

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, May 11, 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**ABSENT**—Price

OTHERS: Robyn Lipscomb, Katie Rivera, Tracey Eldridge, Michael Goulart, Elsa Martinez, Katelyn Zenger, Brenda Guerra, Michelle Venegas, Stacy Kuwahara, Michael Johnston, Tiffany Knacke, Bryan Alba, Rocio Masqueda, and others.

PUBLIC SESSION**1. Public Presentations:** None.***CONSENT AGENDA:** no public comment; **APPROVED; Bo/Ch; 4 AYES; 1 AB-Pr*****2. Approval of Minutes:** Regular Meeting April 13, 2026.

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

10022	Communications Technician
10023	Senior Office Services Specialist - DP - Public Works
10024	Sheriff's Dispatch Supervisor - DP
10025	Fire Equipment Mechanic - DP - Fire
10026	Fire Equipment Mechanic
10027	Sheriff's Detentions Senior Deputy - Shift - DP
10028	Sheriff's Detentions Sergeant - Shift - DP
10029	Microbiologist
10030	Sheriff's Sergeant - DP
10031	Crime Scene Technician I/II - Shift
10032	Engineering Technician
10033	First Responder Paramedic - Fire

- 10034 Chief Building Official - Department Promotional - Public Works
- 10035 Code Compliance Supervisor - Department Promotional - Public Works
- 10036 Office Services Technician - DP - Planning and Natural Resources
- 10037 Health Care Program Technician - DP - BHRS

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. Lifeguard, Item No. 5363; Michael Johnston, Senior HR Analyst, presented; no public comment **APPROVED; Bo/Jo; 4 AYES; 1 AB-Pr**
 - b. Pool Operator, Item No. 5360; SHRA Johnston presented; no public comment; Commissioner Chavez inquired how candidates could get one year experience as it was a seasonal extra-help position, Johnston explained that any public lifeguard experience would be applicable; **APPROVED; Bo/Jo; 4 AYES; 1 AB-Pr**
5. **Proposed Ordinance Change to Impact Civil Service Rules:** Commission Chief Deputy County Counsel, provided recommendations; Elsa Martinez, Assistant CAO, presented and provided updated edits; President Agbalog asked for volunteers for and ad hoc committee and directed staff to coordinate committee members and calendars; **DISCUSSED**
6. **Commission Officer Items/Report:** CSCO reported on SB707 and anticipated changes to the Brown Act requirements due 07/01/2026—Stacy Kuwahara, Assistant CAO, shared there are no anticipated impacts to the Commission; Archive job specifications still need to be delivered to the Commission Office—CHRO Eldridge indicated that the documents were moved in December and the Commission Office wasn't open yet, they can be picked up or delivered from HR; and advised Public Service Recognition Week was May 3-9, 2026.
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)). None.

ADJOURN TO CLOSED SESSION:

CLOSED SESSION (Government Code § 54957)

9. PUBLIC EMPLOYEE – Reschedule Hearing Dates
Fire Department – Case No. 2026-0011; **SCHEDULED JULY 13, & AUGUST 24, 26, & 31, 2026**
10. PUBLIC EMPLOYEE – Reschedule Hearing Dates
Kern County Sheriff's Office – Case No. 2024-0211; **NO REPORTABLE ACTION**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO SPECIAL MEETING
MONDAY, MAY 27, 2026, AT 5:00 P.M. AT **1115 TRUXTUN AVENUE, FOURTH FLOOR,
BAKERSFIELD, CALIFORNIA 93301.**

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 this was a discussion item and the Commission could not take action, but the item would be heard at tomorrow's BOS meeting, April 14, 2026. President Agbalog directed staff to write a letter to the BOS requesting the postponement of item 54. **DISCUSSED**

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.**

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
10022	Communications Technician	4/6/2026	4/10/2026	DMR	Open	4/3/2026
10023	Senior Office Services Specialist - DP - Public Works	4/8/2026	4/15/2026	RoM	DP	4/7/2026
10024	Sheriff's Dispatch Supervisor - DP	4/13/2026	4/17/2026	NAA	DP	4/8/2026
10025	Fire Equipment Mechanic - DP - Fire	4/13/2026	4/14/2026	TN	DP	4/10/2026
10026	Fire Equipment Mechanic	4/13/2026	Continuous	TN	Open	4/10/2026
10027	Sheriff's Detentions Senior Deputy - Shift - DP	4/20/2026	4/24/2026	TN	DP	4/13/2026
10028	Sheriff's Detentions Sergeant - Shift - DP	4/20/2026	4/24/2026	TN	DP	4/13/2026
10029	Microbiologist	4/14/2026	4/25/2026	KAS	Open	4/10/2026
10030	Sheriff's Sergeant - DP	4/14/2026	4/27/2026	NAA	DP	4/14/2026
10031	Crime Scene Technician I/II - Shift	4/15/2026	4/29/2026	NAA	Open	4/15/2026
10032	Engineering Technician	4/20/2026	5/1/2026	DMR	Open	4/16/2026
10033	First Responder Paramedic - Fire	4/21/2026	Continuous	TN	Open	4/17/2026
10034	Chief Building Official - Department Promotional - Public Works	4/20/2026	4/24/2026	RoM	DP	4/17/2026
10035	Code Compliance Supervisor - Department Promotional - Public Works	4/27/2026	5/1/2026	RoM	DP	4/23/2026
10036	Office Services Technician - DP - Planning and Natural Resources	4/27/2026	4/29/2026	RoM	DP	4/24/2026
10037	Health Care Program Technician - DP - BHRS	5/4/2026	5/8/2026	KAS	DP	4/29/2026

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



Human
Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



May 11, 2026

Civil Service Commission
Kern County 18th Street Chamber
1300 18th Street, First floor
Bakersfield, CA 93301

PROPOSED REVISED SPECIFICATION FOR LIFEGUARD

The Human Resources Division requests approval of the attached revisions to the Lifeguard specification.

The General Services Division indicated that the Lifeguard specification has not been revised since May of 1998 and required various updates to meet the current expectations of the Rosamond pool facility aquatics program. We identified similar essential functions that could be better articulated as a combined duty or removed from the specification as an outdated responsibility. The format of this specification has also been updated to ensure consistency with the rest of Kern County's classifications.

Lifeguard is represented by the Service Employee's International Union Local 521. The Human Resources Division has received concurrence from the Union.

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

Sincerely,

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

Tracey A. Eldridge
Chief Human Resources Officer

cc: Michelle Burns-Lusich, Chief General Services Officer

GROUND  BOUNDLESS

Lifeguard
Bargaining Unit: 6
Salary Range: 52.8 (\$3,181 - \$3,801 /mo.)

Definition:

Under supervision, responsible for supervising the water safety of pool patrons and all pool deck activity.

Distinguishing Characteristics

This classification is a temporary position employed during the summer months. Incumbents are employed on a part-time basis and are expected to work flexible hours which may include early mornings, nights, weekends and holidays.

Essential Functions:

- Prevents accidents, rescues swimmers in emergencies and administers cardiopulmonary resuscitation (CPR) and other first aid.
- Prepares routine reports and maintains accurate records of accidents and incidents of first aid rendered at pool areas.
- Collects fees, operates cash register.
- Performs Lifeguards recreation swim sessions, pool rentals and special events.
- Follows accepted lifesaving, health and departmental practices and standards.
- Performs maintenance of the pool and maintains pool chemicals and sanitation records and requirements: cleans and maintains pool areas: desk, pump, electrical, dressing rooms and restrooms.
- ~~Cleans and maintains the pool area including the deck area, pump, electrical areas, dressing rooms, rest rooms and other areas as assigned.~~
- ~~Completes accurate documentation of accidents and incidents in pool and pool area.~~
- ~~May assist in providing swim lesson instructions.~~
- Performs other job-related tasks as assigned.

Employment Standards:

Recent experience as a lifeguard is preferred.

Certificates Required:

- Lifeguard Training;
- Community CPR, and
- Standard First Aid.

Knowledge of: rules and regulations pertaining to swimming pool safety; lifesaving techniques, first aid, water safety and maintenance and use of lifesaving equipment.

Ability to: swim and perform swimming rescues in emergencies; perform first aid, including cardiopulmonary resuscitation (CPR); observe and evaluate emergency situations and act quickly in the same situations; follow written and oral instructions; communicate effectively, both orally and in writing; complete forms and basic written reports; handle cash and make change; deal effectively and tactfully with the public; work cooperatively with other department personnel.

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.

IP
DEPARTMENT HEAD

4/3/26
DATE

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER

4.6.26
DATE

Item #	5363
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	H
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	52.8
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	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	No
Creation Date	May 11, 2026



Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



May 11, 2026

Civil Service Commission
Kern County 18th Street Chamber
1300 18th Street, First floor
Bakersfield, CA 93301

PROPOSED REVISED SPECIFICATION FOR POOL MANAGER

The Human Resources Division requests approval of the attached revisions to the Pool Manager specification.

The General Services Division's Rosamond pool facility has recently undergone improvements and will continue to expand in its capabilities in providing recreational activities for local families. To ensure this facility is properly staffed to meet these growing expectations, the department has requested to revise the previously titled Pool Manager specification. Most notably, Pool Manager is being retitled to Pool Operator and will be a seasonal, extra-help position during the summer months. This specification will act as a working supervisor and will assist in coordinating and implementing the aquatic program at the Rosamond pool facility.

Since this specification was last revised in May of 1993, several revisions and new additions have been made to the essential functions and employment standards. Pool Operator will also be functioning as a lifeguard and may be responsible for collecting fees, operating a cash register, and maintaining pool chemical levels by using a digital chemical system. We are also lowering the employment standard to one year of experience as a lifeguard at a public or private swimming facility.

Pool Operator is represented by the Service Employee's International Union Local 521. The Human Resources Division has received concurrence from the Union.

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

Sincerely,

A handwritten signature in black ink that reads "Tracey A. Eldridge". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Tracey A. Eldridge
Chief Human Resources Officer

cc: Michelle Burns-Lusich, Chief General Services Officer

Pool Operator Manager
Bargaining Unit: 6
Salary Range: 53.8 (\$3,344 - \$3,996 /mo.)

DEFINITION: Definition:

Under direction, coordinates and implements the aquatic program and maintains an efficient and safe environment for staff and patrons at an assigned swimming facility.

DISTINGUISHING CHARACTERISTICS:

This classification is a ~~seasonal temporary~~ position employed during the summer months. Incumbents are working supervisors, employed on a part-time basis and are expected to work flexible hours which may include early mornings, nights, weekends and holidays.

ESSENTIAL FUNCTIONS: Essential Functions:

- Responsible for pool staff assignments and scheduling; ensures daily completion of pool opening and closing;
- Oversees pool chemical and sanitation requirements;
- Plans and coordinates pool special events and is responsible for assigning staff to these events;
- Functions as a lifeguard by preventing accidents, rescues swimmers in emergencies and administers cardiopulmonary resuscitation (CPR) and other first aid;
- Follows accepted life saving, health and departmental practices and standards;
- Ensures all recordkeeping, reports, testing and all necessary paperwork is completed correctly and submitted on time, following established guidelines;
- Collects fees, operates cash register;
- Performs and maintains pool chemicals levels using a digital chemical system, sanitation records and requirements; cleans and maintains pool areas: desk, dressing rooms and restrooms.

OTHER FUNCTIONS:

- Completes reports and performs minor financial and clerical tasks;
- Performs other job-related tasks as assigned.

EMPLOYMENT STANDARDS: Employment Standards:

~~One Two~~ (12) years of experience as a swim instructor lifeguard at a public or private swimming facility. In addition, one (1) year at an assistant pool manager level is preferred.

~~Certificates Required: Lifeguard Training, Community CPR, Standard First Aid and Water Safety Instructor.~~

Certificates Required:

- Lifeguard Training
- Community CPR
- Standard First Aid

Knowledge of: public swimming pool operation, including general maintenance and care of a pool facility, such as testing of chemical balance of the water; lifesaving techniques, first aid, water safety and maintenance and use of lifesaving equipment, supervisory practices

Ability to: communicate effectively, both orally and in writing; maintain accurate records on employees and maintenance activities; supervise and train others in maintenance and cleaning of equipment and facilities; train and provide guidance to staff; provides swim lesson instructions; maintain financial records and balance a cash drawer; organize staff scheduling; work cooperatively with other department personnel and the public.

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

4/3/26
 DATE


 CHIEF HUMAN RESOURCES OFFICER

4.6.26
 DATE

Item #	5360
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	H
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	53.8
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	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	No
Creation Date	May 11, 2026



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.

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 a copy thereof shall be furnished to the person to be dismissed, suspended, or reduced.
- 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 lipscombrobby@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:** _____

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 a copy thereof shall be furnished to the person to be dismissed, suspended, or reduced.
- 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.