

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

**Personnel Commission Meeting
December 12, 2023 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 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 14, 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) Account Clerk II (Open & Promotional)
 - 2) Claims Assistant – Property and Liability (Open)
 - 3) Coordinator III – Technology District Support (Open)
 - 4) *Employee Benefits Technician III (Open & Promotional)
 - 5) Grounds Worker I (Open)
 - 6) Instructional Resource Technician – Valley Oaks Charter School (Open & Promotional)
 - 7) Lead Mechanic (Open & Promotional)

- 8) Licensed Vocational Nurse (Open)
- 9) Paraprofessional (Open) (6-7 hrs. per day)
- 10) Property and Liability Adjuster I (Open)
- 11) Senior Executive Assistant to the Superintendent (Open)
- 12) Supervisor – Warehouse Operations (Open & Promotional)
- 13) Transportation Instructor I (Open)
- 14) Transportation Instructor II (Open)
- 15) User Support Technician (Open & Promotional)
- 16) User Support Technician Assistant (Open)
- 17) Utility Building and Grounds Worker - CALM (Open & Promotional)

b. Revised Job Descriptions – Action Item

- 1) Project Facilitator – Educator Development
- 2) Senior Research Analyst (KiDS)

c. New Job Descriptions – Action Item

- 1) Children’s Dental Health Network Specialist
- 2) Human Resources Compliance Specialist
- 3) Manager – Children’s Dental Health Network
- 4) SISC Electronic Data Technician

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

- 1) Custodian I – Part Time (Mojave)(Open) (3 hrs. per day/5 days per week)

e. Opportunity for the public, employees of the Kern County Superintendent of Schools, and employee organizations of the Kern County Superintendent of Schools to provide input on the qualifications of the candidate recommended for appointment to the Personnel Commission. Recommend candidate: Don Fowler.

Consideration and possible action to appoint Personnel Commission Member Don Fowler for a term commencing on December 1, 2023 and ending November 30, 2026.

f. Election of Personnel Commission Chair and Vice Chair – Action Item

8. Date of the next Personnel Commission meeting – January 9, 2024

9. Adjournment

*Will be provided prior to the meeting.