

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
November 9, 2017

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of October 26, 2017 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 Senior Systems Analyst 5-6
2. **RATIFY** job announcement bulletin for Systems Analyst-CICS/COBL 7-8
3. **RATIFY** job announcement bulletin for Transportation Supervisor 9-10
4. **APPROVE** the certification of Electronics Technician 18-0027-0110 eligibility list established October 31, 2017 11
5. **APPROVE** the certification of Instructional Aide-Instrumental Music 17-0063-0447 eligibility list established November 1, 2017 11
6. **APPROVE** the certification of Risk Management Technician 18-0034-5106 eligibility list established November 1, 2017 11
7. **APPROVE** the certification of Senior Executive Secretary (C) 18-0036-0679 eligibility list established November 9, 2017 11
8. **APPROVE** the certification of Senior Payroll Accounting Technician 18-0031-0762 eligibility list established November 1, 2017 11

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 17695909 12-14
2. **APPROVE** the recommendation to remove from eligibility list ID 23531717 15-17

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

December 7, 2017 at 8:15 a.m. in Building B, Room 29

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 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) 1.

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

MINUTES

Regular Meeting

October 26, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, October 26, 2017 at 8:17 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 Linda Vaughan.

ROLL

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

Present: Linda Vaughan
Stacey Lewis
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Chief Job Steward; Ignacio Flores, Groundskeeper; Chester Davidson, Locksmith; Eric Larsen, Sign Maker; Eileen Pina, Head Start Family Services Liaison; and Pamela Whittaker, Instructional Aide-Deaf/Hard of Hearing.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of October 12, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the New Classified Employee Orientation sessions held on October 19, 2017 had 45 attendees. The Board of Education recently approved funding to continue the orientation program.

Mr. Kato announced that on October 18, 2017 the Board of Education recommended Commissioner Ulaszewski for reappointment.

Mr. Kato reported that he and Commissioner Vaughan attended a Personnel Commission Association of Southern California (PCASC) event and John Glaza, Consultant, presented a workshop entitled "Are Leaders Born or Made?"

Mr. Kato notified the Commission that CSEA membership will vote tonight on changing seniority calculations from hours worked to date-of-hire. Mr. Kato stated the seniority change has been a multi-year effort between the Personnel Commission, Human Resource Services, Employee Relations, and CSEA. Recently, classified employees were invited to informational meetings regarding the proposed change.

Mr. Kato attended the Confidential and Supervising Secretaries Association (CASSA) meeting with the Superintendent on October 25, 2017. Mr. Kato was invited to the next general CASSA meeting on November 14, 2017.

Mr. Kato reported that the Facilities department held a community meeting in the auditorium on October 25th to address concerns regarding the impact of Measure E projects on the surrounding neighborhood. Mr. Kato updated the Commission on facility changes occurring at the Personnel Commission site.

Maria Braunstein, Personnel Analyst, thanked the Commission for giving her the opportunity to participate in the development of the New Employee Orientation Program. Ms. Braunstein informed the Commission that Recruitment and Testing staff are working on over 20 recruitments in various stages and two large recruitments, Intermediate Office Assistant and Custodian, are pending.

Mary Cates, Human Resources Supervisor, stated the Commission that Certification and Employment Services continue to work with Technology and Information Services staff to enhance the online summer employment application. The revised online application is expected to be available via the portal on January 29, 2018.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-11.

1. **RATIFY** job announcement bulletin for Facilities Project Manager-Construction
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **RATIFY** job announcement bulletin for Pool Operator
4. **APPROVE** the certification of Educational Research Analyst I 18-0021-3301 eligibility list established October 23, 2017
5. **APPROVE** the certification of Groundskeeper 18-0018-0172 eligibility list established October 16, 2017

6. **APPROVE** the certification of Instructional Aide-Educare Bilingual Spanish 17-0142-5206 eligibility list established October 12, 2017
7. **APPROVE** the certification of Nutrition Services Manager 18-0030-5061 eligibility list established October 24, 2017
8. **APPROVE** the certification of Nutrition Services Worker 17-0147-5068 eligibility list established October 26, 2017
9. **APPROVE** the certification of School Data Technician 18-0024-3360 eligibility list established October 20, 2017
10. **APPROVE** the certification of Senior Health Assistant 18-0020-5174 eligibility list established October 19, 2017
11. **APPROVE** the certification of Stationary Engineer-Nutrition Center 18-0012-3300 eligibility list established September 29, 2017

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

OLD BUSINESS None

- NEW BUSINESS
1. **APPROVE** the following:
Abolish the classifications of:
Transportation Aide
Transportation Aide, BL Khmer
Transportation Aide, BL Spanish

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion 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>
Linda Vaughan	X		
Stacey Lewis	X		
Terence Ulaszewski	X		

2. **REVIEW** and **ADOPT** the 2016-2017 Annual Report of the Personnel Commission

Mr. Kato, noted that the Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education about the activities of the Personnel Commission during the preceding fiscal year. Mr. Kato presented the report to the Commission for their review and consideration.

The Commissioners commended Mr. Kato and staff for their hard work and efforts throughout the year.

Mr. Kato informed the Commission that he has requested to present the Annual Report to the Board of Education at their workshop in November.

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to adopt New Business Item 2.

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

3. **APPROVE** the recommendation to remove from eligibility list ID 32116469

The Commission moved New Business Item 3 to Closed Session.

OTHER ITEMS

Juan Garcia, CSEA Chief Job Steward, informed the Commission that neighbors who attended the community meeting yesterday were appreciative of the Personnel Commission's understanding of their concerns. Mr. Garcia informed the Commission that CSEA membership will vote on the seniority changes and other issues tonight.

Mr. Ulaszewski thanked CSEA for their support regarding the changes to the calculation of seniority and of his reappointment as a Commissioner. Mr. Ulaszewski commended Commission staff for their professionalism and support of fellow co-workers.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 9, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

At 9:02 a.m. Ms. Lewis excused herself from closed session.

The Personnel Commission retired into closed session at 9:03 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:38 a.m. The following action was taken:

1. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 32116469.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:40 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR SYSTEMS ANALYST

FINAL FILING DATE:

4:30 p.m., Wednesday , November 22, 2017

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Information Services.

JOB SUMMARY:

Under general direction, analyze work procedures of application systems and coordinate the work of project groups engaged in analyzing, designing, accessing and implementing the District's student information and business software application systems; serve as the database administrator for a major District-wide application system such as the payroll or financial system; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science or a closely related field.

EXPERIENCE:

Four years of experience in web applications systems and database development, programming, testing, modification and administration.

Experience in a lead or supervisory capacity 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) Positions in this class require the use of 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) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

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: \$41.85
6 MONTHS: \$44.14
1 ½ YEARS: \$46.57
2 ½ YEARS: \$49.13
3 ½ YEARS: \$51.84

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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0048-5120 SF

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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SYSTEMS ANALYST – CICS/COBOL

FINAL FILING DATE:

4:30 p.m., Wednesday, November 22, 2017

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located at Information Services.

JOB SUMMARY:

Under general direction, develop, modify, test and implement the District's mainframe based business software application systems; develop and provide user training on application systems; query, extract, manipulate and analyze data; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science, information technology, business administration, finance, accounting or a closely related field.

EXPERIENCE:

Three years of experience in applications systems, programming, testing, modification and maintenance of CICS, COBOL, batch and JavaScript based systems on a mainframe. Experience working with financial or payroll systems is preferred.

Two years of additional experience may be substituted for two years of higher education.

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 class require the use of 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) Accepting employment in a position in this classification requires the individual to either, join the union and pay union dues or to pay the union an agency fee.

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: \$38.57
6 MONTHS: \$40.70
1 ½ YEARS: \$42.93
2 ½ YEARS: \$45.29
3 ½ YEARS: \$47.78

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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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0047-5246 SF

LBUSD employees, please see reverse side for
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Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

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Guidelines:

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RECRUITMENT EXTENDED CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSPORTATION SUPERVISOR

FINAL FILING DATE:

EXTENDED DEADLINE: 4:30 p.m., Thursday, November 9, 2017.

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located in Transportation Department.

JOB SUMMARY:

Under the direction of the Transportation Director, plan, coordinate and oversee the routing, scheduling and daily transportation services and trucking operations of the department; assure compliance with time schedules and applicable laws, codes, rules and regulations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. An Associate's degree with coursework in business administration, management or a related field is desired.

EXPERIENCE:

Three years of student transportation experience and two years experience dispatching school buses on fixed and variable route assignments.

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) Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements, a valid unrestricted California Special Driver Certificate for school bus operation and a valid Medical Card within six months of employment. (3) May be required to travel from one school location to another. (4) Applicant 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 record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible 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.

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SALARY RANGE HOURLY:

START: \$ 33.88
6 MONTHS: \$ 35.75
1 ½ YEARS: \$ 37.71
2 ½ YEARS: \$ 39.78

APPLICATION:

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**WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER**

Dual Exam 18-0037-0886 SF

LBUSD employees, please see reverse side for important information.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 11

Date: November 9, 2017

Reason for
Consideration: Approval

Electronics Technician

Dual

18-0027-0110

List Valid: 10/31/17-10/31/18

Total applications received: 34

No. Passed: 4 No. Failed: 6

Total invited to exam: 10

No. Withdrew: 0 No. Screened Out: 24

Instructional Aide-Instrumental Music

Dual

17-0063-0447

List Valid: 11/01/17-11/01/18

Total applications received: 32

No. Passed: 2 No. Failed: 0

Total invited to exam: 3

No. Withdrew: 1 No. Screened Out: 29

Risk Management Technician

Promotional

18-0034-5106

List Valid: 11/01/17-11/01/18

Total applications received: 16

No. Passed: 4 No. Failed: 6

Total invited to exam: 11

No. Withdrew: 1 No. Screened Out: 5

Senior Executive Secretary (C)

Promotional

18-0036-0679

List Valid: 11/09/17-11/09/18

Total applications received: 19

No. Passed: 3 No. Failed: 12

Total invited to exam: 17

No. Withdrew: 2 No. Screened Out: 2

Senior Payroll Accounting Technician

Dual

18-0031-0762

List Valid: 11/01/17-11/01/18

Total applications received: 38

No. Passed: 8 No. Failed: 8

Total invited to exam: 27

No. Withdrew: 11 No. Screened Out: 11

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: November 3, 2017

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 12-14

Date: November 9, 2017

Reason for
Consideration: Restricted Action

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 removed from an eligibility list 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 a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 15-17

Date: November 9, 2017

Reason for
Consideration: Restricted Action

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 removed from an eligibility list 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 a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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.