~~July~~ March 2026

Item No. 0993

Senior Communications Technician
Bargaining Unit: 6
Salary Range: 65.0 (\$5,846 - \$6,986 /mo.)

Definition:

Under direction, assembles, installs, troubleshoots, maintains and repairs all electronic communications equipment utilized by the Communications division of the County of Kern General Services. Functions may be performed in various indoor/outdoor locations, including during various weather conditions and/or in confined spaces.

This is the advanced working lead level of the Communications Technician classification. It is distinguished from the entry level by the responsibility to perform the more complex and technically difficult work on electronic communications systems and related equipment.

Essential Functions:

- Assembles, installs, troubleshoots, maintains and repairs VHF/UHF/800MHz transmitters and receivers, antennas, repeater base stations and mobile relays and related radio equipment.
- Installs, troubleshoots, maintains and repairs digital microwave analog, digital RF and digital multiplex equipment for digital cross-connect network; security cameras, monitors, intercom, sound, alarm, and video conferencing systems; and solar voltaic arrays, batteries and related equipment; radio consoles, two-way mobile, base, portable radios and computer modems.
- ~~Installs, troubleshoots, maintains and repairs closed circuit TV cameras, monitors, intercom, sound, alarm, and video conferencing systems.~~
- ~~Installs, troubleshoots, maintains and repairs solar voltaic arrays, batteries and related equipment; radio consoles; two-way mobile, base, portable radios and computer modems.~~
- Operates scada systems, supervisory alarm systems and network management.
- Performs difficult and complex diagnosis, maintenance, installation, and repair of a variety of communications electronic equipment, using diagnostic methods, tools, test equipment, circuit diagrams and technical manuals to keep systems in good working order.
- Designs, installs, troubleshoots, maintains and repairs wiring for voice and data networks, alarm systems and audio/video systems, including fiber optic cable. Identify wiring by color codes and perform separation on a punch block.
- Oversees field performance records of repeaters, digital microwave system, and maintains computer network controlled dispatch console system.
- Provides technical guidance to subordinate staff; assists and advises in the development of staff.
- Consults with other agencies, engineers, vendors and users to identify and resolve telecommunications and network administration issues.
- Maintains written records to documenting the technical history of equipment and for billing purposes; performs field engineering on electronic communications equipment.
- ~~Performs field engineering on electronic communications equipment.~~
- May climb towers and other structures to install, reconfigure and repair radio or microwave communications equipment situated in varied locations, confined confining spaces and in various weather conditions.
- Available on a rotational basis for after hours and weekend call-outs for system-related problems.

- Performs other job-related duties as required.

Employment Standards:

Possession of a certificate in electronic technology from an accredited two (2) year college and one (1) year of experience in the installation and maintenance of electronic and mobile communications equipment or three (3) years of experience in the **installation and maintenance of electronic and mobile communications equipment.** ~~communications industry~~

AND

Possession of one of the following license/certifications:

- A general class Federal Communications Commission (F.C.C.) license
- OR
- Associated Public Safety Communications (APCO) certificate
- OR
- Electronics Technical Association (E.T.A), Certified Electrical Technician (C.E.T) Master Certificate or an equivalent
- OR
- An industry equivalent license/certification

Certifications/Licenses Required:

Possession of a valid class C California Driver's license is required at the time of appointment.

Incumbents may be required to obtain Climber/Rescuer certification within six months of appointment. Failure to obtain or maintain the required certification may result in termination.

Knowledge of: Federal Communications Commission regulations relating to radio and microwave equipment; theory of radio communications and electronics; troubleshooting techniques for electronic communications systems; electronics assembly, installation, maintenance and repair; telephone equipment installation and operation; simulcast transmission and receiver voting systems; understanding of basic Network Protocol and Operation.

Ability to: Use electronic communications test equipment, software programs, hardware, and small hand/power tools; read and interpret schematic diagrams and complex technical reference manuals; gather organize and analyze complex data relative to communication performance; draw logical conclusions and formulate recommendations to either solve problems, provide performance improvement, or equipment upgrades; effectively communicate with staff and customers and work calmly under pressure; plan and prioritize assigned work and work effectively within a team format; remain up-to-date with technological advances of interest to the County; show initiative, ingenuity, and sound judgment in identifying and solving difficult technical problems; safely lift and move telecommunications equipment and necessary tools as required by the job.

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

2/26/26
 DATE


 CHIEF HUMAN RESOURCES OFFICER

2-26-26
 DATE

Item #	0992
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	C
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	65.0
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	2
Bargaining Unit	6
HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	March 2026

Revised Job Specification

~~July 2025~~ March 2026

Item No. 0992

Supervising Communications Technician
Bargaining Unit: 6
Salary Range: 66.0 (\$6,145-\$7,344 mo.)

Definition:

Under general direction, supervises subordinate technicians and special program personnel, assembles, installs, maintains and repairs radio/electronic, microwave, and telephone communications systems and related equipment. Functions may be performed in various indoor/outdoor locations, including during various weather conditions and/or in confined spaces.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory level of the Communications Technician classification series. It is distinguished from the ~~Senior Communications Technician advanced journey level~~ by the responsibility for the supervision and coordination of subordinate staff and the performance of the most complex and technically difficult work on electronic communications systems and related equipment

Essential Functions:

- Supervises and coordinates the activities of subordinate Communications Technicians;
- Assembles, installs, troubleshoots, maintains, and repairs VHF/UHF transmitters and receivers, antennas, repeater base stations and mobile relays, and related radio equipment;
- Installs, troubleshoots, maintains and repairs analog and digital microwave RF and multiplex equipment; security cameras, monitors, intercom, sound, alarm, and video conferencing systems; and solar voltaic arrays, batteries and related equipment; radio consoles, two-way mobile, base, portable radios and computer modems.
- ~~Installs, troubleshoots, maintains and repairs closed circuit TV cameras, monitors, intercom, sound systems and control consoles;~~
- ~~Installs, troubleshoots, maintains and repairs solar voltaic arrays, radio pagers, tone encoders decoders, and telemetering devices;~~
- Operates microprocessor controlled equipment to troubleshoot and repair microprocessor controlled radio equipment;
- Installs, adjusts, and maintains telephone related equipment; acts as technical liaison between County and private telephone companies;

OTHER DUTIES:

- ~~Maintains performance records for test equipment;~~
- Performs field engineering on electronic communications equipment; and provides performance records for equipment testing

OTHER DUTIES: (continued)

- May cClimbs towers and other structures to install, reconfigure, and repair radio or

Revised Job Specification

April 1999 March 2026

#0991-Item No. 0991

JS0991

microwave communications equipment situated in varied locations, confined spaces and in various weather conditions;

- Available on a rotational basis for after hours and weekend call-outs for system-related problems;
- Performs other job-related duties as required.

~~A background check may be conducted for this classification.~~

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

Employment Standards:

Possession of a certificate in electronic technology from an accredited two (2) year college and three (3) year's experience in the installation and maintenance of electronic and mobile communications equipment or five (5) years of experience in the installation and maintenance of electronic and mobile communications equipment.

AND

Possession of one of the following license/certifications:

- A general class Federal Communications Commission (F.C.C.) license
- Associated Public Safety Communications (APCO) certificate
- Electronics Technical Association (E.T.A), Certified Electrical Technician (C.E.T) Master Certificate or equivalent
- An industry equivalent license/certification

~~A certificate in electronic technology from an accredited two (2) year college AND a general Federal Communications Commission (FCC) license OR a current Associated Public Safety Communications Officers (APCO) certificate OR a current National Association of Business and Educational Radio (NABER) certificate. Five (5) years experience in electronic and mobile communications work is preferred. A valid California Class C Drivers License is required at the time of appointment.~~

Certifications/Licenses Required:

Possession of A a valid California Class C Drivers License is required at the time of appointment.

Incumbents may be required to obtain Climber/Rescuer certification within six months of appointment. Failure to obtain or maintain the required certification may result in termination.

Knowledge of: Principles of training and supervision, Federal Communications Commission

Revised Job Specification

~~April 1999~~ March 2026

~~#0991~~ Item No. 0991

~~JS0991~~

regulations relating to radio and microwave equipment related to public safety; theory of radio communications and electronics; troubleshooting techniques for electronic communications systems; electronic assembly, installation, maintenance, and repair; telephone equipment installation and operation; simulcast transmission and receiver voting systems; **understanding of basic Network Protocol and Operation.**

Ability to: Supervise and coordinate the work of subordinate staff; troubleshoot complex communications systems; read and interpret electronic schematics, blueprints and service manuals; use a variety of hand and power tools to assemble, test, maintain and repair communications equipment; operate and maintain electronic test equipment; work at considerable heights; maintain effective working relationships with customers and staff.

Supplemental:

A background check may be conducted for this classification.

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

Revised Job Specification

~~April 1999~~ March 2026

~~#0991~~ Item No. 0991

~~JS0991~~


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2-26-26
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Item #	0991
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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
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HR Analyst	Michael Johnston
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	March 2026

Revised **Job Specification**

April 1999 **March 2026**

#0991 **Item No. 0991**

JS0991