

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

**Personnel Commission Meeting
December 10, 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 November 12, 2019 – 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 – Action Item
 - 1) Prevention Services Facilitator – School Community Partnership
 - b. Certification of Eligibility Lists – Action Item
 - 1) Clerk Typist I (Open)
 - 2) *Coordinator II – Technology Services (Open)
 - 3) Instructional Aide – Reader (Open)
 - 4) Mechanic II (Open and Promotional)

- 5) *Paraprofessional Assessment (Open)
- 6) Paraprofessional – North Kern Area (Open)
- 7) *Senior Accountant II (Open and Promotional)
- 8) SISC Account Manager (Open)
- 9) Transportation Aide (Open)

c. Unable to Establish an Eligibility List – Department Free to Hire – Action Item

- 1) *Sign Language Specialist

8. Personnel Commissioner, Tasha Clayton, appointed by the Kern County Board of Education on November 12, 2019 – Non Action Item
9. Election of Personnel Commission Chair and Vice Chair – Action Item
10. Date of the next Personnel Commission meeting – January 14, 2020
11. Adjournment

*Will be distributed at the meeting.