

September 15, 2026

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

PROPOSED ADDITION AND DELETION OF POSITIONS; ALL DISTRICTS
(Fiscal Impact: \$6,220; General Fund; Not Budgeted; Discretionary)

The General Services Division is requesting adjustments to its staffing within the functional areas of Administration and Building Services. General Services requests the addition of one (1) Senior Administrative and Fiscal Services Officer position, Item Number 0780, effective September 15, 2026, and deletion of one (1) Administrative Services Officer, Item Number 0809, effective December 26, 2026, addition of one (1) Senior Building Services Worker, Item Number 5635, and deletion of one (1) Supervising Building Services Worker, Item Number 5630, effective September 15, 2026.

The department continues to evaluate workload and staffing assignments and strives to make every effort to fill necessary positions in a timely and cost-efficient manner. This ongoing evaluation has identified a need for a Senior Administrative and Fiscal Services Officer to more appropriately support the scope, complexity, and level of responsibility involved in the management of the department's budgetary and fiscal activities. This classification is critical as the department plans to reorganize the Facilities and Parks Fiscal Division to the Administration Division, where it will report directly to the Sr. Administrative and Fiscal Services Officer. This structural change aligns with established staffing practices for departments that manage highly complex budgets, numerous contracts, diverse revenue and expenditure accounts, and multiple funding streams, including enterprise funds, internal services funds, capital improvement funds and federal and State fiscal interfaces, while supporting more than 150 positions and over \$30 million in appropriation. The responsibilities will include, but are not limited to, management of all financial activities for the department, directing the development and submission of the department's annual budget, providing in-depth financial analysis and forecasting, developing recommendations and providing guidance to management on complex fiscal and administrative matters. This change will also allow for better internal controls over cash collections of the department.

The request to add one (1) Senior Building Services Worker and delete one (1) Supervising Building Services Worker intends to realign positions and responsibilities to more accurately reflect the operational needs, scope of duties, accountability, and organizational structure of the department, while maintaining the operational capacity necessary to provide consistent and effective building services. This staffing reorganization provides greater operational flexibility in responding to workload demands and supports a more efficient use of available resources.

The County Administrative Office concurs with this request.

Therefore, IT IS RECOMMENDED that your Board approve the addition of one (1) Senior Administrative and Fiscal Services Officer Position, Item Number 0780, effective September 15, 2026, deletion of one (1) Administrative Services Officer Position, Item Number 0809, effective December 26, 2026, addition of one (1) Senior Building Services Worker, Item Number 5635, and deletion of one (1) Supervising Building Services Worker, Item Number 5630, effective September 15, 2026, and refer the matter to the Human Resources Division to amend the Departmental Positions and Salary Schedule.

Sincerely,



Michelle Burns-Lusich
Chief General Services Officer