

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

**Personnel Commission Meeting**  
**August 8, 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 July 11, 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) Account Clerk III (Open & Promotional)
    - 2) Application Integration Solutions Specialist I (Open)
    - 3) Campus Supervisor – Valley Oaks Charter School (VOCS) (8 hrs. per day/ 11 mos. per year) (Open)
    - 4) Certified Occupational Therapy Assistant (COTA) (Open)
    - 5) Claims Examiner I – Workers’ Compensation (Open & Promotional)
    - 6) Flex Driver (Open)
    - 7) Foster Youth Specialist (KCNC) (Open & Promotional)
    - 8) Labor Compliance Technician (Open)
    - 9) Lead Claims Examiner – Workers’ Compensation (Open & Promotional)
    - 10) Seasonal Lead Naturalist – KEEP (Open)
    - 11) Seasonal Naturalist - KEEP (Open)
    - 12) Shop Foreman (Open & Promotional)
  - b. Unable to Establish an Eligibility List – Department Free to Hire – Action Item
    - 1) Braillist (Open)
    - 2) Medi-Cal Administrative Activities (MAA) Senior Account Technician (Open & Promotional)
    - 3) Paraprofessional (Kernville) (Open)
  - c. New Job Description – Action Item
    - 1) Locksmith
    - 2) Chief Systems Officer
    - 3) Commissary Keeper I – California Living Museum (CALM)
    - 4) Guest Services Manager - CALM
    - 5) Senior Research Analyst – Kern Integrated Data System (KiDS)
  - d. Revised Job Description – Action Item
    - 1) Guest Services Assistant - CALM
  - e. Approval of the 2023-24 Personnel Commission Budget – Action Item
  - f. Approval of 2023-24 CODESP Dues – Action Item
8. Date of the next Personnel Commission meeting – September 12, 2023
9. Adjournment

\*Will be provided prior to the meeting.