

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

Personnel Commission Meeting
October 13, 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 September 8, 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 Modified Job Description – Action Item
 - 1) Service Advisor – Vehicle Maintenance

- b. Approval of New Job Description – Action Item
 - 1) College & Career Readiness Facilitator

- c. Certification of Eligibility Lists – Action Item
 - 1) Clerk Typist II (Open)
 - 2) Secretary II (Promotional)
 - 3) School Secretary (Open and Promotional)
 - 4) Student Data Attendance Clerk II (Open and Promotional)

- 8. Annual Report to the Personnel Commission – Non-Action Item

- 9. Date of the next Personnel Commission meeting – November 10, 2020

- 10. Adjournment

*Will be provided prior to the meeting.