

October 27, 2026

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

**PROPOSED NEW CLASSIFICATION TITLED BEHAVIORAL HEALTH PROGRAM
DEVELOPMENT COORDINATOR, ITEM NO. 0772 & ITEM NO. 8483 AT SALARY
RANGE 69.6 TO BEHAVIORAL HEALTH AND RECOVERY SERVICES DEPARTMENT,
AND RECLASSIFICATION OF TWO SPECIAL PROJECT MANAGERS TO
BEHAVIORAL HEALTH PROGRAM DEVELOPMENT COORDINATORS IN BUDGET
UNIT 4120, EFFECTIVE OCTOBER 31, 2026**

Fiscal Impact: None

Kern County Human Resources staff conducted a classification study for the Kern County Behavioral Health & Recovery Services department of two (2) Special Project Manager positions, occupied by Ms. Michele Timmerman and Ms. Rhonda Barnhard, to determine whether the duties assigned to the position are consistent with the Special Project Manager classification. Based on the study, the Human Resources Division requests that your Board approve the proposed new classification of Behavioral Health Program Development Coordinator at salary range 69.6 and reclassify the two incumbents to Behavioral Health Program Development Coordinator.

PROCESS

The study included a review of the Position Description Questionnaires submitted by the incumbents and a desk audit with Ms. Timmerman and Ms. Barnhard to gather information regarding their current duties. Human Resources also reviewed relevant classifications to assess the essential functions of the position.

Incumbents in the Special Project Manager classification are responsible for coordinating the development of assigned special projects; conducting studies and preparing reports; assessing departmental priorities and objectives; and developing recommendations for consideration by the Department Head or assigned designee.

The Behavioral Health Program Development Coordinator is responsible for planning, developing, managing, coordinating, and evaluating department-wide behavioral health programs, grants, housing initiatives, organizational priorities, and ongoing departmental program operations. The duties include overseeing program implementation and performance, monitoring budgets, deliverables, and compliance requirements, grant writing, coordinating procurement activities to include Requests for Proposals (RFPs), vendor selection process related to assigned programs, negotiate and administer various contracts and agreements, collaborating

with governmental agencies, healthcare organizations, managed care organizations, and community partners to advance the Department's long-term strategic and operational objectives.

DISCUSSION

Ms. Timmerman is responsible for planning and coordinating procurement activities in support of department-wide housing initiatives, developing Requests for Proposals (RFPs), coordinating evaluation committee activities, evaluating vendor proposals, and preparing recommendations to support the vendor selection process. Additional responsibilities include coordinating planning activities associated with implementation of the Housing Flex Pool Program, including stakeholder engagement, collaboration with managed care plans, procurement planning, and vendor implementation activities. Ms. Timmerman also represents the Department at external meetings and community events related to housing and homelessness initiatives and serves as a liaison with governmental agencies, community partners, and other stakeholders.

Ms. Barnhard is responsible for analyzing and interpreting legislation and regulatory requirements affecting behavioral health housing initiatives, including Proposition 1, the Behavioral Health Services Act (BHSA), Transitional Rent, Bridge Housing, and Community Care Grant programs. Additional responsibilities include participating in the planning, development, and implementation of the Housing Flex Pool Program by coordinating planning activities, assisting with the development of procurement documents, and supporting implementation strategies. Ms. Barnhard also provides consultation and subject matter expertise on real estate, planning, zoning, and housing development in collaboration with governmental agencies, community partners, and executive management.

CONCLUSION

Based on the information provided during the desk audits, the review of the Position Description Questionnaires, and the analysis of the incumbent's current duties, the incumbent's responsibilities are most closely aligned with the Behavioral Health Program Development Coordinator. A review of the incumbent's qualifications was also conducted to ensure each incumbent meets the minimum qualifications.

The recommended reclassification is as follows:

0785	1	Special Projects Manager	R. 69.6 (4)	(\$7,354-\$8,788)
To				
0772	1	Behavioral Health Program Development Coordinator	R. 69.6 (4)	(\$7,354-\$8,788)

Incumbent: Michele Timmerman

8481	1	Special Projects Manager	R. 69.6 (10)	(\$7,354-\$8,788)
To				
8483	1	Behavioral Health Program Development Coordinator	R. 69.6 (10)	(\$7,354-\$8,788)

Incumbent: Rhonda Barnhard

Board of Supervisors
Reclassification Review
October 27, 2026
Page 3

Therefore, **IT IS RECOMMENDED** that your Board approve the creation of the new classification of Behavioral Health Program Development Coordinator, Item No. 0772 & Item No. 8483 for extra help, at salary range 69.6; reclassify two (2) Special Projects Managers to Behavioral Health Program Development Coordinator at the Kern County Behavioral Health and Recovery Services Department, budget unit 4120; authorize Human Resources to place the incumbents at the appropriate salary range and step; and amend the Departmental Positions and Salary Schedule, effective October 31, 2026.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tracey A. Eldridge', is written over a horizontal line.

Tracey A. Eldridge
Chief Human Resources Officer

cc: Alison Burrowes, Director of Behavioral Health Services