

OFFICE OF JOHN G. MENDIBURU, Ed.D.
KERN COUNTY SUPERINTENDENT OF SCHOOLS
ADVOCATES FOR CHILDREN

**Personnel Commission Meeting
November 14, 2023 at 2:00 p.m.
1330 Truxtun Ave, Bakersfield, CA 93301
Conference Room 116**

AGENDA

Any materials required by law to be made available to the public prior to a meeting of the Personnel Commission can be inspected during normal business hours at the Kern County Superintendent of Schools Office, 1300 17th Street, First Floor, Bakersfield, CA 93301.

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent's Office (Government Code 54954.2).

1. Call to Order
2. Agenda Order
3. Public Comment
Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda or within the Commission's jurisdiction either before or during the Commission's consideration of the item. The time allotted shall be five minutes.
4. Approval of Minutes of October 10, 2023 and October 17, 2023 (Special Meeting) – Action Item
5. Reports
 - a. Classified Employees Representative
 - b. Personnel Commission
 - c. Assistant Superintendent – Human Resources and Staff Development
6. Old Business

7. New Business
 - a. Certification of Eligibility Lists – Action Item
 - 1) Building Security Specialist (Open)
 - 2) Chief Systems Officer (Open)
 - 3) Clerk Typist III (Open & Promotional)
 - 4) Commissary Keeper I (Open & Promotional)
 - 5) Custodian I – Part Time (Kernville) (Open) (5 hrs. per day/5 days per week)
 - 6) Facilities Use and Planning Assistant I (Open)
 - 7) Flex Driver (Open)
 - 8) Grounds Worker II (Open & Promotional)
 - 9) Human Resources Technician II (Open & Promotional)
 - 10) Manager – Health Benefits (Open & Promotional)
 - 11) Mechanic I (Open)
 - 12) Peer Support Specialist (Kern County Network for Children) (KCNC) (Open)
 - 13) Seasonal Naturalist - KEEP (Open)
 - 14) Secretary II (Open & Promotional)
 - b. Request to extend Eligibility List – Action Item
 - 1) Senior Associate Counsel – Request to extend 3 months
 - c. New Job Descriptions – Action Item
 - 1) Lead Counsel
 - 2) Coordinator III – Early Learning Services
 - 3) Lead Early Learning Coach – Kern Early Stars
 - 4) *Manager - Operations
 - 5) Project Facilitator – STEAM and Expanded Learning
 - 6) Supervisor - Catering Services
 - d. Revised Job Description – Action Item
 - 1) Assistant General Counsel
 - 2) Senior Broadcast Engineer
 - e. Reclassification Request – Action Item
 - 1) Request for reclassification of Patricia Molina Serrato, Program Facilitator I (Classified Salary Schedule 50, Range 35.5), to Resource and Referral Specialist (Classified Salary Schedule 50, Range 40.5)
8. Date of the next Personnel Commission meeting – December 12, 2023
9. Adjournment

*Will be provided prior to the meeting.