

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

Personnel Commission Meeting

**October 14, 2025, 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 from the September 9, 2025 Meeting – Action Item
5. Reports
 - a. Classified Employees Representative
 - b. Personnel Commission
 - c. Associate Superintendent – Human Resources and Staff Development
6. Old Business
7. New Business
 - a. Certification of Eligibility List – Action Item
 - 1) Administrative Secretary (Promotional)
 - 2) Animal Keeper I - Part Time (CALM) (Open)
 - 3) Automotive Parts Worker (Open)
 - 4) Chief Administrator-Fiscal Support (Open & Promotional)
 - 5) Communications Specialist (Open)
 - 6) Content Coordinator - Grant Development (Open & Promotional)
 - 7) Paraprofessional (Open)

- 8) Payroll Technician (Open & Promotional)
- 9) Prevention Services Facilitator- Foster Youth Services (Open)
- 10) Prevention Specialist (Promotional)
- 11) Program Coordinator- KiDS (Classified) (Open & Promotional)
- 12) Retirement Technician I (Open)
- 13) Senior Payroll Specialist (Open)
- 14) Supervising Legal Secretary (Open & Promotional)

- b. Unable to Establish an Eligibility List – Department Free to Hire – Action Item
 - 1) Child Development Associate - Part Time (Open & Promotional)
 - 2) Paraprofessional – Kernville

- c. New Job Description – Action Item
 - 1) Educational Systems Specialist II
 - 2) Supervisor – Landscaping & Grounds

- d. Revised Job Description – Action Item
 - 1) Educational Systems Specialist III

- 8. Date of the next Personnel Commission meeting – November 12, 2025

- 9. Adjournment

*Will be provided prior to the meeting.