November 10, 2026

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

PROPOSED SALARY FOR NEW CLASSIFICATION TITLED DISTRICT ATTORNEY'S SYSTEMS ADMINISTRATOR, ITEM NO. 0826, AT SALARY RANGE 69.5, AND THE ADDITION OF ONE POSITION IN THE DISTRICT ATTORNEY'S OFFICE
Fiscal Impact: $188,411 Annual; Not Budgeted; Discretionary

The Human Resources Division requests your Board approve the proposed salary for new classification titled District Attorney's Systems Administrator at salary range 69.5.

The Kern County Superior Court made the decision to transition away from the County's integrated Criminal Justice Information System (CJIS), necessitating a fundamental change in how criminal justice departments manage, maintain, and exchange information. As a result, each participating department was required to identify and implement a technology solution that best meets its individual operational and business needs. This approach allowed departments to pursue systems tailored to their respective functions while maintaining the ability to exchange critical information with allied criminal justice agencies.

The District Attorney's Office was the first criminal justice department to transition to a new system. This transition introduced new operational requirements and specialized responsibilities that did not previously exist within the department. In particular, the separation from the County's integrated system created an increased need for dedicated oversight of data exchange processes, and coordination with external criminal justice partners.

The District Attorney's Systems Administrator is a new classification established to address these evolving operational and technological needs. This position is responsible for managing and coordinating data exchanges with allied criminal justice agencies; working with the County Information Technology Department and vendor to support, test and maintain and ongoing functionality of the District Attorney's new systems.

These functions are not captured in any existing classification. Establishing this classification will ensure there is dedicated oversight of the system that supports the operations of the District Attorney's Office. This classification was approved by the Civil Service Commission on October 12, 2026. The annual cost of this classification including benefits is $188,411 at step 10.

The proposed classification is a non-represented, mid-management position.

Therefore, **IT IS RECOMMENDED** that your Board approve the salary for the new classification titled District Attorney's Systems Administrator, Item No. 0826, at a salary range of 69.5, the addition of one (1) position in the District Attorney's Office, budget unit 2180, effective November 14, 2026 and direct the Human Resources Division to amend the Departmental Positions and Salary Schedule.

Sincerely,

Tracey A. Eldridge
Chief Human Resources Officer

cc: Cynthia Zimmer, District Attorney