

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
4400 Ladoga Ave.  
Lakewood, California 90713

REGULAR MEETING AGENDA

Regular Meeting  
July 27, 2023

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

*Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4<sup>th</sup> 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.*

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of July 13, 2023 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Bus Driver – Catalina Island 5-6
2. **RATIFY** job announcement bulletin for Custodian 7
3. **RATIFY** job announcement bulletin for Expanded Learning Supervisor 8-9
4. **RATIFY** job announcement bulletin for Head Start Family Services Liaison – Bilingual Spanish 10-11
5. **RATIFY** job announcement bulletin for Van Driver – Catalina Island 12-13
6. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0305-5288 established 07/25/2023 14
7. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 23-0321-5245 established 07/28/2023 14
8. **APPROVE** the certification of Electronics Technician eligibility list 23-0318-0110 established 07/27/2023 14

- 9. **APPROVE** the certification of Instructional Aide – Educare eligibility list 23-0314-5205 established 07/28/2023 14
- 10. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 23-0293-5206 established 07/28/2023 14
- 11. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0004-5319 established 07/20/2023 14
- 12. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0010-0448 established 07/28/2023 14
- 13. **APPROVE** the certification of Instructional Aide – Special (Catalina Island) eligibility list 23-0306-0448 established 07/26/2023 15
- 14. **APPROVE** the certification of Nutrition Services Payroll Technician eligibility list 23-0312-5208 established 07/20/2023 15
- 15. **APPROVE** the certification of Plant Utilities Operator eligibility list 23-0287-3308 established 07/27/2023 15
- 16. **APPROVE** the certification of Recreation Aide eligibility list 24-0009-5255 established 07/20/2023 15
- 17. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0005-5317 established 07/19/2023 15
- 18. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0018-5317 established 07/25/2023 15

III. OLD BUSINESS

None

IV. NEW BUSINESS

- 1. **APPROVE** the Extension of eligibility list Executive Secretary (C) 23-0188-0678 established April 16, 2023 15
- 2. **APPROVE** the Abolishment of a Classification – Mail/Switchboard Services Supervisor 16-20
- 3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51818115 21-37

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

August 10, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
4400 Ladoga Ave.  
Lakewood, CA 90713

MINUTES  
Regular Meeting

July 13, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, July 13, 2023 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Terence Ulaszewski.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Tran, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Monica Gaytan, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Applicant ID 50427042 and Applicant ID 53166029.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of Regular Meeting of June 29, 2023.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Amy Van Fossen, Associate Personnel Analyst, deferred to the units for their reports.

Lydia Tran, Associate Personnel Analyst, reported there are 54 recruitments in progress and 25 of those are accepting applications.

Jesus Rios, Jr., Certification Service Manager, reported the department is preparing for the new school year. Mr. Rios shared for the next three weeks the department will be holding mass hiring events to fill vacancies for the sites.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Glazier

2. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
3. **RATIFY** job announcement bulletin for Human Resources Assistant
4. **RATIFY** job announcement bulletin for Instructional Aide – Deaf/Hard of Hearing
5. **RATIFY** job announcement bulletin for Instructional Aide – Educare, Instructional Aide – Educare Bilingual Spanish
6. **RATIFY** job announcement bulletin for Instructional Aide – Instrumental Music
7. **RATIFY** job announcement bulletin for Painter
8. **RATIFY** job announcement bulletin for Plant Supervisor I
9. **RATIFY** job announcement bulletin for Plant Supervisor II
10. **RATIFY** job announcement bulletin for School Safety Officer
11. **RATIFY** job announcement bulletin for School Safety Operations Manager
12. **RATIFY** job announcement bulletin for Speech – Language Pathology Assistant
13. **RATIFY** job announcement bulletin for Speech – Language Pathology Assistant Bilingual Spanish
14. **APPROVE** the certification of Computer Support Technician eligibility list 23-0261-5108 established 07/12/2023
15. **APPROVE** the certification of Custodian eligibility list 23-0315-0139 established 07/03/2023
16. **APPROVE** the certification of Digital Media Assistant eligibility list 23-0317-5314 established 07/06/2023
17. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 23-0280-0176 established 07/03/2023
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0324-0448 established 07/12/2023
19. **APPROVE** the certification of Recreation Aide eligibility list 23-0325-5255 established 07/11/2023
20. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 23-0307-5255 established 07/12/2023
21. **APPROVE** the certification of Telecommunications Technician eligibility list 23-0248-3309 established 07/03/2023

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-13 and approve items 14-21 on the Consent Agenda.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

NEW BUSINESS

1. **APPROVE** the Abolishment of a Classification – Computer Support Supervisor

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business item 1.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** the Revision of a Classification – Child Care Worker

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business item 2.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 14481411

New Business Item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50427042

New Business Item 3 was moved into closed session.

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 53166029

New Business Item 3 was moved into closed session.

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 27, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:20 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:46 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 14481411

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve the recommendation to remove applicant from the eligibility list. The applicant is encouraged to apply again listing all requested information.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50427042

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove the recommendation and allow Applicant to remain on the eligibility list.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 53166029

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove the recommendation and allow Applicant to remain on the eligibility list.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 8:48 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## BUS DRIVER – CATALINA ISLAND

### FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$4.06 per hour.

### JOB INFORMATION:

**PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.**

THE POSITION BEGINS AT APPROXIMATELY 5:30 A.M. IN TWO HARBORS AND IS RESPONSIBLE FOR TRANSPORTING STUDENTS THROUGHOUT THE ISLAND TO AND FROM THE AVALON SCHOOL AND TO AND FROM FIELD TRIPS ON CATALINA ISLAND. CATALINA ISLAND IS LOCATED 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

### JOB SUMMARY:

Under the direction of a Transportation Supervisor, drive a school bus to transport students safely and efficiently to locations along designated routes; perform daily safety inspections; prepare a variety of records and reports related to assigned activities; Bus Drivers assigned to Santa Catalina Island drive school buses of approximately 19 and 42 passenger capacity; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

One year of experience driving a bus of approximately 78 passenger capacity.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license with passenger and air brake endorsements. (2) Valid unrestricted California Special Driver Certificate for school bus operation. (3) Valid Medical Card. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START:	\$28.61
6 MONTHS:	\$30.19
1 ½ YEARS:	\$31.85
2 ½ YEARS:	\$33.59
3 ½ YEARS:	\$35.44

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

**THE EXAMINATION FOR THIS POSITION WILL BE AT THE AVALON SCHOOL ON CATALINA ISLAND.**

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[www.lbschools.net/Departments/Personnel\\_Commission](http://www.lbschools.net/Departments/Personnel_Commission)

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Dual Continuous 24-0037-0101 MG

LBUSD employees, please see reverse side for important information.





Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

*A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.*

*The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CUSTODIAN

### FINAL FILING DATE:

4:30 p.m., Wednesday, August 9, 2023.

### JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. List will also be used for substitutes.

### JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/ Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

- (1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license.
- (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.
- (3) May be required to travel from one location to another.

#### WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START: \$21.81  
 6 MONTHS: \$23.01  
 1 ½ YEARS: \$24.27  
 2 ½ YEARS: \$25.61  
 3 ½ YEARS: \$27.01

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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Open Exam 24-0035-0139 JG



[www.lbschools.net/jobs](http://www.lbschools.net/jobs)



# CLASSIFIED EMPLOYMENT OPPORTUNITY



## EXPANDED LEARNING SUPERVISOR

### FINAL FILING DATE:

4:30 P.M., Friday, July 28, 2023

### JOB INFORMATION:

Permanent 10-month position. Positions are 100% FTE (8 hours per day). Current vacancy is located at Kids' Club - Newcomb. Eligibility lists are being created to fill future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the activities and operations of an Expanded Learning Opportunities Program (ELO-P) site; train and supervise the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Sixty units of college level coursework including 12 units of college-level coursework in early childhood education, social sciences, recreation or child development.

OR

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Site Supervisor Permit
- Child Development Program Director Permit

#### EXPERIENCE:

Two years of experience working with children in an extended day care or similar recreation program with comprehensive theme-based activities. Lead or supervisory experience is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Positions in these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (4) Incumbents must obtain a valid California Food Handlers Card within six months of employment in this classification.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START: \$27.26  
 6 MONTHS: \$28.75  
 1 ½ YEARS: \$30.34  
 2 ½ YEARS: \$32.01

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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Dual 24-0031-5320 JS

LBUSD employees, please see reverse side for important information.



[www.lbschools.net/jobs8](http://www.lbschools.net/jobs8)

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

*4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

*A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.*

*The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## HEAD START FAMILY SERVICES LIAISON – BILINGUAL SPANISH

### FINAL FILING DATE:

4:30 p.m., Thursday, July 27, 2023

### JOB INFORMATION:

Permanent 10 month flex position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, provide case management support services to assigned families to improve living conditions and quality of life for children and families; refer families to community agencies and District services to meet educational, health care and other specialized needs; promote and encourage parent involvement, activities and training in the Head Start program; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

A credential or certification in social services, human services, family services, counseling or a related field or completion of a certified nurse's aide, medical assistant or related health care program is highly desirable.

#### EXPERIENCE:

One year of experience working with children and families in a school, community or structured human service environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's license.(2) Incumbents must obtain a valid First Aid and CPR certificate within six months of employment and maintain certification throughout employment in this classification.(3) Positions in the Head Start Family Services Liaison – BL Spanish classification require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.(4) Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire in order to provide quality integrated health, nutrition and social services including parent involvement, to children and families.(5)May be required to travel from one location to another.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START: \$22.40  
6 MONTHS: \$23.65  
1 ½ YEARS: \$24.94  
2 ½ YEARS: \$26.31  
3 ½ YEARS: \$27.75

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

### PERSONNEL COMMISSION

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
Office: (562) 435-5708  
24 hour job hotline:(562) 491-JOBS  
[www.lbschools.net/Departments/  
Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0028-5233 MG

LBUSD employees, please see reverse side for  
important information.



[www.lbschools.net/jobs](http://www.lbschools.net/jobs)

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

*A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.*

*The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## VAN DRIVER – CATALINA ISLAND

### FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$4.06 per hour.

### JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

The current need is for a 100% (8 hours per day), 10 month position on Catalina Island.

The position begins at approximately 5:30 a.m. in Two Harbors and is responsible for transporting students throughout the island to and from the Avalon school and to and from field trips on Catalina island. Catalina island is located 22 miles southwest of the Los Angeles harbor breakwater. **EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.**

### JOB SUMMARY:

Under general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent is desirable.

#### EXPERIENCE:

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus is highly desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency by time of appointment and maintain certification throughout employment in this classification. (4) May be required to travel from one location to another.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START:	\$23.03
6 MONTHS:	\$24.30
1 ½ YEARS:	\$25.63
2 ½ YEARS:	\$27.04
3 ½ YEARS:	\$28.52

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

THE EXAMINATION FOR THIS POSITION WILL BE AT THE AVALON SCHOOL ON CATALINA ISLAND.

### PERSONNEL COMMISSION

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4400 Ladoga Avenue, Lakewood, CA 90713  
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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous 24-0036-5280 MG

LBUSD employees, please see reverse side for important information.



[www.lbschools.net/jobs](http://www.lbschools.net/jobs)

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**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 14-15

Date: July 27, 2023

Reason for Consideration: Approval

**CAMPUS STAFF ASSISTANT**

**DUAL**

**230-0305-5288**

List Valid: 07/25/2023-07/25/2024

Total Applications Received: 49

No. Passed: 14                      No. Failed: 2

Total Invited to Exam: 18

No. Withdrew: 2                      No. Screened Out: 31

**CUSTODIAL CREW SUPERVISOR**

**DUAL**

**23-0321-5245**

List Valid: 07/28/2023-07/28/2024

Total Applications Received: 38

No. Passed: 8                      No. Failed: 6

Total Invited to Exam: 23

No. Withdrew: 9                      No. Screened Out: 15

**ELECTRONICS TECHNICIAN**

**DUAL**

**23-0318-0110**

List Valid: 07/27/2023-07/27/2024

Total Applications Received: 13

No. Passed: 1                      No. Failed: 3

Total Invited to Exam: 4

No. Withdrew: 0                      No. Screened Out: 9

**INSTRUCTIONAL AIDE – EDUCARE**

**OPEN CONTINUOUS**

**23-0314-5205**

List Valid: 07/28/2023-07/28/2024

Total Applications Received: 18

No. Passed: 1                      No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 2                      No. Screened Out: 15

**INSTRUCTIONAL AIDE – EDUCARE  
BILINGUAL SPANISH**

**OPEN CONTINUOUS**

**23-0293-5206**

List Valid: 07/28/2023-07/28/2024

Total Applications Received: 10

No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 1                      No. Screened Out: 7

**INSTRUCTIONAL AIDE – EXPANDED LEARNING**

**OPEN CONTINUOUS**

**24-0004-5319**

List Valid: 07/20/2023-07/20/2024

Total Applications Received: 63

No. Passed: 26                      No. Failed: 2

Total Invited to Exam: 39

No. Withdrew: 18                      No. Screened Out: 17

**INSTRUCTIONAL AIDE – SPECIAL**

**OPEN CONTINUOUS**

**24-0010-0448**

List Valid: 07/28/2023-07/28/2024

Total Applications Received: 18

No. Passed: 4                      No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 1                      No. Screened Out: 13

**INSTRUCTIONAL AIDE – SPECIAL  
(CATALINA ISLAND)**

**OPEN CONTINUOUS 23-0306-0448**

List Valid: 07/26/2023-07/26/2024

Total Applications Received: 0

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 0

No. Withdrew: 0 No. Screened Out: 0

**NUTRITION SERVICES PAYROLL TECHNICIAN**

**DUAL 23-0312-5208**

List Valid: 07/20/2023-07/20/2024

Total Applications Received: 51

No. Passed: 12 No. Failed: 5

Total Invited to Exam: 25

No. Withdrew: 7 No. Screened Out: 27

**PLANT UTILITIES OPERATOR**

**DUAL 23-0287-3308**

List Valid: 07/27/2023-07/27/2024

Total Applications Received: 3

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 1

**RECREATION AIDE**

**OPEN CONTINUOUS 24-0009-5255**

List Valid: 07/20/2023-01/20/2024

Total Applications Received: 31

No. Passed: 24 No. Failed: 0

Total Invited to Exam: 24

No. Withdrew: 0 No. Screened Out: 7

**RECREATION AIDE – EXPANDED LEARNING**

**OPEN CONTINUOUS 24-0005-5317**

List Valid: 07/19/2023-01/19/2024

Total Applications Received: 23

No. Passed: 21 No. Failed: 0

Total Invited to Exam: 21

No. Withdrew: 0 No. Screened Out: 2

**RECREATION AIDE – EXPANDED LEARNING**

**OPEN CONTINUOUS 24-0018-5317**

List Valid: 07/25/2023-01/25/2024

Total Applications Received: 11

No. Passed: 10 No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 0 No. Screened Out: 1

**EXTENDED ELIGIBILITY LIST**

**EXECUTIVE SECRETARY (C)**

**PROMOTIONAL 23-0188-0678**

Extended List Expiration Date: 03/16/2024

Extended List Period: 6 months

Total Applicants: 8

No. of Current Eligible: 6

No. of Waivers or Removals: 0

CERTIFIED TO BE CORRECT: Susan Leaming DATE: July 27, 2023

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

July 12, 2023

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Abolishment of a Classification

## Background and Findings

In 2010 the District's Switchboard and Mail Services units were reorganized and new classes (Mail/Switchboard Services Supervisor and Mail/Switchboard Services Assistant) were created to reflect the merger of activities.

In November 2020 the Mail Services unit was moved from the Administration Building to the District's Central Warehouse. The Warehouse Manager assumed oversight of the mailroom while the Transportation Branch assumed daily supervision of the Mail Delivery Drivers. In March 2021 the incumbent in the Mail/Switchboard Services Supervisor classification retired, leaving the classification vacant.

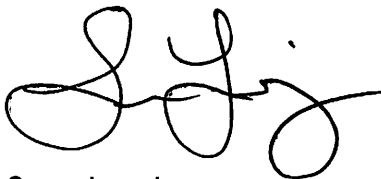
Staff contacted the Business Services Administrator who supports the abolishment of the classification and does not anticipate a need for it in the future. No staff will be impacted by this action and no individuals are on the reemployment list for this class.

## Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Mail/Switchboard Services Supervisor

Prepared, Approved, and Recommended:



Susan Leaming  
Interim Executive Officer, Personnel Commission and Classified Employment



## PERSONNEL COMMISSION

**Class Code: 5143**  
**Salary Range: 20 (S1)**

### MAIL/SWITCHBOARD SERVICES SUPERVISOR

#### JOB SUMMARY

Under general supervision, plan, organize, oversee and participate in a variety of activities related to the receipt, processing and delivery of mail and the operation of the District's centralized telephone switchboard system; train and supervise the performance of assigned personnel; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Oversee and participate in the receipt, processing and delivery of mail to District sites; apply appropriate postal regulations, including bulk, express and certified mail; oversee bulk mailing activities; calculate postage; prepare related paperwork secure funds required for postage meters. **E**
- Oversee and participate in the operation of the District's centralized telephone switchboard system; provide information and assistance to callers; answer and direct phone calls to appropriate personnel; greet and direct visitors at the Board of Education building. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and assist in the selection of employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Utilize, maintain and oversee the operation of the computerized mail management system and related machines in the preparation and processing of large District mailings; make minor repairs and adjustments as needed. **E**
- Monitor inventory levels of mailroom and switchboard supplies and materials; order, receive and maintain inventory of supplies and materials; arrange for equipment repair as necessary; provide recommendations concerning the purchase of new equipment. **E**
- Prepare and modify mail delivery schedules and routes to assure timely delivery of District mail; prioritize workload according to established time lines; coordinate deliveries with other departments; authorize incoming deliveries; drive a District vehicle to conduct work. **E**
- Communicate with other departments, staff, District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; confer with U.S. Postal Service representatives and other shipping vendors regarding new postal regulations and rate changes. **E**

- Operate a postage meter, processing machine, scale and other mailroom machines, equipment and tools; operate a variety of office equipment including a fax machine, copier, typewriter, computer and assigned software. *E*
- Prepare and maintain a variety of records and reports related to postage expenses, financial activity, personnel and assigned duties; establish and maintain filing systems; process forms and applications; prepare receipts as necessary. *E*
- Receive, route and arrange delivery of mail from outside postal agencies; maintain related records. *E*
- Coordinate and conduct in-services as directed; attend and participate in a variety of assigned meetings, conferences and training sessions. *E*
- Observe and report suspicious packages and mail to appropriate District personnel. *E*
- May deliver mail as needed.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS:**

A Mail/Switchboard Services Supervisor oversees and participates in the daily operations of the District mail room and centralized telephone switchboard system at the Board of Education building. Incumbents train and supervise the performance of assigned staff and assure smooth and efficient mailroom and switchboard operations.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Methods, practices, procedures and equipment used in the receipt, processing and delivery of inter-office and U.S. mail.

Current U.S. Postal Service rates for various classes of mail.

Operation of manual and automated mail processing machines.

Operation of a centralized telephone switchboard.

Telephone techniques and etiquette.

District organization, operations, policies and objectives.

Applicable laws, codes, regulation, policies and procedures.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of office equipment including a computer and assigned software.

Record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.

Basic math.

**Ability to:**

Plan, organize, oversee and participate in a variety of activities related to the receipt, processing and delivery of inter-office and U.S. mail and the operation of the District's centralized telephone switchboard system.

Train and evaluate the performance of assigned personnel.

Interpret, apply and explain rules, regulations, policies and procedures.

Resolve issues and concerns as appropriate.

Operate manual and automated mail processing machines and other mailroom equipment.

Operate a centralized telephone switchboard.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including a computer and assigned software.

Maintain records and prepare reports.

Plan and organize work.

Prioritize and schedule work.

Add, subtract, multiply and divide quickly and accurately.

Monitor, order and maintain inventory of supplies and equipment.

**Education and Training:**

Graduation from high school.

**Experience:**

Three years of mailroom experience including some experience answering a multi-line telephone system. Lead or supervisory experience is preferred.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Mailroom and office environment.  
Constant interruptions.  
Driving a District vehicle to conduct work.  
Working around and with machinery having moving parts.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and a variety of mailroom and office equipment.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Lifting, carrying, pushing and pulling heavy objects and carts (39 pounds or more).  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Walking.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/4/2010

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID 51818115 PAGES: 21-37

Date: July 27, 2023

Reason for Consideration: Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.