

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, April 13, 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, Johnson, and Price

ABSENT—None

OTHERS: Robyn Lipscomb, Katie Rivera, Tracey Eldridge, Michael Goulart, Brenda Guerra, Michelle Venegas, Sarah Harrington, Tiffany Knacke, Bryan Alba, Rocio Masqueda, and others.

PUBLIC SESSION

1. Public Presentations: None.

***CONSENT AGENDA:** no public comment; **APPROVED; Bo/Jo; 4 AYES; 1 ABD-Pr**

***2. Approval of Minutes:** Regular Meeting March 9, 2026; and Special Meeting March 18, 2026.

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

9993	Senior Groundskeeper-Ridgecrest
9994	Office Services Technician - Shift - Lamont
9995	Supervising Disposal Site Gate Attendant - DP - PW
9996	Job Developer I/II
9997	Kern360 Information Systems Analyst
9998	Office Services Technician
9999	Communicable Disease Investigator
10000	Highway Painter
PD10001	Per Diem Elections Process Aide
10002	KCERA Senior Member Services Analyst - DP
10003	Human Services Technician I/II - Lake Isabella
10004	Supervising Communication Technician-DP-CAO-General Services

10005	Sheriff's Records Specialist - Shift - Taft
10006	Fire Heavy Equipment Specialist I/II - Shift - DP
10007	Fire Aircraft Mechanic
10008	Supervising Heavy Equipment Mechanic - Fire - DP
10009	Assessment Technician
10010	Park Ranger - Shift
10011	Supervising Public Health Nurse
10012	Fire Prevention Inspector I/II
10013	Fiscal Support Supervisor-DP-CAO-ETR
10014	Social Service Supervisor II-DP-DHS
10015	Permit Navigator-DP-PW
10016	Disposal Site Gate Attendant
10017	Agricultural Biologist Weights and Measures Inspector I
10018	Social Service Worker I/II - East Kern
10019	Human Services Technician I/II
10020	Sheriff's Records Specialist - Shift - Tejon
10021	Office Services Specialist - DP - Planning and Natural Resources

4. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21
 - a. Chief Building Official, Item No. 1173; Rocio Mosqueda presented; no public comment; **APPROVED; Bo/Jo; 5 AYES,**
5. **Budget:** Commission Officer to present Civil Service Commission Submitted Budget for Fiscal Year 2025-26 and Recommended Budget for Fiscal Year 2026-27 per Civil Service Rule 2210.18; CSCO presented; no public comment; Johnson corrected letterhead typo; President Agbalog inquired as to the increase of supplies and services to \$12,000 and the \$27,000 allotted for meetings; CSCO explained supplies and services weren't appropriately accounted for in the Commission Budget and that the \$27,000 was half the entitled amount. Neither amount would not be spent if not needed. **Bo/Pr; 5 AYES; ADOPTED RECOMMENDED BUDGET AND AUTHORIZED THE STAFF TO SUBMIT TO THE HUMAN RESOURCES DIVISION**
6. **Proposed Ordinance Change to Impact Civil Service Rules:** No public comment; Discussed that the Civil Service Ordinance provides that it may not be repealed or amended in any manner that nullifies the basic principles of the civil service system absent a vote of the electorate. (3.04.120) CDCC Katie Rivera advised the Commission through the Chair that as this item was only placed on the Commission agenda for discussion, no motions could be entertained, but the item will be heard tomorrow afternoon as the last item. President Agbalog requested a letter be written by staff to the BOS requesting the postponement of item 54. **DISCUSSED**

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.**

7. **Civil Service Commission Code of Standards:** Counsel to the Civil Service Commission to present a response to the referral regarding Code of Conduct Standards for the Commission;
POSTPONED
8. **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.
9. **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.
10. **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 Johnson announced Bakersfield Women's Business Conference is Thursday, April 23, 2026.

ADJOURN TO CLOSED SESSION:

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYEE – Schedule Hearing Dates
(Kern County Fire Department) – Case No. 2026-0010—**SCHEDULED FOR JUNE 15-18, 2026.**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO SPECIAL MEETING
MONDAY, MAY 4, 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
Bakersfield, California 93301**

Special Meeting
Wednesday, March 18, 2026
5:00 pm

Commissioners: Agbalog, Price, Bowers, Johnson, Chavez
ROLL CALL: 5 Present

OTHERS: Kathleen Rivera, Robyn Lipscomb, Bryan Alba, Ken Yuwiler, Branden Routh and others.

NOTE: Ag, Pr, Bo, Jo and Ch are abbreviations for Commissioners Agbalog, Price, Bowers, Johnson and Chavez. 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

REPORT ON ACTIONS TAKEN IN CLOSED SESSION 2/9/2026

PUBLIC SESSION

1. **Public Presentations:** None

CLOSED SESSION (Government Code § 54957)

1. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Kern County Sheriff’s Office – Case No. 2023-0004 **NO REPORTABLE ACTION.**
2. Adjourned to Regular Meeting to be held on Monday, April 13, 2026, at 5:30 p.m. at 1300 18th Street, First Floor, Bakersfield, CA 93301.

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
9993	Senior Groundskeeper-Ridgecrest	3/2/2026	3/13/2026	DMR	Open	2/27/2026
9994	Office Services Technician - Shift - Lamont	3/2/2026	3/6/2026	KNB	Open	2/27/2026
9995	Supervising Disposal Site Gate Attendant - DP - PW	3/3/2026	3/10/2026	RoM	DP	2/27/2026
9996	Job Developer I/II	3/4/2026	3/13/2026	JAP	Open	3/3/2026
9997	Kern360 Information Systems Analyst	3/5/2026	3/19/2026	MGV	Open	3/4/2026
9998	Office Services Technician	3/4/2026	3/13/2026	TN	Open	3/4/2026
9999	Communicable Disease Investigator	3/5/2026	3/13/2026	KNB	Open	3/4/2026
10000	Highway Painter	3/9/2026	Continuous	RoM	Open	3/6/2026
PD10001	Per Diem Elections Process Aide	3/9/2026	Continuous	DMR	Open	3/9/2026
10002	KCERA Senior Member Services Analyst - DP	3/12/2026	3/17/2026	KAS	DP	3/9/2026
10003	Human Services Technician I/II - Lake Isabella	3/12/2026	Continuous	JAJ	Open	3/10/2026
10004	Supervising Communication Technician-DP-CAO-General Services	3/17/2026	3/23/2026	DMR	DP	3/13/2026
10005	Sheriff's Records Specialist - Shift - Taft	3/17/2026	3/31/2026	NAA	Open	3/16/2026
10006	Fire Heavy Equipment Specialist I/II - Shift - DP	3/23/2026	3/24/2026	TN	DP	3/18/2026
10007	Fire Aircraft Mechanic	3/23/2026	4/10/2026	TN	Open	3/18/2026
10008	Supervising Heavy Equipment Mechanic - Fire - DP	3/23/2026	3/27/2026	TN	DP	3/18/2026
10009	Assessment Technician	3/23/2026	4/3/2026	DMR	Open	3/20/2026
10010	Park Ranger - Shift	3/30/2026	4/10/2026	TN	Open	3/24/2026
10011	Supervising Public Health Nurse	3/24/2026	4/7/2026	KAS	Open	3/23/2026
10012	Fire Prevention Inspector I/II	3/30/2026	4/10/2026	TN	Open	3/26/2026
10013	Fiscal Support Supervisor-DP-CAO-ETR	3/30/2026	4/3/2026	DMR	DP	3/16/2026
10014	Social Service Supervisor II-DP-DHS	3/30/2026	4/10/2026	JAP	DP	3/27/2026
10015	Permit Navigator-DP-PW	3/30/2026	4/3/2026	RoM	Cancel	3/27/2026
10016	Disposal Site Gate Attendant	3/30/2026	Continuous	RoM	Open	3/27/2026
10017	Agricultural Biologist Weights and Measures Inspector I	4/1/2026	4/17/2026	RoM	Open	3/31/2026
10018	Social Service Worker I/II - East Kern	4/2/2026	Continuous	JAP	Open	4/1/2026
10019	Human Services Technician I/II	4/2/2026	Continuous	JAP	Open	4/1/2026
10020	Sheriff's Records Specialist - Shift - Tejon	4/3/2026	4/16/2026	NAA	Open	4/1/2026
10021	Office Services Specialist - DP - Planning and Natural Resources	4/3/2026	4/7/2026	RoM	DP	3/30/2026

Green Exam #: Change to existing exam #

Grey line: History

White line: Most up to date information for exam #

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

Yellow "Hold": on hold

Dates that ALL exams were closed:

7/25/2019

3/16/2020



April 13, 2026

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

PROPOSED REVISED SPECIFICATION FOR PUBLIC WORKS CHIEF BUILDING OFFICIAL

The Human Resources Division requests approval of the attached revised job specification.

In January of 2025 the Kern County Board of Supervisors amended Section 3.04.020. Chapter 3.04, Title 3 of the Kern County Ordinance Code to remove certain job titles. Included in this amendment was the removal of the Public Works Chief Building Official. Prior to the aforementioned amendment, the Public Works Chief Building Official was removed from Civil Service System and included the status of an at-will position.

The proposed revision removes language related to the at-will status and exemption from the Kern County Civil Service System. This revision captures the change that was approved as part of the amendment to the Ordinance Code.

There are no other changes to this unrepresented Management classification and there are no incumbents in this classification.

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

Sincerely,

A handwritten signature in cursive script that reads "Tracey A. Eldridge".

Tracey A. Eldridge
Chief Human Resources Officer

cc: Joshua Champlin, Director of Public Works

Public Works Chief Building Official
Bargaining Unit: M
Salary Range 78.6 (\$11,520 - \$13,768/mo.)

Definition:

Under general direction, manages, plans, coordinates and directs building inspection operations within the Public Works Department; manages and supervises staff involved in plan examination and review, building inspection, permit processing, counter operations, and clerical support functions; coordinates activities with other outside agencies, public and private as well as other County departments.

~~This position is appointed and reports directly to the Director of Public Works and or his designee. This position is exempt from overtime eligibility and the Civil Service System of Kern County.~~

Incumbents provide highly responsible and responsive technical expertise, guidance and support to ensure compliance with standards to safeguard public safety and property. This is a management level position requiring the use of a high degree of competency, initiative, independent judgment, discretion and decision-making ability in handling the most complex and sensitive issues ensuring consistent and uniform application of codes and standards.

Essential Functions:

- Manages the Building Inspection program, including plan examination and review, building inspection, permit review and processing, counter operations and clerical staff functions in support of the Building Inspection Program.
- Direct, coordinate, and review the operation of building inspection services and activities to ensure coordination across departments and divisions to assure timely plan review, permit issuance, inspection, and follow up to inquiries regarding permits, building codes, and related county ordinances.
- Manages and supervises professional and support staff engaged in building inspection activities; conducts performance evaluations; ensures staff are trained and perform work in accordance with departmental policy; and makes hiring, disciplinary and termination recommendations.
- Provides subject-matter guidance and expertise to staff; ensures consistent and appropriate interpretation of the building codes and County ordinances; and inspects and resolves the most complex inspections and approvals.
- Meets with individuals and groups such as developers, architects, engineers, and contractors to provide code and ordinance interpretations, and to explore and discuss operational, code, or standards revisions.

- Manages and assists in developing the Building Inspections budget; monitors and approves expenditures; and recommends adjustments, as necessary.
- Develops, implements, and interprets policies and procedures; and identifies opportunities for improving service delivery methods and procedures.
- Oversees the preparation of a wide variety of technical reports and presentations; prepares and gives presentations to committees, advisory boards and the Board of Supervisors.
- Chairs and participates in meetings and task forces; serves as Department representative with other departments, organizations, agencies and the public in responding to questions, and resolving complaints.
- Advises the Director and Executive Management Team concerning projects, policies, procedures, personnel matters, staff development and fiscal matters.
- Manages the maintenance of records related to program activities so that information, education, and technical assistance can be provided to the public in a meaningful and timely manner.
- Stays abreast of current regulations, changes in codes and legislation, new building materials, and construction methods; and implements necessary changes to ensure appropriate and consistent application and interpretation of Federal, State, and local codes and ordinances.
- Performs other related duties as required.

Employment Standards:

- Graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration, Finance, Engineering, Laboratory or Earth Science, or closely related field, AND three (3) years of management experience in a public agency Building Department or division involving plan review, permit review, permit processing, building inspection, and standards development, one (1) year of which may have been in a supervisory capacity; OR any equivalent combination of education and experience.
- Possession of a Certified Building Official Certificate from the International Code Council (ICC) OR Valid Registration in the State of California as a Professional Civil Engineer is required.
- Possession of a valid California Motor Vehicle Driver's License is required at the time of appointment.

Preferred License and Certification

- Certifications as Building or Combination Inspector and Building Plans Examiner by the International Conference of Building Officials or the International Code Council (ICC).

- Certification as an Access Specialist (CASp) from the California Division of State Architecture (DSA).

Knowledge of: practices and procedures of all phases of Public Works operations and their application to community needs; development of Public Work projects and activities; principals, practices, methods and techniques of effective leadership, operations management and project oversight; principles, practices, methods and techniques of effective leadership, operations management, project prioritizing; planning and execution; principles and practices of personnel management and staff utilization.

Ability to: manage, direct and oversee a division or functional area; effectively plan, direct, evaluate, train, and supervise a staff comprised of entry and journey level professionals and support staff engaged in carrying out departmental functions; manage program/projects, negotiate contracts, mediate and resolve conflicts, analyze, develop and implement administrative policies and procedures; and instruct others in methods and procedures; read and interpret and apply laws, rules and regulations; exercise sound judgment and discretion in decision-making and all phases of responsibilities; prepare and write technical reports; prepare and make presentations; oversee a budget; read, update and maintain various reports, records, and files; understand and follow complex written and oral instructions; communicate effectively orally and in writing; research, compile, and summarize statistical data and related materials, use personal computers and related software applications; interact effectively with all levels of employees, officials and the public; establish and maintain professional work relationships with staff, other county departments, public and private agencies, and the public.

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

4.8.26
DATE


CHIEF HUMAN RESOURCES OFFICER

4.8.26
DATE

Item #	1173
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	78.6
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	Rocio Mosqueda
Reviewed By	Michael Goulart
CAO Analyst	
Chief HR Officer	Tracey A. Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	April 2026



April 13, 2026

Civil Service Commission
 1300 18th Street, First Floor
 Bakersfield, CA 93301

CIVIL SERVICE COMMISSION RECOMMENDED BUDGET

The Civil Service Commission's expenses are presently accounted for in the Human Resources Division budget unit and are included as part of their recommended budget. The submitted budget for Fiscal Year 2025-26 is included as it was not presented to you last year.

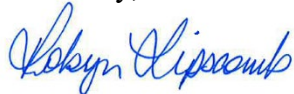
The Civil Service Commission proposed recommended budget for Fiscal Year 2026-27 includes the following appropriations:

- Salaries and Benefits in the amount of \$174,366.
- Commission Meetings in the amount of \$27,000 – This amount is half of the maximum compensation allowable amount of \$54,000, per Ordinance G-8488.
- Hearing Officer Services Fee in the amount of \$20,000 – This amount is contingent upon the need for services. Previous data showed the need for a Hearing Officer as rare and used only on two previous occasions prior to the 2022-23 FY; however two were required in the last two fiscal years.
- Mileage Expenses in the amount of \$3,000 – This amount is based on previous years' reimbursement data for Commission members.
- Services and Supplies in the amount of \$12,000 – this amount is projected to cover services and supplies needed in maintaining the operations of the Commission.

The projected number of meetings and Appeal Hearings are based on appeal requests submitted to the Commission to date. The revisions to the Civil Service Rules will continue to reflect current practices.

This projection is our best possible estimate based on all data available to us at this time. Therefore, IT IS RECOMMENDED that your Commission approve the proposed recommended Civil Service Commission budget for FY 2026-27 and authorize the Civil Service Commission Officer to submit to the Human Resources Division as required.

Sincerely,



Robyn Lipscomb, Officer
 Civil Service Commission

GROUND & BOUNDLESS

1300 18th Street, 1st Floor, Bakersfield, CA. 93301 | 661.868.3910 |
 CivilServiceComm@KernCounty.com

CIVIL SERVICE COMMISSION PROPOSED BUDGET FY 2026-27

APPROPRIATIONS	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 SUBMITTED	FY 2025-26 TO DATE	FY 2026-27 PROPOSED
Salaries and Benefits	\$146,884	\$147,365	\$174,366	\$156,611	\$174,366
Commission Meetings*	\$5,475	\$5,554	\$0	\$3,150	\$27,000
Hearing Officer**	\$0	\$20,000	\$20,000	\$20,000	\$20,000
Mileage Reimbursements	\$1,537	\$1,651	\$3,000	\$3,000	\$3,000
Services and Supplies***	\$3,000	\$8,000	\$8,000	\$8,000	\$12,000
Total expenditures	\$156,896	\$182,570	\$205,366	\$190,761	\$236,366

Notes: * The projected amount of \$27,000 accounts for half of the amount allowed by Ordinance G-8488.

**The need for Hearing Officer services was rare and was only hired on two previous occasions before last year. The total cost for this service for FY 2013-14 was \$19,249. We do not have the amounts for FY 2024-25 or 2025-26.

***The Services and Supplies amount is projected for all year as it is absorbed by Human Resources Division. This amount includes electronics, software and technology required to perform Commission duties including \$600 for outreach material and \$2,000 for updating the equipment needed for the Civil Service Hearing Room.

CIVIL SERVICE COMMISSION ACTIVITY

ITEM	2023-2024	2024-2025	2025-2026 PROJECTED	2025-2026 TO DATE	2026-2027 PROJECTED
Number of Meetings	23	23	22	23	23
Number of Appeal Hearings	8	8	7	11	9
Number of Pending Appeals	2	2	4	7	4
Civil Service System and Other Non-Disciplinary Appeals	2	2	2	2	2
Total Number of Nights Scheduled	14	14	22	73	31
Changes to Civil Service Rules	3	3	2	2	3
Total Activity	52	52	59	118	70

Notes: The Civil Service Commission maintains the integrity of Kern County's Civil Service System.

It is an independent ruling body which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments and employees.

CIVIL SERVICE COMMISSION SUPPLIES & SERVICES BREAKDOWN FY 2026-27

SUBMITTED		\$35,000.00
	Estimate	Balance
Hearing Officer	\$20,000	\$15,000
Supplies-ink, paper, postage, and etc.	\$7,500	\$7,500
Transportation & Travel	\$3,000	\$4,500
Technology - Internet, phone, printer, etc.	\$1,000	\$3,500
Laserfiche Account	\$150	\$3,350
Adobe Acrobat License \$16.99 per month	\$250	\$3,100
Microsoft Office \$1600/year	\$1,600	\$1,500
Training	\$1,500	\$0

CIVIL SERVICE COMMISSION SUBMITTED BUDGET FY 2025-26

APPROPRIATIONS	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 PROPOSED	FY 2024-25 TO DATE	FY 2025-26 SUBMITTED
Salaries and Benefits	\$146,884	\$146,884	\$147,365	\$147,365	\$174,366
Commission Meetings*	\$5,475	\$5,475	\$27,000	\$27,000	\$0
Hearing Officer**	\$0	\$0	\$20,000	\$20,000	\$20,000
Mileage Reimbursements	\$1,537	\$1,196	\$3,000	\$1,651	\$3,000
Services and Supplies***	\$3,000	\$3,000	\$8,000	\$8,000	\$8,000
Total expenditures	\$156,896	\$156,555	\$205,365	\$204,016	\$205,366

Notes: * The projected amount of \$27,000 accounts for half of the amount allowed by Ordinance G-8488.

**The need for Hearing Officer services was rare and was only hired on two previous occasions before this year. The total cost for this service for FY 2013-14 was \$19,249. We do not have the amounts for FY 2024-25.

***The Services and Supplies amount is projected for all year as it is absorbed by Human Resources Division. This amount includes electronics, software and technology required to perform Commission duties including \$600 for outreach material and \$2,000 for updating the equipment needed for the Civil Service Hearing Room.

CIVIL SERVICE COMMISSION ACTIVITY

ITEM	2022-2022	2023-2023	2023-2024	2024-25	2025-26 PROJECTED
Number of Meetings	20	23	23	22	23
Number of Appeal Hearings	8	8	8	7	11
Number of Pending Appeals	5	2	2	4	5
Civil Service System and Other Non-Disciplinary Appeals	5	2	2	2	2
Total Number of Nights Scheduled	17	14	14	22	73
Changes to Civil Service Rules	4	3	3	2	2
Total Activity	59	52	52	59	116

Notes: The Civil Service Commission maintains the integrity of Kern County's Civil Service System.

It is an independent ruling body which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments and employees.

CIVIL SERVICE COMMISSION SUPPLIES & SERVICES BREAKDOWN FY 2025-26

SUBMITTED		\$31,000.00
	Estimate	Balance
Hearing Officer	\$20,000	\$11,000
Supplies-ink, paper, postage, and etc.	\$7,500	\$3,500
Transportation & Travel	\$2,095	\$1,405
Technology - Internet, phone, printer, etc.	\$500	\$905
Laserfiche Account	\$101	\$804
Adobe Acrobat License \$16.99 per month	\$204	\$600
Microsoft Office \$600/year	\$600	\$0
Training		\$0



Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



April 14, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

PROPOSED ORDINANCE AMENDING SECTION 3.04.080, CHAPTER 3.04, TITLE 3, OF THE KERN COUNTY ORDINANCE CODE TO CLARIFY HUMAN RESOURCES FUNCTIONS

Fiscal Impact: None

This letter requests your Board's approval of a proposed ordinance amending Title 3 of the Kern County Ordinance Code. On May 17, 2016, your Board adopted an ordinance to update and clarify the language in Title 3, so it aligned with then-current practices within the Human Resources Division.

The proposed ordinance provides additional clarification regarding current procedures for the flow of information related to dismissal, suspension, or reduction actions. These changes do not alter the authority of the Civil Service Commission, nor do they affect the terms and conditions of employment for represented employees.

County Counsel has reviewed the proposed amendments to Chapter 3.04 (Civil Service System) and determined that they do not undermine the fundamental principles of the Civil Service System and do not require voter approval.

Given the nature of the proposed revisions, staff recommend publishing the full text of the ordinance, pursuant to Government Code Section 25124(a).

Therefore, IT IS RECOMMENDED that your Board waive reading and introduce the proposed ordinance amending Section 3.04.080, Chapter 3.04, Title 3 of the Kern County Ordinance Code to clarify Human Resources functions and direct the Clerk of the Board to post and publish the full text of the ordinance in accordance with Section 25124(a) of the Government Code.

Sincerely,

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

Tracey A. Eldridge
Chief Human Resources Officer

cc: County Counsel
Civil Service Commission

GROUND  BOUNDLESS

ORDINANCE NO. G-

AN ORDINANCE OF THE BOARD OF
SUPERVISORS OF THE COUNTY OF KERN, STATE
OF CALIFORNIA, AMENDING SECTION 3.04.080,
CHAPTER 3.04, TITLE 3, OF THE KERN COUNTY
ORDINANCE CODE TO CLARIFY HUMAN
RESOURCES FUNCTIONS

The following ordinance, consisting of one (1) section, was duly and regularly passed and adopted by the Board of Supervisors of the County of Kern, State of California, at a regular meeting of the Board of Supervisors held on the ____ day of _____, 2026, by the following vote:

AYES:

NOES:

ABSENT:

Chairman of the Board of Supervisors of
the County of Kern, State of California

(SEAL)

ATTEST:

NANCY ANDERSON
County Administrative Officer
Clerk of the Board

By _____, Deputy Clerk

THE BOARD OF SUPERVISORS OF THE COUNTY OF KERN ORDAINS AS
FOLLOWS:

Section 1. This ordinance shall be published in accordance with Government Code section 25124 and it shall take effect and be in full force on and after the ____ day of _____, 2026.

Section 2. Section 3.04.080, Chapter 3.04, Title 3, of the Kern County Ordinance Code is amended to read as:

3.04.080 Dismissal, suspension or reduction.

- A. Any officer or employee in the classified civil service may be dismissed, suspended or reduced in rank or compensation by the appointing authority after appointment or promotion is complete by a written order, stating specifically the reasons for the action. The order shall be filed with the division of human resources ~~and the secretary of the commission~~, and a copy thereof shall be furnished to the person to be dismissed, suspended, or reduced.
- B. ~~The officer or employee may reply in writing to the order within ten (10) business days from the date of its filing with the division of human resources and the secretary of the commission.~~ The officer or employee may, within ten (10) business days after presentation ~~to him~~ of the order, appeal ~~the order~~ through the ~~Chief Human Resources Officer to the Officer~~ ~~secretary of the commission to the~~ of the civil service commission ~~from the order~~. Upon filing of the appeal, the ~~secretary~~ Officer of the commission shall forthwith transmit the order and appeal to the civil service commission for hearing.
- C. Within twenty (20) days from the filing of the appeal the commission shall commence a hearing, and either affirm, modify, or revoke the order. The appellant may appear personally, produce evidence, and have counsel and a public hearing.
- D. At any hearing or investigation by the commission, it shall have the power to subpoena and require the attendance of witnesses and the production thereby of books and papers pertinent to the hearing or investigation, and each commissioner shall have the power to administer oaths to such witnesses. The commission may employ a hearing officer to act as the presiding officer. The expenses of such a hearing shall be paid by the county, except that the county shall not be responsible for the expenses incurred by the affected employee. The procedure and rules of evidence at the hearing shall be informal. However, the civil service commission shall prescribe a fixed procedure and rules of evidence for such hearings. The final order and decision of the commission shall include a finding as to each ground or reason specified in the order filed under subsection A of this section, and the order of the commission shall be certified to the department head or officer whose action was the subject of the hearing and forthwith enforced and followed. An employee found to be innocent of all charges shall be restored forthwith to the previous position with all rights and privileges pertaining thereto and shall be entitled to receive full backpay for time lost.

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- B. The officer or employee may, within ten (10) business days after presentation of the order, appeal the order through the Chief Human Resources Officer to the Officer of the civil service commission. Upon filing of the appeal, the Officer of the commission shall forthwith transmit the order and appeal to the civil service commission for hearing.
- C. Within twenty (20) days from the filing of the appeal the commission shall commence a hearing, and either affirm, modify, or revoke the order. The appellant may appear personally, produce evidence, and have counsel and a public hearing.
- D. At any hearing or investigation by the commission, it shall have the power to subpoena and require the attendance of witnesses and the production thereby of books and papers pertinent to the hearing or investigation, and each commissioner shall have the power to administer oaths to such witnesses. The commission may employ a hearing officer to act as the presiding officer. The expenses of such a hearing shall be paid by the county, except that the county shall not be responsible for the expenses incurred by the affected employee. The procedure and rules of evidence at the hearing shall be informal. However, the civil service commission shall prescribe a fixed procedure and rules of evidence for such hearings. The final order and decision of the commission shall include a finding as to each ground or reason specified in the order filed under subsection A of this section, and the order of the commission shall be certified to the department head or officer whose action was the subject of the hearing and forthwith enforced and followed. An employee found to be innocent of all charges shall be restored forthwith to the previous position with all rights and privileges pertaining thereto and shall be entitled to receive full backpay for time lost.



CIVIL SERVICE COMMISSION



Romeo Agbalog, PRESIDENT
 Jeremy Price, VICE PRESIDENT
 Michael Bowers, COMMISSIONER
 Natesha Johnson, COMMISSIONER
 Vacant, COMMISSIONER
 Robyn Lipscomb, Officer

November 18, 2025

All Directors and Department Heads,

ORDER OF DISMISSAL, SUSPENSION, OR REDUCTION PROCESS

Many Departments are not appropriately notifying the Commission when providing an Employee an Order of Dismissal, Suspension, or Reduction. Please be sure that your Department Human Resources staff are aware of the necessity to notify the Commission and your County Counsel at the same time you notify County Human Resources.

1725.00 ORDER OF DISMISSAL, SUSPENSION, OR REDUCTION

Disciplinary action against any officer or employee in the classified civil service for one (1) or more of the causes for discipline specified in this Rule shall become effective upon execution of a written order by the appointing authority stating specifically the reasons for the action. The order shall be immediately filed with the Director, and a copy thereof shall be furnished to the person to be dismissed, suspended, or reduced, and to the Commission.

It is also necessary that you provide appropriate contact information when providing an Employee with an Order of Dismissal, Suspension, or Reduction.

The Civil Service Commission can be contacted at CivilServiceComm@kerncounty.com, or the Civil Service Commission Officer may be contacted directly at lipscombroy@kerncounty.com, or both. It is important to remember this step as it allows the Commission to verify timelines are met for any possible appeals.

Please direct any questions or concerns in observing this process to Robyn Lipscomb, Civil Service Commission Officer.

Sincerely,

Romeo Agbalog
 President
 Kern County Civil Service Commission

GROUND & BOUNDLESS

1300 18th Street, 1st Floor, Bakersfield, CA. 93301 | 661.868.3910 |
CivilServiceComm@KernCounty.com

CIVIL SERVICE COMMISSION HEARING INFORMATION FORM**Department:** _____**Skelly Hearing Officer:** _____**IA Number or Employee Initials:** _____**Employee's Position at Time of Notice of Discipline:** _____**Level of Discipline Imposed:**☐ Suspension☐ Demotion☐ Termination**Employee Status:**☐ Permanent☐ Extra Help**If Permanent, was the employee on probation:**☐ Yes☐ No**REPRESENTATION****Representative Contact Information (if represented):**

Name: _____

Phone: _____

Email: _____

NOTICE OF DISCIPLINE**Date of Service of Notice of Discipline:** _____**Type of Service:**☐ Hand Delivery☐ Mail**NODA Attached:**☐ Yes☐ No**Deadline for Employee to Request CSC Appeal:** _____**Submitted By/Title :** _____**Signature :** _____ **Date:** _____

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- B. The officer or employee may, within ten (10) business days after presentation of the order, appeal the order through the Officer of the civil service commission. Upon filing of the appeal, the Officer of the commission shall forthwith transmit the order and appeal to the civil service commission for hearing.
- C. Within twenty (20) days from the filing of the appeal the commission shall commence a hearing, and either affirm, modify, or revoke the order. The appellant may appear personally, produce evidence, and have counsel and a public hearing.
- D. At any hearing or investigation by the commission, it shall have the power to subpoena and require the attendance of witnesses and the production thereby of books and papers pertinent to the hearing or investigation, and each commissioner shall have the power to administer oaths to such witnesses. The commission may employ a hearing officer to act as the presiding officer. The expenses of such a hearing shall be paid by the county, except that the county shall not be responsible for the expenses incurred by the affected employee. The procedure and rules of evidence at the hearing shall be informal. However, the civil service commission shall prescribe a fixed procedure and rules of evidence for such hearings. The final order and decision of the commission shall include a finding as to each ground or reason specified in the order filed under subsection A of this section, and the order of the commission shall be certified to the department head or officer whose action was the subject of the hearing and forthwith enforced and followed. An employee found to be innocent of all charges shall be restored forthwith to the previous position with all rights and privileges pertaining thereto and shall be entitled to receive full backpay for time lost.