



October 13, 2026

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

**PROPOSED ADDITION OF ONE OFFICE SERVICES TECHNICIAN AND THE DELETION OF ONE PROGRAM SPECIALIST I/II
(Fiscal Impact: \$5,183 Savings; State and Federal Funding; Not Budgeted; Discretionary)**

Employers' Training Resource (ETR) requests that your Board approve the deletion of one (1) Program Specialist I/II position, and the addition of one (1) Office Services Technician position effective October 17, 2026, to Budget Unit 5923.

These proposed changes will result in a FY 2026-27 cost savings of \$5,183.

The Office Services Technician I/II position is being added to provide a permanent clerical employee for the reception area. This role will enhance ETR's ability to provide consistent front desk coverage and ensure that customers receive timely and effective assistance as they arrive seeking services. The position is essential for supporting direct customer interactions and maintaining efficient operations at the department's entry point.

The County Administrative Office has reviewed this request.

Therefore, IT IS RECOMMENDED, that your Board approve the deletion of one (1) Program Specialist I/II position (item 0898), and the addition of one (1) Office Services Technician (item 3275), effective October 17, 2026; and refer the matter to the Human Resources Division to amend the Departmental Positions and Salary Schedule.

Sincerely,

Brandon J. Evans
Chief Workforce Development Officer

BJE:mm

cc: County Administrative Office
Human Resources