

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

**MEETING AGENDA**

**Regular Meeting  
B Building Room 29  
September 17, 2015**

**8:15 a.m.**

**ADDENDUM  
PAGE NO.**

- I. GENERAL COMMUNICATIONS FUNCTIONS**
  - 1. Call to order – Stacey V. Lewis**
  - 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 September 3, 2015** 1 - 3
  - 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 Associate Producer/Production Designer** 4 - 5
  - 2. RATIFY job announcement bulletin for Production Center Supervisor** 6 - 7
  - 3. APPROVE the certification of Accounting Technician 16-0010-0750 eligibility list established September 4, 2015** 8
  - 4. APPROVE the certification of Instructional Aide - Special 16-0007-0448 eligibility list established August 31, 2015 AMENDED** 8
  - 5. APPROVE the certification of Personnel Analyst 15-0175-0236 eligibility list established September 4, 2015** 8
  - 6. APPROVE the certification of Speech Language Pathology Assistant 16-0009-5024 eligibility list established September 7, 2015** 8
  - 7. APPROVE the certification of Telecommunications Technician 15-0185-3309 eligibility list established September 9, 2015** 8
- III. OLD BUSINESS**

**IV. NEW BUSINESS**

- 1. APPROVE the extension of College and Career Specialist 15-0028-5177 eligibility list established September 24, 2014** 8
- 2. APPROVE the recommendation to remove from eligibility list ID 16725338** 9 – 23
- 3. APPROVE the recommendation to remove from eligibility list ID 6559575** 24 - 43

**V. OTHER ITEMS**

**VI. NEXT REGULAR MEETING**

October 1, 2015, at 8:15 a.m. in Building B Room 29

**VII. CLOSED SESSION**

- 1. Public Employee Discipline/Dismissal/Release**

**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

September 3, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, September 3, 2015 at 8:15 a.m. in B Building, 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 Stacey Lewis

**ROLL**

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

Present:           **Stacey V. Lewis  
Terence Ulaszewski**

**STAFF MEMBERS PRESENT**

**Kenneth Kato, Executive Officer; Marilyn Balmer, Personnel Analyst; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Adriana Araujo-Honorio, Staff Secretary; Susan Brister, Human Resources Technician; Ericka Emery, Human Resources Technician; Anne Follett, Human Resources Technician; Oralia Leyva-Leonor, Human Resources Technician; Judith Lopez, Human Resources Technician, Kasey Noble, Interim Senior Administrative Secretary; Shelley Scott, Human Resources Technician; Angela Stenberg, Human Resources Technician.**

**GUESTS**

**Valeeta Pharr, CSEA Chapter 2 President**

**MINUTES OF REGULAR MEETING APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried unanimously, to approve the minutes of the Regular Meeting of August 20, 2015.

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

**RECEIVE CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM EXECUTIVE OFFICER**

**Kenneth Kato, Executive Officer, updated the Commission on the Board of Education Meeting held on September 1, 2015 where approximately 5 LBUSD students were recognized as participants of the Young Senators Program. Mr. Kato reported that the Board members commented on visiting the updated Newcomb K-8 and Roosevelt Elementary school sites. Mr. Kato discussed that he met with CSEA to address any concerns they may have had. Mr. Kato informed the Commission that he visited 9 departments in 3 days, to address**

any concerns and to collaborate through streamlined communication. He also received compliments from many directors about the Personnel Commission staff. Mr. Kato concluded by notifying the Commission that he plans on visiting the school sites alongside Ann Culton, Administrative Coordinator, Human Resource Services, and David Zaid, Employee Relations Director, Human Resource Services.

Maria Braunstein, Personnel Analyst, informed the commissioners of current and upcoming recruitments of the Personnel Commission offices. Ms. Braunstein then introduced Oralia Leyva-Lonor and Angela Stenberg, as new employees who have recently joined the Personnel Commission staff.

Dale Culton, Certification Services Manager, reported that with the commencement of the traditional school year, the staff has been busy with a high volume of calls. Mr. Culton then informed the Commission of the ASEOP training conducted by Judith Lopez, Human Resources Technician, at Garfield Elementary School. He informed those in attendance that ASEOP training will continue throughout the year for school-site staff.

Susan Learning, Personnel Analyst, mentioned to the Commission that she and her staff are working diligently to provide CalPERS seminars to Nutrition Services Employees as well as CPR training to eligible staff. Ms. Learning also noted that the salary schedule booklets have been printed and will be distributed in the upcoming weeks. She concluded with a mention of upcoming classification studies.

## **CONSENT AGENDA**

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items.

1. **RATIFY** job announcement bulletin for Instructional Aide – Alternative School
2. **RATIFY** job announcement bulletin for Instructional Aide – Special
3. **RATIFY** job announcement bulletin for School Safety Officer
4. **RATIFY** job announcement bulletin for Student Store Lead
5. **APPROVE** the certification of Campus Security Officer 15-0180-5011 eligibility list established August 21, 2015
6. **APPROVE** the certification of Campus Security Officer 15-0186-5011 eligibility list established August 21, 2015
7. **APPROVE** the certification of Instructional Aide – Special 16-0007-0448 eligibility list established August 24, 2015
8. **APPROVE** the certification of Kids' Club Assistant 15-0181-0694 eligibility list established August 27, 2015
9. **APPROVE** the certification of Nutrition Services Worker 15-0164-5068 eligibility list established August 20, 2015
10. **APPROVE** the certification of Purchasing Assistant 16-0008-5129 eligibility list established August 20, 2015

**OLD BUSINESS**

None

**NEW BUSINESS**

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 with a modification increasing the number of current eligible to 48 and decreasing the number of waivers or removals to 46.

1. **APPROVE** the extension of Office Assistant – Bilingual Spanish 15-0018-5158 eligibility list established September 8, 2014

**OTHER ITEMS**

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she spoke with Ms. Linda Vaughan, Personnel Commissioner, who has returned home and is on-track to return by her projected date in November.

Ms. Lewis acknowledged the Personnel Commission staff attending the Commission meeting.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for September 17, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**CLOSED SESSION**

The Personnel Commission retired into closed session at 8:35 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:05 a.m. No reportable actions were taken.

**ADJOURMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:07 a.m. with the consent of the members.

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL  
DISTRICT**

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Stacey V. Lewis, Chairperson

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Kenneth Kato, Executive Officer



2008 Finalist  
the broad prize  
for Urban Education



# Classified Promotional Opportunity

**APPLY TO:**

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/Main Offices/Personnel Commission/](http://www.lbschools.net/Main Offices/Personnel Commission/)

## PRODUCTION CENTER SUPERVISOR – 5070

**Final Filing Date: 4:30 p.m., Thursday, September 24, 2015**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,295	\$4,530	\$4,780	\$5,044
<u>HOURLY:</u>	\$24.78	\$26.14	\$27.58	\$29.10

**PROMOTIONAL:** Employees in the classified service of the School District who have permanent status, whose most recent overall service rating is "Satisfactory," AND who meet the education and experience requirements are eligible to compete.

**JOB INFORMATION:** Current vacancy is a 10 month 100% position located in the Nutrition Services Branch.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main Offices/Personnel Commission/](http://www.lbschools.net/Main Offices/Personnel Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday-Thursday; 8:00 a.m. - 4:00 p.m.

**JOB SUMMARY:** Under general supervision, plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center; assure food production and packaging schedules meet site needs and distribute timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

**Note:** Before being considered for employment, 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.

**MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Graduation from high school. College-level coursework in institutional food management, quantity food preparation or a related field is preferred. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

**EXPERIENCE:** Four years of institutional or commercial quantity food preparation experience including one year in a supervisory capacity or two years of experience as a Nutrition Services Supervisor III.

**SPECIAL:** Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

Some positions in this classification may require possession of a valid California Class C driver's license and the use of a personal or District automobile. Positions driving a District automobile must meet the District's safe driving standard and applicants for those positions 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.

**WORKING ENVIROMENT:** Production center kitchen environment; subject to heat from ovens and cold from refrigerators or freezers; exposure to hot foods and equipment; working with knives, slicers or other sharp objects; exposure to cleaning chemicals and fumes.

**SELECTION PROCEDURE:** This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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. Attendance will be at the applicant's expense. 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277).

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.

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.*



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# Classified Promotional Opportunity

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## ASSOCIATE PRODUCER/PRODUCTION DESIGNER - 5147

**Final Filing Date:** 4:30 p.m., Friday, September 18, 2015.

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$4,508	\$4,758	\$5,018	\$5,283	\$5,584
HOURLY:	\$26.01	\$27.44	\$28.94	\$30.54	\$32.22

**PROMOTIONAL:** Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

**JOB INFORMATION:** Permanent 10 month flex 100% position. The current vacancy is located in the office of Multimedia Services.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main Offices/Personnel Commission/](http://www.lbschools.net/Main Offices/Personnel Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under general supervision, assume a creative position in the print, multimedia and television production divisions of the Office of Multimedia Services (OMS); participate in or independently create, write, produce, direct and edit assigned educational, instructional and informational videos and other multimedia productions; create and design print-ready materials and multimedia graphics for video productions; participate in a variety of pre-, production and post-production activities for studio, field and live television productions; perform related duties as assigned.

**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.

**MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Associate's degree in television production, graphic design or a closely related field.

**EXPERIENCE:** Three years of professional experience in video production and/or creating print-ready materials and multimedia graphics.

**SPECIAL:** (1) 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. (2) Accepting positions 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.

**PHYSICAL DEMANDS:** Sitting or standing for extended periods of time, hearing and speaking to exchange information in person or on the telephone, dexterity of hands and fingers to operate a computer and specialized equipment, seeing to read a variety of materials and view productions, lifting, carrying, pushing or pulling heavy items weighing up to 30 lbs, reaching overhead above the shoulders and horizontally, climbing ladders or scaffolding, bending at the waist, kneeling or crouching, and walking over rough or uneven surfaces.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 18-0026-5147 EE  
Promotional Examination

*Maria Baunster*

LBUSD Employees, please see reverse side for important information

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:**

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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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LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 8

Date: September 17, 2015

Reason for  
Consideration: Approval

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**Accounting Technician Promotional 16-0010-0750**

List Valid: 09/04/15 – 09/04/16

Total applications received: 16

Total invited to exam: 7

No. Passed: 3 No. Failed: 2 No. Withdrew: 2 No. Screened Out: 9

**Instructional Aide - Special Open Continuous 16-0007-0448**

List Valid: 08/31/15 – 08/31/16

Total applications received: 103

Total invited to exam: 68

No. Passed: 24 No. Failed: 5 No. Withdrew: 39 No. Screened Out: 35

**Personnel Analyst Dual 15-0175-0236**

List Valid: 09/04/15 – 09/04/16

Total applications received: 90

Total invited to exam: 10

No. Passed: 4 No. Failed: 2 No. Withdrew: 4 No. Screened Out: 80

**Speech Language Pathology Assistant Dual 16-0009-5024**

List Valid: 09/07/15 – 09/07/16

Total applications received: 34

Total invited to exam: 11

No. Passed: 10 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 23

**Telecommunications Technician Dual 15-0185-3309**

List Valid: 09/09/15 – 09/09/16

Total applications received: 67

Total invited to exam: 9

No. Passed: 7 No. Failed: 2 No. Withdrew: 0 No. Screened Out: 58

**EXTEND ELIGIBILITY LIST**

**College and Career Specialist Dual 15-0028-5177**

Extended list expiration date: 03/24/16

Extended list period: 6 Months

Total applicants on list: 17

No. of current eligible: 7

No. of waivers or removals: 10

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: September 11, 2015

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 9 - 23**

**Date: September 11, 2015**

**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 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**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 24 - 43**

**Date: September 11, 2015**

**Reason for  
Consideration: Restricted Action**

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Personnel Commission Rule 4.2A 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 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.