

October 27, 2026

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

**PROPOSED NEW CLASSIFICATION TITLED DISTRICT ATTORNEY'S SYSTEMS
ADMINISTRATOR, ITEM NO. 0826 AT SALARY RANGE 69.5, AND RECLASSIFICATION OF ONE
INVESTIGATIVE SPECIALIST TO DISTRICT ATTORNEY'S SYSTEMS ADMINISTRATOR,
EFFECTIVE OCTOBER 31, 2026**

Fiscal Impact: \$48,818 Annually; General Fund; Not Budgeted; Discretionary

Kern County Human Resources staff conducted a classification study for the Kern County District Attorney's Office of one (1) Investigative Specialist position, occupied by Mr. David Hubbard, to determine whether the duties assigned to the position are consistent with the Investigative Specialist classification. Based on the study, the Human Resources Division requests that your Board approve the proposed new classification of District Attorney's Systems Administrator at salary range 69.5 and reclassify the incumbent to District Attorney's Systems Administrator.

PROCESS

The study included a review of the Position Description Questionnaire submitted by the incumbent and a desk audit with Mr. Hubbard to gather information regarding his current duties. Human Resources also reviewed relevant classifications to assess the essential functions of the position.

Incumbents in the Investigative Specialist classification are responsible for conducting background investigations for business and applicant licenses/permits; gathering, assembling, preserving and reporting facts, statements or affidavits, and other evidence for use in legal or administrative actions; analyzing investigative findings to assist in determining whether evidence warrants filing a criminal complaint; and preparing investigative reports and assisting attorneys and investigators assigned to criminal prosecutions or administrative law proceedings, as required.

The District Attorney's Systems Administrator is responsible for supporting the implementation, planning, configuration and maintenance of technology interfaces to ensure efficiency and functionality of multiple technologies utilized by the District Attorney's Office. The duties include testing, implementing, managing and maintaining the District Attorney's Office technology interface systems including user profiles, permissions, credentials, and access controls; providing technical support and training for department users and allied agencies; serving as the primary liaison with software vendors and external agencies regarding information systems; assisting with systems project planning, including development, testing, workflow impacts, and purchasing needs for new and existing interfaces between the District Attorney's Office and allied agencies; collecting, analyzing

and reporting statistics for grants, personnel matters, and general inquiries; and developing, reviewing, and maintaining policies, procedures, and technical guidelines to ensure compliance within the Bureau of Investigations.

DISCUSSION

Mr. Hubbard is assigned to the Kern County District Attorney's Office, where he serves as the primary administrator for multiple justice information systems, including Karpel, Axon, Lexipol, Allied Universal, ARIETIS, CovertTrack, LEFTA, and Guardian. His responsibilities include creating user profiles, assigning permissions, issuing credentials, managing system access, performing system maintenance, troubleshooting system issues, and collaborating with allied agencies to resolve system challenges or develop new processes. He also assists with the development, maintenance, and testing of new and existing interfaces between the department and allied agencies. In addition, Mr. Hubbard collects, analyzes, and reports statistical data to support grants, personnel matters, departmental inquiries, and develops policies and procedures to ensure compliance within the Bureau of Investigations.

CONCLUSION

Based on the information provided during the desk audit, the review of the Position Description Questionnaire, and the analysis of the incumbent's current duties, the incumbent's responsibilities are most closely aligned with the District Attorney's Systems Administrator. A review of the incumbent's qualifications was also conducted to ensure the incumbent meets the minimum qualifications.

The recommended reclassification is as follows:

3155	1	Investigative Specialist	R. 64.9 (10)	(\$5,817-\$6,952)
To				
0826	1	District Attorney's Systems Administrator	R. 69.5 (1)	(\$7,317- \$8,745)

Incumbent: David Hubbard

Therefore, **IT IS RECOMMENDED** that your Board approve the creation of the new classification of District Attorney's Systems Administrator, Item No. 0826, at salary range 69.5; reclassify one (1) Investigative Specialist to District Attorney's Systems Administrator at the Kern County District Attorney's Office, budget unit 2180; authorize Human Resources to place the incumbent at the appropriate salary range and step; and amend the Departmental Positions and Salary Schedule, effective October 31, 2026.

Sincerely,



Tracey A. Eldridge
Chief Human Resources Officer

cc: Cynthia Zimmer, District Attorney