

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, July 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

ROLL CALL:

PRESENT—Commissioners Agbalog, Chavez, Johnson, & Price

ABSENT—Commissioner Bowers

OTHERS: Robyn Lipscomb, Katie Rivera, Michael Goulart, Katie Barnett, Bryan Alba, Deonka Rufus, Sarah Harrington, Annette Olga, Brenda Guerra, Nesrine Annan, Javier Martinez, Barry Colonna, Michael Johnston, Jedidiah Slayton, Michael Morea, Bryn Allard, Josh Stinnet and others.

PUBLIC SESSION

1. Public Presentations: None.

***CONSENT AGENDA:** No public comment; **APPROVED; Pr/Jo; 4 AYES, 1AB;**

***2. Approval of Minutes:** Regular Meeting June 8, 2026.

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

10052	Deputy County Counsel I/II/III/IV/V
10053	Geographic Information Systems Programmer/Analyst - DP - CAO/ITS
10054	Administrative Services Officer
10055	Social Service Worker I/II
10056	Light Vehicle Driver – Shift
10057	Public Health Nurse I/II
10058	Assistant County Counsel-DP-County Counsel
10059	Office Services Assistant
10060	Office Services Assistant – Bilingual
10061	Staff Development Specialist - Department Promotional
EH10062	Departmental Analyst - Extra Help
EH10062	Departmental Analyst - Extra Help

10063	Sheriff's Records Specialist - Shift – Boron
10064	Sheriff's Records Specialist - Shift - Lake Isabella
10065	Graphic Artist – Shift
10065	Graphic Artist – Shift
10066	Local Area Network Systems Administrator
10067	Technology Services Supervisor - Department Promotional – CAO/ITS
10068	Engineer / Senior Engineer
10069	Code Compliance Officer
10070	KCERA Deputy Chief Financial Officer - DP
10071	KCERA Deputy Chief Member Services Officer - DP
10080	Behavioral Health Nurse I/II/III
10081	Behavioral Health Planning Analyst
10082	Human Services Finance Director
10083	Deputy Chief Probation Officer
10084	Buyer I/II
10085	Building Services Worker
10086	Heavy Equipment Mechanic
10087	Geographic Information Systems (GIS) Technician I/II
10088	Behavioral Health Recovery System Administrator
10089	Sheriff's Program Technician
10090	KCERA Accountant I/II/Senior

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. Sheriff's First Responder Paramedic, Item No. 3284; Deputy Chief Human Resource Officer (DCHO) Brenda Guerra presented; No public comment; **APPROVED; Pr/Jo; 4 AYES; 1 AB**
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. Senior Emergency Medical Services Coordinator, Item No. 2003; Deputy Chief Human Resource Officer (DCHO) Brenda Guerra presented; No public comment; **APPROVED; Pr/Ch 4 AYES; 1 AB**
 - b. Sheriff's Medical Transcriptionist, Item No. 3198; Senior Human Resource Analyst (SHRA) Nesrine Annan presented; No public comment; **APPROVED; Pr/Jo 4 AYES; 1 AB**
 - c. Fire Helicopter Pilot Series; Deputy Chief Human Resource Officer (DCHO) Brenda Guerra presented; No public comment; **APPROVED; Jo/Ch 4 AYES; 1 AB**
 - i. Helicopter Pilot, Item No. 4471
 - ii. Supervising Helicopter Pilot, Item No. 4478

6. **Commission Officer Items/Report:** Civil Service Officer provided updates to the Commission, and the public, regarding new Brown Act SB707 processes; Public Hearing AB 2561 information; and 18th Street Chamber security updates.
7. **Human Resources Division Items/Report:** Assistant Chief Human Resource Officer, Michael Goulart advised the Commission that there is currently one 1800 complaint currently outside of timeline, the original due date of 4/28/26 was extended to 5/20/26 then 6/12/26 and is now due 7/17/26 the complainant has been informed of delays.
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 – Discipline/Dismissal/Release;
Fire Department – Case No. 2026-0011; **NO REPORTABLE ACTION**
10. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Kern County Sheriff's Office – Case No. 2022-0105; **NO REPORTABLE ACTION**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO SPECIAL MEETING MONDAY, AUGUST 4, 2026, AT 5:30 P.M. AT **1115 TRUXTUN AVENUE, FOURTH FLOOR, BAKERSFIELD, CALIFORNIA 93301.**

CIVIL SERVICE COMMISSION – COUNTY OF KERN

1115 Truxtun Avenue, Fourth Floor

Bakersfield, California 93301

Regular Meeting

Monday, July 13, 2026

5:30 p.m.

AMERICANS WITH DISABILITIES ACT

(Government Code Section 54953.2)

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

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

COMMISSION TO RECONVENE

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

ROLL CALL:

REPORT ON ACTIONS TAKEN IN CLOSED SESSION

PUBLIC SESSION

1. Public Presentations

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

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

***2. Approval of Minutes:** *Regular Meeting June 8, 2026.*

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

10052	Deputy County Counsel I/II/III/IV/V
10053	Geographic Information Systems Programmer/Analyst - DP - CAO/ITS
10054	Administrative Services Officer
10055	Social Service Worker I/II
10056	Light Vehicle Driver - Shift
10057	Public Health Nurse I/II
10058	Assistant County Counsel-DP-County Counsel
10059	Office Services Assistant
10060	Office Services Assistant - Bilingual
10061	Staff Development Specialist - Department Promotional
EH10062	Departmental Analyst - Extra Help
EH10062	Departmental Analyst - Extra Help
10063	Sheriff's Records Specialist - Shift - Boron
10064	Sheriff's Records Specialist - Shift - Lake Isabella
10065	Graphic Artist - Shift
10065	Graphic Artist - Shift
10066	Local Area Network Systems Administrator
10067	Technology Services Supervisor - Department Promotional – CAO/ITS
10068	Engineer / Senior Engineer
10069	Code Compliance Officer
10070	KCERA Deputy Chief Financial Officer - DP
10071	KCERA Deputy Chief Member Services Officer - DP
10080	Behavioral Health Nurse I/II/III
10081	Behavioral Health Planning Analyst
10082	Human Services Finance Director
10083	Deputy Chief Probation Officer
10084	Buyer I/II
10085	Building Services Worker
10086	Heavy Equipment Mechanic
10087	Geographic Information Systems (GIS) Technician I/II
10088	Behavioral Health Recovery System Administrator
10089	Sheriff's Program Technician
10090	KCERA Accountant I/II/Senior

4. New Specification(s): The Following job specification(s) have been created and approved by the Chief Human Resources Officer (CHRO) and are submitted for the Commission's review in accordance with Civil Service Rule 204.21.

- a. Sheriff's First Responder Paramedic, Item No. 3284; **APPROVE**

5. **Revised Specification(s):** The following job specifications 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. Senior Emergency Medical Services Coordinator, Item No. 2003; **APPROVE**
 - b. Sheriff's Medical Transcriptionist, Item No. 3198; **APPROVE**
 - c. Fire Helicopter Series; **APPROVE**
 - i. Helicopter Pilot, Item No. 44714
 - 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.
7. **Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business.
8. **Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)).

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

CLOSED SESSION (Government Code § 54957)

9. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Fire Department – Case No. 2026-0011
10. PUBLIC EMPLOYEE – Discipline/Dismissal/Release
Kern County Sheriff's Office – Case No. 2022-0105
11. Reconvene from Closed Session; Adjourn to Special Meeting to be held on Monday, August 4, 2026, at 5:00 p.m. at **1115 Truxtun Avenue, Fourth Floor, Bakersfield, California 93301.**

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN
1115 Truxtun Avenue, 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.**

Test Schedule						
Exam #	Recruitment Title	Open Date	Close Date	Recruiter Assigned	Action	Request Date
10052	Deputy County Counsel I/II/III/IV/V	6/1/2026	Continuous	DMR	Open	5/28/2026
10053	Geographic Information Systems Programmer/Analyst - DP - CAO/ITS	6/1/2026	6/8/2026	RoM	DP	5/29/2026
10054	Administrative Services Officer	6/4/2026	6/18/2026	JAP	Open	6/2/2026
10055	Social Service Worker I/II	6/17/2026	6/29/2026	JAP	Open	
10056	Light Vehicle Driver - Shift	6/4/2026	6/18/2026	NAA	Open	6/4/2026
10057	Public Health Nurse I/II	6/5/2026	6/22/2026	KB	Open	
10058	Assistant County Counsel-DP-County Counsel	6/8/2026	6/12/2026	DMR	DP	6/4/2026
10059	Office Services Assistant	6/8/2026	6/12/2026	ARY	Open	6/5/2026
10060	Office Services Assistant - Bilingual	6/8/2026	6/12/2026	ARY	Open	6/5/2026
10061	Staff Development Specialist - Department Promotional	6/9/2026	6/16/2026	KB	DP	6/8/2026
EH10062	Departmental Analyst - Extra Help	6/8/2026	Continuous	NAA	Open	6/8/2026
EH10062	Departmental Analyst - Extra Help	Continuous	6/10/2026	NAA	Suspend	6/10/2026
10063	Sheriff's Records Specialist - Shift - Boron	6/9/2026	Continuous	NAA	Open	6/8/2026
10064	Sheriff's Records Specialist - Shift - Lake Isabella	6/9/2026	Continuous	NAA	Open	6/8/2026
10065	Graphic Artist - Shift	6/15/2026	Continuous	KB	Open	6/15/2026
10065	Graphic Artist - Shift	Continuous	6/26/2026	KB	Suspend	6/26/2026
10066	Local Area Network Systems Administrator	6/15/2026	Continuous	NAA	Open	6/15/2026
10067	Technology Services Supervisor - Department Promotional - CAO - Information Technology Services	6/18/2026	6/22/2026	RoM	DP	6/17/2026
10068	Engineer / Senior Engineer	6/18/2026	Continuous	RoM	Open	6/18/2026
10069	Code Compliance Officer	6/22/2026	Continuous	RoM	Open	6/18/2026
10070	KCERA Deputy Chief Financial Officer - DP	6/19/2026	6/23/2026	KAS	DP	6/16/2026
10071	KCERA Deputy Chief Member Services Officer - DP	6/19/2026	6/23/2026	KAS	DP	6/16/2026
10080	Behavioral Health Nurse I/II/III	6/23/2026	6/30/2026	KAS	Open	6/18/2026
10081	Behavioral Health Planning Analyst	6/22/2026	7/6/2026	KAS	Open	6/18/2026
10082	Human Services Finance Director	6/22/2026	7/6/2026	JAP	CWP	6/18/2026
10083	Deputy Chief Probation Officer	6/22/2026	6/29/2026	BLG	Open	6/22/2026
10084	Buyer I/II	6/23/2026	7/6/2026	DMR	Open	6/22/2026
10085	Building Services Worker	6/25/2026	7/9/2026	JAP	Open	6/23/2026
10086	Heavy Equipment Mechanic	6/26/2026	Continuous	RoM	Open	6/25/2026
10087	Geographic Information Systems (GIS) Technician I/II	6/29/2026	7/10/2026	DMR	Open	6/25/2026
10088	Behavioral Health Recovery System Administrator	6/29/2026	7/10/2026	KAS	Open	6/24/2026
10089	Sheriff's Program Technician	6/29/2026	7/13/2026	NAA	Open	6/26/2026
10090	KCERA Accountant I/II/Senior	6/30/2026	7/15/2026	KAS	Open	6/26/2026

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



July 13, 2026

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

PROPOSED NEW JOB SPECIFICATION TITLED SHERIFF'S FIRST RESPONDER PARAMEDIC

The Kern County Sheriff's Office (KCSO) requests approval of the proposed new job specification titled Sheriff's First Responder Paramedic.

The proposed new job specification was developed to support KCSO's Search and Rescue Operations. The position will strengthen KCSO's emergency medical response and delivery system to enhance emergency operations, medical coordination, and field response capabilities.

This classification is represented by Service Employee's International Union 521. The union was notified of the operational need for this position and was provided notice 48 days in advance of this agenda item. SEIU was also advised that the County remains available to meet and confer over any identified impacts/effects of the changes. SEIU has not agreed to the proposed new classification.

Therefore, IT IS RECOMMENDED that the proposed revised specification titled Sheriff's First Responder Paramedic be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

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

Tracey A. Eldridge
Chief Human Resources Officer

cc: Donny Youngblood, Sheriff-Coroner-Public-Administrator

GROUND  BOUNDLESS

Sheriff's First Responder Paramedic
Bargaining Unit: 2
Salary Range: 65.3 (\$5,934 - \$7,092/mo.)

Definition:

Under direction, safely responds to emergency medical calls for service, provides emergency medical services, performs basic vehicle checks, helicopter safety gear checks, and ensures vehicles are in safe and presentable condition.

The Sheriff's First Responder Paramedic must possess the ability to handle a high volume of calls with tact and good judgement, lift and carry heavy objects, including moving and transporting patients on the ground and in hoist rescue situations.

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

Essential Functions:

- Responds to emergency calls for service; provides Advanced Life Support (ALS) and Basic Life Support (BLS) patient care on scene; assesses, treats, and stabilizes critically ill and injured patients according to accepted Local Emergency Medical Services Agency (LEMSA) and the Sheriff's Office protocols and practices;
- Responds to search and rescue operations in varying conditions including hoist rescues, uneven mountain terrains, around waterways and desert environments;
- Interacts effectively, professionally, tactfully, and confidentially with patients, other public agencies, medical and hospital personnel;
- Under the supervision of a licensed physician, via telecommunication and radio systems, may administer intravenous solutions or intravenous injections of approved medications; performs first aid and Cardiopulmonary Resuscitation (CPR); performs intubation; and applies defibrillation techniques;
- Sets up, operates and monitors complex electronic medical equipment, such as a cardiac monitor, defibrillator and other medical equipment as required, and two-way radio communications with other emergency services personnel and hospital staff;
- Prepares and provides detailed and accurate verbal and electronic patient care reports (e-PCR);
- Maintains medical information in a confidential manner subject to the Health Insurance Portability and Accountability Act (HIPAA);
- Conducts daily inventory checks and ordering of medical equipment and supplies; ensures secure storage of drugs and medications; logs and maintains records of inspections conducted and maintains accurate records of equipment and supplies;
- Participates in Quality Assurance (QA) Committees, post incident critiques, and other committees as assigned;

- Stays abreast of current trends and maintains subject matter currency through individual study of technical material and attendance at scheduled drills and classes;
- Assists in helicopter safety drills, inspections, and ensures medical equipment is flight ready;
- Assists in training other department personnel in emergency medical protocols and makes public presentations as assigned;
- Other duties as assigned.

Employment Standards:

High school diploma, G.E.D., or equivalent.

Possesses and maintains the following licenses/certifications:

- Valid California Motor Vehicle Driver's License.
- Valid Department of Motor Vehicles (DMV) Ambulance Driver Certificate.
- Valid Paramedic license issued by the California State EMS Authority.
- Valid CPR and Advanced Cardiac Life Support (ACLS) certifications.

Incumbents will be required to obtain a hoist rescue certification within one year of appointment.

Failure to maintain any of the required certifications or licenses as outlined in LEMSA Paramedic policies will result in discipline up to and including termination.

Preferred Qualifications:

Experience as a Kern County accredited Paramedic responding to 911 calls in the prehospital emergency care system.

Physical Requirements

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

Vision: 20/40 uncorrected in each eye, corrected to 20/20 – with gas permeable or hard contact lenses or spectacles.

Must pass color vision test. No permanent or progressive eye abnormalities.

Any eye condition that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.

Hearing: On audiometric testing, 25 decibels @ 500, 1000, 2000 or 3000 AND an average of 25 decibels for all four (4) frequencies in both ears, age corrected, using audiometric equipment calibrated to ANSI Standards and without the use of hearing aids.

Any ear condition or hearing impairment that results in the candidate not being able to safely perform one or more of the essential functions is disqualifying.

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

Character: Applicants must have a reputation of honesty and trustworthiness. -A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. Appointees will be fingerprinted and will be required to complete and pass an extensive background investigation or be disqualified.

Knowledge of: Current Kern County Paramedic protocols; English language and grammar; basic record keeping; basic computer skills; safe and effective operation of emergency vehicles and knowledge of current vehicle codes.

Ability to: Provide exceptional customer service to those utilizing the Sheriff's Office services; commit to the work requirements set forth by the Sheriff's Office; communicate clearly and concisely on a radio; correct misunderstandings; effectively provide customer service to the public and internal County employees; establish and maintain effective working relationships with fellow employees, work cooperatively with others and deal tactfully with the public; handle a high volume of emergency calls with tact and good judgment; lift and carry heavy objects, as well as move and transport patients; model and practice the highest standards of ethical conduct; operate a computer and utilize programs within Microsoft Office; perform competently under pressure in stressful situations; read maps and learn County geography and street layout; read, write legibly, and comprehend directions and instructions in English, both orally and in writing; resolve interpersonal conflicts; safely and effectively operate an emergency vehicle under normal and emergency response conditions; ~~and~~ speak before groups and effectively present materials or information.

Supplemental:

A background check will 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

7/2/26
DATE


CHIEF HUMAN RESOURCES OFFICER

7.6.26
DATE

Item #	3284
EEO Code – Job Category A = Official & Administrative B = Professional C = Technician D = Protective Services E = Para Professional F = Office & Clerical G = Skilled Craft H = Services & Maintenance O = Other	D
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	65.3
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	2
HR Analyst	Brenda Guerra
Reviewed By	Michael Goulart
CAO Analyst	Amanda Ruiz
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	July 2026



Human
Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



July 13, 2026

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

PROPOSED REVISED JOB SPECIFICATION FOR SENIOR EMERGENCY MEDICAL COORDINATOR

The Kern County Sheriff's Office (KCSO) requests approval of the attached revisions to the Senior Emergency Medical Coordinator job specification for their Search and Rescue Operations.

The proposed revisions incorporate language for an assignment within the Sheriff's Office in addition to the existing assignments for the Public Health Department and the Fire Department. The position will support KCSO's emergency medical response and delivery system to enhance emergency operations, medical coordination and field response capabilities. The revisions also include minor formatting changes.

This classification is represented by Service Employee's International Union 521. SEIU is aware of the proposed revisions and the operational need for this position to support the safety of sworn staff and the public.

SEIU was provided with notice 48 days in advance of this agenda item. SEIU has not agreed to the proposed changes and was advised that the County remains available to meet and confer over any identified impacts/effects of the changes.

Therefore, IT IS RECOMMENDED that the proposed revised specification titled Senior Emergency Medical Coordinator be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

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

Tracey A. Eldridge
Chief Human Resources Officer

cc: Donny Youngblood, Sheriff-Coroner-Public-Administrator

GROUND  BOUNDLESS

Senior Emergency Medical Services Coordinator
Bargaining Unit: 2
Salary Range 67.3 (\$6,557 – \$7,836)

Definition:

Public Health: Under direction of the Public Health Program Manager for the Emergency Medical Services program, the incumbent is responsible for coordination of the Countywide emergency medical services (EMS) system and manages deployment and use of medical resources during periodic multi-casualty incidents.

Fire: Under direction of a Deputy Fire Chief, the incumbent is responsible for the development and delivery of Basic Life Saving (BLS) and Advanced Life Saving (ALS) training for Fire Department personnel, EMS report review, quality assurance and improvement, and EMS medication ordering, inventory, and distribution.

Sheriff's Office: Under the direction of a Sheriff's Commander, the incumbent is responsible for the development and delivery of BLS and ALS training for the Sheriff's Office personnel, EMS report review, quality assurance and improvement, and EMS medication ordering, inventory, and distribution. May supervise First Responder Paramedics assigned in various units within the Sheriff's Office.

Distinguished Characteristics:

The Senior EMS Coordinator is distinguished from the EMS Coordinator in that the former has supervisory authority over staff in the department and handles the most complex matters and projects.

Must be able to work on-call during department supported EMS responses.

Essential Functions:

Public Health:

- Supervises staff as directed.;
- Responsible for the oversight and maintenance of a management information system to assist in collection, analysis and reporting of the County Emergency Medical Services, including current information on rendered emergency medical care rendered.;
- Assists in the evaluation of the County EMS System for compliance with existing Federal, State, and Local regulations and guidelines.;
- Assists in the coordination and supervision of all designated EMS subsystem operations including system organization and management, manpower and training, communications, transportation, hospitals and specialty care centers, data collection and evaluation, public information and education, and disaster medical preparedness.;

Senior Emergency Medical Services Coordinator

- Assists in curriculum development, training, certification, and review of EMS training programs-;
- Assists in the coordination of County-wide emergency medical services during a major medical disaster and evaluates system status under pressure-;
- Assists in identifying potential federal and/or State funding sources and helps prepare necessary materials to secure funds-;
- Performs system evaluation and quality assurance system development-;
- Facilitates communication between system stakeholders and builds consensus on controversial issues-;
- Writes policies, reports and correspondence-;
- Keeps abreast of new developments in the medical field and advises management on such-;
- Investigates, inspects and evaluates all aspects of the EMS system-;

Fire:

- Assists in the evaluation of the Fire Department EMS delivery system for compliance with existing Federal, State, and Local regulations and guidelines-;
- Responsible for EMS curriculum development, training, certification, audit, and review of EMS training programs-;
- Assists in identifying potential Federal and/or State funding sources and helps prepare necessary materials to secure funds-;
- Provides emergency medical service training, quality assurance, and improvement and skills performance evaluations for Fire Department EMT's and Paramedics-;
- Assists in the development and implementation of Fire Department emergency medical services system policy and procedures-;
- Prepares reports, policies, procedures, and protocols; conducts meetings and represents the Fire Department in public forums.

Kern County Sheriff's Office:

- Assists in the evaluation of the Sheriff's Office EMS delivery system for compliance with existing Federal, State, and Local regulations and guidelines;
- Responsible for EMS curriculum development, training, certification, audit, and review of EMS training programs;
- Assists in identifying potential Federal and/or State funding sources and helps prepare necessary materials to secure funds;
- Provides EMS training, quality assurance, and improvement and skills performance evaluations for the Sheriff's Office Paramedics and EMTs;
- Provides Public Safety-First Aid and CPR training for staff and academy recruits;
- Assists in the development and implementation of the Sheriff's Office EMS system policy and procedures;
- Investigates, inspects and evaluates all aspects of the EMS system as it pertains to the Sheriff's Office;
- Communicates and collaborates with the Medical Director;

Senior Emergency Medical Services Coordinator

- Prepares reports, policies, procedures, and protocols;
- Conducts meetings and represents the Sheriff's Office in public forums.

Other Functions:

- Performs essential functions of the EMS Coordinator classification and other related duties as required.

Employment Standards:

Two years of experience as an Emergency Medical Services Coordinator for the County of Kern.

OR

Bachelor's degree in Health Administration, Public Administration or related field and four (4) years of experience in the pre-hospital emergency medical care field.

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

Possession of a valid paramedic license issued by the California EMS Authority is required.

Must obtain current Kern County paramedic accreditation prior to completion of the probationary period.

Knowledge of: Health care and EMS systems; principles, procedures and techniques required of a paramedic and EMT-1; rules and regulations governing paramedic and EMT-1 units and personnel; duties and relationships between EMS field personnel and emergency room personnel, including physicians; relationships between local, state, and public interest groups and private enterprise; personal computers and standard office software; and disaster medical health mutual aid concepts, National Incident Management Systems (NIMS) and local emergency plans, policies and procedures; and supervision techniques.

Ability to: Plan, assign, instruct, evaluate and supervise the work of subordinate staff; write complex letters, documents, and reports; critically think, analyze, and evaluate complex issues; make effective written and oral presentations; positively represent the Department; function calmly and effectively under emergency and/or high-pressure situations.

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

7/2/26
DATE


CHIEF HUMAN RESOURCES OFFICER

7.26.26
DATE

Item #	2003
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	67.3
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	2
HR Analyst	Brenda Guerra
Reviewed By	Michael Goulart
CAO Analyst	Amanda Ruiz
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	General
Creation Date	July 2026



July 13, 2026

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

PROPOSED REVISED JOB SPECIFICATION FOR SHERIFF'S MEDICAL TRANSCRIPTIONIST

The Kern County Sheriff's Office (KCSO) requests approval of the attached revisions to the Sheriff's Medical Transcriptionist (formally Medical Transcriptionist) job specification.

The job specification was last revised in 2009. The proposed revisions include updated language to more accurately reflect the duties currently performed, and revised employment standards to broaden the applicant pool.

The Sheriff's Office indicated no current employees possess the specialized skills necessary to perform the duties of this position upon the incumbent's retirement. To maintain operational needs and allow for proper training, recruitment and hiring must occur prior to the incumbent's retirement date.

This classification is represented by Service Employees' International Union Local 521 (SEIU). SEIU was notified of the operational need to recruit for this critical singleton position and received notice of the proposed revisions 55 days prior to this agenda item. SEIU was also advised that the County remains available to meet and confer over any identified impacts/effects of the changes. SEIU has not agreed to the proposed revisions.

Therefore, IT IS RECOMMENDED that the proposed revised specification titled Sheriff's Medical Transcriptionist be REVIEWED, RECEIVED AND APPROVED.

Sincerely,



Tracey A. Eldridge
 Chief Human Resources Officer

cc: Donny Youngblood, Sheriff-Coroner-Public-Administrator

Sheriff's Medical Transcriptionist
Bargaining Unit: 4
Salary Range: 54.0 (\$3,378 — \$4,037) 55.8 (\$3,695- \$4,416)

Definition:

Under general supervision, transcribes a variety of medical information for inclusion in ~~patient~~ **decedent** charts.

DISTINGUISHING CHARACTERISTICS:

Incumbents perform specialized transcription work in the Sheriff's Office Coroner's section.

The Medical Transcriptionist is experienced in medical transcription, with a focus on acute care in a hospital environment. Assignments include interpretation of medical language by transcribing physician and other dictation done by healthcare professionals, regarding the delivery and support of patient care. It includes a wide variety of complex medical transcription duties, performed with limited supervision.

Essential Functions:

- Operates and ~~t~~Transcribes medical dictation consisting of a variety of complex medical information; types a variety of medical examination reports including: pathological diagnosis, gross anatomy findings and microscopic examinations with accuracy and attention to detail, while strictly adhering to confidentiality and data privacy standards; ~~reports correspondence and forms; proofreads finished material.~~
- Produces, proofreads, edits and ~~v~~Verifies accuracy of a variety of comprehensive, technical and medical forms and documents using medical reference materials efficiently; ~~information upon completion of transcribed work.~~
- Translates medical terminology and abbreviations into their expanded forms;
- Distributes completed forensic autopsy reports ~~material~~ for approval and placement in the coroner case management system; ~~patient's medical record.~~
- ~~Participates as a team member to e~~Ensures appropriate access to information for all internal and external customers; ~~and displays an ongoing commitment to quality.~~
- Operates dictation and transcription equipment to produce draft and final documents, recognizing inconsistencies and inaccuracies in medical dictation and editing appropriately, using medical reference materials efficiently; ~~a variety of automated office equipment, including but not limited to digital audio dictation system, microcomputer, and printer, copy machine, and electronic typewriter.~~
- ~~Answers the telephone and screens calls.~~
- Abstracts medical data from source documents and enters it into a computer for statistical analysis and to satisfy mandates; ~~Re-records information for transcription.~~
- Contacts ~~other~~ hospital divisions or medical facilities regarding ~~patient~~ **decedent's** medical information-;
- Provides information by telephone and in person to the public, decedent families, mortuaries, and law enforcement agencies;

Revised Job Specification ~~New~~

July 2026 ~~April 2009~~

#3198

JS3198

Item No.3198

- Periodically interacts with forensic pathologists ~~medical and clinical staff~~ to advise and educate them on efforts to improve overall quality, accuracy and clarity of dictated clinical documentation;

OTHER FUNCTIONS:

- Retrieves and updates decedent patient records; files reports and cards;
- Performs other job related duties as required.

Employment Standards:

~~Any combination of training and experience equivalent to~~ High School Diploma, G.E.D or equivalent. graduation,

Completion of a course in medical terminology ~~with training in medical terminology/pathology and transcription~~ AND two (2) years ~~one (1) year~~ of experience transcribing or scribing in a medical setting. ~~comparable to a Medical Transcriptionist.~~

Certification of Typing/Keyboarding ~~or keyboard certificate~~ speed of 45 net words per minute. ~~AND a medical transcription certificate for 45 net words per minute.~~

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

Knowledge of: ~~Ceomprehensive~~ knowledge of medical terminology including anatomy and physiology; the use of specified computer applications involving word processing, data entry and/or standard report generation; office administrative practices and procedures; record keeping principles; accurate and professional business English, including spelling, grammar and punctuation. ~~as used in an acute care hospital setting; proficiency in using English grammar and spelling; using computers and related software applications.~~

Ability to: Understand and transcribe the most complex medical information; understand unusual speech patterns; ~~type or perform keyboard skills not less than 45 net words per minute and transcribe a variety of medical reports and documents at a speed not less than 45 net words per minute;~~ spell correctly; operate a variety of office machines, including but not limited to, data entry equipment, digital audio dictation system, computers and related software applications with speed and accuracy.

Supplemental:

A background check may be conducted for this classification.

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

Revised Job Specification ~~New~~

July 2026 ~~April 2009~~

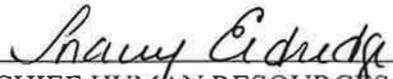
#3198

JS3198

Item No.3198


DEPARTMENT HEAD

7/2/26
DATE


CHIEF HUMAN RESOURCES OFFICER

7.5.26
DATE

Item #	3198
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	55.8
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	4
HR Analyst	Nesrine Annan
Reviewed By	Brenda Guerra
CAO Analyst	Kaler Ayala
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	N/A
Creation Date	July 2026



Human
Resources

Tracey A. Eldridge
CHIEF HUMAN RESOURCES OFFICER



July 13, 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 classifications 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 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 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);
- Performs other job related duties as required.

Employment Standards:**Minimum Qualifications:**

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

Revised Specification

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Certifications/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 (3)~~ **nine (9)** 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**
- **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

Revised Specification

~~March 14, 2022~~ **July 2026**

Item No. 4476 **4471**

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.

Revised Specification

~~March 14, 2022~~ **July 2026**

Item No. ~~4476~~ **4471**


DEPARTMENT HEAD

7/9/26
DATE


CHIEF HUMAN RESOURCES OFFICER

7-9-26
DATE

Item #	4471
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	O
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	72.4
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	F
HR Analyst	Tiffany Nacke
Reviewed By	Brenda Guerra
CAO Analyst	Amanda Ruiz
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	July 2026

Revised Specification
~~March 14, 2022~~ July 2026
 Item No. 4476 4471

Supervising Fire Helicopter Pilot
Bargaining Unit: 7
Salary Range 73.5 (\$8,933-\$10,675/mo.)

Definition:

Under general direction of a ~~Fire Division~~ Deputy Fire 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 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 a 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 check 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 at density altitudes exceeding 5000' msl
- Night Flight: 100 hours (50 hours NVG aided)

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)

Revised Specification

March 14, 2022 July 2026

Item no. 4478

- 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 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, 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.

Revised Specification

~~March 14, 2022~~ July 2026

Item no. 4478

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

7/9/26
DATE


CHIEF HUMAN RESOURCES OFFICER

7.9.26
DATE

Item #	4478
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	O
Basis of Pay (Bi-Weekly/Hourly)	Bi-weekly
Approved Salary Range	73.5
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	7
HR Analyst	Tiffany Nacke
Reviewed By	Brenda Guerra
CAO Analyst	Amanda Ruiz
Chief HR Officer	Tracey A. Eldridge
FLSA	Non-Exempt
Civil Service (Yes/No)	Yes
Retirement = General/Safety	Safety
Creation Date	July 2026