

September 1, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

PROPOSED CHANGES TO PUBLIC HEALTH POSITIONS
(Fiscal Impact: \$8,947; Not Budgeted; Discretionary)

The purpose of this letter is to request your Board's approval of the addition of one (1) Public Health Program Specialist position and one (1) Fiscal Support Supervisor position and the concurrent deletion of one (1) Program Coordinator position, effective September 1, 2026, and the deletion of one (1) Healthcare Graphic Artist position, effective November 1, 2026, in Budget Unit 4110, in an annual net cost of \$8,947.

The department continuously evaluates workload and staffing assignments and makes every effort to fill positions based on the need of the area and in the most cost-efficient manner. Through attrition, the Department has made many staffing assignment adjustments and has made multiple requests to your Board for position changes. This request provides the most appropriate classification for the workload that will be assigned.

The department is requesting to delete the Healthcare Graphic Artist position following a retirement. The duties of this position will be absorbed by the existing marketing team and a newly assigned Healthcare Administrative Assistant position. The department is requesting to delete one Program Coordinator position following the resignation of the incumbent. This position is a management level classification and will be replaced with the proposed added Public Health Program Specialist position, which is a more appropriate classification for the scope of the duties of the position within the tobacco prevention program. The addition of the Fiscal Support Supervisor position is to accommodate a shift in duties and responsibilities within the department to strengthen internal controls. Previously, travel, purchasing card and incentive purchasing happened throughout the department within individual programs. This requested position will centralize the purchasing of these duties to ensure compliance with County policies and to strengthen internal controls over these processes.

The following position changes are requested:

Position Title	Item	Qty	Annual Salary and Benefits
Healthcare Graphic Artist	2880	-1	(\$102,560)
Program Coordinator	0875	-1	(\$148,565)
Public Health Program Specialist	1490	1	\$142,330
Fiscal Support Supervisor	2830	1	\$117,742
Fiscal Impact		0	\$8,947

Grounded in Health

1800 Mt. Vernon Ave., Bakersfield, CA. 93306 | 661.321.3000 | www.kernpublichealth.com

Therefore, IT IS RECOMMENDED your Board approve the addition of one (1) Public Health Program Specialist position and one (1) Fiscal Support Supervisor position and the concurrent deletion of one (1) Program Coordinator position, effective September 1, 2026, and the deletion of one (1) Healthcare Graphic Artist position, effective November 1, 2026, in Budget Unit 4110, in an annual net cost of \$8,947 and refer to the Human Resources Division to amend the Departmental Position and Salary Schedule.

Respectfully Submitted,



Brynn Carrigan
Director of Public Health Services

BNC

C: County Administrative Office
Human Resources Division