

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

Personnel Commission Meeting
March 12, 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 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 February 13, 2024 – 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) Animal Keeper II-Wildlife Rehabilitation (Open)
 - 2) Campus Supervisor (6 hrs. per day/10 mos. per year) (Open)
 - 3) Clerk Typist II-Bilingual (Open)
 - 4) Coordinator III-Early Learning Services (Open)
 - 5) Electronic Data Technician-SISC (Open & Promotional)
 - 6) Human Resources Compliance Specialist (Open & Promotional)
 - 7) Information Technology Support Operations Specialist (Open & Promotional)
 - 8) Maintenance Worker II (Open & Promotional)

- 9) Mechanic II (Open & Promotional)
- 10) Program Support Facilitator-CCCC (Open)
- 11) Project Facilitator – Educator Development (Open & Promotional)
- 12) Research Analyst – CCCC (Community Connection for Child Care) (Open)
- 13) Secretary I (Open)
- 14) Senior Research Analyst (Kern Integrated Data System) (Open)
- 15) Supervisor-Catering Services (Open)

- b. Request to extend Eligibility List – Action Item
 - 1) Seasonal Lead Cook – KEEP – Extend 6 months

- c. New Job Descriptions – Action Item
 - 1) Administrative Secretary
 - 2) Executive Secretary
 - 3) Secretary

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

9. Adjournment

*Will be provided prior to the meeting.