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) 868-3962. 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 items 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, 8:00a.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 to be 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 wishes to comment or ask questions. 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 July 8, 2019; APPROVE

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

7622) Retirement Services Specialist
7623) Deputy Coroner
7624) Health Education Assistant I/II
7625) Juvenile Corrections Senior Cook-Shift-DP
4. **Abolish Eligible List(s):** Abolishment of the following eligible list(s) is recommended by the Chief Human Resources Officer and by the affected Department Head; **APPROVE**

   a) Engineer I, Exam No. 6951
   b) Deputy Fire Chief – Department Promotional – Fire Department, Exam No. 7331

5. **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; **REVIEW, RECEIVE, AND FILE**

   a) Deputy Fire Chief and Chief Deputy-Fire, Items No. 0690 and 0513
   b) Human Services Chief Deputy Director and Assistant Director of Human Services Items No. 0465 and 0650
   c) Elections Process Coordinator and Assistant Registrar of Voters, Items No. 2223 and 3256

6. **Civil Service Rule 1800 Update**
7. Commission Secretary Items/Report

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.

10. 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)

11. PUBLIC EMPLOYMENT – Removal Request
   Social Service Worker IV/V (Human Services) – Case No. 2019-0010

12. PUBLIC EMPLOYMENT – Evidentiary Hearing Request
   Social Service Worker II (Human Services) – Case No. 2019-0009

13. PUBLIC EMPLOYMENT – CS RULE 1800 Appeal Request Status Conference
   DISTRICT ATTORNEY (3 Cases; District Attorney’s Office)

14. PUBLIC EMPLOYMENT – Reinstatement to the Re-Employment List
   Office Services Technician (Behavioral Health) – Case No. 2019-0008

15. Reconvene from Closed Session; Adjourn to Regular Meeting to be held on Monday, September 9, 2019 at 5:30 p.m.
AGENDA ITEM NO. 2

SUMMARY OF PROCEEDINGS

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

Regular Meeting
Monday, July 8, 2019
5:30 p.m.

PRESENT: Commissioners Burrow, Holt, Price, and Rose

ABSENT: Commissioner Agbalog

OTHERS: Bryan Alba, Devin Brown, Michael Goulart, Maria Murbach, Brian Van Wyk, Brenda Villanueva, and others.

NOTE: Ag, Bu, Ho, Pri, and Ro are abbreviations for Commissioners Agbalog, Burrow, Holt, Price, and Rose. For example, Bu/Pri denotes Commissioner Burrow made the motion and Commissioner Price seconded the motion. The abbreviations “ab” means absent and “abd” abstained.

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

President Price called the meeting to order at 5:30

PUBLIC SESSION
1. Public Presentations
   None

*CONSENT AGENDA

2. Approval of Minutes
   Regular Meeting on June 10, 2019; NO PUBLIC COMMENT; APPROVED; Ro/Ho – 4 ayes/1 ab (Ag)

3. Examination Schedule: The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. NO PUBLIC COMMENT; APPROVED; Ro/Ho – 4 ayes/1 ab (Ag)

7601) Public Works Maintenance Supervisor
7602) Legal Secretary
7603) Departmental Public Information Officer
7604) Senior Behavioral Credentialing Specialist
7605) Planner I
7606) Senior Behavioral Credentialing Specialist
7607) Graphic Artist
7608) Group Counselor I
7609) Cook I/II-Taft
7610) Office Services Specialist – DP
7611) DPO 1
7612) Building Services Worker I
7613) Park Ranger I
7614) Programmer II
7615) Fiscal and Policy Analyst I/II/III
7616) Senior Public Health Epidemiologist
7617) Public Health Epidemiologist
7618) Senior Office Services Specialist
7619) Building Inspector
7620) Fire Equipment Service Worker
7621) Physical therapist – California Children’s Services

4. Abolish Eligible List(s); Abolishment of the following eligible list(s) is recommended by the Chief Human Resources Officer and by the affected Department Head; APPROVED; Ro/Bu – 4 ayes/1 ab (Ag)

- Behavioral Unit Supervisor I/II, Exam No. 7266 and 7379

Devin Brown, Chief Human Resources Officer, provided a brief overview. No Public Comment.

5. 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; REVIEWED, RECEIVED, AND FILED; Ro/Ho – 4 ayes/1 ab (Ag)

- Child Support Specialist I/II, Senior Child Support Specialist, and Supervising Child Support Specialist, Items No. 1295, 1294, 1287, and 1286

Devin Brown, Chief Human Resources Officer, informed the Commission that Item identified, as 1295 is actually 1288, he wanted to make sure it was entered into the record correctly. It was a typographical error by HR and they supplied the job specification with the correct number to the Commission Secretary prior to the meeting. He provided a brief overview. No Public Comment.

6. CS Rule 1800 Staff Report

Brian Van Wyk, Commission’s legal counsel, stated that his report include some of what he and Commission Secretary have been working on a staff level to address the Commission’s concerns in regards to the status of CS Rule 1800 cases and whether HR has been meeting the timelines set forth in the rule.

On Monday July 1, 2019, he and Mrs. Murbach met with HR staff as part of their monthly meeting, they have been having these meetings for some time and they have been productive. During these meetings, HR has provided them with detailed information about each of the ongoing cases. They include information such as what the expected timelines look like, and where each case stands with the timelines set forth in CS Rule 1800. Without getting into specifics of any particular case, Mr. Van Wyk reported that HR currently does not have any case investigations, other than one that the Commission is aware of, which are currently extending beyond the date which their findings would be due as indicated on the documents they have provided. Something that they have related is that some cases do present some special concerns and that sometimes
the investigations do take longer. Something, by way of example, might be that a case is contracted out to an outside investigator to look into it, and those investigators, in their expertise, determine that they need more time. Mr. Van Wyk informed the Commission that HR does appear to be meeting their timelines and asked if there were any questions.

President Price thanked Mr. Van Wyk for his report.

7. Commission Secretary Monthly Report

Mrs. Murbach did not have anything to report.

President Price stated that he attended a meeting recently to consider a possible workshop to discuss proposed changes to County policy and its relationship to Civil Service Rule 1800. The Commission Secretary was directed to put a list together of people who might have some concerns and he asked Mrs. Murbach if the list was completed. Mrs. Murbach stated she was currently gathering names and compiling the list but nothing was scheduled yet.

President Price explained that the meeting he referred to was attended by himself, Vice President Agbalog, HR, and Counsel, no quorum was present.

8. Human Resources Division Items/Report:

Mr. Brown reported on activities of County staff over the last weekend. Kern County experienced two earthquakes. Our County, in partnership with the City of Ridgecrest, activated its Emergency Operations Center on both dates for both events and responded with fire personnel. Safety personnel from the Sheriff’s Office, as well as a variety of County service personnel from Public Works, Public Health, and Behavioral Health. It was a group effort from our County staff and leadership and he wanted to take this opportunity to thank everyone for all their work, especially over the holiday weekend. Our County was very well prepared, well-staffed, and responded immediately to Ridgecrest.

9. Commission Member Presentations or Announcements:

Commissioner Rose mentioned that she watched the CNN coverage of the live coverage of the Ridgecrest earthquake conference and thanked staff for their hard work and dedication.

10. Adjourn to Closed Session: at 5:47 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees and/or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

11. PUBLIC EMPLOYMENT – Discipline/Dismissal/Release
    Sheriff’s Lieutenant (Sheriff’s Office) – Case No. 2019-0007; DATES SET FOR NOVEMBER 4, 5, 18, 19, AND 21, 2019.
12. PUBLIC EMPLOYMENT – CS RULE 1800 Appeal Request Status Conference
   DISTRICT ATTORNEY (3 Cases; District Attorney’s Office); **MATTER TO BE PLACED ON
   AUGUST 12, 2019 CSC AGENDA.**

13. Reconvene from Closed Session. President Price adjourned the meeting at 6:07 p.m. to the
    next Regular Meeting to be held on Monday, August 12, 2019 at 5:30 p.m.
To: Talent Acquisition Team  
Date: 7-31-19  
Subject: Weekly Test Schedule

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To: Talent Acquisition Team  
Date: 7-22-19  
Subject: Weekly Test Schedule

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FisTo: Talent Acquisition Team
Date: 7-15-19
Subject: Weekly Test Schedule

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To: Talent Acquisition Team  
Date: 7-1-19  
Subject: Weekly Test Schedule

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August 12, 2019

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

REQUEST TO ABOLISH ELIGIBLE LIST – ENGINEER I, EXAM #6951

Craig Pope, Director of Public Works, requests that the Civil Service Commission abolish the eligible list for Engineer I - Exam 6951. The Public Works Department utilized this list with certifications 2017-02102, 2017-02284, 2017-02322, 2018-02953, 2018-02981, and 2019-03245, resulting in 39 candidates being referred to the department for an interview and 7 candidates being hired.

The department has submitted this request due the need of the department to attract and recruit new Civil Engineer graduates.

Civil Service Rule 502.10 provides that “Eligible lists shall continue in force for a period of one (1) year from date of promulgation unless abolished or extended by the order of the Commission. In no event shall list remain in force for less than six (6) months nor more than two (2) years...” The eligible list for Engineer I, Exam 6951 was originally established on June 23, 2018, with an additional fifty-six names added to the eligible list on October 7, 2018. There are currently forty active names on the eligible list.

Notice of intention to abolish the lists has been sent by the Civil Service Commission Secretary to all candidates. If the Commission grants the abolishment of this eligible list, notification will be sent to all candidates notifying them of the opening of the new recruitment.

Therefore, **IT IS RECOMMENDED** that the eligible list for Engineer I - Exam 6951 **BE ABOLISHED** in accordance with Civil Service Rule 502.10.

Sincerely,

Devin Brown
Chief Human Resources Officer

Attachments(s)
July 17, 2019

Devin Brown  
Chief Human Resources Officer  
Human Resources Division - CAO  
1115 Truxtun Avenue, First Floor  
Bakersfield, Ca. 93301

Re: Request to Abolish Engineer I/II/III Eligible List

Dear Mr. Brown:

The Kern County Public Works Department respectfully requests abolishment of the eligible list for Engineer I/II/III. In accordance with the provisions of Civil Service Rule 502.10, which states: “Eligible lists shall continue in force for a period of one (1) year from the date of promulgation unless abolished or extended by order of the Commission. In no event shall lists remain in force for less than six (6) months or more than two (2) years.”

It is our understanding the Engineer I/II/III eligible list has been in place for approximately ten (10) months and we are seeking to abolish it to enable the department to attract and recruit new Civil Engineer graduates. The department currently has four (4) vacancies we wish to fill those vacancies with a new eligible list.

Your assistance with our request is greatly appreciated. Please inform Debbie Rodriguez, Human Resources Manager, of this items placement on the Civil Service Commission agenda.

Sincerely,

Craig Pope, Director  
Public Works Department
August 12, 2019

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

REQUEST TO ABOLISH ELIGIBLE LIST – DEPUTY FIRE CHIEF – DEPARTMENT PROMOTIONAL – FIRE DEPARTMENT – EXAM 7331

David Witt, Kern County Fire Chief, respectfully requests that the Civil Service Commission abolish the eligible list for Deputy Fire Chief – Department Promotional – Exam 7331. The eligible list for this recruitment was created on September 24, 2019 and will expire on September 24, 2019. The Fire Department utilized this list for certification 2018-02934, resulting in five (5) candidates being referred to the department for hiring interviews. One appointment was made from that certification.

Two important developments have occurred since the current eligible list was established. First, former Fire Chief Brian Marshall retired, and the Board of Supervisors appointed David Witt as the county’s Fire Chief effective June 8, 2019. Chief Witt has been assessing the state of the department and developing strategies to ensure that the organization is best equipped to manage the variety of responsibilities the department is tasked to perform. Secondly, the two significant east Kern-centered earthquakes that occurred in early July resulted in opportunities for the department to focus on developing and strengthening an effective countywide emergency-preparedness response.

For these reasons, Chief Witt determined that a revision to the job specification is warranted for Deputy Fire Chief, Item Nos. 0689 and 0690. The last revision approved by your Commission for this classification occurred more than ten years ago in February, 2009. The Fire Department worked closely with the Human Resources Division to finalize the recommended changes to the job specification. The proposed revised job specification also appears on this month’s CSC agenda for your review and approval.

Civil Service Rule 502.10 provides that “Eligible lists shall continue in force for a period of one (1) year from date of promulgation unless abolished or extended by the order of the Commission. In no event shall list remain in force for less than six (6) months nor more than two (2) years…” This eligible list meets these conditions; when established, five (5) names were placed on the list. As of this date, there are currently four (4) active names on the eligible list.

Notice of intention to abolish the lists has been sent by the Civil Service Commission Secretary to all candidates. If the Commission grants the abolishment of this eligible list, notification will be sent to all candidates notifying them of the opening of the new recruitment after the job description changes have been approved and the recruitment strategy is finalized.
Therefore, **IT IS RECOMMENDED** that the eligible list for **DEPUTY FIRE CHIEF – DEPARTMENT PROMOTIONAL – FIRE DEPARTMENT – EXAM 7331 BE ABOLISHED** in accordance with Civil Service Rule 502.10.

Sincerely,

[Signature]

Devin Brown
Chief Human Resources Officer

Attachments(s)
July 25, 2019

Devin Brown
Chief Human Resources Officer
1115 Truxtun Avenue
Bakersfield, CA 93301

Re: Request to Abolish Eligible List - Deputy Fire Chief –Department Promotional – Exam 7331

The Kern County Fire Department respectfully requests abolishment of the eligible list for Deputy Fire Chief –Department Promotional – Exam 7331. In accordance with the provisions of Civil Service Rule 502.10 which states: “Eligible lists shall continue in force for a period of one (1) year from date of promulgation unless abolished or extended by the order of the Commission. In no event shall list remain in force for less than six (6) months nor more than two (2) years.”

Two important developments have occurred since the current eligible list was established. First, former Fire Chief Brian Marshall retired. The Board of Supervisors appointed me as the county’s successor Fire Chief effective June 8, 2019. Since that time, the department has begun developing strategies to ensure that the organization is best equipped to manage the variety of responsibilities the department is tasked to perform.

Secondly, the two significant east Kern-centered earthquakes occurred in early July resulting in opportunities for the department to focus on strengthening an effective countywide emergency-preparedness response.

On this same agenda, the Fire Department is also requesting a job specification change for Deputy Fire Chief, Item Nos. 0689 and 0690. The last revision approved by your Commission for this classification occurred more than ten years ago in February, 2009. We worked closely with the Human Resources Division to finalize the recommended changes to the job specification.

Your assistance with this request is greatly appreciated. Please inform me when this item is published on the Civil Service Commission agenda.

Sincerely,

David Witt
Fire Chief
August 12, 2019

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

PROPOSED REVISED SPECIFICATIONS FOR DEPUTY FIRE CHIEF AND CHIEF DEPUTY-FIRE

Attached for your review are the revised job specifications for the Deputy Fire Chief and Chief Deputy-Fire classifications. The Human Resources Division at the request of Fire Chief and Director of Emergency Services David Witt has prepared the proposed job specification revisions. New language is indicated in red and obsolete language appears in strikethrough.

Following the recent earthquakes in Ridgecrest, Chief Witt has recognized the need and value to fill vacancies in his second-in-command Chief Deputy-Fire position and two Deputy Fire Chief positions. Prior to those recruitments being initiated, Chief Witt has suggested modifications to the minimum qualifications in each position to ensure that a broad pool of applicants may be considered for these vital roles. The proposed revisions recognize that prior experience in lower-level management ranks is the most critical predictors of success in promotion. The revisions also taken into consideration that with lower ages in safety retirement, lowering the required experience will allow the Chief to reach a broader pool of candidates who may have strong leadership experience in the department, but less time in any specific rank.

These classifications are unrepresented management.

Therefore, IT IS RECOMMENDED that the revised job specifications for Deputy Fire Chief and Chief Deputy-Fire be REVIEWED, RECEIVED, AND FILED by your Commission.

Sincerely,

Devin Brown
Chief Human Resources Officer

cc: David Witt, Fire Chief and Director of Emergency Services
DEPUTY FIRE CHIEF

DEFINITION:

Under direction, manages the activities of a major organizational unit of the Fire Department; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

This classification is a management level position in the Fire Department and reports directly to the Fire Chief or his designee.

ESSENTIAL FUNCTIONS:

- Directs, coordinates and supervises the activities of all personnel assigned to an organizational unit and special programs of the department; develops and administers the budget for assigned organizational units and special programs.

- Supervises divisions through their commanding officers; coordinates functions of the various divisions and maintains effective work relationships among operating units.

- Assigns and supervises the work of subordinate personnel; performs personnel management functions including administration of personnel matters in accordance with local, state, and federal rules and regulations, department rules, policies and procedures, and departmental selection process of new employees, establishes and implements performance standards, and recommends and implements employee disciplinary actions as necessary.

- Inspects station personnel and equipment to determine continued readiness for effective fire suppression operation and institutes corrective action where required.

- Assists in the development of long-term capital projects and major maintenance plans for facilities, replacement plans and maintenance standards for apparatus and other equipment.

- As the Duty Chief, assists the Fire Chief in the management of department resources, including the assignment and deployment of personnel, supplies, equipment, apparatus and facilities in a cost effective and efficient manner.

- Participates as a member of the command management team in developing and/or revising departmental budget, policies, plans and procedures; makes requests to the County Administrative Office and Board of Supervisors as needed.

- Prepares and administers a variety of agreements with other governmental entities and private vendors; represents the department at interagency conferences and incident operations; serves as departmental liaison with other County departments and governmental entities regarding areas of assigned responsibility.

- Conducts internal affairs investigations and investigations of citizen complaints, prepares responses and takes corrective action as necessary.
ESSENTIAL FUNCTIONS: (continued)

- Responds to major incidents as required; assumes command at major or large scale emergency incidents including activation and direction of the Department Operations Center (DOC), as necessary.

- Assists with coordination of department programs and incident activities with informational and educational services.

- Assumes command of the department in the absence of the Fire Chief and Chief Deputy - Fire.

- Prepares and directs the preparation and publication of reports and correspondence; and orally present periodic and special reports.

OTHER FUNCTIONS:

- Upon activation of the Kern County Operational Area Emergency Operations Center (EOC), may be called upon to provide Fire/Rescue incident and resources status information to the EOC; or may be directed to take charge of the Fire/Rescue or Operations Section at the EOC.

- Develops technical specifications for departmental purchases.

- Represents the department in meetings and negotiations with the Union.

- Prepares departmental disaster response plans.

- Coordinates training for the department.

- Performs other job-related duties as assigned.

EMPLOYMENT STANDARDS:

Two Three years of experience as a Battalion Chief in the Kern County Fire Department.

Graduation from an accredited college or university with a Bachelor's degree OR completion of the National Fire Academy Executive Fire Officer program or certification by the California Fire Service Training and Education System as a Chief Officer or equivalent is desirable.

Possession of a valid Class C California driver's license required at the time of appointment.
Knowledge of: principles and practices of personnel management; public relations; basic budgeting procedures; the capabilities and limitations of a wide variety of fire service equipment; County geography and of the hazardous fire conditions within the County; fire fighting resources available for emergency response; laws, ordinances, rules and regulations related to the emergency and prevention activities of the department.

Skill in: managing large-scale incidents; planning and coordinating department activities to achieve goals and objectives; handling and investigating complaints; applying tact, integrity, initiative and good judgment in a variety of difficult administrative situations; supervising and training subordinate staff; establishing and maintaining effective work relationships with subordinates, superior officers, other governmental officials and the public; representing the department to other departments and agencies; communicating clearly and concisely, orally and in writing; and directing proper record keeping and preparation of reports.

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 2019
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CHIEF DEPUTY – FIRE

DEFINITION:

Under direction, serve as assistant department head to the Fire Chief and Director of Emergency Services; and handle administrative matters for the department.

DISTINGUISHING CHARACTERISTICS:

This classification is the second level in the Fire Department’s management organizational structure. It is distinguished from Deputy Fire Chief by the responsibility to act as assistant to the Fire Chief.

ESSENTIAL FUNCTIONS:

- Assists the Fire Chief in making policy decisions relating to all department operations and functions;
- Assumes command of the department in the absence of the Fire Chief;
- Performs finance and administrative duties of the department in matters concerning budget preparation and fiscal control, and legislative preparation and review; serves as the department’s liaison with other County departments, boards and commissions on finance and administrative matters;
- Manages the human resources of the department, including serving as department liaison with the County Personnel Department and Civil Service Commission, the Employee Relations Officer, Risk Management on matters of Workers’ Compensation, and the Retirement Board; represents the department in labor negotiations and union contract preparation;
- Reviews, negotiates, documents and administers agreements and contracts with other agencies and governmental entities regarding fire protection and prevention activities;
- Conducts internal affairs investigations (including citizen complaints), prepares responses and takes corrective action as necessary;
- Responds to major emergencies as the occasion demands; assumes command of emergency activities as necessary;
- Represents the department at various official and civic meetings; and
- Prepares and/or directs the preparation of reports.

Other Functions:

- Performs other duties as assigned.
EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a Bachelor's degree. An equivalent combination of training and experience may be substituted for the Bachelor's degree, provided the training was from a recognized professional fire service institution, such as the National Fire Academy, California State Fire Marshal’s Curriculum, and the National Advanced Resource Training Center.

Six Eighteen months of experience as a Deputy Fire Chief with the Kern County Fire Department. Possession of a valid Class C California driver's license is required upon appointment.

Knowledge of: Organization, functions, responsibilities and procedures of the Kern County Fire Department; accepted practices and principles of finance and administration, personnel management, and legislative processes; laws, regulations, codes and ordinances relating to fire protection and emergency services, and personnel management.

Ability to: Negotiate, document and administer interagency fire protection and emergency services agreements and vendor contracts; conduct special research and studies and prepare comprehensive reports; supervise, instruct and advise subordinate officers; establish and maintain effective working relationships with subordinates, other governmental officials and the public; and establish effective public relations programs.

SUPPLEMENTAL:

A background check may be conducted for this classification.

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

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August 2019
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August 12, 2019

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

PROPOSED JOB SPECIFICATION REVISIONS – HUMAN SERVICES CHIEF DEPUTY DIRECTOR AND ASSISTANT DIRECTOR OF HUMAN SERVICES

Attached for your review is the revised job specification for Human Services Chief Deputy Director and Assistant Director of Human Services. The job specification revisions have been prepared by the Human Resources Division at the request of Dena Murphy, Director of the Department of Human Services. New language is indicated in red and eliminated language appears in strikeout.

The Department of Human Services (DHS) is the largest operating department within the County of Kern. DHS is tasked with assisting residents in becoming self-sufficient and ensuring safe and healthy homes for children in their care.

The classifications of Human Services Chief Deputy Director and Assistant Director of Human Services are management level, unrepresented classification. The Human Services Chief Deputy Director classification was created in December of 2007, this represents the first proposed revision of the classification. The position is second in command in the absence of the Director and provides oversight to all programs within DHS. The revisions to the job specification include a reduction in required management level experience and redefine the career path amongst the management positions.

The Assistant Director of Human Services classification was last revised in February 2011. Positions in this classification oversee one program area within the DHS and report directly to the Human Services Chief Deputy. The current revisions modify the employment standards to allow for succession planning and redefine the types of management experience needed from potential applicants.

Therefore, IT IS RECOMMENDED that the revised job specifications of Human Services Chief Deputy Director and Assistant Director of Human Services be REVIEWED, RECEIVED AND FIELD.

Sincerely,

[Signature]
Devin Brown
Chief Human Resources Officer

Attachments(s)
HUMAN SERVICES CHIEF DEPUTY DIRECTOR

DEFINITION:
Under direction of the Director, plans, organizes, coordinates, and directs administrative and Department-wide operations of the Department and assumes lead of the Department in the Director’s absence.

DISTINGUISHING CHARACTERISTICS:
This position is the second highest executive management position in the Department. It is distinguished by its executive decision-making authority and administrative responsibility for assisting the Director of Human Services in planning, evaluating, and directing the day-to-day operations of the Department. The Human Services Chief Deputy Director reports to the Director and has supervisory responsibility for the four (4) Assistant Directors, the Department Ombudsman, and the Internal Control/Audit Division.

ESSENTIAL FUNCTIONS:

- Acts on behalf of the Director on matters related to Department-wide administrative and financial operations; represents the Director at meetings with administrative officials, Board of Supervisors, legislative bodies, boards, commissions, and various community groups and other organizations; explains and interprets policies, procedures and regulations for complex program issues.

- Assists the Director in formulating Departmental goals and objectives, policies and procedures; and directing their implementation and evaluating the results.

- Provides supervision of the Assistant Directors, each of whom is responsible for a major bureau in the Department.

- Directs the development of changes in organization, staffing, business processes, and projects to increase efficiency and effectiveness in the delivery of services and to minimize administrative costs.

- Assists in the formulation and implementation of the Department’s vision, mission and strategic plan; provides leadership to management staff and works in a team environment to meet short and long-range Departmental goals, including those mandated by the Board of Supervisors.

- Assists in all aspects of intergovernmental relations by establishing and maintaining and effective working relationship with the Board Offices, County departments, media and other governmental agencies.

- Recommends and implements new and revised policies, procedures, best practices and data analysis to effect maximum operational efficiency and ensure compliance with Federal, State and County requirements.
ESSENTIAL FUNCTIONS: (continued)

- Establishes Department work priorities, reviews reports to monitor Department activities, and evaluates the performance of Assistant Directors.

- Directs the Department’s resource development efforts and collaborates with Assistant Directors in developing innovative programs and projects for potential funding.

- Assists in the development of the Department budget and identification of resource needs.

OTHER FUNCTIONS:

- Performs other job-related functions as required.

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.

EMPLOYMENT STANDARDS:

Education: A Bachelor’s degree from an accredited college or university in social or behavioral sciences, Business Administration, Public Administration, or a closely related field. Experience: and five (5) four (4) years of progressively responsible management level experience in a public sector social services organization of which, Three (3) two (2) years of experience must have been equivalent to a Human Services Program Director and the equivalent of one (1) year of full-time experience equivalent to or higher than Assistant Department Director. Experience related Management experience to include strategic and operations planning, managing information systems, budget, fiscal, personnel, contract management, and other administrative functions of the organization, and the direction of line operations is preferred.

Possession of a valid Class C California Motor Vehicle Operator’s License is required upon appointment, and kept current during employment with the department.

Knowledge of: Theory, principles and practices of financial administration and governmental budgeting and accounting; basic provisions of governmental codes pertaining to public assistance and other social services; principles of modern organizational development, management, public relations, human resources development and budgeting; community resources and current trends in the human services field; State and County Social Services programs and their supporting legislation; data processing and automation applications; principles of program planning, development and evaluation; contracts administration.
EMPLOYMENT STANDARDS: (continued)

**Ability to:** Demonstrate vision, leadership, and strong managerial skills in a large, complex organization; administer, plan, organize, and direct a major administrative and financial operation in a large public social services agency; establish and maintain effective working relationships with the Board of Supervisors, elected and appointed officials, County management, and others; develop procedures and guidelines consistent with Department policies and interpret these Department policies and procedures to staff and other agencies; analyze new or proposed Federal and State legislation and evaluate and report on the impact to the agency’s operations; plan, organize, and direct the work of others; represent the Department effectively on a variety of matters with the public, other agencies, and departments; demonstrate sensitivity to the ethnic and cultural diversity of Kern County’s workforce, residents, and clientele; communicate effectively both orally and in writing; prepare clear, concise, and timely reports and correspondence.

Revised
August 2019
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ASSISTANT DIRECTOR OF HUMAN SERVICES

DEFINITION:

Under direction of the Chief Deputy Director of Human Services, plans, organizes, directs, and manages the daily operations of a bureau within the Department of Human Services. Provides leadership and guidance to the Director in establishing system-wide programs and procedures.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished as in charge of major departmental operations of the Department of Human Services, reports to the Chief Deputy Director and may substitute in the absence of the Chief Deputy Director and/or Director. This classification is responsible for planning, organizing, directing, and managing the day-to-day operations of a specific bureau within the Department of Human Services as required by the California State Department of Social Services.

ESSENTIAL FUNCTIONS:

- Establishes and maintains productive interaction with the community, governmental agencies and departments, including Superior Court, County Administration Office, Board of Supervisors, law enforcement agencies, and the Grand Jury.

- Directly supervises management staff and other assigned administrative personnel engaged in the administration of public social welfare programs.

- Interpret County and departmental policies and directives in providing guidance to departmental management personnel.

- Coordinates functions with the various bureaus within the department, including Child Protective Services, Employment and Financial Services, Administrative Services and Program Support, and Fiscal Support.

- Advises the Chief Deputy Director and/or Director and Executive Management Team concerning policies, procedures, personnel matters, staff development, and fiscal matters.

- Evaluates the functions, operations and divisional needs and assigns personnel to accomplish effective departmental objectives.

- Assists in the preparation, submission and management of the department’s budget.

- Participates in the establishment of plans and long-range departmental goals and objectives.
ESSENTIAL FUNCTIONS: (continued)

- Coordinates with the department’s media spokesperson information related to the assigned division; oversees the department’s response to media and public inquiries; oversees preparation and distribution of media releases.

- Reviews correspondence, reports and other material with appropriate personnel.

- Advises or makes decisions on difficult problems relating to work being performed or matters affecting the department.

- Writes or directs the preparation of manuals, bulletins or general instructions on policies and procedures.

- Conducts and/or participates in meetings with staff, representatives from other aligned agencies or community representatives.

- Assists in interviewing and selecting personnel; oversees personnel decisions affecting assigned division.

- Acts for the Director as assigned.

ASSIGNMENT TO FISCAL SUPPORT BUREAU INCLUDES THE ADDITIONAL ESSENTIAL FUNCTIONS:

- Plans, organizes, directs and coordinates staff engaged in accounting, budgetary, and statistical work within the Human Services Agency.

- Provides consultation, advice, and guidance on more difficult technical accounting problems.

- Prepares or assists in preparation of the department’s budgets by assembling and directing the compliance of financial data.

- Reviews and presents to the Director and other senior managers ongoing and regular financial and statistical analyses on the status of funds, showing expenditures, balances, and relationship to allocations.

- Studies and evaluates account keeping procedures of the department and develops and installs new and improved systems in accordance with modern accounting principles and practices.

- Evaluates the adequacy of fiscal controls in accurately reflecting actual fiscal conditions of operations.
ASSISTANT DIRECTOR OF HUMAN SERVICES

ASSIGNMENT TO FISCAL SUPPORT BUREAU INCLUDES THE ADDITIONAL ESSENTIAL FUNCTIONS: (continued)

- Provides leadership in modifying controls to meet record keeping needs; reviews laws, legislations, and policies for guidance in performing accounting and fiscal operations.

- Coordinates the methods, procedures, and work of the accounting section with other divisions within the department.

- Coordinates accounting practices with the County Auditor-Controller in such items as reconciling records.

- Works closely with County Administrative Office staff in budget preparation, reporting, reconciling, and updating.

OTHER FUNCTIONS:

- Perform other duties as required.

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.

EMPLOYMENT STANDARDS:

CHILD PROTECTIVE SERVICES, EMPLOYMENT AND FINANCIAL SERVICES, ADMINISTRATIVE SERVICES AND PROGRAM SUPPORT DIVISIONS:

Graduation from an accredited college or university with a Bachelor's degree in the social or behavioral sciences, public or business administration or a closely related field and three-(3) two (2) years of management level experience equivalent to Program Director in a multi-divisional public, private or nonprofit social services agency in which, one year (1) year of experience must have been equivalent to a Human Services Program Director. Experience related to planning, evaluating, administering and managing a variety of responsibilities or operations requiring large expenditure of funds is preferred.

Substitution: Completion of a graduate degree in social or behavioral sciences, public or business administration or a closely related field may be substituted for one (1) year of the required experience.

Possession of a valid Class C California Motor Vehicle Operator's License and the ability to maintain proof of vehicle liability insurance is required.
EMPLOYMENT STANDARDS: (continued)

Knowledge of: Principles of administration, organization and management necessary to develop, analyze, evaluate and implement administrative policies; principles and practices of continuous improvement; organizational development; factors involved in effectively implementing change; federal, state and local welfare programs; community organizations and pertinent laws and regulations; Juvenile Court policies and procedures; typical community problems, needs and resources; effective personnel practices and procedures; general accounting principles and practices; government accounting and budgeting; various social service programs and their related sources of funding; federal, state and county laws pertaining to the accountability of welfare funds; state claiming processes and reconciliation; principles of business management; office methods and procedures; and personnel management and supervision.

Ability to: Manage and coordinate the activities of professional, administrative and clerical personnel through subordinate supervisors; direct the implementation of significant changes affecting goals of the department and methods by which work is performed; represent the department appropriately to the media and to the public directly; maintain strict confidentiality; plan, organize, direct and coordinate work of staff; keep informed of changes in laws, rules, and regulations governing the operation of a social services agency; retain neutrality in responding to and investigating complaints; facilitate case conferences and mediate disputes; establish and maintain effective collaborative working relationships; communicate effectively verbally and in writing; coordinate group activities and facilitate meetings; analyze accounting data and draw sound conclusions; establish and maintain cooperative relations with those contacted during the course of work; prepare and maintain control of the department's budgets; and work collaboratively with managers, employees and other agency partners.

FISCAL SUPPORT DIVISION:

Graduation from an accredited college or university with a Bachelor's Degree in Business, or Public Administration, or Accounting or a closely related field, and three (3) years of increasingly responsible fiscal Program Administration or fiscal Management experience in a public social services agency or in a public agency with state claiming experience.

Substitution: Graduation from an accredited college or university with a graduate degree in accounting, public or business administration or a closely related field may be substituted for one (1) year of the required experience.

Possession of a valid Class C California Motor Vehicle Operator's License and the ability to maintain proof of vehicle liability insurance is required.
ASSISTANT DIRECTOR OF HUMAN SERVICES

Knowledge of:
- general accounting principles and practices;
- government accounting and budgeting;
- various social service programs and their related sources of funding;
- federal, state and county laws pertaining to the accountability of welfare funds;
- state claiming processes and reconciliation;
- principles of business management;
- office methods and procedures;
- and personnel management and supervision.

Ability to:
- Manage and coordinate the activities of professional, administrative and clerical personnel through subordinate supervisors; direct the implementation of change affecting goals of the department and methods by which work is performed; plan, organize, direct and coordinate work of staff; keep informed of changes in laws, rules, and regulations governing the operation of a social services agency; speak effectively; analyze accounting data and draw sound conclusions; establish and maintain cooperative relations with those contacted during the course of work; prepare and maintain control of the department’s budgets; prepare clear and concise statements and reports; and work collaboratively with managers, employees and other agency partners.

Revised
August 2019
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August 12, 2019

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

PROPOSED REVISED CLASSIFICATIONS – ELECTIONS PROCESS COORDINATOR AND ASSISTANT REGISTRAR OF VOTERS

Attached for your review are the revised job specifications for the Elections Process Coordinator and Assistant Registrar of Voters classifications. The job specification revisions have been prepared by the Human Resources Division at the request of Mary Bedard, Auditor-Controller-County Clerk. New language is indicated in red and obsolete language appears in strikeout.

The office of the Auditor-Controller-County Clerk is composed of the Auditor-Controller and County Clerk-Registrar of Voters. Elections (the Registrar of Voters) conducts County-wide federal and state, city, school, and special district elections. The Elections Process Coordinator classification was established in 2015, and performs highly specialized and varied systematic technical duties related to elections functions.

The proposed revisions to the employment standards will align the Coordinator with other Elections Process classifications to allow both internal and external candidates the opportunity to advance without formal post-secondary educations. Under the proposed revisions, prospective candidates with relevant work experience and recognized elections certification may qualify for the classification. Professional certification is currently used as an alternative to post-secondary education at higher levels of associated classifications.

Service Employees International Union have been notified of the proposed revisions and have offered no objection.

The Assistant Registrar of Voters classification was created in 2016. The classification is responsible for the operation, administration and direction of the Elections Division, with primary responsibility for the registration of voters, the holding of elections and all matters pertaining to elections. During the most recent recruitment for the classification, the County attracted a very limited number of qualified candidates, as the existing employment standards are specific to elections experience.

The proposed revisions create less restrictive employment standards by allowing administrative, supervisory, or managerial experience that is not specific to an elections environment and adding social sciences to the acceptable educational fields. Ms. Bedard believes that allowing candidates to qualify with alternative administrative or managerial experience or a wider range of educational background will enhance the County’s ability to attract and retain qualified candidates for this non-represented, management classification.

Therefore, IT IS RECOMMENDED that the revised job specifications for Elections Process Coordinator and Assistant Registrar of Voters be REVIEWED, RECEIVED, AND FILED.

Sincerely,

Devin Brown
Chief Human Resources Officer
ELECTIONS PROCESS COORDINATOR

Definition

Under general direction, reviews, researches, and analyzes regulations, legislation, government codes, and directives. Plans, supervises, and implements regulations related to the vital functions of the elections process; serves as an assistant to and for a wide variety of officials, nominees, candidates and other interested parties on behalf of the Auditor-Controller-County Clerk; and performs other duties, as assigned.

Distinguishing Characteristics

The Elections Process Coordinator performs highly specialized and varied systematic technical duties to ensure that county, state, local city and special district elections are conducted efficiently and in accordance with all applicable laws and regulations. Incumbents are expected to use independent judgment and initiative while demonstrating skill to follow through on multiple projects and details. It is distinguished from the Elections Process Supervisor by its direct administrative responsibility for planning, supervising and overseeing the critical functions of the elections process.

Essential Functions

- Assigns and reviews the work of assigned staff in connection with primary, general, district, municipal, special and internal County elections, including processing of petitions, nomination papers, vote by mail ballots.

- Trains and motivates assigned staff; provides and coordinates staff training; evaluates the work of staff and works with staff to correct deficiencies; and makes recommendations regarding hires, promotions, disciplinary actions and/or terminations.

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

- Assists in the interpretation and implementation of the laws, rules, regulation and codes as they relate to area of responsibility.

- Assists in identifying budgetary needs for area of responsibility.

- Ensures the accuracy of all ballot and informational materials; proofreads materials for correctness and completeness.
Essential Functions (continued)

- Reviews all candidate filings, ensuring all forms such as campaign statements, conflict of interest filings, filing fees and ballot measure arguments are correct and meets the requirements of candidacy for the office.

- Responds to inquiries from candidates, representatives of candidates, office holders, precinct officials, voters and general public about campaign requirements, voting regulations, deadlines and general information about elections.

- Prepares and analyzes technical and statistical reports on operations and activities.

- Produces sample and official ballots in compliance with Federal, state, and local codes and laws; records and proofs audio ballots for accessible voting devices.

- Provides input and assistance with budget development/monitoring; analyzes and projects department needs to meet peak demands during elections.

- Compiles and analyzes a variety of election data and information and prepares related reports, including required official reports for the Secretary of State’s office and mandated federal post-election reporting.

- Prepares and conducts training seminars, with appropriate procedural or instructional handbooks, for city clerks, election/precinct officers, and other electing body officials.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the field of voter registration and election reform.

- Operates a personal computer using various software systems.

Other Functions

- Represents the Elections Division, as assigned.

- May be required to work weekends, holidays, and non-routine hours during peak operating times.

- Performs other job-related duties as assigned.
ELECTIONS PROCESS COORDINATOR

Employment Standards

Graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration or closely related field AND two (2) years of responsible elections experience; one (1) year of which must have been in a supervisor capacity equivalent to an Elections Process Clerk III or higher

OR

High School Diploma, G.E.D. or equivalent AND either a any equivalent combination of training or experience. Certified Elections/Voter Registration Administrator or a California Professional Election Administrator Credential (CalPEAC), AND four years of responsible elections experience, two (2) years of which must have been equivalent to an Elections Process Clerk III or higher is highly desirable.

Additional Requirements

- Possession of a valid California Motor Vehicle Driver’s License.
- Applicants must possess the physical capacity to perform all of the essential functions.

A background check may be conducted for this position.

Knowledge of: California Elections Code and precinct accessibility requirements as defined by the Secretary of State; basic California election laws, regulations and procedures as they apply to the conduct of elections; principles and practices of supervision, discipline, leadership, mentoring and training; California and federal laws, codes and regulations affecting the administration of elections and the registration of voters; voting systems and processes used in voter registration and election activities; basic math; appropriate business language; methods of public speaking; customer service principles; office procedures, methods, and equipment including personal computers and applicable software applications.

Ability to: Plan, coordinate, assign, review, and evaluate the work of subordinate staff; work independently, prioritize work, coordinate activities and meet critical deadlines; plan, manage and complete complex work assignments; interpret and summarize a variety of data and information; analyze and use professional judgment to identify fraudulent voting; deal tactfully with the public, exercise discretion and maintain confidentiality of information; interpret and apply election law and procedures and evaluate proposed state and federal legislation; research and prepare clear and concise reports; make presentations; communicate clearly and concisely, both verbally and in writing; develops and maintains cooperative and effective work relationships.
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.

New Revised
August 2015 August 2019
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ASSISTANT REGISTRAR OF VOTERS

DESCRIPTION:

Under direction of the Auditor-Controller-County Clerk, is responsible for the operation, administration and direction of the Elections Division, with primary responsibility for the registration of voters, the holding of elections and all matters pertaining to elections; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

The Assistant Registrar of Voters reports directly to the Auditor-Controller-County Clerk. The classification is responsible for directing and administering the operations of the Elections Division in conformance with Auditor-Controller-County Clerk policies, Federal Voting Rights Act, Americans with Disabilities Act, Help America Vote Act and other relevant federal and state election laws that regulate and govern voter registration.

ESSENTIAL FUNCTIONS:

- Consults with the Auditor-Controller-County Clerk regarding policy and procedures.
- Directs and manages the operations and activities of the Elections Division.
- Directs, trains, supervises, and evaluates staff.
- Evaluates newly enacted legislation relating to elections and county clerk and directs staff in compliance with legislative changes. Such direction may include revisions in process, ballot and sample ballot design, web site information and reporting requirements.
- Plans and prepares for future operations of department, identifying and reporting to Auditor-Controller-County Clerk issues which may impact operations and or budget.
- Oversees outreach and education programs in accordance with state and federal laws.
- Consults with County Counsel, Secretary of State, Department of Justice and other jurisdictional stakeholders relating to the interpretation and application of codes, laws and ordinances related to elections and county clerk responsibilities.
- Develops modifications to improve the efficiency and effectiveness of operations within the framework of legal requirements subject to Auditor-Controller-County Clerk approval.
- Administers the department’s resources by identifying the staffing, office space and equipment needs.
- Assists in the preparation of the budget for the operation of the department.
- Oversees the Information Technology (IT) function within Elections and the Elections warehouse.
- Serves as the Public Information Office (PIO) for the division, conducting most radio, TV, and newspaper interviews.

Other Functions

- Performs other job related duties as required.

EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a Bachelor's degree, preferably in accounting, public or business administration, the social sciences, or closely related field, AND eight (8) years of progressively responsible administrative, supervisory or managerial experience, preferably in an operational activities of general, primary and special elections environment, including four (4) years of experience supervising in an elections environment. Experience dealing with the media is desirable.

OR

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

High School Diploma, G.E.D. or equivalent AND either A Certified Elections/Voter Registration Administrator (CERA), a California Professional Election Administrator Credential (CalPEAC) AND ten (10) years of progressively responsible experience in operational activities of general, primary and special elections, including five (5) years experience supervising in an elections environment may be substituted for the Bachelor's degree requirement. Experience dealing with the media is desirable.

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

Knowledge of: Federal and California elections laws, regulations and procedures, and the ability to apply these in the performance of various election functions; knowledge of electronic data processing; knowledge of trends and current developments in elections procedures; knowledge of acceptable methods of supervision and of basic trends and current developments in supervision and management.

Ability to: Analyze complex data and resolve difficult technical problems; ability to train and supervise staff in complex tasks; ability to comprehend and interpret complex laws, regulations and policies; ability to prepare clear and concise reports and correspondence; ability to earn and maintain the confidence of County management; ability to establish and maintain effective relations with others and direct the efforts of
staff in resolving complex and sensitive problems; ability to work weekends, holidays, and irregular hours as necessary.

**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.

**NEW Revised**
**November 2016 August 2019**
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**Chief Human Resources Officer** | **Devin Brown**
**FLSA** | **Exempt**
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**General/Safety** | **General**
**Revision Date** | **August 12, 2019**
**Previous Title** |  

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**ASSISTANT REGISTRAR OF VOTERS**

**DEPARTMENT HEAD**

[Signature]

**DATE**

7/31/19

**CHIEF HUMAN RESOURCES OFFICER**

[Signature]

**DATE**
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