

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

Personnel Commission Meeting
July 12, 2022 at 2:00 p.m.
1300 17th Street, Bakersfield, CA 93301
7th Floor Conference Room / Videoconference

AGENDA

<https://kcsos.zoom.us/j/4883285422>

Meeting ID: 488 328 5422

Notice of Teleconferencing Pursuant to Executive Order N-29-20 and Government Code section 54953: The Board will conduct this meeting via teleconference and/or videoconference with one or more board members participating from remote locations via telephone or other electronic means. Voting at this meeting shall be by roll call.

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, Human Resources, 1330 Truxtun Avenue, 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 14, 2022 – Action Item
5. Reports
 - a. Classified Employees Representative
 - b. Personnel Commission
 - c. Assistant Superintendent – Human Resources and Staff Development
 - d. Associate Superintendent
6. Old Business

7. New Business
 - a. Certification of Eligibility Lists – Action Item
 - 1) Child Development Center Aide – Part Time (3.8-5 hrs. per day/10-12 mos. per year) (Open)
 - 2) Coordinator III – Information Systems (Open)
 - 3) Defined Benefit Specialist I (Open)
 - 4) Facilities Support Operations Specialist (Open)
 - 5) Office Assistant CALM (Open)
 - 6) Payroll Technician (Open & Promotional)
 - 7) Secretary I (Open)
 - b. New Job Description - Action Item
 - 1) Campus Supervisor – East Kern
 - 2) Credentials Manager
 - c. Revised Job Description – Action Item
 - 1) Administrative Secretary II
 - 2) Coordinator I – Educator Development Department
 - 3) Executive Secretary I
 - 4) Executive Secretary II
 - 5) Project Facilitator – Health Services
 - 6) Project Facilitator – Prevention Programs
 - 7) Research Analyst - CCCC
 - d. Request to extend Eligibility List – Action Item
 - 1) Benefit Technician Assistant – Request to extend 3 months
 - e. Unable to Establish an Eligibility List – Department Free to Hire – Action Item
 - 1) Seasonal Naturalist - KEEP
8. Date of the next Personnel Commission meeting – August 9, 2022
9. Adjournment

*Will be provided prior to the meeting.