

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

**Personnel Commission Meeting**  
**July 11, 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 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 June 13, 2023 – 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) Community Programs and Outreach Specialist (Promotional)
    - 2) Coordinator II – Technology Services (Open)
    - 3) Program Facilitator II – Bilingual (Open)
    - 4) Program Fiscal Analyst (KCNC) (Open & Promotional)
    - 5) Program Support Facilitator (Open)
    - 6) School Clerk – Bilingual (Open)
    - 7) Substance Abuse Specialist (Open)
  - b. Unable to Establish an Eligibility List – Department Free to Hire – Action Item
    - 1) Seasonal Cook – KEEP (Open)
    - \*2) Seasonal Lead Cook - KEEP (Open)
    - \*3) Seasonal Lead Naturalist - KEEP (Open)
    - \*4) Seasonal School Bus Driver - KEEP (Open)
  - c. \*New Job Descriptions – Action Item
    - 1) Academic Associate
    - 2) Coordinator II – Kern Integrated Data System (KiDS) Database
    - 3) Director I – Community Relations
    - 4) Lead Employee Benefit Technician
    - 5) Licensed Vocational Nurse
    - 6) Manager – Health Benefits
    - 7) Resource and Referral Specialist
    - 8) Senior Executive Assistant to the Superintendent
    - 9) Workforce Investment Opportunity Act (WIOA) Associate
8. Date of the next Personnel Commission meeting – August 8, 2023
9. Adjournment

\*Will be provided prior to the meeting.