

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

**Personnel Commission Meeting**  
**September 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 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 August 8, 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) Accountant (Open & Promotional)
    - 2) Animal Keeper I - CALM (Open)
    - 3) Animal Keeper II- CALM (Open & Promotional)
    - 4) Clerk Typist II (Open)
    - 5) Director I – Community Relations (Open)
    - 6) Facilities Planner (Open)
    - 7) Fingerprint Technician (Open)
    - 8) Human Resources Technician III (Open & Promotional)
    - 9) Lead Employee Benefit Technician (Open & Promotional)
    - 10) Mechanic II (Open & Promotional)
    - 11) Network Systems Engineer I (Open)
    - 12) Payroll Technician (Open & Promotional)
    - 13) Property and Liability Adjuster II (Open & Promotional)
    - 14) Seasonal Naturalist - KEEP (Open)
  - b. New Job Descriptions – Action Item
    - 1) Coordinator III – Technology District Support
    - 2) Defined Benefit Specialist III
    - 3) Indemnity Claims Examiner – Workers’ Compensation
    - 4) Utility Building and Grounds Worker - CALM
    - 5) Supervisor Warehouse Operations
  - c. Revised Job Description – Action Item
    - 1) Deputy Superintendent – Operational Services
    - 2) Instructional Aide I – Special Education
  - d. Reclassification Request – Action Item
    - 1) Request for reclassification of Christian Shannon, Assistant Superintendent of Support Services to Deputy Superintendent – Operational Services
8. Date of the next Personnel Commission meeting – October 10, 2023
9. Adjournment

\*Will be provided prior to the meeting.