

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

**Personnel Commission Meeting
November 12, 2019 at 2:00 p.m.
1300 17th Street, Bakersfield, CA 93301
7th 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 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 8, 2019 – Action Item
5. Reports
 - a. Classified Employees Representative
 - b. Personnel Commission
 - c. Assistant Superintendent – Support Services
 - d. Assistant Superintendent – Human Resources and Special Services
6. Old Business
 - a. Proposed Personnel Commission Appointee – Tasha Clayton (Non-Action)
7. New Business
 - a. Approval of New Job Descriptions – Action Item
 - 1) Chief Information Systems Officer - SISC
 - 2) Director I – CALM
 - 3) Human Resources Systems Analyst
 - 4) Registered Veterinary Technician
 - b. Approval of Modified Job Descriptions – Action Item

- 1) Assistant Superintendent – Support Services
 - 2) Chief Technology Officer
 - 3) Coordinator I – School Community Partnership
 - 4) Lead Warehouse Operations
 - 5) Prevention Services Facilitator
- c. Certification of Eligibility Lists – Action Item
- 1) Animal Keeper I (Open)
 - 2) Claims Assistant – Workers’ Compensation (Open)
 - 3) Claims Examiner I – Workers’ Compensation (Open)
 - 4) CSIS Data Analyst (Open)
 - 5) Facilities Support Operations Specialist (Open & Promotional)
 - 6) FCMAT Intervention Specialist (Open)
 - 7) Instructional Aide I – Special Education (Open)
 - 8) Project Facilitator – Health Services (Open)
 - 9) School Bus Driver (Open)
 - 10) Seasonal Naturalist – KEEP (Open)
- d. Unable to Establish an Eligibility List – Department Free to Hire – Action Item
- 1) Seasonal Cook – KEEP
 - 2) Seasonal Lead Cook – KEEP
8. Proposed Addition/Revision to Rules of the Personnel Commission – Action Item
- a) 6.2 – Salary on Employment
9. Date of the next Personnel Commission meeting – December 10, 2019
10. Adjournment