

OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
*ADVOCATES FOR CHILDREN*

**Personnel Commission Meeting**  
**December 8, 2020 at 2:00 p.m.**  
**1300 17<sup>th</sup> Street, Bakersfield, CA 93301**  
**Conference Room 1A / Videoconference**

**AGENDA**

Notice of Teleconferencing Pursuant to Executive Order N-29-20 and Government Code section 54953: The Board will conduct this meeting via teleconference and/or videoconference with one or more board members participating from remote locations via telephone or other electronic means.

Voting at this meeting shall be by roll call.

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 17<sup>th</sup> 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 November 10, 2020 – Action Item
5. Reports
  - a. Classified Employees Representative
  - b. Personnel Commission
  - c. Assistant Superintendent – Human Resources and Staff Development
  - d. Associate Superintendent
6. Old Business
7. New Business
  - a. Approval of New Job Description – Action Item
    - 1) Employee Benefits Technician – KCSOS
    - \*2) Prevention Specialist – Foster Youth Services

- b. Certification of Eligibility Lists – Action Item
  - 1) Safety & Loss Control Specialist III (Open & Promotional)
  - 2) Administrative Secretary I (Promotional)
  - 3) Accountant (Open & Promotional)
  
- c. Unable to Establish an Eligibility List – Department Free to Hire – Action Item
  - 1) Offset/Digital Press Operator
  
- 8. Date of the next Personnel Commission meeting – January 12, 2021
  
- 9. Adjournment

\*Will be provided prior to the meeting.