

**CIVIL SERVICE COMMISSION – COUNTY OF KERN**  
**1300 18<sup>th</sup> Street, First Floor**  
**Bakersfield, California 93301**

**Regular Meeting**  
*Monday, October 12, 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 18<sup>th</sup> 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, 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 September 14, 2026.*

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

|       |                                                                                            |
|-------|--------------------------------------------------------------------------------------------|
| 10145 | Clinical Supervisor                                                                        |
| 10146 | Pre-Licensed Clinical Psychologist/Clinical Psychologist I/Clinical Psychologist II        |
| 10147 | Senior Communications Technician                                                           |
| 10148 | Business Manager-DP-CAO-General Services                                                   |
| 10149 | Fiscal Support Specialist                                                                  |
| 10150 | Office Services Technician - Shift - Tehachapi                                             |
| 10151 | Office Services Specialist-East Kern Regions (Ridgecrest, Inyokern, Mojave, Lake Isabella) |
| 10152 | Sheriff's Sergeant - DP                                                                    |
| 10153 | Technology Services Supervisor                                                             |
| 10154 | Human Services Technician I/II - Mojave                                                    |
| 10155 | Assistant Probation Division Director                                                      |
| 10156 | Human Services Program Director-DP-DHS                                                     |
| 10157 | Building Plans Technician                                                                  |
| 10158 | Public Works Maintenance Worker I/II/III                                                   |
| 10159 | Office Services Specialist                                                                 |
| 10160 | Senior Office Services Specialist                                                          |
| 10161 | Departmental Aide - Part-Time - Shift - Mojave                                             |
| 10162 | Human Services Technician - Ridgecrest                                                     |
| 10163 | Engineering Aide                                                                           |
| 10164 | Public Health Nurse I/II - Bilingual                                                       |
| 10165 | Senior Child Support Specialist - DP                                                       |
| 10166 | Fiscal Support Supervisor - DP - Public Health                                             |
| 10167 | Behavioral Health & Recovery Specialist I/II/III                                           |
| 10169 | Office Services Specialist - DP - DHS                                                      |
| 10170 | Senior Building Services Worker-DP-CAO                                                     |

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. District Attorney's Systems Administrator, Item No. 0826; **APPROVE**
  - b. Behavior Health Program Development Coordinator, Item No. 0772; **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. Human Resource Items; **APPROVE**
    - i. Health Plan Services Manager, Item No. 0457;
    - ii. Principal Human Resources Analyst, Item No. 2295;

6. **Civil Service Commission Annual Report:** Fiscal Year 2025-2026; **APPROVE; DIRECT STAFF TO SUBMIT REPORT TO THE BOARD OF SUPERVISORS**
7. **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.
8. **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.
9. **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)**

10. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Officer (Govt Code § 54957(b)(1))
11. Reconvene from Closed Session; Adjourn to Special Meeting to be held on Tuesday, October 20, 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, September 14, 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, Kimberlyn Stillwell, Brenda Guerra, Steven Welch, Michael Morea, and others.

**PUBLIC SESSION**

**1. Public Presentations:** None.

**\*CONSENT AGENDA:** No public comment; **APPROVED; Bo/Jo; ALL AYES;**

**\*2. Approval of Minutes:** *Regular Meeting August 10, 2026, Special Meetings August 24, 26, and 31, 2026*

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

- a)     9946        Sheriff's Sergeant
- 9947        Sheriff's Lieutenant
- 9948        Behavioral Health Planning Analyst
  
- b)
- 10048       Sheriff's Records Specialist - Ridgecrest - Shift
- 10109       Fire Dispatcher I/II - Shift
- 10110       Senior Building Services Worker - DP - Airports
- 10111       Legal Secretary
- 10112       Supervising Fire Dispatcher - DP
- 10113       Registered Veterinary Technician - Shift
- 10114       Behavioral Health Unit Supervisor I/II
- 10115       Emergency Medical Services Coordinator
- 10116       Building Inspector
- 10117       Senior Deputy Sheriff - DP

|         |                                                                             |
|---------|-----------------------------------------------------------------------------|
| 10118   | Health Care Services Administrative Assistant                               |
| 10119   | Library Associate - Shift - Buttonwillow                                    |
| 10120   | Senior Legal Process Technician - DP - Sheriff                              |
| 10121   | Health Plan Services Manager                                                |
| 10122   | Supervising Agricultural Biologist/Weights and Measures Inspector           |
| 10123   | Animal Care Worker - Shift                                                  |
| 10124   | Waste Management Specialist I/II/III                                        |
| 10125   | Departmental Aide - Part-Time - Shift - Buttonwillow                        |
| 10126   | Office Services Assistant - Part-Time - Shift - Frazier Park - DP - Library |
| 10127   | Office Services Technician - Bilingual                                      |
| PD10128 | Per Diem Elections Process Aide                                             |
| 10128   | Program Technician                                                          |
| 10129   | Substance Use Disorder Specialist I/II                                      |
| 10130   | Physical Therapist - California Children Services                           |
| 10131   | Health Plan Services Manager                                                |
| 10132   | Senior Youth Services Officer - Probation                                   |
| 10133   | Human Services Supervisor - DP - DHS                                        |
| 10134   | Contracts Administrative Assistant - DP - CAO - General Services            |
| 10135   | Sheriff's Lieutenant                                                        |
| 10136   | Public Works Maintenance Worker I/II/III                                    |
| 10137   | Chief Deputy County Counsel - DP - County Counsel                           |
| 10138   | Sheriff's Support Technician - Shift                                        |
| 10139   | Senior Auditor-Appraiser - DP - Assessor                                    |
| 10140   | Social Service Supervisor I - DP - Aging and Adult Services                 |
| 10141   | Assistant Program Director - DP - Aging and Adult Services                  |
| 10142   | Behavioral Health and Recovery Services Deputy Director                     |
| 10143   | Sheriff's Support Specialist - DP                                           |
| 10144   | Health Care Fiscal Support Technician                                       |

4. **Commission Officer Items/Report:** None

5. **Human Resources Division Items/Report:** None

6. **Commission Member Presentations or Announcements:** Commissioner Price thanked Commissioner Johnson for her service to the Commission and congratulated her on her pursuit of her PhD; President Agbalog echoed those sentiments as well as Commissioner Bowers.

#### **ADJOURN TO CLOSED SESSION:**

#### **CLOSED SESSION (Government Code § 54957)**

7. ~~PUBLIC EMPLOYEE – Schedule Hearing Dates~~  
~~Sheriff's Office – Case No. 2026-0017; Pulled~~

8. PUBLIC EMPLOYEE – Schedule Hearing Dates  
Fire Department – Case No. 2026-0032 **SCHEDULED FOR November 12, 16, and 18, 2026.**

9. PUBLIC EMPLOYEE – Discipline/Dismissal/Release  
Fire Department – Case No. 2026-0011; **NO REPORTABLE ACTION**

COMMISSION RECONVENED FROM CLOSED SESSION; ADJOURNED TO REGULAR MEETING MONDAY, OCTOBER 12, 2026, AT 5:30 P.M. AT **1300 18<sup>th</sup> STREET, FIRST FLOOR, BAKERSFIELD, CALIFORNIA 93301.**

| Test Schedule |                                                                                            |           |            |                    |        |              |
|---------------|--------------------------------------------------------------------------------------------|-----------|------------|--------------------|--------|--------------|
| Exam #        | Recruitment Title                                                                          | Open Date | Close Date | Recruiter Assigned | Action | Request Date |
| 10145         | Clinical Supervisor                                                                        | 9/1/2026  | Continuous | KAS                | Open   | 8/27/2026    |
| 10146         | Pre-Licensed Clinical Psychologist / Clinical Psychologist I / Clinical Psychologist II    | 9/2/2026  | Continuous | KAS                | Open   | 8/31/2026    |
| 10147         | Senior Communications Technician                                                           | 9/9/2026  | 10/6/2026  | DMR                | Open   | 9/8/2026     |
| 10148         | Business Manager-DP-CAO-General Services                                                   | 9/10/2026 | 9/16/2026  | DMR                | DP     | 9/9/2026     |
| 10149         | Fiscal Support Specialist                                                                  | 9/14/2026 | 9/18/2026  | ARY                | Open   | 9/9/2026     |
| 10150         | Office Services Technician - Shift - Tehachapi                                             | 9/14/2026 | 9/21/2026  | KNB                | Open   | 9/10/2026    |
| 10151         | Office Services Specialist-East Kern Regions (Ridgecrest, Inyokern, Mojave, Lake Isabella) | 9/14/2026 | Continuous | DMR                | Open   | 9/10/2026    |
| 10152         | Sheriff's Sergeant - DP                                                                    | 9/10/2026 | 9/24/2026  | NAA                | DP     | 9/10/2026    |
| 10153         | Technology Services Supervisor                                                             | 9/14/2026 | 9/21/2026  | MGV                | Open   | 9/11/2026    |
| 10154         | Human Services Technician I/II - Mojave                                                    | 9/14/2026 | Continuous | JAP                | Open   | 9/11/2026    |
| 10155         | Assistant Probation Division Director                                                      | 9/14/2026 | 9/18/2026  | TN                 | Open   | 9/11/2026    |
| 10156         | Human Services Program Director-DP-DHS                                                     | 9/15/2026 | 9/21/2025  | JAP                | DP     | 9/14/2026    |
| 10157         | Building Plans Technician                                                                  | 9/15/2026 | 9/29/2026  | KAS                | Open   | 9/14/2026    |
| 10158         | Public Works Maintenance Worker I/II/III                                                   | 9/17/2026 | 10/5/2026  | KAS                | Open   | 9/17/2026    |
| 10159         | Office Services Specialist                                                                 | 9/29/2026 | 10/5/2026  | TN                 | Open   | 9/16/2026    |
| 10160         | Senior Office Services Specialist                                                          | 9/29/2026 | 10/5/2026  | TN                 | Open   | 9/16/2026    |
| 10161         | Departmental Aide - Part-Time - Shift - Mojave                                             | 9/18/2026 | 9/28/2026  | KB                 | Open   | 9/18/2026    |
| 10162         | Human Services Technician - Ridgecrest                                                     | 9/28/2026 | Continuous | JAP                | Open   | 9/22/2026    |
| 10163         | Engineering Aide                                                                           | 9/23/2026 | 10/7/2026  | KAS                | Open   | 9/21/2026    |
| 10164         | Public Health Nurse I/II - Bilingual                                                       | 9/25/2026 | Continuous | KAS                | Open   | 9/24/2026    |
| 10165         | Senior Child Support Specialist - DP                                                       | 9/28/2026 | 10/2/2026  | KAS                | DP     | 9/23/2026    |
| 10166         | Fiscal Support Supervisor - DP - Public Health                                             | 9/29/2026 | 10/5/2026  | KAS                | DP     | 9/23/2026    |
| 10167         | Behavioral Health & Recovery Specialist I/II/III                                           | 9/28/2026 | 10/9/2026  | MGV                | Open   | 9/25/2026    |
| 10169         | Office Services Specialist - DP - DHS                                                      | 9/29/2026 | 10/5/2026  | JAP                | DP     | 9/23/2026    |
| 10170         | Senior Building Services Worker-DP-CAO                                                     | 9/30/2026 | 10/2/2026  | DMR                | DP     | 9/28/2026    |

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



October 12, 2026

Civil Service Commission  
1300 18<sup>th</sup> Street, 1<sup>st</sup> Floor  
Bakersfield, CA 93301

**PROPOSED NEW SPECIFICATION TITLED DISTRICT ATTORNEY'S SYSTEMS  
ADMINISTRATOR**

The Human Resources Division requests approval of the attached proposed specification for the new classification of District Attorney's Systems Administrator.

This classification is assigned to the Kern County District Attorney's Office. The proposed classification is a mid-management position responsible for managing, testing, implementing, and maintaining the Office's criminal justice systems. In addition, the incumbent will serve as the agency's primary administrator and coordinator for program management systems, technology interface, and application platforms.

These functions are not captured in any existing classification, and establishing this classification will ensure there is dedicated oversight of the criminal justice systems that support the Office's daily operations.

This proposed specification is not represented.

Therefore, IT IS RECOMMENDED that the proposed new specification titled District Attorney's Systems Administrator be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

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

Tracey A. Eldridge  
Chief Human Resources Officer

cc: Cynthia Zimmer, District Attorney

GROUND  BOUNDLESS

**District Attorney's Systems Administrator**

**Bargaining Unit: D**

**Salary Range: 69.5 (\$7,317- \$8,745/mo.)**

**Definition:**

Under general direction, serves as the primary administrator and coordinator for program management systems, technology interfaces, and application platforms.

This is a singleton classification unique to the Kern County District Attorney's Office and is distinguished by its responsibilities for functioning as a systems administrator to ensure efficiency and functionality of multiple criminal justice information systems utilized at the District Attorney's Office.

**Essential Functions:**

- Manage, test, implement and maintain the District Attorney's Office criminal justice systems and data exchanges with allied partner agencies for current and future interfaces, including user profiles, permissions, credentials, and access controls;
- Provide technical support and training for department users and allied agencies, troubleshoot system issues and provide application problem resolution;
- Serve as the primary liaison with software vendors and external agencies regarding system updates, enhancements, functionality, and operational needs;
- Collect, analyze and report statistics for grants, personnel matter, and general inquiries;
- Assist with system project planning, including development, testing, workflow impact analysis, and purchasing needs of new and existing interfaces with allied agencies;
- Develop, review, and maintain policies, procedures, and technical guidelines to ensure compliance within department's Bureau of Investigations;
- Attend application specific conferences, trainings, and user group meetings;
- Performs other related duties as assigned.

**Employment Standards:**

A bachelor's degree from an accredited university in Computer Science, Management Information Systems, Business Administration, Public Administration, Criminal Justice, or closely related field **and** three (3) years of experience in the administration of law enforcement information systems, or enterprise software implementation.

**OR**

An equivalent combination of education, training, or experience sufficient to successfully perform the essential duties of the job.

**Knowledge of:** principles and practices of systems administration; criminal justice information systems; methods and techniques for troubleshooting software and network-based application issues; principles and practice of training program development; data analysis and statistical reporting methods; project management principles as applied to systems implementation; applicable federal, state, and local laws, regulations, and policies governing criminal justice information systems and data security; customer service and technical support practices; vendor management and contract administration principles.

**Ability to:** gather, analyze and interpret data; accurately collect information to understand and assess the clients' needs and situation; make appropriate recommendations; plan, direct, organize and train staff and end users; prepare clear and concise reports; operate standard office and computer equipment; attend application specific conferences, trainings, and user group meetings; formally identify, assess, monitor and mitigate risk throughout project life cycle; work and communicate effectively, and work effectively in a fast-paced environment and handle multiple projects.

### **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.

Cynthia Zimmer  
DEPARTMENT HEAD

10-5-26  
DATE

Tracey A. Eldridge  
CHIEF HUMAN RESOURCES OFFICER

10.5.26  
DATE

|                                                                                                                                                                                                                                                    |                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 0826               |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | B                  |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-Weekly          |
| <b>Approved Salary Range</b>                                                                                                                                                                                                                       | 69.5               |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1                  |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1                  |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 4                  |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | D                  |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | Nesrine Annan      |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | Michael Goulart    |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | Katelyn Zenger     |
| <b>Chief HR Officer</b>                                                                                                                                                                                                                            | Tracey A. Eldridge |
| <b>FLSA</b>                                                                                                                                                                                                                                        | Exempt             |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes                |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | General            |
| <b>Creation Date</b>                                                                                                                                                                                                                               | October 2026       |



Human  
Resources

Tracey A. Eldridge  
CHIEF HUMAN RESOURCES OFFICER



October 12, 2026

Civil Service Commission  
1300 18<sup>th</sup> Street, First Floor  
Bakersfield, CA 93301

**PROPOSED NEW SPECIFICATION TITLED BEHAVIORAL HEALTH PROGRAM  
DEVELOPMENT COORDINATOR**

The Human Resources Division requests approval of the attached proposed specification for the new classification of Behavioral Health Program Development Coordinator.

This classification is assigned to the Behavioral Health & Recovery Services Department. The proposed classification is a mid-management position responsible for planning, developing, and coordinating department-wide behavioral health programs, grants, housing initiatives and maintaining ongoing departmental program operations. In addition, this classification may be responsible for negotiating and administering various contracts and agreements, coordinating procurement activities which may include Request for Proposals, and monitor program budgets and deliverables to ensure each program is meeting compliance requirements.

These functions are not captured in any existing classification, and establishing this classification will help ensure behavioral health programs meet expectations and continue to provide essential services to our community.

This proposed specification is not represented.

Therefore, IT IS RECOMMENDED that the proposed new specification titled Behavioral Health Program Development Coordinator be REVIEWED, RECEIVED AND APPROVED.

Sincerely,

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

Tracey A. Eldridge  
Chief Human Resources Officer

cc: Alison Burrowes, Director of Behavioral Health Services

GROUND  BOUNDLESS

**Behavioral Health Program Development Coordinator**  
**Bargaining Unit: D**  
**Salary Range: 69.6 (\$7,354 - \$8,788 /mo.)**

**Definition:**

Under administrative direction, plans, develops, coordinates, and evaluates department-wide behavioral health programs, grants, housing initiatives, administrative functions, and manage ongoing departmental program operations.

This position is responsible for providing consultation to executive management and collaborating with multidisciplinary teams, governmental agencies, healthcare organizations, and community partners to advance departmental goals. Incumbents are expected to exercise considerable independent judgment and decision-making ability in managing complex and specialized programs.

**Essential Functions:**

- Plans, develops, manages, coordinates and evaluates department-wide behavioral health programs, grants, policy development, and operational improvements;
- Monitors federal, state, and local initiatives, legislation, regulations, funding opportunities, and policy changes affecting behavioral health programs;
- Develops strategic plans, implementation schedules, performance measures and operational recommendations for executive management approval;
- Researches, analyzes and interprets legislation, regulations and policy changes affecting behavioral health programs;
- May negotiate and administer contracts and agreements;
- Coordinates procurement activities, to include Requests for Proposals (RFPs), competitive solicitations, and vendor selection processes related to assigned programs;
- Represents the department in meetings with state agencies, local governments, managed care providers, community organizations and other stakeholders;
- Monitors program budgets, deliverables and compliance requirements to assess departmental program effectiveness;
- Prepares executive reports, presentations, briefing materials, and recommendations related to program development and operations.
- May supervise support staff;
- Performs other related duties as required.

**Employment Standards:**

Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, health administration or a closely related field AND two (2) years of experience in the administration and management of behavioral health, healthcare, social services, or related governmental programs.

OR

Any equivalent combination of education, training, or experience to successfully perform the essential functions of the position.

A valid California Class "C" Driver's License is required at the time of appointment.

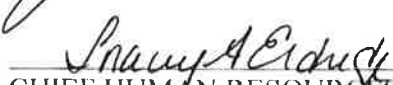
**Knowledge of:** Principles and practices of public sector procurement and contract administration; behavioral health programs, systems, services, and current trends affecting behavioral health organizations; applicable federal, state, and local laws, regulations, funding requirements, and policies governing behavioral health programs; supervision, training, and performance management; grant development, administration, management, and program evaluation methodologies; research methods, data collection, and performance measurement techniques.

**Ability to:** Provide strategic consultation and technical recommendations to executive management on complex program and organizational matters; analyze programmatic issues and develop practical and effective solutions; monitor emerging federal, state, and local legislation, regulations, funding opportunities, and policy initiatives affecting behavioral health programs and evaluate their operational impact; develop, administer, monitor, and evaluate grants, and contracts; communicate effectively, both orally and in writing, with executive management, elected officials, governmental agencies, community organizations, and the public.

### **Supplemental**

A background check may be conducted for this classification.

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

  
 DEPARTMENT HEAD *Dean Brown*  
  
 CHIEF HUMAN RESOURCES OFFICER

*10/7/26*  
 DATE  
*10.2.26*  
 DATE

|                                                                                                                                                                                                                                                    |                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 0772               |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | B                  |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-weekly          |
| <b>Approved Salary Range</b>                                                                                                                                                                                                                       | 69.6               |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1                  |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1                  |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 4                  |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | D                  |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | Michelle Venegas   |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | Michael Johnston   |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | Amanda Ruiz        |
| <b>Chief HR Officer</b>                                                                                                                                                                                                                            | Tracey A. Eldridge |
| <b>FLSA</b>                                                                                                                                                                                                                                        | Exempt             |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes                |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | General            |
| <b>Creation Date</b>                                                                                                                                                                                                                               | October 2026       |

DEPARTMENT HEAD

DATE

  
 CHIEF HUMAN RESOURCES OFFICER

 10.2.26  
 DATE

|                                                                                                                                                                                                                                                    |                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 0772               |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | B                  |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-weekly          |
| <b>Approved Salary Range</b>                                                                                                                                                                                                                       | 69.6               |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1                  |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1                  |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 4                  |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | D                  |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | Michelle Venegas   |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | Michael Johnston   |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | Amanda Ruiz        |
| <b>Chief HR Officer</b>                                                                                                                                                                                                                            | Tracey A. Eldridge |
| <b>FLSA</b>                                                                                                                                                                                                                                        | Exempt             |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes                |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | General            |
| <b>Creation Date</b>                                                                                                                                                                                                                               | October 2026       |



Human  
Resources

Tracey A. Eldridge  
CHIEF HUMAN RESOURCES OFFICER



October 12, 2026

Civil Service Commission  
1300 18<sup>th</sup> Street, First Floor  
Bakersfield, CA 93301

### **PROPOSED REVISED JOB SPECIFICATIONS FOR HEALTH PLAN SERVICES MANAGER AND PRINCIPAL HUMAN RESOURCES ANALYST**

The Human Resources Division requests approval of the attached revisions to the Health Plan Services Manager and the Principal Human Resources Analyst job specifications. The revisions were prepared at the request of the Chief Human Resources Officer Tracey Eldridge.

The revisions to the Health Plan Services Manager and Principal Human Resources Analyst job specifications establish linear standards from the entry level Human Resources Analyst classification through the Deputy Chief Human Resources Officer classification. The revisions to the employment standards allow experience to substitute for educational requirements on a year for year basis, up to two years.

Additional revisions to the Health Plan Services Manager job specification reduce the number of years of experience required which broadens the applicant pool while maintaining the qualifications necessary to successfully perform the functions of the position.

The Health Plan Services Manager and Principal Human Resources Analyst are both non-represented mid-management classifications.

Therefore, IT IS RECOMMENDED that the proposed revised specifications titled Health Plan Services Manager and Principal Human Resources Analyst 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

GROUND  BOUNDLESS

**Health Plan Services Manager**  
**Bargaining Unit: D**  
**74.6 (\$9,437 - \$11,277/mo.)**

**Definition:**

Under general direction of the Chief Human Resources Officer and/or Assistant Chief Human Resources Officer, plans, organizes controls and directs the daily operations of the health plan administration function of the Human Resources Division.

This position is distinguished by its responsibility to manage the daily activities of Health & Wellness team. The incumbent will focus on health plan fiscal operations, health plan administration, contract development, resolution of member issues and complaints, coordination of activities with other agencies and contracted vendors, and assigning work and supervise staff as necessary to achieve program goals and objectives. The incumbent is expected to operate autonomously under general guidance in handling complex assignments and in representing the unit and health plans to County employees, departments, other governmental and private entities, and the general public.

**Essential Functions:**

- Supervises and evaluates the performance of assigned staff, interviews and selects employees and recommends appointments, transfers, reassignment, termination and disciplinary actions;
- Assigns employees duties and reviews work for accuracy, completeness and compliance with established standards, requirements, procedures, and regulations;
- Provides team leadership and participates in developing new techniques and applying new knowledge to achieve improvements in effectiveness and quality;
- Develops and implements operational policies and procedures per County and outside regulations such as the Affordable Care Act;
- Assists with development of divisions' budget;
- Coordinates fiscal activities within the division including weekly/monthly/quarterly billing, claim payments, transfers, and reconciliation;
- Maintains current knowledge of laws, codes, rules, regulations and pending legislations regarding health plan administration for both active employees and retirees;
- Develops, implements, and evaluates programs, ensuring objectives consistent with the overall mission and goals of the unit and department;
- Reviews and evaluates data to identify opportunities for program improvement, implements performance improvement projects;
- Leads negotiations and drafting of agreements with outside vendors and health care providers;
- Ensures monitoring of contracted vendors to ensure satisfactory performance;
- Makes presentations and prepares reports and correspondence;
- Serves as main contact with other departments, organizations, agencies, employers, outside vendors, health care providers, employees, plan members, and the general public in answering questions, resolving complaints, and promoting programs;
- Performs other related duties as required.

**Employment Standards:**

## Minimum Qualifications:

- Bachelor's Degree from an accredited college or university which provided for acquisition of the required knowledge, skills, and abilities AND Five (5) years of fiscal or senior administrative experience in a hospital, medical office, or health plan setting. Qualifying experience must include two (2) years as a supervisor/manager.

Additional years of experience may be substituted for education on a year-for-year basis up to a maximum of two (2) years.

- ~~Nine (9) years of fiscal or senior administrative experience in a hospital, medical office, or health plan setting. Qualifying experience must include two (2) years as a supervisor/manager.~~

Qualifying related work experience may include: health plan administrator, health plan program manager; medical office administration; negotiation of health care provider reimbursement agreements; public relations; labor relations; budget input and monitoring; management and supervision of staff.

**Knowledge of:** leadership principles; supervisory principles; research methodologies; report writing techniques; public relations principles; HIPAA privacy and security regulations; medical and insurance terminology; personnel administration; and standard office procedures.

**Ability to:** collecting and analyzing program data; conducting statistical analysis; preparing reports and documentation; preparing and giving presentations; solving problems; interpreting applicable local, state, and federal rules, regulations, and guidelines; mentoring and providing leadership; acquiring subject matter expertise in functional areas; providing subject matter expertise; monitoring and evaluating work; prioritizing and assigning work; mediating conflict; establishing and maintaining effective, cooperative working relationships; and communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

Some positions may require possession of a valid California Motor Vehicle Driver's License.

**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

~~August 2026~~ October 2026

Item No. 0457

DEPARTMENT HEAD

DATE

  
CHIEF HUMAN RESOURCES OFFICER

10-2-24  
DATE

|                                                                                                                                                                                                                                                    |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 0457       |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | B          |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-Weekly  |
| <b>Approved Salary Range</b>                                                                                                                                                                                                                       | 74.6       |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1          |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1          |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 3          |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | D          |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | A Alva     |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | M Goulart  |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | K Ayala    |
| <b>Chief HR Officer</b>                                                                                                                                                                                                                            | T Eldridge |
| <b>FLSA</b>                                                                                                                                                                                                                                        | Exempt     |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes        |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | General    |
| <b>Creation Date</b>                                                                                                                                                                                                                               |            |

**Principal Human Resources Analyst**  
**Bargaining Unit: D**  
**Salary Range: 69.6 (\$7,354-\$8,788/mo.)**

**Definition:**

The Principal Human Resources Analyst is a mid-level management position within the Division of Human Resources of the Chief Administrative Office. Each Principal Human Resources Analyst is responsible for the management and oversight of a countywide human resources program within the Division of Human Resources. ~~He or she~~ The incumbent reports directly to either the Chief Human Resources Officer or a Deputy Chief Human Resources Officer.

Each Principal Human Resources Analyst is a senior leader within the Division of Human Resources. Under the direction of either the Chief Human Resources Officer or a Deputy Chief Human Resources Officer, he or she plans, organizes and coordinates the overall and long-range work planning in his or her functional specialty.

Assignments in this classification may fall under one or more of the following countywide human resources programs:

- Diversity and Inclusion
- Employee Relations
- Learning and Development
- Performance Management
- Talent Acquisition

This position is exempt from overtime eligibility.

**Essential Functions:**

- Supervises professional and support staff engaged in planning and conducting activities in one or more human resources program;-
- Reviews the work of staff and develops performance standards to ensure consistency with established professional and legal standards;-
- Develops policies and procedures for ~~their~~ ~~his or her~~ assigned human resources program(s);-
- Reviews information gathered and analyzes data and proposals for completeness, logic of reasoning and appropriateness of recommendations for consideration by superiors;-
- Receives requests and inquiries from department officials and confers with them regarding issues and disposition of problems;-
- Analyzes new legislation, case law, and related materials to determine impact on operations;-
- Communicates and provides administrative guidance about state, federal and county legislation, rules, regulations, and policies;-

- Interprets policies, procedures, rules, and regulations of the county;-
- Performs or coordinates the completion of investigations;-
- Represents department at meetings and before groups; writes correspondence and prepares reports;-
- Uses a computer to write reports, perform statistical analysis and conduct research;-
- Acts as an internal consultant to County departments on assigned human resources program(s);-
- Identifies countywide human resources issues and develops plans for addressing those issues;-
- Develops and conducts training programs and prepares training material in areas of expertise;-
- Performs other related duties as assigned.

**Core Competencies:**

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

1. Leadership
2. Critical Thinking
3. Communication and Collaboration
4. Decision Making and Judgment
5. Technical/Functional Expertise

**Employment Standards:**

Bachelor's degree from an accredited college or university and five years of professional experience in human resource management, preferably in the public sector, including two years in a senior **human resources analyst** level capacity.

**Experience as a Human Resources Analyst may substitute for educational requirement(s) on a year for year basis, up to two (2) years.**

Possession of a valid California Driver's License.

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

~~October 2018~~ **October 2026**

Item No. 2295

DEPARTMENT HEAD

DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

|                                                                                                                                                                                                                                                    |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 2295       |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | B          |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-Weekly  |
| <b>Approved Salary Range</b>                                                                                                                                                                                                                       | 69.6       |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1          |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1          |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 3          |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | D          |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | A Alva     |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | M Goulart  |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | K Ayala    |
| <b>Chief HR Officer</b>                                                                                                                                                                                                                            | T Eldridge |
| <b>FLSA</b>                                                                                                                                                                                                                                        | Exempt     |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes        |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | General    |
| <b>Creation Date</b>                                                                                                                                                                                                                               |            |

DEPARTMENT HEAD

DATE

  
CHIEF HUMAN RESOURCES OFFICER

10.2.24  
DATE

|                                                                                                                                                                                                                                                    |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Item #</b>                                                                                                                                                                                                                                      | 0457       |
| <b>EEO Code – Job Category</b><br>A = Official & Administrative    B = Professional<br>C = Technician    D = Protective Services<br>E = Para Professional    F = Office & Clerical<br>G = Skilled Craft    H = Services & Maintenance<br>O = Other | A          |
| <b>Basis of Pay (Bi-Weekly/Hourly)</b>                                                                                                                                                                                                             | Bi-Weekly  |
| <b>Approved Salary Range</b>                                                                                                                                                                                                                       | 74.6       |
| <b>Rate of Compensation Code</b><br>0 = No Provisional    1 = Range & Step<br>2 = Flat Unit Rate    3 = Flat Hourly<br>4 = Flat Bi-Weekly                                                                                                          | 1          |
| <b>Salary Ordinance Code</b><br>0 = Elected Officials<br>1 = Bi-Weekly Salary                                                                                                                                                                      | 1          |
| <b>Job Level Code</b><br>1 = Entry    2 = Intermediate<br>3 = Supervisor    4 = Executive                                                                                                                                                          | 3          |
| <b>Bargaining Unit</b>                                                                                                                                                                                                                             | D          |
| <b>HR Analyst</b>                                                                                                                                                                                                                                  | A Alva     |
| <b>Reviewed By</b>                                                                                                                                                                                                                                 | M Goulart  |
| <b>CAO Analyst</b>                                                                                                                                                                                                                                 | K Ayala    |
| <b>Chief HR Officer</b>                                                                                                                                                                                                                            | T Eldridge |
| <b>FLSA</b>                                                                                                                                                                                                                                        | No         |
| <b>Civil Service (Yes/No)</b>                                                                                                                                                                                                                      | Yes        |
| <b>Retirement = General/Safety</b>                                                                                                                                                                                                                 | General    |
| <b>Creation Date</b>                                                                                                                                                                                                                               |            |



# COUNTY OF KERN CIVIL SERVICE COMMISSION

## ANNUAL REPORT

**FISCAL YEAR 2025-2026**

[CIVILSERVICECOMM@KERNCOUNTY.COM](mailto:CIVILSERVICECOMM@KERNCOUNTY.COM)



# COMMISSION ESTABLISHED BY CIVIL SERVICE ORDINANCE

The voters of Kern County Adopted a Civil Service Ordinance in 1956 under the authority of Civil Service Enabling Law as set forth in the government Code of the State of California. The Civil Service System provides for employment on a merit basis and equitable and uniform procedures for dealing with personnel matters through a Civil Service Commission.

To administer its Civil Service System, the Board of Supervisors appoints citizens to serve as Commissioners. The Civil Service Commission maintains the integrity of Kern County's Civil Service System. It is an independent ruling body, which conducts appeal hearings on disciplinary matters and administers the Rules of the Civil Service System for the benefit of County departments, employees, and citizens.



# CIVIL SERVICE COMMISSION

## COMMISSION PRIORITIES

The Kern County Civil Service Commission presents its Fiscal Year 2025-2026 annual report. This report intends to provide an overview of the activities & accomplishments of the Commission.



## CSC RULES

The Civil Service Commission evaluates the Civil Service Rules on a continual basis and makes revisions as needed to ensure the rules reflect the latest processes and technologies. There were two Civil Service Rule amendments in Fiscal Year 2025-2026.



## COMMISSION OUTREACH

- The Civil Service Commission website provides agendas, reports, and minutes.
- Department visits build rapport and maintain Commission accessibility with stakeholders.

The Civil Service Commission consists of five members appointed by the Kern County Board of Supervisors; President Romeo Agbalog was appointed by Supervisorial District 1—now Chairman Peters; Vice President Jeremy Price was appointed by supervisorial District 2—now Chris Parlier; Commissioner Michael Bowers was appointed by District 3 Supervisor Jeff Flores; Commissioner NaTasha Johnson was appointed by District 4 Supervisor David Couch; and Commissioner Elizabeth Chavez was appointed by District 5 Supervisor Leticia Perez. The Commission operates as a governing body in monitoring the provisions of the Kern County Civil Service Ordinance, including Civil Service Rules and Regulations. Commissioners have responsibility for considering such personnel matters as classification, development and maintenance of examination procedures, employee appeals and applicant complaints.

## APPEALS

Civil Service Rule (CSR) 1705.00 sets forth the procedures to be followed any time an appointing authority takes action to dismiss, suspend, or reduce in rank or compensation any regular, non-probationary officer or employee in the classified civil service. The officer or employee may, within ten (10) business days after presentation to him of the order, appeal through the Director to the Commission from the order (CSR 1730.00). The Commission shall commence a hearing and affirm, modify, or revoke the order. The Appellant may appear personally, produce evidence, and have counsel and a public hearing (CSR 1735.10).

Civil Service Rule (CSR) 1800.00 sets forth the complaint procedures to be followed any time an employee believes they have experienced unlawful discrimination or harassment treatment in the workplace. The complainant may file a complaint within 180 days of the occurrence of the acts giving rise to the complaint. Upon completion of the complaint investigation, the complainant or the affected County department have 20 calendar days to review and either accept or reject the findings and recommendations. If either party rejects the findings and recommendations, they may file a request for an evidentiary hearing before the Civil Service Commission.

In addition to disciplinary and evidentiary appeal requests, the Commission receives and considers other appeal requests, some of which could include reinstatement to re-employment or lay-off re-employment lists and removal from eligible and certification lists.



# COMMISSIONERS



**Supervisory District 1 –  
Romeo Agbalog – President**  
President Agbalog was  
appointed to the Commission  
in 2010



**Supervisory District 2 –  
Jeremy Price – Vice President**  
Vice President Price was  
appointed to the Commission  
in 2015



**Supervisory District 4 –  
NaTasha Johnson –**  
Commissioner Johnson was  
appointed to the Commission  
in 2023



**Supervisory District 3 –  
Michael Bowers –**  
Commissioner  
Bowers was  
appointed to the  
Commission  
in 2023



**Supervisory District 5 –  
Elizabeth Chavez –**  
Commissioner Chavez was  
newly appointed to the  
Commission in 2026

# RESULTS FROM LAST YEAR

## EMPLOYEE APPEALS

The Commission meets regularly on the second Monday of each month with special meetings scheduled as necessary. During the reporting period, the Civil Service Commission reserved 79 evenings to facilitate Kern County's civil service system. The Commission conducted a total of 20 hearings, 11 regular meetings, and 5 special meetings to conduct the business directed to the Civil Service Commission and consider employee appeals.

## CLASSIFICATION ACTIVITY

Standard classification activity included 35 items that were considered by the Commission during this fiscal year.

| CIVIL SERVICE RULE REVISIONS |                                                        | DATE AMENDED      |
|------------------------------|--------------------------------------------------------|-------------------|
| 906.4                        | Voluntary Demotion Defined                             | September 8, 2025 |
| 1725                         | Order of Dismissal, Suspension, Reduction Notification | January 12, 2026  |

## CIVIL SERVICE COMMISSION OFFICE RELOCATED

The Civil Service Commission Office is located at 1300 18<sup>th</sup> Street, First Floor, Bakersfield, California. The regularly scheduled meetings are typically held in the 18<sup>th</sup> Street Chamber, and our hearings have been conducted in the County Counsel Hearing Room at the Kern County Administrative Center located at 1115 Truxtun Avenue, Fourth Floor Bakersfield, California.



1300 18<sup>th</sup> Street



18<sup>th</sup> Street Chamber

# COMMISSION ACTIVITY

| Activity              | New Specs | Revised Specs | Abolish Lists | Rules    | Hearings Scheduled | Nights Scheduled | Visits / Meetings |
|-----------------------|-----------|---------------|---------------|----------|--------------------|------------------|-------------------|
| July                  | 1557      | 993           |               |          | 2023-0020          | 3                |                   |
|                       | 1556      | 992           |               |          | 2023-0006          | 2                |                   |
|                       | 1555      | 4172          |               |          | 2023-0013          | 2                |                   |
|                       |           | 4171          |               |          | 2023-0014          | 2                |                   |
|                       |           | 3061          |               |          |                    |                  |                   |
|                       |           | 4426          |               |          |                    |                  |                   |
|                       |           | 4421          |               |          |                    |                  |                   |
| August                |           | 4646          |               |          | 2023-0106          | 2                |                   |
|                       |           |               |               |          | 2023-0013          | 1                |                   |
|                       |           |               |               |          | 2023-0014          | 1                |                   |
|                       |           |               |               |          | 2023-0004          | 4                |                   |
| September             |           | 472           |               | 906.4    | 2024-0024          | 2                | CSCO              |
|                       |           | 645           |               |          | 2024-0106          | 5                |                   |
| October               |           | 644           | 9610          |          | 2023-0004          | 2                | FJC               |
|                       |           | 5130          |               |          | 2021-0106          | 3                |                   |
|                       |           | 5096          |               |          |                    |                  |                   |
| November              | 4418      |               |               |          | 2021-0106          | 2                |                   |
|                       |           |               |               |          | 2024-0024          | 1                |                   |
|                       |           |               |               |          | 2024-0693          | 3                |                   |
| December              | 5011      |               | 9641          |          | 2024-0024          | 2                |                   |
|                       |           |               |               |          | 2021-0106          | 1                |                   |
|                       |           |               |               |          | 2023-0004          | 1                |                   |
| January               |           |               |               | 1725     | 2024-0211          | 4                |                   |
|                       |           |               |               |          | 2021-0106          | 2                |                   |
| February              | 2331      | 4452          |               |          | 2025-0154          | 3                |                   |
|                       |           |               |               |          | 2021-0106          | 1                |                   |
|                       |           |               |               |          | 2024-0004          | 1                |                   |
|                       |           |               |               |          | 2026-0004          | 1                |                   |
| March                 | 31        | 993           |               |          | 2025-0106          | 6                |                   |
|                       |           | 992           |               |          | 2023-0004          | 1                |                   |
|                       |           | 991           |               |          |                    |                  |                   |
| April                 |           | 1173          |               | 1725     | 2026-0004          | 3                | 1                 |
| May                   |           | 5363          |               |          | 2026-0011          | 3                | 1                 |
|                       |           | 5360          |               |          | 2025-0106          | 2                |                   |
| June                  | 3248      | 2274          |               |          | 2025-0106          | 1                | 1                 |
|                       | 4342      | 2276          |               |          | 2026-0018          |                  |                   |
|                       | 4914      | 2268          |               |          | 2026-0024          |                  |                   |
|                       |           | 2353          |               |          | 2026-0025          | 1                |                   |
|                       |           | 439           |               |          | 2026-0011          | 1                |                   |
| <b>2025/26 Totals</b> | <b>10</b> | <b>25</b>     | <b>2</b>      | <b>3</b> | <b>20</b>          | <b>81</b>        | <b>5</b>          |