

OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
ADVOCATES FOR CHILDREN

Personnel Commission Meeting
August 11, 2020 at 2:00 p.m.
1300 17th Street, Bakersfield, CA 93301
Conference Room 1A / Videoconference

AGENDA

Notice of Teleconferencing Pursuant to Executive Order N-29-20 and Government Code section 54953: The Board will conduct this meeting via teleconference and/or videoconference with one or more board members participating from remote locations via telephone or other electronic means.

Voting at this meeting shall be by roll call.

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 July 14, 2020 – Action Item
5. Reports
 - a. Classified Employees Representative
 - b. Personnel Commission
 - c. Assistant Superintendent – Human Resources and Staff Development
 - d. Associate Superintendent
6. Old Business
7. New Business
 - a. *Approval of New Job Descriptions
 - 1) Mental Health Clinician – School Community Partnership
 - 2) Substance Abuse Specialist

- b. *Approval of Revised Job Descriptions
 - 1) Offset/Digital Press Operator
 - 2) Project Facilitator – Prevention Programs
 - c. Certification of Eligibility Lists – Action Item
 - 1) Medi-Cal Administrative Activities (MAA) Account Technician (Open)
 - 2) Secretary I (Open)
 - 3) Account Clerk II (Open & Promotional)
 - d. Reclassification/Reallocation Request – Action Item
 - 1) Request for reclassification for Diana Gil, Clerk Typist III (Classified Salary Schedule, Range 37.5), to External District Payroll Technician (Classified Salary Schedule, Range 43.5).
 - e. Request to extend Department Free to Hire – Action Item
 - 1) Senior Associate Counsel – Request to extend 6 months
 - f. Personnel Commissioner Term to Expire, Joint Appointee Don Fowler – Non-action Item
 - Request for reappointment
 - g. *Classified Employee Handbook-review and discussion – Non-action item
9. Date of the next Personnel Commission meeting – September 8, 2020
10. Adjournment

*Will be provided prior to the meeting.