

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, June 8, 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**ROLL CALL:****PRESENT**—Commissioners Agbalog, Bowers, Chavez, Johnson, & Price**ABSENT**—None

OTHERS: Robyn Lipscomb, Katie Rivera, Tracey Eldridge, Michael Goulart, Katie Barnett, Kimberly Hernandez, Kimberlyn Stillwell, Deonka Rufus, Sarah Harrington, Brenda Guerra, Michelle Venegas, Monica Goodell-Thatcher. Michael Johnston, Tiffany Knacke, Michael Morea, and others.

PUBLIC SESSION**1. Public Presentations:** None.***CONSENT AGENDA:** No public comment; **APPROVED; Bo/Jo; 5 AYES;*****2. Approval of Minutes:** Regular Meeting May 11, 2026.***3. Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures.

10038	Office Services Technician - Shift - Department Promotional - Lake Isabella
10039	Departmental Aide - Part-Time - Shift - McFarland
10040	Supervising Public Health Nurse
10041	Behavioral Health Human Resources Specialist
10042	Real Property Agent I/II/III
10043	Criminalist I
10044	Park Ranger Trainee - Shift
10045	Senior Deputy Sheriff - DP
10046	Sheriff's Sergeant - DP
10047	Youth Care Supervisor
10048	Sheriff's Records Specialist - Ridgecrest - Shift
10049	Kern360 Financial Analyst
10050	Kern360 Human Capital Management Analyst
10051	Equipment Operator

4. **New Specification(s):** The following job specifications 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. SB525 Year-2 Health Care Minimum Wage Requirements; Michael Johnston, Human Resource Analyst, presented; No public comment; Commissioner Bowers inquired as to the current minimum wage; Johnston advised currently \$24 per hour going to \$25 per hour July 1, 2026; **APPROVED; Bo/Ch; 5 AYES**
 - i. Senior Health Care Services Administrative Assistant, Item No.3248
 - ii. Health Care Marketing and Promotions Associate, Item No. 4342
 - iii. Health Care Maintenance Worker, Item No. 4914
5. **Revised Specification(s):** The following job specifications have been revised and approved by the CHRO and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.
 - a. SB525 Year-2 Health Care Minimum Wage Requirements; Michael Johnston presented No public comment; **APPROVED; Bo/Ch 5 AYES**
 - i. Health Care Services Administrative Assistant, Item No.2274
 - ii. Health Care Mail Clerk, Item No. 2276
 - iii. Health Care Human Resources Specialist, Item No. 2268
 - iv. Billing Office Specialist, Item No. 2353
 - b. Public Health Officer, Item No. 0439; Katie Barnett presented; No public comment; Commissioner Price inquired as to the role of Registrar; Kimberly Hernandez, Division Director of Health Service, advised they are the recorder of birth and death records; **APPROVED; Bo/Pr 5 AYES**
 - ~~c. Fire Pilot Series; WITHDRAWN~~
 - ~~i. Helicopter Pilot, Item No. 4471~~
 - ~~ii. Supervising Helicopter Pilot, Item No. 4478~~
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. Assistant Chief Human Resource Officer, Michael Goulart advised the Commission that there is currently one 1800 complaint currently outside of timeline, the investigation progressed from informal to formal and was outsourced with an original due date of 4/28/26 which was extended to 5/20/26 and now is due 6/12/26; President Agbalog inquired if the complainant has been informed of delays; Director of DEI Sarah Harrington confirmed that the complainant has been notified.
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. Kern County Sheriff's Office – Objection to Certification;
Human Resources Division – Case No. 2026-0025; **NO REPORTABLE ACTION**
10. PUBLIC EMPLOYEE – Discipline/Dismissal/Release;
Fire Department – Case No. 2026-0011; **NO REPORTABLE ACTION**
11. PUBLIC EMPLOYEE – Schedule Hearing Dates;
Aging & Adult Services – Case No. 2026-0018; **DISMISSED**
12. PUBLIC EMPLOYEE – Schedule Hearing Dates
Animal Services Department – Case No. 2026-0024; **DISMISSED**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO REGULAR MEETING MONDAY, JULY 13, 2026, AT 5:30 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, 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.**

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
10038	Office Services Technician - Shift - Department Promotional - Lake Isabella	5/7/2026	5/11/2026	KB	DP	5/6/2026
10039	Departmental Aide - Part-Time - Shift - McFarland	5/7/2026	5/15/2026	KB	Open	5/6/2026
10040	Supervising Public Health Nurse	5/22/2026	Continuous	KB	Open	5/6/2026
10041	Behavioral Health Human Resources Specialist	5/26/2026	5/30/2026	MGV	Open	5/22/2026
10042	Real Property Agent I/II/III	5/21/2026	5/29/2026	RoM	Open	5/11/2026
10043	Criminalist I	5/13/2026	5/27/2026	NAA	Open	5/13/2026
10044	Park Ranger Trainee - Shift	6/1/2026	6/12/2026	TN	Open	5/18/2026
10045	Senior Deputy Sheriff - DP	5/20/2026	6/12/2026	NAA	DP	5/18/2026
10046	Sheriff's Sergeant - DP	5/20/2026	6/12/2026	NAA	DP	5/18/2026
10047	Youth Care Supervisor	5/20/2026	6/3/2026	JAP	Open	5/19/2026
10048	Sheriff's Records Specialist - Ridgecrest - Shift	5/20/2026	6/3/2026	NAA	Open	5/20/2026
10049	Kern360 Financial Analyst	5/22/2026	6/5/2026	DMR	Open	5/21/2026
10050	Kern360 Human Capital Management Analyst	5/22/2026	6/5/2026	DMR	Open	5/21/2026
10051	Equipment Operator	5/26/2026	6/5/2026	DMR	Open	5/21/2026

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



June 8, 2026

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

**PROPOSED NEW AND REVISED SPECIFICATIONS TO CONFORM WITH CALIFORNIA SENATE BILL
525**

The Human Resources Division requests approval of the attached new and revised specifications titled Billing Office Specialist, Health Care Human Resources Specialist, Health Care Maintenance Worker, Health Care Marketing & Promotions Associate, Health Care Mail Clerk, Senior Healthcare Service Administrative Assistant, Healthcare Services Administrative Assistant.

California Senate Bill 525 (SB 525) passed on October 13, 2023. This bill establishes separate minimum wage requirements for covered health care employees based on the nature of the employer. The County is obligated to comply with SB525 Year-2 requirements by July 1, 2026, ensuring positions assigned to a qualifying health care facility meet the required minimum wage standard set by the State of California.

The County previously identified the Department of Behavioral Health & Recovery Services and Kern County Public Health Services as qualified health care facilities. Incumbents who are assigned to Behavioral Health and Public Health in the generic equivalent specification of the proposed new Health Care specifications will be reclassified prior to July 1, 2026. The attached existing specifications have received minor revisions in addition to an updated salary range to comply with SB 525 Year-2.

The identified classifications are represented by Service Employees' International Union 521. SEIU is aware of the date of obligation to comply with SB 525 Year-2 but have not agreed to the proposed changes.

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

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Alison Burrowes, Director of Behavioral Health & Recovery Services
Brynn Carrigan, Director of Public Health Services

GROUND  BOUNDLESS

Senior Health Care Services Administrative Assistant
Bargaining Unit: 4
Salary Range: 58.4 (\$4,206 - \$5,026 /mo.)

Definition:

Under supervision, to perform specialized activities within a healthcare facility requiring knowledge and experience in that area of assignment such as analyzing information and data; developing reports; and, scheduling and coordinating meetings, conferences, phone calls, etc. Incumbents may supervise employees in lower levels.

This is the advanced level of the Healthcare services Administrative Assistant series. The Senior Healthcare Services Administrative Assistant is distinguished from the Healthcare Services Administrative Assistant by its specialized support activities requiring in-depth knowledge and experience in the area of assignment. Incumbents usually perform work for a high level management employee; consequently the level of work performed is impacted by the management focus and related advanced nature of the assignments. The Senior Healthcare Services Administrative Assistant is distinguished from the Office Services Coordinator, which has top level office support responsibilities.

Essential Functions:

- May supervise Healthcare Services office support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
- Responds to requests for information from the general public, other internal departments, other agencies and employees; investigates customer complaints and may take steps necessary to resolve them.
- Compiles and analyzes a variety of data and information and prepares related reports.
- Schedules and coordinates a variety of meetings, conferences, phone calls, and/or other related events.
- Prepares meeting agendas; assembles agenda packets; attends meetings and takes minutes; distributes meeting minutes to appropriate individuals.
- Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; making photocopies; typing; and, word processing.
- Prepares a variety of documents by typing, performing data entry or word processing.
- Processes a variety of forms and paperwork, using established procedures; receives monies from customers; prepares and disseminates receipts to appropriate individuals; prepares related bank deposits.
- Files documents alphabetically, numerically, or by other prescribed method; maintains departmental records; coordinates records retention activities for assigned department.
- Proofreads, edits, and updates a variety of documents.
- Performs other duties of similar nature or level as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, AND four years of progressively responsible lead, clerical, general computer and office experience directly related to a healthcare assignment.

OR

An equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Additional Requirements:**Some Positions May Require:**

- ** Possession of a Valid California Driver's License
- ** Proficiency in the use of word processing software, such as Microsoft Word or Word Perfect.
- ** Proficiency in the use of spreadsheet software, such as Excel, Lotus123.

Knowledge of: event coordination and scheduling techniques; inventory maintenance principles; customer service principles; standard office procedures, methods, and equipment; transcription methods; basic filing and recordkeeping principles; basic mathematical concepts; English language, grammar, and punctuation.

Skill in: coordinating and scheduling events; conducting research; compiling and analyzing data; transcribing from tapes; preparing a variety of reports; prioritizing work; performing multiple tasks simultaneously; entering information into a database; maintaining various records and files; preparing meeting agendas and minutes; using computers and related software applications; performing mathematical calculations; processing forms using established guidelines; providing customer service; filing; using standard office equipment; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

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.

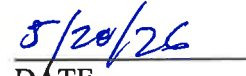
Senior Health Care Services Administrative Assistant

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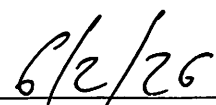

 CHIEF HUMAN RESOURCES OFFICER


 DATE

Item #	3248
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	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	58.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	3
Bargaining Unit	4
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	June 2026

New Job Specification
 June 2026
 Item No. 3248


 DEPARTMENT HEAD


 DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	3248
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	F
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Approved Salary Range	58.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
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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	June 2026

Health Care Marketing and Promotions Associate**Bargaining Unit: 3****Salary Range: 60.0 (\$4,556 - \$5,444 /mo.)****Definition:**

Under direction, coordinates the development and implementation of a marketing program to promote the to promote the programs and services offered by a health care facility.

This is a journey-level classification expected to perform a wide range of marketing and promotions responsibilities with minimal supervision. Incumbents may coordinate media activities but are generally not the department's primary media spokesperson.

Essential Functions:

- Develops a marketing strategy to promote interest in the County as a whole, or in programs and services offered by operating departments;
- Keeps informed on aspects of County-wide or departmental activities that would generate public interest;
- Serves as liaison with representatives from broadcast and print media; coordinates news conferences and televised events; makes on-camera television appearances as a departmental spokesperson; responds to media requests for information; assists with media orientations;
- Serves as liaison with elected or appointed officials, other governmental agencies, and community representatives; coordinates marketing activities with representatives from other allied agencies;
- Responds to requests for information and assistance; plans, coordinates and conducts presentations, tours and educational programs related to departmental activities;
- Develops ideas, writes and edits copy, coordinates layouts the production and distribution of a variety of promotional materials;
- Prepares press releases, feature articles, public information announcements and other written materials for dissemination to print and electronic media;
- Coordinates the placement of promotional materials on the departmental website;
- Prepares and distributes directories for available services;
- Evaluates and recommends most effective publications for placement of advertising; develops and prepares advertising copy and design; coordinates placement of advertisements;
- Reviews and recommends purchase of copyrighted and other promotional materials;
- Creates and maintains show case exhibits; transports, erects and dismantles portable displays;
- Plans and coordinates special events, such as trade shows, opening celebrations, health fairs, and other community outreach events;
- Recruits professional and lay volunteers to participate in special events;
- Coordinates departmental representation at outside events, such as conferences, trade shows or meetings; represents the department at such events;
- Collects and compiles data for various departmental reports;
- Maintains files of information, photographs and videotapes;
- Uses automated office equipment daily for the performance of job duties;
- Prepares correspondence and reports.

Employment Standards:

Graduation from an accredited college or university with a Bachelor's degree in Marketing, Communications, Journalism or a closely related field; AND two years of marketing, advertising, public relations or related experience; OR any equivalent combination of training and experience.

A valid Motor Vehicle Driver's License is required upon appointment.

Knowledge of: Marketing and public relations principles; photography and advertising; target clients; graphic design, production and printing techniques; and demographic and statistical research principles.

Ability to: Establish and maintain effective working relationships with clients, media representatives, community organizations, staff and volunteers; communicate effectively both verbally and in writing; deliver effective presentations; coordinate multiple activities with conflicting deadlines; and obtain, analyze, evaluate and draw logical conclusions from relevant data.

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.

Health Care Marketing and Promotions Associate

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DEPARTMENT HEAD



DATE



CHIEF HUMAN RESOURCES OFFICER

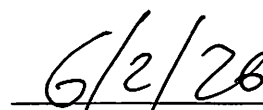


DATE

Item #	4342
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	60.0
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	3
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	June 2026

New Job Specification
June 2026
Item No. 4342


 DEPARTMENT HEAD


 DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	4342
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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	June 2026

Health Care Maintenance Worker
Bargaining Unit: 6
Salary Range: 57.8 (\$4,082 - \$4,878 /mo.)

Definition:

Under general supervision, performs a variety of skilled and semi-skilled work on the construction and maintenance of health care facilities, grounds and equipment; may act as lead worker on particular assignments; may oversee special program personnel; and performs related work as required.

Essential Functions:

- Checks buildings, equipment, and grounds to locate conditions indicating the need for repair and maintenance work;
- Makes building repairs involving plumbing, irrigation systems, painting, carpentry, mechanical, structural, flooring, and electrical work;
- May oversee others in the performance of maintenance work;
- May schedule and assign work orders to other maintenance staff;
- Plans and estimates materials for other maintenance staff;
- Uses a variety of hand and power tools in the performance of maintenance work;
- Operates personal computer and/or mobile device, using a variety of software applications to complete work;
- Repairs furniture and equipment;
- Moves and installs partitions;
- Installs park structures and equipment;
- Builds structures and cabinets;
- Reads and interprets construction and working blueprints and diagrams ;
- Builds forms and installs concrete supports; mixes pours, finishes concrete and asphalt ;
- Installs, services and repairs plumbing, water and sewer systems and wiring systems and equipment;
- Applies paints, varnishes, and stains, lacquers, and enamels to building interior and exterior, furniture and other equipment;
- Repairs appliances, tools and pieces of equipment;
- Operates motorized equipment, digs ditches and lays pipe;
- Operates and maintains pumps and pressure tanks;
- Designs and installs irrigation systems;
- Maintains and repairs impact rotor sprinklers, drip irrigation systems and control valves;
- Troubleshoots computerized and electromechanical controller problems;
- Performs brazing, soldering, and welding ;
- Performs painting;
- Performs roofing ;
- Performs cold patches and road repairs;
- Performs plumbing repairs;
- Installs and repairs fencing, gates, and commercial garage doors;

- Paints airport landing strips;
- Performs back flow testing;
- Installs dry wall;
- Performs refuse removal and processing;
- Performs related work as assigned.

Employment Standards:

High School Diploma, G.E.D. or equivalent and any combination of training, education, and experience equivalent to obtain knowledge in general building maintenance and repair, involving minor carpentry, electrical, painting, and plumbing work.

Possession of a valid California Motor Vehicle Driver's license.

Knowledge of: the practices, tools, equipment, and materials used in the carpentry, painting, plumbing, and electrical trades; plumbing and electrical equipment used in building and grounds; and road, fence and commercial garage door repairs.

Ability to: determine the need for repairs; estimate time and materials needed to perform a job; use hand tools utilized in the building trades; follow oral and written directions; use good body mechanics and follow basic safety practices in the performance of job duties; assign and direct the work of others; operate a personal computer, mobile device and associated software.

Supplemental:

A background check may be conducted for this classification.

All Kern County employees are designated as 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.

Health Care Maintenance Worker

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DEPARTMENT HEAD



DATE



CHIEF HUMAN RESOURCES OFFICER



DATE

Item #	4914
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Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.8
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
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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	June 2026


 DEPARTMENT HEAD

6/2/26
 DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	4914
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	57.8
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	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	June 2026

Health Care Office Services Specialist ~~Administrative Assistant~~
Bargaining Unit: 4
Salary Range: ~~55.6~~ 57.4 (\$3,658 – \$4,372 /mo.) (\$4,002 - \$4,782 /mo.)

Definition:

Under supervision, to perform specialized support activities within a health care facility requiring knowledge and experience in the area of assignment. Incumbents may perform specialized activities such as: analyzing information and data; developing reports; scheduling and coordinating meetings, conferences, phone calls, etc. ~~Incumbents may supervise employees in the Health Care Office Services Technician classification.~~

Incumbents are expected to apply a moderate amount of initiative and independent judgment to perform duties within standardized and established policies. Depending upon assignment, incumbents may be required to develop a moderate understanding of technical subject matter unique to the work area.

~~The Health Care Office Services Specialist is distinguished from the Health Care Services Technician by its specialized support activities requiring extensive knowledge and experience in the area of assignment.~~

Essential Functions:

- ~~• May supervise support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.~~
- Responds to requests for information from the general public, other internal departments, and employees; investigates customer complaints.
- Compiles and analyzes a variety of data and information and prepares related reports;
- Schedules and coordinates a variety of meetings, conferences, phone calls, and/or other related events;
- Prepares meeting agendas; assembles agenda packets; attends meetings and takes minutes; distributes meeting minutes to appropriate individuals.
- Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; making photocopies; typing; and, word processing.
- Prepares a variety of documents by typing, performing data entry or word processing.
- Processes a variety of forms and paperwork, using established procedures; receives monies from customers; prepares and disseminates receipts to appropriate individuals; prepares related bank deposits.
- Files documents alphabetically, numerically, or by other prescribed method; maintains departmental records; coordinates records retention activities for assigned department.
- Proofreads, edits, and updates a variety of documents.
- Performs other duties of similar nature or level as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, AND three years of clerical, general computer and office experience directly related to the area of a healthcare assignment.

OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Additional Requirements:**Some Positions May Require:**

- Possession of a Valid California Driver's License.
- Proficiency in the use of word processing software, such as Microsoft Word and WordPerfect.

Knowledge of: statistical methods; data compilation methods; inventory maintenance principles; customer service principles; standard office procedures, methods, and equipment; transcription methods; basic filing and recordkeeping principles; basic mathematical concepts; English language, grammar, and punctuation.

Skill in: conducting research; compiling data; transcribing from tapes; preparing a variety of reports; prioritizing work; performing multiple tasks simultaneously; entering information into a database; maintaining various records and files; preparing meeting agendas and minutes; using computers and related software applications; performing mathematical calculations; processing forms using established guidelines; providing customer service; filing; using standard office equipment; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

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.

~~Health Care Office Services Specialist~~ Health Care Services Administrative Assistant Page 3



DEPARTMENT HEAD

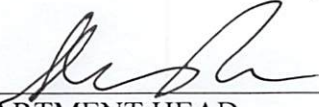
5/28/2026
DATE



CHIEF HUMAN RESOURCES OFFICER

5/28/26
DATE

Item #	2274
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	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	4
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	June 2026


DEPARTMENT HEAD

6/2/26
DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	2274
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	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	4
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	June 2026

Health Care Behavioral Health Mail Clerk

Bargaining Unit: 6

Salary Range: 57.4 (\$4,002 - \$4,782 /mo.) (~~55.6 (\$3,658 — \$4,372/mo.)~~)

Definition:

Under direction, to deliver to and collect from various individuals, incoming, outgoing, and intra-departmental mail within a health care facility Behavioral Health and Recovery Services; to perform clerical work involving mailroom procedures; and to do related work as required.

Incumbents are responsible for performing work assignments with only general direction. The work involves physical labor and incumbents in this classification must be physically able to perform the duties of the job.

Essential Functions:

- Prepares incoming and outgoing mail for distribution and mailing; performs delivery to and collection from individuals and departments, incoming, outgoing, and intra-departmental mail; sorts and time stamps incoming mail;
- Operates and monitors performance of automated processing equipment or performs manual sorting of mail; collate, bundle, and transfer processed mail from one area to another;
- Collects and distributes various shapes, sizes and types of mail within Kern County at scheduled intervals throughout the normal workday;
- Operates a variety of postage equipment and automated equipment, depending upon assignment;
- Prepares and maintains registered mail documentation; weighs and measures mail items to determine that correct postage has been affixed, depending upon assignment;
- Communicates and interacts with a variety of customers;
- Performs other job-related functions as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, or an equivalent combination of education and experience that provides the knowledge, skills, and abilities to perform the duties of the job.

Possession and maintenance of a valid Class C California Driver's License required.

Knowledge of: basic filing and sorting; mathematics and English language usage; ability to plan and maintain an even flow of work; ability to do clerical work involving judgment and initiative; ability to follow verbal and written directions.

Ability to: move mail items of varying shape, size, weight and packaging.

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.

Health Care Behavioral Health Mail Clerk

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DEPARTMENT HEAD

5/28/2026

DATE



CHIEF HUMAN RESOURCES OFFICER

5/28/25

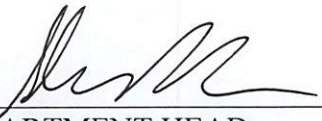
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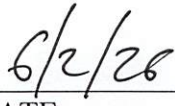
Item #	2276
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	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	June 2026

Revised New Job Specification

~~October 2024~~ June 2026

Item #: 2276


 DEPARTMENT HEAD


 DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	2276
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	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	1
Bargaining Unit	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	June 2026

Health Care Behavioral Health Human Resources Specialist
Bargaining Unit: 5
Salary Range: 57.4 (\$4,002 - \$4,782 /mo.) 56.0 (\$3,732 — 4,460 /mo.)

Definition:

Under supervision, performs a variety of paraprofessional/technical human resources activities in support of human resource functions within a health care facility Behavioral Health and Recovery Services. Incumbents may perform duties related to: technical assistance to applicants, county employees and Human Resources Division staff in the administration of employee benefits, employment services, equal employment opportunity, and labor relations.

Essential Functions:

- Responds to a variety of inquiries, including but not limited to training, recruitment, payroll and benefits;
- Provides technical assistance to county departments and/or other human resources staff in reviewing, processing and approving various personnel transactions;
- Oversees and may assist employees in completing various human resource documents; reviews and approves various personnel transactions for completeness, accuracy, and compliance;
- Prepares, processes and approves personnel transactions which may include leaves of absences, Notices of Employment (NOE), Change of Employee Status (CES) and may update and maintain Personnel History Transactions and adjustments;
- Creates and maintains personnel records in accordance with county policies and procedures;
- Establishes and maintains employee personnel files and other personnel records in electronic or paper form; scans personnel documents and manages files; coordinates employee access to personnel records;
- Receives, processes and maintains employee performance appraisals;
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling payroll, employment services, employee benefits and other fiscally related information; coordinates with management and/or departments in resolving omissions and discrepancies;
- Assists with various recruitment processes, including the development and posting of recruitment announcements and other related documents, reviews and screens employment applications and determines eligibility, disseminates information regarding county employment and services; proctors assessments, and certifies list of eligibles after qualifying examinations have been completed;
- Assists with job classification studies and prepares job specifications, develops survey instruments, conducts salary surveys, and assembles data collected for review;
- Assists in equal employment opportunity programs and activities; researches and gathers data related to investigations and complaints;

- Assists in developing, scheduling and presenting employee training, orientation, and recognition programs;
- Schedules pre-employment and post-employment physicals, return to work and other miscellaneous appointments; contacts employees and prospective employees with physical information; answers all questions related to physicals and results;
- Explains, notifies, and advised employees of benefit provisions for county benefit programs; records and updates employee benefit coverage records; and compiles benefit data and prepares summary reports;
- Assists with updating payroll insurance tables and transfers premium amounts between County accounts; bills and collects premium payments from employees on leaves of absence or on COBRA coverage;
- Assist in reconciling bills from service providers to County service records and prepares claims for payment to providers; assists management, employees and insurance companies in resolving issues;
- Prepares and distributes informational literature to employees and attends meetings as required;
- Uses a personal computer and associated software;
- Performs other job-related duties as assigned.

Employment Standards:

High School Diploma, G.E.D. or equivalent and one (1) year of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Qualifying related work experience may include job tasks in one of the following areas: payroll, employee benefits, employment services and employee relations.

Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: basic human resource programs; basic functions of a human resources department; office operations and clerical functions; business English including Spelling, punctuation, grammar and vocabulary, principles and methods of public relations/customer service and interviewing techniques; data gathering, compilation and report writing.

Ability to: Read and comprehend technical material; maintain confidential information; communicate orally and in writing; gather and analyze a variety of data and prepare appropriate reports; coordinate and prioritize assignments; apply basic statistical and mathematical concepts; establish and maintain effective work relationships; work effectively in teams; and operate a personal computer and associated software.

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 to work as soon as practicable, following a significant emergency or disaster.

Health Care Behavioral Health Human Resources Specialist

Page 4


 DEPARTMENT HEAD

 5/28/2026
 DATE


 CHIEF HUMAN RESOURCES OFFICER

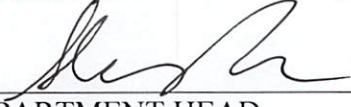
 5/28/26
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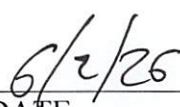
Item #	2268
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Stcp 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	5
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	June 2026

Revised Job Specification

June 2026 ~~October 2024~~

Item #: 2268


DEPARTMENT HEAD


DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	2268
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	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	5
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	June 2026

Billing Office Specialist III

Bargaining Unit: 4

Salary Range: 57.4 (\$4,002 - \$4,782 /mo.) ~~57.2 (\$3,962 - \$4,735 /mo.)~~

Definition:

Under supervision, performs specialized medical financial services activities in assigned revenue cycle function, which may include: preparing statistical data, serving as a lead to other employees, training new employees, creating spreadsheets, balancing funds, and gathering data and statistics.

Distinguishing Characteristics

~~The Business Office Specialist III is the lead level of the Business Office Specialist classification series.~~ Incumbents have healthcare knowledge and experience, and are expected to demonstrate proficiency and apply specific knowledge in revenue cycle activities. Assignments may be made in billing, reimbursement, contracts, or other related revenue areas.

Essential Functions

- Serves as a lead to include assigning and monitoring work, training employees on work methods, and providing direction; may supervise staff including conducting performance evaluations and making hiring, disciplinary, and termination recommendations;-
- Verifies and processes a variety of financial documents in support of revenue cycle activities. Procedures and submits claims to appropriate payor (hard-copy or electronically) and rebills as needed. Performs various adjustments to accounts;-
- Analyzes and reconciles account activity to determine necessary action or corrections; obtains necessary information to resolve identified issues; reviews accounts to ensure full reimbursement and collaborates with other revenue cycle functions to identify, analyze, and resolve root causes for underpayment, denials, and other issues. Responsible for the accuracy of all patient demographic and billing information (including charges) submitted for payment;-
- Enters a variety of fiscally related information into databases; maintains fiscal records and files; documents all follow-up pertaining to account resolution within the hospital information systems patient financial record;-

Essential Functions (continued)

- Responds to requests for information and inquiries related to revenue cycle programs, processes, policies, and/or other related information; researches customer discrepancies; resolves customer problems;-
- Collects payments; receives, processes, and posts electronic and manual payments. Collects outstanding balances from all payers;-

- Researches, reviews, and adheres to all federal, state, and local regulatory billing and collection guidelines, as well as payer specific guidelines; assists in clarifying language interpretations and compliance terms;-
- Handles all follow-up on accounts including patient customer assistance; checks status of claims; identifies and evaluates follow-up collection problem and issues; obtains and assembles documentation required for accurate follow-up or appeals on unpaid and denied claims;-
- Investigates claim data to identify and correct payment errors; reviews remittance codes from EOB's and RA's to ensure appropriate payment and identify denials or non-payment; details credit balances and refunds to appropriate department for resolution;-
- Prepares, balances, reconciles and records financial and statistical data; prepares and distributes related reports;-
- Assists with staff training, development, and mentoring; maintains and updates training manuals for specific portions of accounts receivable;-
- Represents work team at meetings and on committees as assigned;-
- Performs general clerical duties, which may include opening, sorting, and distributing mail; preparing mailings; maintaining office supplies; filing; and performing other related activities;-

Other Functions

- Prepares documents for electronic scanning; performs scanning as assigned;-
- Files a variety of materials; retrieves files and provides information from files as directed; maintains logs;-

Other Functions (continued)

- Performs other related duties as assigned.

Employment Standards

High School Diploma, G.E.D. or equivalent and three (3) years of experience in medical billing, or related fiscal experience in a hospital, clinic or medical setting OR equivalent education, training, and/or experience sufficient to successfully perform the essential functions of the job.

Knowledge of: facility (UB04) and professional billing (CMS 1500) claim practices and procedures; state and federal government funding programs such as Medicare, Medi-Cal, Family Pact, CHDP; commercial insurance payers; billing and reimbursement guidelines and methodologies for state and federal government and non-government payers; medical, insurance, and coding terminology; HIPAA privacy and compliance practices.

Ability to: communicate effectively both orally and in writing sufficient to perform the essential functions; read, understand, and apply policies and guidelines pertaining to billing, reimbursement, contracts, and other fiscal activities; obtain information from a variety of sources, including patients and families; use computers and various software to accomplish work; perform various adjustments to accounts; analyze data and perform trending analysis;

Revised job specification

June 2014 June 2026

Item No. 2353

establish and maintain effective working relationships with patients, families, third-party payers and guarantors, and other internal and external customers.

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.

Billing Office Specialist III

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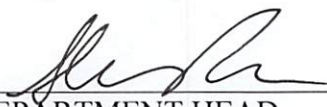
 5/28/2026
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 CHIEF HUMAN RESOURCES OFFICER

 5/28/26
 DATE

Item #	2353
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	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	4
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	June 2026


 DEPARTMENT HEAD


 DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

Item #	2353
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	F
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	57.4
Rate of Compensation Code 0 = No Provisional 1 = Range & Step 2 = Flat Unit Rate 3 = Flat Hourly 4 = Flat Bi-Weekly	1
Salary Ordinance Code 0 = Elected Officials 1 = Bi-Weekly Salary	1
Job Level Code 1 = Entry 2 = Intermediate 3 = Supervisor 4 = Executive	2
Bargaining Unit	4
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	June 2026



Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



June 8, 2026

Civil Service Commission
County of Kern – 18th Street Chambers
1300 18th Street, First Floor
Bakersfield, CA 93301

PROPOSED REVISED SPECIFICATION FOR PUBLIC HEALTH OFFICER

The Human Resources Division requests approval of the attached revisions to the Public Health Officer specification.

The Public Health Officer reports to the Director of Public Health Services and serves as the legally designated County Health Officer. Responsibilities include performance of State-mandated duties of the County Health Officer, planning, organizing and implementing public health medical services and public health programs for the County, including enforcement of applicable public health laws and regulations.

The proposed revisions reflect an updated specification that includes mandated duties as the Kern County Emergency Medical Services (EMS) Medical Director. Newly proposed duties now include oversight of the Nurse Practitioners/Physicians Assistants, consultation on public health activities, reviewing and recommending changes to current EMS policies and procedures, and the ability to declare local health emergencies in Kern County.

The employment standards for this specification have also been updated to remove eligibility for a certification that is no longer needed. Minor formatting changes have also been made to ensure uniformity with current county specifications.

This is a non-represented Management position.

Therefore, IT IS RECOMMENDED that the proposed revised specification of Public Health Officer 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: Brynn Carrigan, Director of Public Health Services

GROUND  BOUNDLESS

Public Health Officer
Bargaining Unit: M
Salary Range: 80.7 (\$5,883.93 - \$ 7,031.84)

Definition:

Under administrative and policy direction of the Director of Public Health Services, and subject to federal and State laws and regulations and County ordinances, to fulfill the State-mandated duties of County Health Officer and the mandated duties as the Kern County Emergency Medical Services (EMS) Medical Director.

DISTINGUISHING CHARACTERISTICS:

This single position classification is responsible to the Director of Public Health Services for planning, organizing and implementing public health medical services and public health programs for the County, including enforcement of applicable public health laws and regulations. The incumbent serves as the legally designated County Health Officer. The incumbent is also responsible for serving as the Kern County EMS Medical Director.

Essential Functions:

- ~~Plans and directs the County's public health programs.~~
- Provides overall leadership and management direction for the department in the enforcement of public health laws and regulations; keeps the Director of Public Health Services informed of activities, program implementation, program outcomes and related issues.
- Provides consultation to the medical community in the diagnosis and investigation of suspected communicable disease; makes personal investigations of some diseases including but not limited to examination, diagnosis, prescription and administration of treatment to certain patients with communicable diseases;
- Advises and makes recommendations on matters relating to the quality and scope of medical services provided by the department; develops and approves medical protocol for departmental programs and services;
- ~~Appoints, trains, and supervises physicians who provide medical services to the public.~~
- Serves as the consulting medical officer for the Environmental Health Services Department, Agriculture Commissioner, and Animal Services; Control, and the Kern County Employees' Retirement Association.
- ~~Provides program budget recommendations to the Director of Public Health Services.~~

Other Functions

- Performs medical diagnosis and treatment and general oversight of the Nurse Practitioners/Physicians Assistants in the Health Officer's clinic; and general public health clinics
- Provides consultation on public health activities, including but not limited to communicable disease control (e.g. tuberculosis, sexually transmitted infections), immunizations, and health and sanitation measures;
- Issues legal orders as delegated to the County Health Officer in section 101029 and 101040 of California Health and Safety Code;

- Serves as the local registrar, as required by section 102275 of California Health and Safety Code;
- Declare local health emergencies in Kern County, as established by section 101080 in California Health and Safety Code;
- Review and recommend changes to current EMS system policy, procedures, and protocols, including updating them annually or as new technology and/or treatment modalities are discovered;
- Performs related duties as required.

Employment Standards:

Possession of a valid license to practice medicine in California. ~~Eligibility for certification by the American Board of Preventive Medicine and Public Health; Pediatrics; Family Medicine; Internal Medicine; or Obstetrics and Gynecology~~ and five (5) years of executive or administrative experience in a multi-divisional public, private, or non-profit agency in a capacity that included employee supervision and the development, implementation, and evaluation of health-related programs.

Knowledge of: the principles and practices of public health administration; knowledge of medical science and its application to public health; knowledge of the federal, State and local laws governing public health work; ability and skill in diagnosis; ~~ability to plan and direct the work of a staff~~; ability to establish and maintain cooperative relations with public and private agencies in the public health field.

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.

PUBLIC HEALTH OFFICER

DEPARTMENT HEAD

5/27/2020
DATE

CHIEF HUMAN RESOURCES OFFICER

5/20/26
DATE

Item #	0439
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	80.7
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	Katie Barnett
Reviewed By	Michael Goulart
CAO Analyst	Alex Alva
Chief HR Officer	Tracey Eldridge
FLSA	Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	June 2026

Revised New Job Specification
 July 2007-June 2026
 Item No. 0439



Human
Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



June 8, 2026

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

**PROPOSED REVISED JOB SPECIFICATIONS FOR FIRE HELICOPTER PILOT AND
SUPERVISING HELICOPTER PILOT**

The Human Resources Division requests approval of the attached revisions to the Fire Helicopter Pilot and Supervising Helicopter Pilot job specifications. The Human Resources Division has prepared these revisions at the request of the Fire Department.

The proposed revisions to the Fire Helicopter Pilot and Supervising Helicopter Pilot classifications are necessary to support the Fire Department's transition to newly acquired helicopters that differ in make and model from the aircraft currently in operation. As a result, the employment standards are being updated to ensure candidates possess the qualifications, certifications, and operational experience necessary to safely and effectively operate multiple types of aircraft in accordance with Federal Aviation Administration requirements. Additionally, the essential functions have been revised to better reflect the Fire Department's current operational needs and regulatory compliance responsibilities. The proposed changes are consistent with current industry standards for public safety aviation positions and will help ensure the Fire Department maintains a qualified and operationally ready pilot workforce.

These specifications are represented by the Kern County Fire Fighters Union. The Human Resources Division has received concurrence from the Union.

Therefore, IT IS RECOMMENDED that the proposed revised specifications titled Fire Helicopter Pilot and Supervising Helicopter Pilot be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Aaron Duncan, Fire Chief

GROUND BOUNDLESS

Fire Helicopter Pilot
Bargaining Unit: F
Salary Range 72.4 (\$8,456-\$10,106 mo.)

Definition:

Under direction of the Supervising Fire Helicopter Pilot, operates helicopters a helicopter in support of aerial firefighting, emergency medical evacuation and rescue, and fire prevention activities as Pilot in Command (PIC). Incumbents are responsible for the safety-of-flight aspects of helicopter operations.

Incumbents may work in adverse high-stress conditions and must effectively respond to unexpected and life-threatening events. Operations may occur at any time of day or night utilizing Night Vision Goggles (NVG). This classification works any shift assignment, including rotating shifts during both day and night, weekends, holidays, and overtime, as well as remaining on standby or on call, as required. Incumbents deploy in remote field environments for extended periods, operating in all variety varieties of weather conditions.

Essential Functions:

- Operates turbine powered helicopters in urban, desert and mountain environments in the performance of firefighting and rescue activities; including, but not limited to, air tactical missions and reconnaissance, conducting and/or coordinating water/fire retardant chemical drops, transport of personnel and equipment and specialized missions using the hoist rescue equipment and night vision goggles (NVG).
- Prepares weight and balance plans or load calculations for flight loads under standard and non-standard operating conditions.
- Instructs personnel on the safety principles to be observed when working on or around helicopters.
- Prepares and maintains the flight hour program flight logs and records for assigned helicopters.
- Plans, prepares and presents public relations informational materials to the public.
- Maintains self and assigned helicopters in constant state of readiness for dispatch.
- Uses maps and operates fire and aviation communication and navigational equipment.
- Performs reconnaissance in order to assist incident commander and/or air attack officer in the coordination of firefighting activities.
- Performs required preventive maintenance and coordinates scheduling of routine and non-routine maintenance and repairs.
- Operates aviation accessory equipment; including, but not limited to, external water bucket, short and long lines for external loads, rescue hoist, fixed water tanks, hydraulic snorkel, seeder, helitorch, short haul, rappel and cargo let-down lines.
- Uses on-board mapping equipment and operates fire and aviation communication and navigational equipment and night vision goggle (NVG) systems.
- Serves as the helicopter aviation safety officer to the Fire Department safety officer.

- ~~Instructs personnel on the safety principles to be observed when working around or on helicopters.~~
- ~~Ensures compliance with standard operating procedures for helicopter flights.~~
- ~~Attends training sessions and conducts training sessions with helitack crew and other Fire Department personnel.~~
- ~~Researches, develops and writes procedures for the helicopter program, including the maintenance and operations plans.~~
- Operates helicopters in compliance with FAA regulations, aircraft flight manuals, and department standard operating procedures (SOPs);
- Conducts aerial firefighting missions including water/retardant drops, bucket operations, and hover-fill techniques;
- Executes rescue missions in various terrain and weather conditions, including hoist operations;
- Performs precision approaches, confined area landings, pinnacle/rooftop landings, and other advanced maneuvers as required;
- Conducts thorough pre-flight planning including route selection, weather evaluation, fuel management, and risk assessment;
- Completes comprehensive pre-flight and post-flight inspections in accordance with aircraft maintenance programs;
- Ensures all operations meet or exceed department safety standards and FAA Part 91 requirements as applicable;
- Maintains all certifications, qualifications, flight currency, and proficiency required to operate department helicopters;
- Assists in developing and updating pilot training syllabi, checklists, and lesson plans for department aircraft operations;
- Serves on the department's Safety Committee, contributes to hazard identification, and assists in root-cause analysis of incidents. Participates in safety briefings, accident prevention programs, and recurrent training;
- Maintains pilot records, training logs, and proficiency check documentation in compliance with FAA and department policy;
- Conducts post-mission reviews to capture operational lessons, performance feedback, and safety notes. Reports hazards, incidents, and near-miss events promptly in accordance with department safety management systems (SMS);

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- Performs other job related duties as required.

Employment Standards:**Minimum Qualifications:**

- High School Diploma, G.E.D. or equivalent

Certificates/License:

- Valid FAA Commercial or Airline Transport Pilot's Certificate with a helicopter instrument rating
- Valid and current FAA Class II Medical Certificate issued by an authorized medical examiner (AME)
- Valid California Motor Vehicle Driver's License may be required for some positions
- Current Interagency Pilot Qualification Card within ~~three~~ **nine (9)** ~~(3)~~ months of appointment or be terminated
- Appointees must be certified by the Kern County Fire Department using Night Vision Goggles (NVG) to fly helicopters within ~~six (6)~~ **nine (9)** months of appointment or be terminated

Failure to maintain the certificates, qualifications, flight currency, and proficiency required for the operations of helicopters will result in termination.

Flight experience requirements as a Helicopter Pilot in Command (PIC):

- 2500 hours PIC Helicopter flight time
- ~~• 300 hours in medium (Type 2) turbine helicopters~~
- 500 hours PIC in mountainous terrain, routinely making takeoffs and landings to unimproved landing areas as density altitudes exceeding 5000' msl
- ~~• 10 hours mountainous in make and model (UH-1 series, 204, 205, 212 or 412)~~
- ~~• 500 hours PIC performing low level missions in fire suppression, map survey, power line patrol, search and rescue, spray and seeding operations over mountainous or forested areas, or comparable military operations~~
- ~~• 50 hours PIC make and model (UH-1 series, 204, 205, 212, or 412)~~
- **Night Flight: 100 hours (50 hours NVG aided)**

Preferred Qualifications:

- ~~• 200 hours as PIC of helicopters carrying sling loads~~
- **Sikorsky UH-60 / S-70 Series: 500 hours**

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- Bell 412 Series: 500 hours
- Prior firefighting, SAR, EMS, or utility experience in multi-engine helicopters
- Familiarity with ICS (Incident Command System) procedures
- External Load / Long-Line: 100 hours

Knowledge of: Federal Aviation Administration regulations as contained in Section 14 of the Code of Federal Regulations (FAA 14 CFR), parts 91, 133, 135, 137; working knowledge of the Interagency Helicopter Operations Guide (IHOG) and the Incident Command System (ICS); ~~department operational policies and procedures~~; Federal Aviation Regulations and Aeronautical Information Manual; FAA, ~~departmental and~~ interagency radio procedures; wildland fire behavior and fire weather; rotary wing flight control systems and equipment.

Ability to: Perform essential tasks in compliance with State and Federal laws, county ordinances and ~~departmental~~ **operational policies and** procedures; accurately interpret flight operations manuals to determine appropriate flight operation characteristics, limitations and operation/performance capabilities of the helicopter; compute weight and balance/load calculations for a variety of standard and non-standard load conditions; properly and safely recover from inadvertent instrument meteorological conditions; safely and correctly operate ~~the aircraft~~ **helicopters** in all terrain conditions including desert, mountain and urban areas, and at or near maximum gross weight; operate and maintain as a member of a team and independently at incidents of uncertain duration; pilot ~~the helicopters~~ using night vision goggles; effectively communicate with ground and other air resources on all types of incidents; operate complex helicopter navigational and communications equipment; prepare clear, accurate and concise reports related to air operations; adopt effective and timely courses of action when confronted with hazards or emergency situations; properly perform all emergency procedures associated with ~~the~~ helicopters and anticipate operational needs; work effectively with other agencies, co-workers 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.

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Item No. 4476 **4471**

Supervising Fire Helicopter Pilot
Bargaining Unit: F
Salary Range 72.9 (\$8,669-\$10,361/mo.)

Definition:

Under general direction of a Fire Division Chief, oversees the air operations of the Fire Department's helicopters and pilots including flight operations; policies and procedures; compliance with applicable flight mandates on training standards and crew qualifications; supervision of the air operations **pilot** personnel; responsible for all safety-of-flight aspects of the assigned division; and operates helicopters in the performance of **aerial** firefighting, rescue, emergency medical evacuation and other related duties.

Incumbents ~~may~~ work in adverse **high-stress** conditions and must effectively respond to unexpected and life-threatening events. This classification works **any shift assignment, including rotating shifts during both day and night, weekends, holidays, and overtime**, as well as remaining on standby or on call, as required. **Incumbents deploy in remote field environments for extended periods, operating in all variety varieties of weather conditions.**

Essential Functions:

- ~~Performs duties of a Fire Helicopter Pilot~~
- ~~Assigns, evaluates and supervises flight crews and other personnel as required~~
- ~~Plans, schedules, and directs the training of Fire Helicopter Pilots including conducting training check rides and conducts annual pilot standardization training~~
- ~~Coordinates proficiency flight training for pilots and crews ensuring that all crewmembers remain current with applicable Federal Aviation Administration (FAA) and Fire Department Air Operations regulations and training requirements; and Night Vision Goggle (NVG) training or other required pilot training evaluations as required~~
- ~~Conducts hoist rescue training and proficiency evaluations~~
- ~~Develops, implements, and maintains Air Operations Safety Management Program~~
- ~~Coordinates with the Supervising Aircraft Mechanic to ensure airworthiness of helicopters~~
- ~~Assists the Fire Division Chief in planning, assigning, and directing work of the Air Operations division including the division's budget~~
- ~~Maintains the Air Operations equipment and facilities~~
- ~~Analyzes data and develops reports on the effectiveness of the Air Operations division~~
- ~~Develops and maintains cooperative relationships with Kern County Fire Department staff, and other agencies related to the Fire Department's Air Operations~~
- ~~Develops and implements the Air Operations Technical procedures manual~~
- **Manages, supervises, and mentors helicopter pilots across all assigned missions;**
- **Acts as Pilot-in-Command (PIC) for high-priority or complex missions as required;**
- **Ensures all flight operations comply with FAA regulations, Original Equipment Manufacturer (OEM) requirements, and applicable Department/contract standards (e.g., USFS, CAL FIRE, DOI);**

- Maintains operational manuals, standard operating procedures (SOPs), and safety procedures in compliance with FAA Part 91;
- Develops and administers recurrent and initial training programs for helicopter pilots, including emergency procedures, night operations, and special mission training; and conducts annual proficiency checks and flight evaluations;
- Schedules pilot assignments and manages out of county (OOC) rotations;
- Coordinates with maintenance management to ensure aircraft readiness;
- Manages helicopter pilots' records, including training logs, flight time tracking, and certifications;
- Participates in budget development for helicopter pilot operations, training, and travel;
- Serves as Chair of the Department's Safety Management System (SMS) committee;
- Performs other job-related duties as assigned.

Employment Standards:**Minimum Qualifications:**

- ~~• One (1) year full time experience with the Kern County Fire Department as a Pilot in Command (PIC) of fire fighting helicopters in firefighting, rescue and Emergency Management Service missions~~
- High School Diploma, G.E.D. or equivalent

Flight experience requirements:

- 3000 hours of helicopter flight time
- ~~• 500 hours PIC in Bell 204, 205, 212, 412, UH-1, or Super Huey aircraft performing low-level missions in fire suppression which may include map survey, power line patrol, search and rescue, spray and seeding operations over mountainous or forested areas, or comparable military operations~~
- ~~• 1000 hours PIC in mountainous terrain which includes 10 hours mountainous in (UH-1 series, 204, 205, 212 or 412)~~
- ~~• 50 hours PIC in (UH-1 series, 204, 205, 212, or 412).~~
- ~~• 100 hours Night Vision Goggles (NVG) time~~
- 500 hours PIC in mountainous terrain, routinely making takeoffs and landings to unimproved landing areas as density altitudes exceeding 5000' msl
- Night Flight: 100 hours (50 hours NVG aided)

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Certificates/License:

- Valid FAA Commercial or Airline Transport Pilot's Certificate with helicopter instrument rating and Valid Certified Flight Instructor Certificate with Instrument
- Valid and current FAA Class II Medical Certificate issued by an authorized medical examiner (AME)
- Valid and current Interagency Pilot Qualification Card
- ~~Valid California Motor Vehicle Driver's license~~
- Valid California Motor Vehicle Driver's License may be required for some positions
- Appointees must be certified by the Kern County Fire Department using Night Vision Goggles (NVG) to fly helicopters within ~~six (6)~~ nine (9) months of appointment or be terminated
- ~~Certified by Kern County Fire Department using Night Vision Goggles (NVG) to fly helicopters~~

Failure to maintain the certificates, qualifications, flight currency, and proficiency required for the operations of helicopters will result in termination.

Preferred qualifications:

- ~~300 hours of PIC helicopters carrying sling loads~~
- Sikorsky UH-60 / S-70 Series: 500 hours
- Bell 412 Series: 500 hours
- Prior firefighting, SAR, EMS, or utility experience in multi-engine helicopters
- Familiarity with ICS (Incident Command System) procedures
- External Load / Long-Line: 100 hours

Knowledge of: ~~the Fire Department~~, Air Operations and FAA policies and procedures, helicopter flight manuals and supplements, Federal and State agreements and operating plans, and Emergency Management Service Policy and Procedures; Federal Aviation Regulations (FAR's); Federal Excess Property Program (FEPP); Air Operations evolutions including helicopter emergency procedures; use and operations of helicopter support equipment; ~~Fire Department operational strategy and tactics~~; helicopter maintenance requirements, record keeping, and scheduling requirements; required Federal Aviation Administration reporting forms and completion and reporting requirements; ~~Fire Department record keeping~~, incident reporting procedures, ~~and payroll~~; supervisory principles and practices; techniques for training, instructing, and evaluating subordinates.

Ability to: plan, organize, and supervise the day-to-day operations of the Air Operations division; analyze situations accurately and take effective action; define problem areas; ~~direct the collection,~~

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~~interpretation, and evaluation of data and develop sound solutions to technical and administrative problems;~~ coordinate and initiate actions, implement decisions and recommendations; prepare and present concise and logical oral and written reports; explain policy, procedures, or recommendations on a wide variety of fire aviation issues; establish and maintain effective work relationships with subordinates, firefighters, allied agencies, and the general public; operate Fire Department helicopters over all types of terrain; operation of special helicopter accessory equipment, including fixed water tank, hydraulic snorkel, external water bucket, sling loads, and rescue hoist; operate helicopters at night using NVG; review and maintain written and electronic flight logs and records; develop and implement short and long term goals based on organizational needs.

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.