

**CIVIL SERVICE COMMISSION – COUNTY OF KERN  
1115 Truxtun Avenue  
Bakersfield, California 93301**

**Regular Meeting**  
*Monday, December 09, 2024*  
5:30 p.m.

**THIS MEETING WILL BE HELD IN THE BOARD OF SUPERVISORS CHAMBERS**

**AMERICANS WITH DISABILITIES ACT  
(Government Code Section 54953.2)**

**The Board of Supervisors Chambers 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 Human Resources Division – 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 Human Resources Division, 1115 Truxtun Avenue First Floor, Bakersfield, CA, 93301 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, 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.**

**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.

**\*2. Approval of Minutes:** Regular Meeting on *Monday, November 12, 2024*, **APPROVE**

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

- 9545 Code Compliance Officer
- 9546 Departmental Analyst-Department Promotional-BHRS
- 9488 Airport Police Officer I/II - Shift
- 9547 Deputy Public Administrator
- 9548 Fire Dispatch Assistant
- 9549 Public Works Maintenance Technician I/II
- 9550 Chief Deputy Public Defender - Department Promotional - Public Defender
- 9551 Assistant Public Defender - Department Promotional - Public Defender
- 9552 Senior Groundskeeper - Lake Isabella
- 9553 Deputy Coroner
- 9554 Human Services Aide-Shift-East Kern Regions (Ridgecrest, Lake Isabella, Mojave)-DHS
- 9555 Senior Animal Care Worker - Shift - Department Promotional
- 9556 Registered Veterinary Technician - Shift
- 9557 Program Specialist I - Department Promotional - Child Support
- 9558 Office Services Assistant - Shift - Buttonwillow
- 9559 Legal Process Technician
- 9560 Maintenance Worker/Senior Maintenance Worker
- 9561 Automotive Mechanic I/II
- 9562 Technical Support Specialist I/II
- 9563 Park Ranger Trainee - Shift - Sheriff
- 9564 Sr. Building Services Worker - DP - Airports
- 9565 Fiscal Support Supervisor - Probation
- 9566 Assistant Director of Planning and Natural Resources
- 9567 Warehouse Supervisor - DP - County Administrative Office
- 9568 Park Caretaker - Delano
- 9569 Departmental Aide - Part-time - Shift
- 9570 Social Service Worker III-East Kern Regions (Lake Isabella, Mojave, Ridgecrest)-DHS
- 9571 Behavioral Health Therapist I/II

4. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21. **APPROVE**
- a. Assistant County Administrative Officer- Item No. 0490
  - b. Deputy Budget and Finance Director- Item No. 0494
  - c. Air Quality Engineer- Item No. 2198
  - d. Senior Air Quality – Item No. 2196
  - e. Health Education Assistant- Item No. 3404 **(SB 525)**
  - f. Billing Office Specialist- Item No. 2355 **(SB 525)**
  - g. Public Health Laboratory Assistant- Item No. 1712 **(SB 525)**
5. **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. **APPROVE**
- a. Deputy County Administrative Officer – Item No. 0773
  - b. Budget and Finance Director – Item No. 0101
  - c. Kern360 Support Manager - Item No. 0472
  - d. Homeless and Housing Coordinator - Item No. 2192

- e. Health Care Graphic Artist- Item No. 2880 **(SB 525)**
- f. Health Care Building Service Worker- Item No. 3051 **(SB 525)**

- 7. Civil Service Officer:** Update on revisions to the Civil Service Officer job specification and salary.
- 8. Commission Officer Items/Report:** Civil Service Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Officer's activities.
- 9. Human Resources Division Items/Report:** Chief Human Resources Officer to present to the Commission and to the public, information, announcements, and items pertaining to the Human Resources Division that are pertinent to Commission business.
- 10. Commission Member Presentations or Announcements:** On their own initiative, Commission members may make a brief announcement or a brief report on their own activities (Government Code § 54954.2 (a)).

**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.

- 1. Sheriff Employee- Schedule Hearing Dates**  
Sergeant (Sheriff's Office) – Case No. 2022-0032