

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

**Personnel Commission Meeting**  
**February 11, 2020 at 2:00 p.m.**  
**1300 17<sup>th</sup> Street, Bakersfield, CA 93301**  
**7<sup>th</sup> Floor Conference Room**

**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 January 14, 2020 – Action Item
5. Reports
  - a. Classified Employees Representative
  - b. Personnel Commission
  - c. Assistant Superintendent – Support Services
  - d. Assistant Superintendent – Human Resources and Staff Development
6. Old Business
7. New Business
  - a. Approval of New Job Descriptions
    - 1) Manager – Early Learning Services
  - b. Certification of Eligibility Lists – Action Item
    - 1) Automotive Service Worker (Open)
    - 2) Child Development Associate (Open)
    - 3) Child Development Associate – Part Time (Open)
    - 4) Human Resources Systems Analyst (Open)

- 5) Prevention Services Facilitator – Foster Youth Services (Open)
  - 6) Secretary II (Promotional)
- c. Request to extend Department Free to Hire – Action Item
- 1) CSIS Business Analyst – Request to extend 6 months
  - 2) Senior Associate Counsel – Request to extend 6 months
8. Authorize Certification for Employment from Open and Promotional Eligibility Lists per Education Code 45284 (see attached Education Code language) – Action Item
- 1) Administrative Secretary II
9. Date of the next Personnel Commission meeting – March 10, 2020
10. Adjournment