

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

**Personnel Commission Meeting**  
**January 9, 2024 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 December 12, 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) Administrative Secretary I (Promotional)
    - 2) Benefit Technician Assistant (Open)
    - 3) Child Development Center Aide – Part Time (Open) (3.8-5 hrs. per day/10-12 mos. per year)
    - 4) Locksmith (Open & Promotional)
    - 5) Project Facilitator – Educator Development (Open & Promotional)
    - 6) Project Facilitator – Health Services (Open)
    - 7) Program Facilitator II - Bilingual (Open)

- 8) School Bus Driver (Open)
- 9) Student Program Assessment Specialist (Promotional)
- 10) Transportation Aide (Open) (10-11 mos. per year)

b. Unable to Establish an Eligibility List – Department Free to Hire – Action Item  
1) Caretaker/Bus Driver - KEEP (Open)

c. New Job Description – Action Item  
1) Lead Counsel

d. Reallocation Request – Action Item  
1) Request for reallocation of eleven job classifications.

8. Date of the next Personnel Commission meeting – February 13, 2024

9. Adjournment

\*Will be provided prior to the meeting.