

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA**

September 6, 2018 -- 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

A. PRELIMINARY FUNCTIONS

1. Call to Order - Meeting called to order at _____ p.m.

2. Pledge of Allegiance

3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____
Personnel Director	Ms. Gladys Byrd	_____
Personnel Analyst	Ms. Irma Garcia	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Approval of agenda, as submitted or amended:

Discussion/Action: M _____ S _____ Aye _____ Nay _____ Abstain _____

5. Approval of minutes from the August 2, 2018, Personnel Commission meeting, as submitted or amended.

Discussion/Action: M _____ S _____ Aye _____ Nay _____ Abstain _____

B. PUBLIC COMMENTS

Public Comments pertaining to non-agenda items: *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting. We ask that those who address the Commission limit their remarks to three minutes, as established by the Commission Chairperson. This may be extended up to five minutes by consensus of the Commission. Any person may address the Commission concerning any item on the agenda and may be granted three minutes to make a presentation to the Commission at the time a specific item is under discussion, or, in the case of a closed session item, prior to the Commission. No action may be taken on items of business not appearing on the agenda. (Government Code sections 54954.2, 54954.3, and 54957.9)*

C. INFORMATION ITEMS AND REPORTS

1. Staff Introduction: Leslie Holmes –Human Resources Specialist

2. Director – Transition of duties from Human Resources to the Personnel Commission.

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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D. CONSENT ACTION ITEMS

All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.

Action: M _____ S _____ Aye _____ Nay _____ Abstain _____

1. Ratification of Recruitment(s):

a. Account Analyst	Open/Promotional 08/01/2018-08/28/2018
b. Cafeteria Worker	Open/Promotional 08/08/2018-09/04/2018
c. Campus Security (Bicycle Maintenance)	Promotional Only 08/08/2018-09/04/2018
d. Carpenter	Open/Promotional 08/15/2018-09/11/2018
e. Clerk I	Open/Promotional 08/15/2018-09/11/2018
f. Community Resource Worker	Open/Promotional 08/08/2018-09/04/2018
g. Custodian I	Open/Promotional 08/29/2018-09/25/2018
h. Education Assistant III (Severe Impairments)	Open/Promotional 08/22/2018-Continuous
i. Instructional Assistant (Academic Intervention)	Open/Promotional 08/08/2018-09/04/2018
j. Lead Offset Duplicating Equipment Operator	Open/Promotional 08/08/2018-09/04/2018
k. Secretary III	Open/Promotional 08/08/2018-09/04/2018
l. Senior Cafeteria Worker	Open/Promotional 08/15/2018-09/11/2018

2. Ratification of Eligibility List(s):

a. Assistant Information Technology Director	Exam # 18-043
b. Attendance Technician (Promotional Only)	Exam # 18-049
c. Computer Specialist III	Exam # 18-056
d. Custodian II (Promotional Only)	Exam # 18-057
e. Data Quality Specialist	Exam # 18-055
f. Education Assistant III (Arabic)	Exam # 18-050
g. Education Assistant III (Severe Impairments)	Exam # 18-052
h. Help Desk Technician	Exam # 18-054
i. Instructional Tutor – Deaf and Hard of Hearing (DHH)	Exam # 18-058
j. Office Assistant I (Health Aide)	Exam # 18-061
k. Painter	Exam # 18-041
l. Plumbing Supervisor	Exam # 18-060
m. Speech and Language Pathology Assistant (SLPA)	Exam # 17-066
n. Welder Fabricator	Exam # 18-044
o. Youth Services Specialist	Exam # 18-045

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3. Approval of Eligibility List(s) Extension:
 - a. Account Clerk II Exam # 17-052 10/13/2018 to 10/13/2019
 - b. Attendance Assistant Exam # 17-054 10/13/2018 to 10/13/2019
 - c. Attendance Verifier Exam # 17-048 09/08/2018 to 09/08/2019
 - d. Microcomputer Specialist II Exam # 17-061 10/13/2018 to 10/13/2019
4. Approval of Certification from Other Eligibility List:
 - a. Attendance Technician to fill Bilingual Attendance Technician Exam # 18-049
 - b. Office Assistant I (Health Aide) to fill Bilingual Office Assistant I (Health Aide) Exam # 18-061
 - c. Education Assistant III (SI) to fill Bilingual Education Assistant III (Severe Impairment) Exam # 18-052
 - d. Bilingual Senior Clerk to fill Senior Clerk Exam # 17-079
5. Approval of certifications as submitted:
See attached report.

E. ACTION ITEMS

The Commission shall discuss the following recommendations. Items will be voted separately:

1. Job Title and Revisions to the following Job Specification(s):
 - a. Asbestos Abatement Inspector/Insulator to Asbestos and Mold Abatement Inspector
Action: M _____ S _____ Aye _____ Nay _____ Abstain _____
 - b. Director of Management Information Services (MIS) to Information Technology Director
Action: M _____ S _____ Aye _____ Nay _____ Abstain _____
2. First Reading to the revisions of the following Personnel Commission Rule(s):
 - a. 2.2.1, 2.2.1.2, and 2.2.6.3 Regular Meetings
 - b. 6.1.4.1.4 Dual Certification
 - c. 6.1.6.2 Merger of Eligibility Lists
 - d. 7.4.4.1 Compensation for Limited Substitute assignment
 - e. 7.5.2 and 7.5.2.1 Compensation for Retirees
 - f. 8.2 Criminal Records
 - g. 8.2.1.1 Fingerprinting
 - h. 9.4.1.2 Probation Status
 - i. 9.4.1.3 through 9.4.1.3.3 Probationary Period
 - j. 11.1.10 Employee Rights to File a Complaint

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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- | | |
|-------------------------|--|
| k. 17.3.7.2.2 | Salary Relationship Establishment and Revision |
| l. 19.1.3 and 19.1.5.24 | Prohibited Acts Related to Discipline |
| m. 19.1.7 | Progressive Discipline |
| n. 19.1.7.3.3 | Step Two-Written Warning |
| o. 19.3.2 | Skelly Hearing Before Superintendent |
| p. 19.3.3 | Notification of Skelly Hearing to Employee |
| q. 19.4.1 | Superintendent or Designee's Decision |
| r. 19.5 | Contents of Notice of Disciplinary Action |
| Action: M _____ S _____ | Aye _____ Nay _____ Abstain _____ |

3. Discussion and approval of Personnel Commission meeting dates for the remainder of the 2018 calendar year.

Action: M _____ S _____ Aye _____ Nay _____ Abstain _____

4. The next Personnel Commission meeting is scheduled to be held on October _____, 2018, at 5:30 p.m., in the Personnel Commission Office, 777 N F Street, San Bernardino, California, 92410, Portable B.

Action: M _____ S _____ Aye _____ Nay _____ Abstain _____

E. PERSONNEL COMMISSION COMMENTS

F. CLOSED SESSION

The Commission will adjourn into closed session at _____ to discussion:

1. Pursuant to Government Code §54954.5 (e) and §54957: Public Employee Discipline/Dismissal/Release/Appeals.
 - a. Employee # 18-1004
 - b. Employee # 18-1006
 - c. Applicant # 18-1007
2. Pursuant to Government Code Section §54957: Public Employee Performance Evaluation,
 - a. Personnel Director
 - b. Personnel Analyst
3. Pursuant to Government Code §54954.5 (e) and §54957: Public Employment,
 - a. Personnel Commission staff

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G. The Commission reconvened in Open Session at _____ and announced the following action(s):

H. ADJOURNMENT

The Commission adjourned the meeting at _____.

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REGULAR PERSONNEL COMMISSION MEETING AGENDA**

September 6, 2018 -- 5:30 p.m.

777 N F Street

Personnel Commission Office – Portable B

**MEETING OF THE PERSONNEL COMMISSION
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

Assistance/Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Addressing the Commission:

There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

Items on the Agenda:

Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

Items not on the Agenda:

Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

Placing Items on a Future Agenda:

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or agenzized under Public Comment.

Closed Session

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
Personnel Commission Office
777 North F Street, Portable #B San Bernardino, CA 92411

MINUTES

August 2, 2018

I. CALL TO ORDER

- A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
- B. Pledge of Allegiance
- C. Roll-Call

Commissioner Valeria Dixon, Chairperson

Commissioner Michael Salazar, Vice Chairperson

Commissioner George Bohn, Member

II. APPROVAL OF AGENDA

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the agenda.

Motion carried

III. PUBLIC COMMENTS

No public comments

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S):

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following eligibility list(s):

- | | |
|-------------------------------|---------------|
| 1. Cafeteria Worker | Exam # 18-046 |
| 2. Certified Athletic Trainer | Exam # 18-053 |
| 3. Nutrition Specialist | Exam # 18-047 |

Motion Carried

B. RECRUITMENT(S):

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the following recruitments:

- | | |
|-------------------------------------|--|
| 1. Computer Specialist III | Open/Promotional 07/05/2018-07/31/2018 |
| 2. Office Assistant I (Health Aide) | Open/Promotional 07/18/2018-08/14/2018 |
| 3. Plumbing Supervisor | Open/Promotional 07/18/2018-08/14/2018 |
| 4. Secretary | Open/Promotional 07/18/2018-08/14/2018 |

Motion carried

C. DISCUSSION ON PC RULES:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the Personnel Commission Rules.

There was discussion regarding applicants not being able to retest within a 90-day period. Ms. Byrd addressed the Commission on the Rules. Ms. Irma Garcia stated that due to the concerns Joshua Fleming stated at the last meeting on the rules 4.13 and 5.2.12.5 will remain as is, they do not require any changes. Ms. Dixon questioned the reason to open jobs less than 90 days. Ms. Irma Garcia explained there may not be enough ranks, so there may be a need to reopen recruitment. Ms. Byrd stated that recruitments open rarely in less than 90 days. Joshua Fleming, CSEA Labor Representative had concerns if the applicant had a bad day, stating it would be great to allow the applicant to retest. Ms. Dixon stated the wording needs to be modified. Mr. Bohn agreed that the applicant should be able to come back and retest. Joshua Fleming asked what classifications is the district continuously examining for? Ms. Garcia explained that there are positions that are opened often such as cafeteria worker, speech pathology, educational interpreter III. Ms. Byrd stated the Ed Code states 90 days, during test orientation the applicants will be notified about continuous examinations.

D. DISCUSSION ON THE MERIT SYSTEM ONBOARDING PRESENTATION:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the Merit System onboarding presentation:

Ms. Irma Garcia shared with the Commission of the onboarding presentation overviews the history of the Merit System. She briefly reviewed that SBCUSD became merit district in 1978, the responsibilities and duties of the Personnel Commission, and the principles and advantages of the Merit System.

E. DISCUSSION ON THE PERSONNEL COMMISSION MEETING DATES:

A motion was made by Ms. Dixon to discuss the PC meeting dates.

The Commission agreed to meet on Thursday, September 6, 2018, for the regular PC meeting. Joshua Fleming stated that CSEA is requesting to have the meetings on Thursday's. Mr. Salazar requested for the next meeting to bring back the rest of the year calendar, to see if the dates work for all parties.

F. DISCUSSION ON THE PERSONNEL COMMISSION ASSOCIATION OF SOUTHERN CALIFORNIA AWARD:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the Personnel Commission Association of Southern California Award:

Ms. Nersi Garcia presented an award given to the Commission from CSPCA its 50th year anniversary, received on June 1, 2017. Ms. Dixon requested the information be forwarded to the Communications department and the Board of Education.

G. APPROVAL OF MINUTES FOR AUGUST 2, 2018:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for July 12, 2018.

Motion carried.

V. COMMISSIONER'S/DIRECTOR'S COMMENTS:

Ms. Irma Garcia shared with the Commission that the District held its annual Gathering of Excellence; several PC staff members attended. Board President Abigail Medina and Dr. Dale Marsden welcomed employees to a new school year. Manny Scott, an original Freedom Writer, was the key note speaker. He spoke about Making Hope Happen and also being hope. She indicated that he was very inspiring.

Mr. Bohn and Mr. Salazar complemented Irma Garcia on the Merit System onboarding presentation. Mr. Salazar thanked staff for a great job done. He shared that he met with Dr. Wiseman and that he had great things to say about the Personnel Commission department. He also appreciated CSPCA's recognition.

Ms. Dixon agreed with Mr. Salazar comments regarding the staff.

The Commission adjourned into closed session at 6:18 p.m.

VI. CLOSED SESSION:

The Commission reconvened into open session at 7:06 p.m. and announced the following actions:

Employee #18-1003 – No Action

Employee #18-1004 – Hearing Officer to be appointed

Employee #18-1006 – Hearing Officer to be appointed

ADJOURNMENT:

The Commission adjourned the meeting at 7:07 p.m.

Exam #	18-043	Exam Title		ASSISTANT INFORMATION TECHNOLOGY DIRECTOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/30/2018	6/26/2018	9/7/2019	18	3	63	30

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

8/21/2018
 Date

Exam #	18-049	Exam Title		Attendance Technician		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/3/2018	7/10/2018	9/7/2019	7	5	29	7

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

8/10/2018
 Date

Exam #	18-056	Exam Title		Computer Specialist III		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/5/2018	7/31/2018	9/7/2019	22	15	117	57

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

8/30/2018

Date

Exam #	18-057	Exam Title	CUSTODIAN II			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/5/2018	7/31/2018	9/7/19	13	11	21	14

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


Director


Date

Exam #	18-055	Exam Title		DATA QUALITY SPECIALIST		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/5/2018	7/31/2018	9/7/2019	5	3	135	16

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

8/24/2018
 Date

Exam #	18-050	Exam Title		EDUCATION ASSISTANT III (ARABIC)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/13/2018	7/10/2018	9/7/19	1	1	11	4

*To me merged with exam # 18-013

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.




Director

Date

Exam #	18-052	Exam Title		EDUCATION ASSISTANT III (SEVERE IMPAIRMENTS)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
6/13/2018	8/21/2018	9/7/19	22	14	175	60

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


Director


Date

Exam #	18-054	Exam Title		HELP DESK TECHNICIAN		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/5/2018	7/31/2018	9/7/19	21	12	186	29

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.




Director Date

Exam #	18-058	Exam Title		Instructional Tutor Deaf & Hard of Hearing (DHH)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/11/2018	8/7/2018	9/7/2019	4	3	25	8

**Merged with exam #18-025

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

8/21/2018
 Date

Exam #	18-061	Exam Title		OFFICE ASSISTANT I (HEALTH AIDE)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/18/2018	8/14/2018	9/7/19	194	32	506	317

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Director


 Date

Exam #	18-041	Exam Title		Painter		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/9/2018	6/5/2018	9/7/2019	8	8	52	18

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

8/21/2018
 Date

Exam #	18-060	Exam Title		PLUMBING SUPERVISOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
7/18/2018	8/14/2018	9/7/2019	6	4	21	8

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

8/30/2018
 Date

Exam #	17-066	Exam Title		Speech-Language Pathology Assistant (SLPA)		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
9/6/2017	7/31/2018	9/7/2019	4	2	57	14

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Commission Director

8/21/2018
 Date

Exam #	18-044	Exam Title		WELDER FABRICATOR		
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/30/2018	6/26/2018	9/7/19	3	3	18	7

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Director


 Date

Exam #	18-045	Exam Title	YOUTH SERVICES SPECIALIST			
Posting Dates		Date Terminated	# Eligible	# Ranks	# Applied	# Meeting MQ's
Opened	Closed					
5/30/2018	6/26/2018	9/7/19	18	10	332	34

I certify that these eligibility lists are based upon examination requirements completed and complied in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.




Director

Date

Certification of Classified Personnel Actions

Name	Classification
Approval of the selection of the following from eligibility list(s):	
Azzoni, Mathias	School Accounting Technician I (Middle School)
Calderon-Rodriguez, Shelby	Cafeteria Worker
Castaneda, Mariela	Bilingual Clerk I
Castaneda, Mariela	Bilingual Clerk I
Castaneda, Mariela	Bilingual Clerk I
Castaneda, Mariela	Bilingual Clerk I
Castillo, Catalina	Bilingual Instructional Aide
Ceballos, Marissa	Instructional Aide
Chum, Danich	Education Assistant III (Cambodian)
Dorado, Christopher	Custodian I
Galaviz, Monique	Cafeteria Worker
Garcia, Sarahi	Instructional Assistant SDC
Green, Makiba	Instructional Aide
Gutierrez, Carmen	Instructional Aide
Gutierrez, Carmen	Instructional Aide
Gutierrez, Yvette	Cafeteria Worker
Guzman, Domingo	Maintenance Worker I
Hernandez, Barbara	Bilingual Clerk II
Hernandez, Barbara	Bilingual Clerk II
Hernandez, Barbara	Bilingual Clerk II
Ignacio, Janis	Occupational Therapist
Jackson, Tracy	Lifeguard
Jenks, Amyah	Instructional Assistant (Special Day Class)
Jenks, Asia	Education Assistant III (Severe Impairments)
Leon, Zachary	Environmental Compliance & Safety Technician
Lopez, Crystal	Instructional Aide
Martinez Alvarez, Fabiola	Cafeteria Worker
Martinez, Sandra	Secretary III
Martinez, Yicela	Cafeteria Worker
McClellan, Larisa	Library Assistant
Meneses, Ina	Cafeteria Worker
Montoya, Javier	Custodian I
Mora Castellon, Elvia	Accounts Payable Technician
Morales, Maria	Cafeteria Worker
Navarro, Ernie	Education Assistant III (Spanish)
Nguyen, Monique	Occupational Therapist
Oliva, Denisse	Library Assistant
Patterson, Genna	Cafeteria Worker
Plascencia, Tania	Education Assistant III (Severe Impairments)
Ramirez, Alejandra	Instructional Aide
Rilling, Katherine	Cafeteria Worker
Roberson, Ashley	Instructional Assistant (Special Day Class)
Robertson, Denise	Cafeteria Worker
Roman, Irene	Cafeteria Worker
Rosales, Adrian	Payroll Technician
Rosales, Adrian	Payroll Technician
Salazar, Briana	Bilingual Instructional Aide
Sisneros, Raychel	Cafeteria Worker
Sparks, Jeremy	Campus Security Officer I
Stone, Alicia	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Taylor, Maurshel	Education Assistant III SI
Tomlin, Marlon	Custodian I
Valdez, Veronica	Library Assistant
Walters, Charlene	Instructional Aide
Zaragoza, Araceli	Bilingual Clerk I

Certification of Classified Personnel Actions

Name	Classification
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Approval of the reemployment of the following :

Felix, Liliana	Bilingual Secretary
Holloway, Shauraye	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Whittington Jr., Harry	Delivery Driver/Warehouse Worker
Thompson Porter, Keiunche	Education Assistant III (Severe Impairments)

Approval of the promotion of the following :

Alamilla, Maria	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Alvarez, Enna	Secretary III Confidential
Bolthausen, Ingrid	Payroll Technician
Delvillar, Oscar	Reprographics Supervisor
Ethington, Veronica	Education Assistant III SI
Loza, Marco	Groundsworker
Meyers Jr., Steven	School Police Officer
Morris, Ramona	Secretary III
Ortiz, Claudia	Account Clerk I
Oyes, Henrietta	Cafeteria Worker
Padilla, Setareh	Secretary II
Ramirez, Priscylla	Bilingual Clerk II
Rios, Sandra Karina	Bilingual Clerk II
Rodriguez, Norma	Administrative Assistant
Rubalcava Gomez, Roxana	Bilingual Clerk I
Ruiz, Marisa	Secretary III
Salas, Abel	Warehouse Assistant Manager
Shook, Lori	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Sierra, David	Budget Analyst
Torres, Maricela	Education Assistant III (Spanish)

Approval of the employment of the following substitutes - limited term:

Abraham, Samuel	Delivery Driver/Warehouse Worker
Adams, Letha	Office Assistant I (Health Aide)
Ahumada Tirado, Esdras	Education Assistant III (Spanish)
Ahumada Tirado, Esdras	Instructional Aide
Ahumada Tirado, Esdras	Instructional Assistant (Computer Assisted Instruction)
Ahumada Tirado, Esdras	Microcomputer Specialist II
Ahumada Tirado, Esdras	Virtual Learning Instructional Assistant
Ainsworth, Nadine Ann	Cafeteria Worker
Ainsworth, Nadine Ann	Serving Kitchen Operator
Alvarado, Antonio	Custodian I
Alvarez, Daniel	Custodian I
Araiza, Richard	Custodian I
Araiza, Richard	Delivery Driver/Warehouse Worker
Archuleta Esquivel, Ruben	Cafeteria Worker
Armendariz, Christina	Attendance Technician
Armendariz, Christina	Attendance Verifier
Armendariz, Christina	Clerk I
Armendariz, Christina	Clerk II
Armendariz, Christina	Community Resource Worker
Arriola, Victoria	Senior Cafeteria Worker
Arriola, Victoria	Serving Kitchen Operator
Arroyo, Julie	Attendance Verifier
Arroyo, Julie	Clerk I
Arroyo, Julie	Clerk II
Arroyo, Julie	Office Assistant I (Health Aide)
Baer, Sierra	Instructional Aide
Bakar, Ann	Library Assistant
Baldino, Sarah	Attendance Verifier
Baldino, Sarah	Clerk I
Barajas, Erika	Instructional Aide
Barragan, Maria	Custodian I

Certification of Classified Personnel Actions

Name	Classification
Barrios-Hidalgo, Susana	Clerk II
Barrios-Hidalgo, Susana	Secretary II
Batres, Magdalena	Attendance Verifier
Batres, Magdalena	Cafeteria Worker
Batres, Magdalena	Office Assistant I (Health Aide)
Bernal, Deserie	Attendance Technician
Bernal, Deserie	Attendance Verifier
Bernal, Deserie	Community Resources Worker
Bernal, Deserie	Instructional Aide
Birdwell, Gloria	Attendance Verifier
Birdwell, Gloria	Clerk II
Blanco, Mireya	Attendance Verifier
Blanco, Mireya	Office Assistant I (Health Aide)
Bluthenthal, Cree	Cafeteria Worker
Boone, Joseph	Cafeteria Worker
Boone, Joseph	Custodian I
Brandstetter, Patricia	Clerk I
Brandstetter, Patricia	Clerk II
Brandstetter, Patricia	Secretary
Brandstetter, Patricia	Secretary II
Brecht, Teresa	Instructional Aide
Brecht, Teresa	Instructional Assistant (Special Day Class)
Broussard, Yvette	Instructional Aide
Broussard, Yvette	Instructional Assistant (Special Day Class)
Broussard, Yvette	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Brown, Therese	Attendance Verifier
Brown, Therese	Clerk I
Burke, Gloria	Custodian I
Cabrera, Rodolfo	Custodian I
Campos, Eotadio	Custodian I
Cardis, Destany	Clerk I
Cardis, Destany	Office Assistant I (Health Aide)
Cardis, Justyn	Custodian I
Carter, Patsy	Secretary
Carter, Patsy	Secretary II
Cazares Garibay, Jazmin	Attendance Verifier
Cazares Garibay, Jazmin	Instructional Aide
Cazares, Karina	Instructional Aide
Ceballos, Marissa	Instructional Aide
Chavez, Rita	Secretary II
Cifuentes-Avila, Lorena	Custodian I
Cisneros, Norma	Bilingual Community Relations Worker II (Parent Involvement)
Cisneros, Norma	Clerk I
Cisneros, Norma	Community Resource Worker
Cisneros, Norma	Curriculum Materials Clerk
Cisneros, Norma	Education Assistant III (Severe Impairment)
Cisneros, Norma	Education Assistant III (Spanish)
Cisneros, Norma	Instructional Aide
Cisneros, Norma	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Cobern, Haley	Instructional Aide
Cobern, Haley	Instructional Assistant (Tutorial Assistant)
Cole, Ki-Jana	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Cortez, Katherine	Attendance Assistant
Cortez, Katherine	Attendance Technician
Cortez, Katherine	Cafeteria Worker
Cortez, Katherine	Clerk II
Cortez, Katherine	Curriculum Materials Clerk
Cortez, Katherine	Office Assistant I (Health Aide)
Cortez, Katherine	Senior Purchasing Clerk
Crawford, Alixis	Instructional Aide

Certification of Classified Personnel Actions

Name	Classification
Criss, Karen	Custodian II
Criss, Karen	Custodian III
Cuevas, Sofia	Purchasing Clerk
Cuevas, Sofia	Secretary
Cuevas, Sofia	Secretary II
Dang, Lily	Education Assistant III (Vietnamese)
Davis, Valerie	Clerk I
Davis, Valerie	Office Assistant I (Health Aide)
De Leon, Jessica	Education Assistant III (Severe Impairment)
Deavers, Vendela	Food Worker Trainee
Diaz, Jose	Instructional Aide
Diaz, Jose	Instructional Assistant (Special Day Class)
Diaz, Jose	Instructional Assistant (Tutorial Assistant)
Dorado, Christopher	Custodian I
Dorado, Lucy	Custodian I
Dorsey, Ashley	Cafeteria Worker
Dorsey, Ashley	Clerk II
Dorsey, Ashley	Instructional Assistant (Special Day Class)
Dorsey, Ashley	Secretary
Draper, Dina	Bilingual Instructional Aide
Draper, Dina	Instructional Aide
Duarte Negrete, Mercedes	Instructional Aide
Duenas, Maria	Bilingual Office Assistant I (Health Aide)
Duenas, Maria	Office Assistant I (Health Aide)
Elkins, Beverly	Cafeteria Worker
Elston, Bobbie	Serving Kitchen Operator
Escarcega Jr., David Marin	Custodian I
Escarcega Jr., David Marin	Groundsworker
Escarcega Jr., David Marin	Maintenance Worker I
Fabela, Linda	Attendance Verifier
Fabela, Linda	Bilingual Attendance Verifier
Fabela, Linda	Bilingual Office Assistant I (Health Aide)
Fabela, Linda	Secretary II
Fallouh, Rim Alkouri	Food Worker Trainee
Farris-Howard, Amber	Attendance Verifier
Farris-Howard, Amber	Clerk I
Farris-Howard, Amber	Custodian I
Farris-Howard, Amber	Instructional Assistant (Special Day Class)
Farris-Howard, Amber	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Farris-Howard, Amber	Office Technician Registrar
Farris-Howard, Amber	Secretary II
Farris-Howard, Amber	Senior Clerk
Fernandez Montes, Cinthya	Cafeteria Worker
Ferraro, Sharon	Attendance Verifier
Ferraro, Sharon	Clerk I
Ferraro, Sharon	Office Assistant I (Health Aide)
Figueroa, Carmen	Cafeteria Worker
Flores Barbara	Instructional Aide
Flores, Elizabeth	Cafeteria Worker
Flores, Elizabeth	Clerk II
Flores, Elizabeth	Instructional Assistant (Special Day Class)
Flores, Maria	Secretary II
Foster, Tanya	Cafeteria Worker
Frank, LaDonna	Cafeteria Worker
Franklin, Angel	Secretary II
Fraticeilli, Nicolas	Custodian I
Galaviz, Brianna	Attendance Assistant
Galaviz, Brianna	Attendance Verifier
Galaviz, Brianna	Instructional Aide
Galaviz, Brianna	Purchasing Clerk

Certification of Classified Personnel Actions

Name	Classification
Galaviz, Brianna	Secretary
Galaviz, Desiree	Cafeteria Worker
Galloway, Marie	Attendance Verifier
Galloway, Marie	Clerk II
Galloway, Marie	Food Production Worker
Galloway, Marie	Library Assistant
Galloway, Marie	Secretary II
Gamboa, Crystal	Instructional Aide
Gamboa, Crystal	Instructional Assistant (Tutorial Assistant)
Gamboa, Francisco	Certified Athletic Trainer
Garay, Ana	Secretary II
Garay, Ana	Secretary III
Garcia, Connie	Cafeteria Worker
Garcia, Edgar	Computer Specialist I
Garcia, Edgar	Help Desk Technician
Garcia, Isabella	Instructional Aide
Garcia, Isabella	Instructional Assistant (Special Day Class)
Garcia, Isabella	Instructional Assistant (Tutorial Assistant)
Garcia, Vanessa	Clerk II
Garcia, Vanessa	Curriculum Materials Clerk
Garcia, Veronica Louise	Cafeteria Worker
Garcia, Veronica Louise	Clerk I
Garcia, Veronica Louise	Serving Kitchen Operator
Gardner Jr., Keith	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Garibaldi, Adrianna	Bilingual Secretary II
Garibaldi, Adrianna	Clerk I
Garibaldi, Adrianna	Clerk II
Garibaldi, Adrianna	School Accounting Tech II (High School)
Garibaldi, Adrianna	Student Services Specialist II
Gastelum De Lopez, Rosa	Attendance Verifier
Gastelum De Lopez, Rosa	Clerk I
Gomez Gracie	Senior Cafeteria Worker
Gomez, Alma	Custodian I
Gomez, Armando	Custodian I
Gomez, Armando	Delivery Driver Warehouse Worker
Gomez, Armando	Groundsworker
Gomez, Armando	Maintenance Worker I
Gomez, Gracie	Serving Kitchen Operator
Gonsalez, Tatiana	Cafeteria Worker
Gonzales, Gabriela	Clerk I
Gonzales, Gabriela	Custodian I
Gonzales, Gabriela	Food Production Worker
Gonzales, Gabriela	Serving Kitchen Operator
Gonzalesz, Joel	Custodian I
Gonzalez de Sanchez, Maria	Attendance Verifier
Gonzalez de Sanchez, Maria	Bilingual Education Assistant III (Severe Impairments)
Gonzalez de Sanchez, Maria	Education Assistant III (Severe Impairments)
Gonzalez de Sanchez, Maria	Instructional Assistant (Special Day Class)
Guadiana, Guadalupe	Office Assistant I (Health Aide)
Gurrola Navarro, Marisol	Attendance Verifier
Gurrola Navarro, Marisol	Bilingual Attendance Verifier
Gutierrez, Carmen	Education Assistant III (Severe Impairments)
Gutierrez, Carmen	Instructional Aide
Gutierrez, Carmen	Instructional Assistant (Special Day Class)
Gutierrez, Monica	Attendance Verifier
Gutierrez, Monica	Custodian I
Guzman, Anna	Education Assistant III (Spanish)
Hall, Tatiana	Cafeteria Worker
Harrison, James	Custodian I
Hawkins, Kashauna	Instructional Assistant (Special Day Class)

Certification of Classified Personnel Actions

Name	Classification
Hayes, Tiffany	Custodian I
Hernandez Alba, Luz Selene	Instructional Aide
Hernandez Alba, Luz Selene	Instructional Assistant (Tutorial Assistant)
Hernandez, Pauline	Attendance Verifier
Hernandez, Pauline	Clerk II
Herrera, Jose	Help Desk Technician
Herrera, Jose	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Hesskamp, Virginia	Clerk I
Hixon, Leilani	Clerk II
Hixon, Leilani	Senior Purchasing Clerk
Ibarra, Cynthia	Custodian I
Ibarra, Cynthia	Groundsworker
Ibarra, Cynthia	Office Assistant I (Health Aide)
Isidoro, Aurora	Cafeteria Worker
Jackson, Tracy	Lifeguard
Johnson, Beverly	Secretary
Johnson, Shevon	Instructional Aide
Jorski, Katherine	Attendance Assistant
Jorski, Katherine	Clerk I
Jorski, Katherine	Clerk II
Juarez, Frank	Instructional Aide
Juarez, Rebecca	Bilingual Clerk II
Juarez, Rebecca	Bilingual Senior Clerk
Juarez, Rebecca	Secretary II
Key, Cynthia	Instructional Aide
Key, Cynthia	Instructional Assistant (Tutorial Assistant)
Kilborn, Karen	Clerk II
King, Veronica	Cafeteria Worker
Kochinsky, Victoria	Attendance Verifier
Kochinsky, Victoria	Instructional Aide
Kochinsky, Victoria	Instructional Assistant (Computer Assisted Instruction)
Kochinsky, Victoria	Instructional Assistant (Special Day Class)
Kochinsky, Victoria	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Koperski, Michael	Delivery Driver/Warehouse Worker
Koperski, Michael	Groundsworker
Leach, Danisha	Office Assistant I (Health Aide)
Leal, Lucia	Custodian I
LeFaver, Joseph	Cafeteria Worker
Lemus, Alyson	Attendance Verifier
Lemus, Alyson	Clerk I
Lemus, Alyson	Clerk II
Lemus, Alyson	Curriculum Materials Clerk
Lemus, Alyson	Instructional Aide
Lemus, Alyson	Library Assistant
Lopez, Crystal	Instructional Aide
Maldonado Clara, Meliton	Custodian I
Markham Jr., Terry	Custodian I
Marldonado, Maria	Custodian I
Marldonado, Maria	Instructional Aide
Marquez, Gerardo	Custodian I
Martin, Donna	Account Clerk I
Martin, Donna	Attendance Assistant
Martin, Donna	Attendance Technician
Martin, Donna	Attendance Verifier
Martin, Donna	Clerk I
Martin, Donna	Clerk II
Martin, Donna	Purchasing Clerk
Martin, Donna	Secretary
Martin, Donna	Secretary II
Martin, Donna	Senior Clerk

Certification of Classified Personnel Actions

Name	Classification
Martinez Cachua, Andrea	Instructional Aide
Martinez, Dionisio	Custodian I
Martinez, Dionisio	Groundsworker
Martinez, Dionisio	Maintenance Worker I
Martinez, Dolores	Instructional Aide
Martinez, Lorena	Instructional Aide
Martinez, Lorena	Instructional Assistant (Special Day Class)
Martinez, Lorena	Instructional Assistant (Tutorial Assistant)
Martinez, Lorena	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Martinez, Nasiel	Attendance Verifier
Martinez, Nasiel	Clerk I
Martinez, Nasiel	Instructional Aide
Martinez, Nasiel	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Martinez, Nasiel	Secretary
Martinez, Sandra	Instructional Aide
McCovery, Keenya	Instructional Tutor (Learning Handicapped/Physically Handicapped)
McKee, Kimberly	Cafeteria Worker
McKee, Kimberly	Clerk I
McKee, Oralia	Bilingual Secretary III
McKee, Oralia	Secretary
Mears, Marian	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Meas, Saron	Attendance Assistant
Meas, Saron	Attendance Technician
Meas, Saron	Attendance Verifier
Meas, Saron	Clerk I
Meas, Saron	Clerk II
Meas, Saron	Community Resources Worker
Meas, Saron	Curriculum Materials Clerk
Meas, Saron	Instructional Assistant (Tutorial Assistant)
Meas, Saron	Secretary II
Mendoza, Crystal	Clerk I
Mendoza, Robert	Delivery Driver/Warehouse Worker
Meza, Lauren	Instructional Aide
Meza, Lauren	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Montoya, Javier	Custodian I
Moreno, Anna	Delivery Driver/Warehouse Worker
Moreno, Anna	Instructional Aide
Moreno, Anna	Instructional Assistant (Computer Assisted Instruction)
Moreno, Anna	Instructional Assistant (Tutorial Assistant)
Moreno, Anna	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Moreno, Wendollin	Attendance Assistant
Moreno, Wendollin	Attendance Technician
Moreno, Wendollin	Attendance Verifier
Moreno, Wendollin	Clerk II
Moreno, Wendollin	Curriculum Materials Clerk
Moreno, Wendollin	Office Assistant I (Health Aide)
Moreno, Wendollin	Purchasing Clerk
Moreno, Wendollin	Senior Purchasing Clerk
Najarro, David	Custodian I
Najarro, Ruth	Custodian I
Nam-Phuong Ngo	Accounts Payable Technician
Nava Carrasco, Hilda	Cafeteria Worker
Nava Carrasco, Hilda	Custodian I
Nava Carrasco, Hilda	Serving Kitchen Operator
Nava, Karla	Office Assistant I (Health Aide)
Nicholson, Mireya	Cafeteria Worker
Nolen II, Leo F.	Custodian I
Ojeda, Mark Anthony	Instructional Aide
Orozco, Elizabeth	Cafeteria Worker
Ortiz, Fabian	Maintenance Worker I

Certification of Classified Personnel Actions

Name	Classification
Ortiz, Felissa	Office Assistant I (Health Aide)
Osborne, Joesanna	Cafeteria Worker
Osborne, Marie	Office Assistant I (Health Aide)
Ozaeta, Selena	Attendance Verifier
Ozaeta, Selena	Community Relations Worker II (Parent Involvement)
Ozaeta, Selena	Purchasing Clerk
Pabon, Jose	Custodian I
Paniagua, Edgar	Custodian I
Paniagua, Edgar	Maintenance Worker I
Parra, Leopoldo	Groundsworker
Pederson, Ryan	Custodian I
Perez, Ashley	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Perez, Melissa	Instructional Aide
Perez, Melissa	Instructional Assistant (Special Day Class)
Perez, Melissa	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Perez, Teonna	Clerk II
Perez, Teonna	Secretary II
Perez-Gomez, Karina	Cafeteria Worker
Phillips, Kenny Eugene	Custodian I
Polte, Shannon	Cafeteria Worker
Polte, Shannon	Instructional Aide
Preciado, Lissa	Clerk II
Preciado, Lissa	Curriculum Materials Clerk
Preciado, Lissa	Language Translator (Spanish)
Preciado, Lissa	Senior Clerk
Quezada, Luz	Food Worker Trainee
Quilla, Delia	Cafeteria Worker
Quinonez, Gina	Attendance Assistant
Quinonez, Gina	Clerk I
Quinonez, Gina	Clerk II
Quintanilla, Juan	Cafeteria Worker
Quintanilla, Juan	Food Worker Trainee
Quinonez-Caldera, Patricia	Instructional Assistant (Special Day Class)
Ramirez Jr., Ruben	Custodian I
Ramirez, Margaret	Attendance Assistant
Ramirez, Margaret	Attendance Verifier
Ramirez, Margaret	Clerk I
Ramirez, Sabrina	Attendance Assistant
Ramirez, Sabrina	Clerk II
Ramirez, Sabrina	School Accounting Technician I (Middle School)
Raygoza, Maria	Community Resource Worker
Raygoza, Maria	Curriculum Materials Clerk
Raygoza, Maria	Secretary
Raymond, Stephanie	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Rayson, Dominick	Attendance Technician
Rayson, Dominick	Clerk II
Rivera, Elissia	Attendance Assistant
Rivera, Elissia	Attendance Verifier
Rivera, Elissia	Clerk I
Rivera, Elissia	Clerk II
Rivera, Elissia	Office Assistant I (Health Aide)
Rivero, Daniel	Custodian I
Robertson, Denise	Certified Athletic Trainer
Robinson, Robert	Delivery Driver/Warehouse Worker
Robinson, Sonia	Instructional Aide
Robinson, Sonia	Instructional Assistant (Computer Assisted Instruction)
Robinson, Sonia	Instructional Assistant (Tutorial Assistant)
Robledo, Virginia	Cafeteria Worker
Robles, Carmen	Cafeteria Worker
Rodgers, Margaret	Instructional Aide

Certification of Classified Personnel Actions

Name	Classification
Rojas, Lizzy	Cafeteria Worker
Romero, Selenia	Clerk II
Romero, Selenia	Office Assistant I (Health Aide)
Rosales, Adrian	Payroll Technician
Rubalcaba, Marcela	Custodian I
Ruiz-Barragan, Elizabeth	Attendance Verifier
Ruiz-Barragan, Elizabeth	Bilingual Attendance Verifier
Ruiz-Barragan, Elizabeth	Bilingual Secretary II
Ruiz-Barragan, Elizabeth	Language Translator (Spanish)
Ruiz-Barragan, Elizabeth	Secretary II
Safford, Jarvis	Custodian I
Salazar, Briana	Clerk I
Salazar, Briana	Instructional Aide
Sanchez, Christalynn	Attendance Assistant
Sanchez, Christalynn	Attendance Verifier
Sandell, Kayla	Cafeteria Worker
Sandell, Kayla	Serving Kitchen Operator
Santiago, Apolinar	Groundsworker
Santiago, Apolinar	Maintenance Worker I
Santiago, Max	Custodian I
Schmidt, Louise	Accounts Payable Technician
Sharp, Jason	Drywall/Ceiling Grid Installer
Sharp, Jason	Maintenance Trades Helper
Sharp, Jason	Painter
Shavers, Terrence	Custodian I
Silvas, Stephanie	Cafeteria Worker
Sistrunk, Marlan	Custodian I
Smith, Karen	Attendance Verifier
Smith, Karen	Library Assistant
Solano, Anaeli	Attendance Verifier
Solano, Anaeli	Bilingual Attendance Verifier
Solano, Anaeli	Bilingual Secretary II
Solano, Anaeli	Secretary II
Sosa, Margarita	Custodian I
Stockton, Rob	Maintenance Worker I

Certification of Classified Personnel Actions

Name	Classification
Stockton, Rob	Office Assistant I (Health Aide)
Taylor, Bryant	Custodian I
Taylor, Maurshel	Education Assistant III (Severe Impairment)
Thomas, James	Custodian I
Thomas, James	Library Assistant
Thompson, Alfreda	Attendance Technician
Thompson, Alfreda	Attendance Verifier
Thompson, Alfreda	Cafeteria Worker
Thompson, Alfreda	Clerk II
Thompson, Alfreda	Custodian I
Thompson, Alfreda	Delivery Driver Warehouse Worker
Thompson, Alfreda	Office Assistant I (Health Aide)
Thorn, Domica	Custodian I
Tomlin, Marlon	Custodian I
Trujillo, Bryan	Cafeteria Worker
Trujillo, Bryan	Catering & Cafeteria Operator
Trujillo, Bryan	Food Worker Trainee
Turner, Sheila	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Valdovinos, Elda Magana	Instructional Aide
Valenzuela Jr., Michael	Cafeteria Worker
Vargas Lopez, Carina	Cafeteria Worker
Vargas, Monica	Attendance Verifier
Vargas, Monica	Bilingual Attendance Verifier
Vargas, Monica	Education Assistant III (Spanish)
Vargas, Monica	Instructional Aide
Vera, Kimberly	Attendance Verifier
Vera, Kimberly	Clerk I
Villalba, Denise	Attendance Assistant
Villalba, Denise	Attendance Technician
Villalba, Denise	Attendance Verifier
Villalba, Denise	Clerk I
Villalba, Denise	Clerk II
Villalba, Denise	Curriculum Materials Clerk
Vizcaino, Elena	Bilingual Instructional Aide
Walters, Debra	Secretary
Walton, Christian	Attendance Assistant
Walton, Christian	Office Assistant I (Health Aide)
Wertz, Yolanda	Bilingual Clerk II
Wertz, Yolanda	Bilingual Office Assistant I (Health Aide)
Wertz, Yolanda	Office Assistant I (Health Aide)
West, Marsha	Custodian I
Willis, Jermaine	Education Assistant III (Severe Impairment)
Winn, Dina	Secretary
Womelsdorf, Glenda	Serving Kitchen Operator
Yanez, Reina	Attendance Verifier
Yanez, Reina	Clerk I
Yanez, Reina	Clerk II
Yanez, Reina	Delivery Driver/Warehouse Worker
Zavala Ramirez, Maria Elena	Cafeteria Worker
Zavala Ramirez, Maria Elena	Food Production Worker
Zavala Ramirez, Maria Elena	Serving Kitchen Operator
Zepeda Verduzco, Ariana	Education Assistant III (Severe Impairment)
Zepeda Verduzco, Ariana	Instructional Aide
Zepeda Verduzco, Ariana	Instructional Assistant (Tutorial Assistant)
Zylman, Jayne	Buyer
Zylman, Jayne	Clerk I
Zylman, Jayne	Purchasing Clerk
Zylman, Jayne	Secretary II

Certification of Classified Personnel Actions

Name	Classification
Approval of the employment of the following substitutes - Provisional	
Acosta, SanJuana	Custodian I
Adams, Letha	Attendance Verifier
Adams, Letha	Clerk II
Ahumada Tirado, Esdras	Attendance Verifier
Ahumada Tirado, Esdras	Clerk I
Ajcu Tura, Narcizo	Custodian I
Almaraz, Maria	Custodian I
Alvarado, Blanca	Senior Food Production Worker
Alvarez, Jesus	Attendance Verifier
Alvarez, Jesus	Clerk I
Alvarez, Jesus	Custodian I
Amaro Perez, Abel	Custodian I
Arevalo, Veronica	Cafeteria Worker
Armendariz, Christina	Attendance Verifier
Avalos, Angelica	Cafeteria Worker
Avila, Dora	Custodian I
Ayala, Maria	Education Assistant III (Severe Impairment)
Baca, Carrie	Food Worker Trainee
Baer, Sierra	Instructional Assistant (Tutorial Assistant)
Banuelos, Sonia	Cafeteria Worker
Barajas, Erika	Education Assistant III (Severe Impairment)
Barragan, Rosa	Custodian I
Barrios-Hidalgo, Susana	Cafeteria Worker
Barrios-Hidalgo, Susana	Clerk I
Batey, Rosemarie	Cafeteria Worker
Batres, Magdalena	Clerk II
Bautista, Maria Victoria Chacon	Cafeteria Worker
Bellino, Michael	Custodian I
Bernal, Deserie	Clerk I
Bernal, Deserie	Education Assistant III (Severe Impairment)
Birdwell, Gloria	Clerk I
Blanco, Mireya	Clerk I
Blanco, Mireya	Custodian I
Bohn, Carolyn	Clerk I
Bohn, Carolyn	Education Assistant III (Severe Impairment)
Bonadiman, Angela	Cafeteria Worker
Broussard, Yvette	Education Assistant III (Severe Impairment)
Brown, Fontaine	Attendance Verifier
Brown, Fontaine	Clerk I
Brown, Fontaine	Education Assistant III (Severe Impairment)
Brown, Fontaine	Instructional Aide
Brown, Fontaine	Library Assistant
Brown, Therese	Clerk I
Brown, Therese	Education Assistant III (Severe Impairment)
Brown, Therese	Instructional Aide
Carbajal De Monroy, Consuelo	Cafeteria Worker
Cardis, Destany	Attendance Verifier
Carter, Patsy	Attendance Verifier
Carter, Patsy	Clerk I
Castillo, Eudocia	Custodian I
Castillo, Maritza	Instructional Assistant (Special Day Class)
Cazares Garibay, Jazmin	Clerk I
Cazares, Karina	Education Assistant III (Community Day School)
Cazares, Karina	Education Assistant III (Severe Impairment)
Cazares, Karina	Instructional Assistant (Special Day Class)
Cazares, Silvia	Cafeteria Worker
Chavez, Rita	Secretary II
Cisneros, Norma	Attendance Verifier
Cisneros, Norma	Office Assistant I (Health Aide)

Certification of Classified Personnel Actions

Name	Classification
Criss, Karen	Custodian I
Crosby, Michelle	Cafeteria Worker
Cruzado, Maria	Bilingual Attendance Verifier
Cruzado, Maria	Clerk I
Cruzado, Maria	Education Assistant III (Severe Impairment)
Cruzado, Maria	Instructional Aide
Cruzado, Maria	Instructional Assistant (Special Day Class)
Dang, Lily	Clerk I
Dang, Lily	Instructional Aide
Davis, Valerie	Attendance Verifier
Davis, Valerie	Curriculum Materials Clerk
Deavers, Vendela	Cafeteria Worker
Diaz, Irma	Cafeteria Worker
Diaz, Jose	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Diaz, Jose	Library Assistant
Dominguez, Isabel	Clerk I
Dominguez, Isabel	Clerk II
Dominguez, Isabel	Secretary
Draper, Dina	Bilingual Clerk I
Draper, Dina	Clerk I
Draper, Victoria	Custodian I
Draper, Victoria	Education Assistant III (Severe Impairment)
Edwards-Lurks, Sirithia	Cafeteria Worker
Elston, Bobbie	Cafeteria Worker
Estrada, Enrique	Education Assistant III (Severe Impairment)
Estrada, Enrique	Education Assistant III (Spanish)
Estrada, Enrique	Instructional Aide
Estrada, Enrique	Instructional Assistant (Special Day Class)
Estrada, Enrique	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Estrada, Isabel	Custodian I
Etzioni, Alisa	Cafeteria Worker
Evans, Donna	Cafeteria Worker
Fabela, Linda	Clerk I
Fallouh, Rim Alkouri	Cafeteria Worker
Farris-Howard, Amber	Instructional Aide
Flores, Elizabeth	Attendance Verifier
Flores, Elizabeth	Clerk I
Flores, Elizabeth	Education Assistant III (Severe Impairment)
Flores, Elizabeth	Instructional Aide
Floyd, Lee	Custodian I
Foster, Tanya	Education Assistant III (Severe Impairment)
Galaviz, Brianna	Curriculum Materials Clerk
Galaviz, Brianna	Senior Clerk
Galloway, Marie	Clerk I
Garay, Ana	Office Technician (Registrar)
Garcia, Stella	Cafeteria Worker
Garcia, Vanessa	Clerk I
Garcia, Veronica Louise	Attendance Verifier
Garibay, Monica	Clerk I
Garibay, Monica	Education Assistant III (Severe Impairment)
Gilbertson, Adela	Attendance Verifier
Gilbertson, Adela	Clerk I
Gilbertson, Adela	Education Assistant III (Severe Impairment)
Gilbertson, Adela	Instructional Aide
Gilbertson, Adela	Instructional Assistant (Special Day Class)
Gonzales, Gabriela	Cafeteria Worker
Gonzales, Julie	Clerk I
Gonzales, Julie	Office Assistant I (Health Aide)
Gonzalez de Sanchez, Maria	Instructional Aide
Gonzalez, Dora	Cafeteria Worker

Certification of Classified Personnel Actions

Name	Classification
Gonzalez, Sylvia	Attendance Verifier
Gonzalez, Sylvia	Clerk I
Gonzalez, Sylvia	Instructional Aide
Gonzalez, Sylvia	Instructional Assistant (Special Day Class)
Griffin, Keshia	Attendance Verifier
Griffin, Keshia	Clerk I
Griffin, Keshia	Education Assistant III (Severe Impairment)
Griffin, Keshia	Office Assistant I (Health Aide)
Guajardo, Cecelia	Custodian I
Gudino, Evangelina	Attendance Verifier
Gudino, Evangelina	Clerk I
Gudino, Rosa	Custodian I
Gurrola Navarro, Marisol	Bilingual Clerk I
Gurrola Navarro, Marisol	Cafeteria Worker
Gutierrez, Norma	Clerk I
Gutierrez, Norma	Education Assistant III (Severe Impairment)
Hawkins, Kashauna	Attendance Verifier
Hawkins, Kashauna	Clerk I
Hernandez, Hernan	Custodian I
Hernandez, Pauline	Clerk I
Herrera, Jose	Education Assistant III (Severe Impairment)
Hesskamp, Virginia	Instructional Aide
Hesskamp, Virginia	Library Assistant
Hollins, Kamilah	Attendance Verifier
Hollins, Kamilah	Clerk I
Ibarra, Cynthia	Attendance Verifier
Ibarra, Cynthia	Clerk II
Ibarra, Cynthia	Education Assistant III (Severe Impairment)
Johnson, Beverly	Clerk I
Johnson, Beverly	Clerk II
Johnson, Beverly	Office Assistant I (Health Aide)
Juarez, Rebecca	Clerk I
King, Veronica	Clerk I
King, Veronica	Custodian I
Kochinsky, Victoria	Clerk I
Koperski, Michael	Custodian I
Kroll, Peter Andreas	Custodian I
Kroll, Peter Andreas	Groundsworker
Leach, Danisha	Attendance Verifier
Leach, Danisha	Clerk I
Leach, Danisha	Instructional Aide
Lee, Floyd	Delivery Driver/Warehouse Worker
Loera, Audrey	Personnel Analyst
Lopez, Rita	Clerk I
Lopez, Rita	Clerk II
Lopez, Rita	Instructional Aide
Lozano Jr., Marcos	Cafeteria Worker
Madrazo, Leslie	Cafeteria Worker
Magallanes, Lorena	Custodian I
Marlodonado, Maria	Education Assistant III (Severe Impairment)
Marquez, Gerardo	Clerk I
Martin, Andreaus	Cafeteria Worker
Martin, Andreaus	Library Assistant
Martin, Patricia	Cafeteria Worker
Martinez Cachua, Andrea	Education Assistant III (Severe Impairment)
Martinez, Dionisio	Custodian II
Martinez, Dolores	Attendance Verifier
Martinez, Dolores	Clerk I
Martinez, Lorena	Education Assistant III (Severe Impairment)
Martinez, Lorena	Education Assistant III (Spanish)

Certification of Classified Personnel Actions

Name	Classification
Martinez, Nasiel	Education Assistant III (Severe Impairment)
Martinez, Sandra	Clerk I
Martinez, Sandra	Education Assistant III (Severe Impairment)
Martinez, Sandra	Instructional Assistant (Special Day Class)
McBay, Jackie	Attendance Verifier
McCovery, Keenya	Attendance Verifier
McCovery, Keenya	Clerk I
McKenzie, Elvira	Cafeteria Worker
Mears, Marian	Custodian I
Mears, Marian	Instructional Assistant (Special Day Class)
Mendez, Reyna	Cafeteria Worker
Mendoza, Robert	Custodian I
Montoya, Javier	Custodian I
Moore, Lembric	Custodian I
Morales, Yvonne	Attendance Verifier
Morales, Yvonne	Clerk I
Morales, Yvonne	Instructional Aide
Morales, Yvonne	Instructional Assistant (Special Day Class)
Moreno, Anna	Attendance Verifier
Moreno, Anna	Custodian I
Moreno, Anna	Education Assistant III (Severe Impairment)
Mosqueda, Lorraine	Cafeteria Worker
Murguia, Ariana	Custodian I
Myers Jr., Steven	Custodian I
Najarro, Beatriz	Cafeteria Worker
Najarro, Ruth	Cafeteria Worker
Najarro, Ruth	Clerk I
Nava, Karla	Clerk I
Nava, Karla	Education Assistant III (Severe Impairment)
Nava, Maria	Cafeteria Worker
Ocampo, Rosa	Custodian I
Orantes, Armando	Custodian I
Ortega, George	Custodian I
Ortiz, Fabian	Attendance Verifier
Ortiz, Fabian	Clerk I
Ortiz, Fabian	Custodian I
Ortiz, Felissa	Attendance Verifier
Ortiz, Felissa	Clerk I
Osborne, Marie	Attendance Verifier
Osborne, Marie	Clerk I
Otzoy, Maria	Custodian I
Ozaeta, Selena	Clerk I
Parra, Leopoldo	Custodian I
Peralta, Ana	Custodian I
Perez Calleros, Karen	Cafeteria Worker
Perez, Ashley	Instructional Aide
Perez, Teonna	Clerk I
Perez-Gomez, Karina	Attendance Verifier
Perez-Gomez, Karina	Clerk I
Polte, Shannon	Custodian I
Puchalski, Mary	Human Resources Specialist
Quezada, Ana	Education Assistant III (Severe Impairment)
Quezada, Ana	Instructional Aide
Quinonez, Gina	Attendance Verifier
Quinonez, Gina	Education Assistant III (Severe Impairment)
Quinonez-Caldera, Patricia	Instructional Aide
Ramirez, Carmen	Clerk I
Ramirez, Carmen	Education Assistant III (Severe Impairment)
Ramirez, Margaret	Custodian I
Ramirez, Maria	Secretary II

Certification of Classified Personnel Actions

Name	Classification
Ramirez, Sabrina	Attendance Verifier
Ramirez, Sabrina	Clerk I
Ramirez, Sabrina	Education Assistant III (Severe Impairment)
Raygoza, Maria	Attendance Verifier
Raygoza, Maria	Clerk I
Raygoza, Maria	Office Assistant I (Health Aide)
Rayson, Dominick	Attendance Verifier
Rayson, Dominick	Clerk I
Reyes, Iliana	Attendance Verifier
Reyes, Socorro	Custodian I
Robinson, Robert	Custodian I
Robledo, Virginia	Senior Clerk
Robles Nieto, Maria	Cafeteria Worker
Rodriguez, Alicia	Cafeteria Worker
Rodriguez, Letty	Attendance Verifier
Rodriguez, Letty	Clerk I
Rodriguez, Salena	Attendance Verifier
Rodriguez, Salena	Clerk I
Rodriguez, Salena	Library Assistant
Rodriguez, Velazquez, Karina	Cafeteria Worker
Romero Jr., Mario	Custodian I
Romero, Selenia	Attendance Verifier
Romero, Selenia	Clerk I
Romero, Selenia	Education Assistant III (Severe Impairment)
Rosales, Ericka	Cafeteria Worker
Rubalcaba, Marcela	Attendance Verifier
Rubalcaba, Marcela	Clerk I
Rubalcaba, Marcela	Instructional Aide
Rubalcaba, Marcela	Office Assistant I (Health Aide)
Ruiz-Barragan, Elizabeth	Bilingual Clerk I
Ruiz-Barragan, Elizabeth	Clerk I
Salazar, Briana	Attendance Verifier
Salazar, Sandra	Clerk I
Salazar, Sandra	Custodian I
Salazar, Sandra	Education Assistant III (Severe Impairment)
Saldivar, Jesus	Custodian I
Sanchez, Christalynn	Clerk I
Santiago, Apolinar	Custodian I
Sarabia Aguilar	Cafeteria Worker
Scott, Larry	Custodian I
Segura, Brenda	Clerk I
Sharp, Jason	Custodian I
Silvas, Stephanie	Custodian I
Smith, Karen	Clerk I
Solano, Anaeli	Bilingual Clerk I
Solano, Anaeli	Clerk I
Starks, Ilesha	Cafeteria Worker
Stockton, Rob	Attendance Verifier
Stockton, Rob	Clerk I
Stockton, Rob	Custodian I
Stover, Amber	Cafeteria Worker
Suan, Nhean	Custodian I
Taafuli, Filiamata	Clerk I
Thomas, Raylyn	Cafeteria Worker
Thompson, Alfreda	Clerk I
Trujillo, Bryan	Delivery Driver/Warehouse Worker
Turner, Sheila	Instructional Aide
Turner, Sheila	Instructional Assistant (Special Day Class)
Urquiza Alvarado, Ruth	Custodian I
Valdovinos, Elda Magana	Attendance Verifier

Certification of Classified Personnel Actions

Name	Classification
Valdovinos, Elda Magana	Clerk I
Vargas Lopez, Argemiro	Custodian I
Vargas, Monica	Bilingual Clerk I
Vargas, Monica	Clerk I
Vazquez, Jose	Custodian I
Veloz Jr., Manuel	Cafeteria Worker
Veloz Jr., Manuel	Custodian I
Veron, Vanessa	Clerk I
Veron, Vanessa	Education Assistant III (Severe Impairment)
Villalba, Denise	Education Assistant III (Severe Impairment)
Villalobos, Judith	Attendance Verifier
Villalobos, Judith	Clerk I
Villalobos, Judith	Custodian I
Villalobos, Judith	Office Assistant I (Health Aide)
Walters, Paul	Custodian I
Walton, Christian	Clerk I
Wertz, Yolanda	Attendance Assistant
Wertz, Yolanda	Attendance Verifier
Wertz, Yolanda	Bilingual Attendance Verifier
Wertz, Yolanda	Bilingual Attendance Assistant
Wertz, Yolanda	Bilingual Clerk I
Wertz, Yolanda	Clerk I
Wertz, Yolanda	Clerk II
Wertz, Yolanda	Curriculum Materials Clerk
West, Marsha	Attendance Verifier
West, Marsha	Clerk I
Williams, Brenda	Clerk I
Williams, Brenda	Education Assistant III (Severe Impairment)
Yanez, Reina	Custodian I
Young, Sandra	Instructional Aide
Zepeda Verduzco, Ariana	Attendance Verifier
Zepeda Verduzco, Ariana	Education Assistant III (Severe Impairment)
Zepeda Verduzco, Ariana	Library Assistant
Zuniga, Maria	Cafeteria Worker
Zuniga, Maria	Custodian I

Certification of Classified Personnel Actions

Name	Classification
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Approval of the promotion of the following from eligibility list(s):

Alamilla, Maria	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Alvarez, Enna	Secretary III Confidential
Bolthausen, Ingrid	Payroll Technician
Cortez, Katherine	Attendance Verifier
Delvillar, Oscar	Reprographics Supervisor
Ethington, Veronica	Education Assistant III SI
Loza, Marco	Groundsworker
Meyers Jr., Steven	School Police Officer
Morris, Ramona	Secretary III
Ortiz, Claudia	Account Clerk I
Oyes, Henrietta	Cafeteria Worker
Padilla, Setareh	Secretary II
Ramirez, Priscylla	Bilingual Clerk II
Rios, Sandra Karina	Bilingual Clerk II
Rodriguez, Norma	Administrative Assistant
Rubalcava Gomez, Roxana	Bilingual Clerk I
Ruiz, Marisa	Secretary III
Salas, Abel	Warehouse Assistant Manager
Shook, Lori	Instructional Tutor (Learning Handicapped/Physically Handicapped)
Sierra, David	Budget Analyst
Torres, Maricela	Education Assistant III (Spanish)

Approval of the reclassification of the following:

Cobern, Wendy	Instructional Assistant (Academic Intervention)
Duron, Maria	Instructional Assistant (Academic Intervention)

Approval of the voluntary transfer of the following :

Gonzales, Yubisela	Library Assistant
Court, Christina	Clerk II
Rodriguez, Silvia	Secretary III

Approval of the voluntary demotion of the following:

Azzoni, Mathias	School Accounting Technician I Middle School
Azzoni, Mathias	School Accounting Technician I MS



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: 329 Work Year: 12 Months Salary Range: 43A
Job Family: HR/Day: 8
FLSA Status: Non-Exempt EEOC Occupational Group:

ASBESTOS AND MOLD ABATEMENT INSPECTOR/INSULATOR

DEFINITION:

To plan, organize, Reviews, coordinates and maintains the records on projects involving work performed directly with or in close proximity to asbestos and mold related materials; inspects areas believed to contain asbestos and mold; reviews inspects work in process and work completed as performed by district craftsmen and/or contracted abatement workers to ensure compliance with contractual agreements and federal/state/local mold and asbestos handling and disposal regulations; perform skilled work to remove asbestos material present in small amounts and/or on projects of short duration. To ensure district compliance with Federal, State, and local regulations related to asbestos and mold management and recommend response actions resulting from inspection data; monitor and verify that work activities, materials, and equipment of abatement contractors and district crews comply with AHERA regulations.

SUPERVISION:

Receives direction supervision from the Physical Plant Manager, Environmental Compliance and Safety Officer

May exercise functional supervision of designated Building Services employees and other workers performing work directly with or in close proximity to asbestos or suspected asbestos materials. Exercises Positions in this classification exercises no supervision.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Reviews district asbestos and mold related work order requests ~~determined to determine potential environmental hazards related to asbestos and mold. to potentially involve work on, or in close proximity to, asbestos materials;~~
- ~~reviews computer data to identify areas containing asbestos materials~~
- ~~reviews~~ Reviews computer data to identify areas containing asbestos materials. and analyzes data and reports.
- Performs field evaluations of job sites for asbestos and mold related material.
- Maintains accurate notes and records.
- ~~Performs small scale, short duration abatement (removal, encapsulation, repair) jobs of ACM on piping, pressure vessels, duct work and asbestos ceiling tile, floor tile, etc.~~
- ~~Shapes, fits, tapes, seals and fabricates joints in the installation and repair of insulating materials.~~
- Reviews and Inspects inspects all sites containing asbestos materials every six (6) months to update the Asbestos Management Plan in coordination with the District Designated Asbestos Management person.
- Consults with site administrators, Building Services Maintenance & Operations supervisors and Asbestos Abatement environmental contractors before, during and after asbestos and mold related ~~removal~~ projects.
- Performs ~~air~~ moisture testing on porous materials to determine excessive moisture levels.
- ~~Inspects~~ Monitor projects to ensure insure all work with asbestos and mold-related materials is in ~~conformance~~ compliance with federal and state ~~asbestos handling~~ regulations.
- Assist in developing checklists, memos and trainings for District staff on laws, rules and policies impacting health, wellness and safety of staff and students as it relates to asbestos and mold containing materials.
- Assist with implementation and monitoring of safety, health, and environmental compliance policies and procedures.
- Ensure compliance with AHERA regulations as related to asbestos work.
- Liaison with local compliance departments; fire, health, and environmental compliance policies and procedures.
- Operates district vehicle to travel throughout District.
- Performs related duties as assigned.

Asbestos Abatement Inspector Insulator

Personnel Commission Rev. 10/26/1994; 09/06/2018

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES AND OTHER CHARACTERISTICS:

Knowledge of:

- Knowledge of Asbestos asbestos and mold abatement procedures and equipment.
- Knowledge of methods of repair, removal, and encapsulation of asbestos containing materials.
- Materials, tools and techniques of installing and removing insulation, floor and ceiling tiles.
- Properties of insulation materials.
- Knowledge of personal protective equipment used around hazardous materials consisting of asbestos and mold.
- Knowledge of Safe-safe work practices.
- Knowledge of basic inspection techniques and practices.
- Knowledge of principles and procedures of basic record keeping.
- Knowledge of modern office practices, procedures, methods and equipment.
- Knowledge of current technology programs, such as Microsoft office and web based programs.
- Applicable federal and state Knowledge of Federal, State, and local legislation and regulations related to asbestos and mold.
- Ability to:
- Ability to Perform-perform skilled asbestos abatement work and inspections of-for such work asbestos and mold related work orders.
- Plan and prepare rough sketches of work to be performed.
- Read blueprints and work from plans and specifications.
- Ability to interpret and apply laws, codes, rules, and regulations relative to the work.
- Ability to interpret occupational health and safety codes and regulations related to asbestos and mold.
- Ability to propose and develop effective solutions to hazards.
- Ability to interpret occupational health and safety codes and regulations related to asbestos and mold.
- Perform duties involving climbing ladder to height of 30-40 feet, carrying portable ladders and equipment, working in confined spaces, crawling, bending, stooping, and squatting.
- Ability to wWork effectively while wearing specified protective clothing and respirators.
- Ability to uUnderstand and carry out oral and written directions.
- Read-Ability to read and learn Asbestos Hazardous Emergency Response Act (AHERA) regulations and applicable state law and regulations.
- Learn to use a computer terminal to review and enter information relating to work orders requiring application of AHERA regulations.
- Learn-Ability to learn and apply district policies and procedures.
- Communicate orally and in writing.
- Ability to operate standard office equipment including computers and related software applications.
- Ability to maintain records.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with all levels of district staff, other agencies, and the public.

EXPERIENCE AND EDUCATION/TRAINING: (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination ~~as approved on 10-26-94.~~)

Three (3) years of fulltime paid experience performing at least one aspect of asbestos abatement or insulation work ~~or three years' experience as an insulation worker.~~

High school graduation or the equivalent.

Asbestos Abatement Inspector Insulator

Personnel Commission Rev. 10/26/1994; 09/06/2018

~~(Substitution 1: Completion of a formal insulation worker apprenticeship or an Apprenticeship Asbestos Training Program may be substituted for the required three years of experience.~~

~~Substitution 2: Four (4) years of journey-level building construction trades experience, including architectural drafting, may experience may be substituted for the required three years of experience.)~~

LICENSES/CERTIFICATES/REGISTRATIONS* (At time of appointment and during employment)

An appropriate, valid California driver's license*

~~EPA accreditation as an AHERA Asbestos Abatement Building Inspector, and Asbestos Worker, Asbestos Project Designer and Asbestos Management Planner certificate must be completed prior to the end of the probationary period in this classification.~~

~~Completion of District required accredited AHERA training course(s) within six (6) months of employment.~~

SPECIAL REQUIREMENTS:

~~Employed candidates must agree to reimburse the district a pro rata share of actual training costs incurred by the district if they resign from district employment within six months of having completed required AHERA training for accreditation as an AHERA Asbestos Abatement Building Inspector and Asbestos Worker, Project Designer and Management Planner.~~

Must pass district pre-employment and annual physical and pulmonary examinations as prescribed in the Asbestos Hazardous Emergency Response Act (AHERA) regulations.

Work-week may includes duties performed at night and on weekends.

~~*Must be presented no later than the last day of current recruitment for and maintained throughout employment in this classification.~~

WORKING ENVIRONMENT:

Indoor and Outdoor work environment; driving a vehicle to conduct work.

PHYSICAL ABILITY LEVEL 3: SUBSTANTIAL:

Positions in this this physical ability level may require the following physical abilities:

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

AMERICANS WITH DISABILITIES ACT:

Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.



San Bernardino City Unified School District Personnel Commission

Classification Specification

Job Code: 0121

Work Year:

Salary Range: 70

Job Family:

HR/Day:

FLSA Status: Exempt

EEOC OCCUPATIONAL
GROUP:

Management

~~DIRECTOR OF MANAGEMENT INFORMATION SERVICES (MIS)~~ INFORMATION TECHNOLOGY DIRECTOR

DEFINITION:

To assess, plan, organize, direct, and monitor the activities of the MIS Department including computer operations, help desk support, user training, applications development and system maintenance; to provide information management support to all District departments; and to provide highly complex staff assistance to cabinet level officers. Plan, organize, control, and administer the District's information technology services and activities; provide leadership and direct the development of strategic plans for the delivery of technology and information services to users; direct and monitor the ongoing development of standards for computer hardware, operating systems, networks and software.

SUPERVISION:

Receives ~~administrative~~ direction from ~~an Assistant to the Superintendent~~ the Chief Business Officer

Exercises direct supervision over professional, technical and assigned office support staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Directs Plan, organize, control, and direct, and participates in the development and implementation of goals, objectives, policies and procedures related to the MIS-Information Technology Department.
- Develop, implement and monitor goals, priorities, procedures, schedules and standards related to internal information systems operations; assure compliance with established goals, priorities,
- procedures, schedules and standards.
- Establish procedures for the maintenance of the District's database integrity.
- Assesses and analyze existing and proposed systems, and recommends appropriate action.
- Provide advice on personnel, hardware, software, and alternative methods of meeting the District's information technology requirements.
- Identify potential areas of improvement achievable through new and improved systems.
- Evaluates new technical developments in view of the District's plans and objectives.
- Evaluates new hardware and software technology and assesses applicability to requirements of the District.
- Projects MIS-information technology resource requirements, including personnel, equipment, and materials.
- Provides efficient and secure computer systems and services to meet the District's needs.
- Reports to management on progress in MIS-information technology development projects, resource utilization, and production performance.
- Directs and participates in the preparation and administration of the department budget.

Job Description: ~~Director of Management Information Systems (MIS)~~ Information Technology Director

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- Develop and prepare the annual preliminary budget for Information Systems; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established
- Measures performance of personnel, equipment, and systems- by utilizing key performance indicators.
- Plans and participates in management education in systems and data processing concepts information technology concepts.
- Reviews requests for additional MIS-services and identifies impacts on current and planned resources.
- Works with staff, vendors, and consultants to design secure, resilient and flexible infrastructure and data systems using industry standard technologies.
- Applies cost/benefit analysis methods to current and proposed applications, hardware and software configurations, organization structuring, and personnel management.
- Selects contractors and monitors progress for system development assignments.
- Writes grants and secures funding. Performs business process re-engineering in a K-12 educational environment.
- Ensures that backup/recovery plan and security standards exist and are followed for all systems.
- Manage computer system activity including security, problem analysis, troubleshooting system hardware and software components, crisis recovery, hardware and software updates, and tuning of
- computer system for efficient operation and support for District students and staff.
- Oversee the development and control of District's databases; develop and implement District-wide
- database standards.
- Stays current on new developments in digital technology and on trends in educational and business computing.
- Uses personal transportation for incidental travel limitations; prepare cost estimates on data processing activities and project control as directed.
- Direct the development of new programs; prepare progress reports as appropriate.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with other administrators, vendors, consultants, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Supervises, trains and evaluates MIS staff. Supervise, trains, and evaluate the performance of assigned staff; interview and select employees.
- May participates in LCAP planning.
- May be required to attend Board meetings.
- Performs job related duties as assigned.

KNOWLEDGE OF:

- Knowledge of principles, practices and techniques of integrated information systems management, including network and applications design, hardware and software options for instructional and school administration applications and system alternatives.
- Knowledge of applicable educational/federal, state, and local laws, regulations and procedures.
- Knowledge of principles and practices of organization, ~~administration~~ administrative and personnel leadership and management.
- Knowledge of methods and techniques applicable to long-range and strategic technology planning.
- Knowledge of implementation and enforcement of information protection and security systems.
- Knowledge of network architectures, theory and principles of local and wide area enterprise network design and integration, including topologies and protocols; principles and practices of advanced network administration.
- Knowledge of institutional technology, including potential use, acquisition and configurations in a multi-site environment.
- Knowledge of methods and techniques of project management as applied to technology systems projects.

Job Description: ~~Director of Management Information Systems (MIS)~~ Information Technology Director
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- [Knowledge of operating principles, parameters, methods, practices and limitations of computers, PC network hardware and devices and related peripheral equipment.](#)
- [Advanced Knowledge of advanced structured systems analysis and design techniques.](#)
- ~~• Programming languages such as Visual Basic, Visual FoxPro or Visual InterDev.~~
- ~~• Relational databases such as SQL Server.~~
- Project control and management techniques.
- ~~• Operation, production capacity, and applications of data processing equipment.~~
- [Knowledge of data centers, WAN, LAN, and software systems design and management.](#)
- [Knowledge of statistical principles and methods of compiling statistical data.](#)
- ~~• Accounting Knowledge of SAC accounting principles and practices.~~
- [Knowledge of principles and techniques of budget development and administration.](#)

ABILITY TO:

- ~~• Re-engineer legacy mainframe-based systems.~~
- [Ability to stay current on new developments in digital technology and on trends in educational and business computing.](#)
- [Ability to interpret and apply administrative and departmental policies, laws and regulations](#)
- [Ability to research and apply effective cybersecurity and data governance practices in order to ensure the integrity and security of the District's data and systems.](#)
- [Ability to draft RFPS, review and select proposals,](#) negotiate, and manage consultants for contracted assignments.
- [Ability to manage simultaneous complex projects using tools such as Microsoft Project and smartsheets.](#)
- [Ability to select off-the-shelf industry standard infrastructure and data system products as optimal solutions for school District needs.](#)
- [Ability to perform research required to implement technical systems, solve technology related problems, and evaluate solution options, using the Internet.](#)
- ~~• Ability to analyze situations carefully and adopt effective courses of action, job requirements.~~
- ~~• Coordinate multi-faceted data processing operations. Ability to manage information technology operations involving multiple independent and integrated information systems.~~
- ~~•~~
- [Ability to prepare a variety of written reports.](#)
- [Ability to make oral presentations and represent department and district in meetings at various levels.](#)
- ~~• Write programs and prepare documentation for data processing operations.~~
- [Ability to prepare and administer a budget.](#)
- ~~• analyze situations carefully and adopt effective courses of action.~~
- [Ability to collaborate with regional partners, surrounding agencies and other industry groups.](#)
- [Ability to create and maintain a culture of collaboration and continuous improvement with other SBCUSD departments, school sites, and outside partners.](#)
- [Ability to operate a computer and assigned software programs.](#)
- [Ability to maintain current knowledge and evaluate emerging technology and related trends in the industry make recommendations regarding various hardware, software and supplies; serve as liaison with vendor representatives and assure maximum efficiency from service providers, equipment and software.](#)
- [Ability to implement and maintain staff development and on-going training programs designed to keep information technology staff current with the technologies in use throughout the district.](#)
- [Ability to supervise, train and evaluate assigned staff.](#)

Job Description: ~~Director of Management Information Systems (MIS)~~ [Information Technology Director](#)
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- [Ability to](#) communicate effectively, both orally and in writing.
- [Ability to understand](#) and follow oral and written instructions, work rules, regulations and procedures; provide effective management.
- [Ability to](#) interact with others with courtesy and respect;
- [Ability to](#) accept supervision and constructive criticism; and appear for work on time.
- [Ability to use personal transportation for incidental travel.](#)

EXPERIENCE AND EDUCATION/TRAINING: (These are the minimum experience and education/training standards which will be used to admit or reject applicants for examination, ~~as approved on August 23, 2000.~~)

- ~~Six years~~Five (5) years of ~~increasingly responsible data processing work including administrative responsibility for a data processing staff and operations management experience (within the past ten (10) years) in the administration of information systems and technology in an~~ ~~in a K-12 educational environment.~~ [California School system preferred.](#)
- A bachelor's degree from an accredited institution ~~with major course work in information management,~~[in Computer Science, Information Systems, computer science,](#) or a closely related field.
- A master's degree ~~such as an MBA in a related field~~ is preferred.
- [California Educational Technology Professionals Association \(CETPA\) leadership certification is preferred.](#)

Licenses/Certificates/Registrations

A valid California driver's license and auto liability ~~insurance.~~[insurance.](#)

SPECIAL REQUIREMENT:

Personal transportation for incidental ~~travel.~~[travel.](#) **

*Must be presented/**available upon offer of employment and maintained throughout employment in this position.

Proposed Personnel Commission Revisions

First Reading September 5, 2018

DEFINITIONS:

BOARD: The Board of Education of the San Bernardino City Unified School District. (Also referred to as ~~"Board of Trustees"~~ Governing Board).

PERSONNEL DIRECTOR: The person appointed by the Personnel Commission to act as its designated representative in administering the Merit System under the provisions of law and the Rules and Regulations established by the Personnel Commission. ~~(Also referred to as "Personnel Commission Director").~~

2.2 MEETINGS OF THE COMMISSION:

2.2.1 Regular Meetings:

~~Subject to cancellation or proper change, the~~ The Personnel Commission shall regularly meet on a date and time determined by the Personnel Commission of the San Bernardino City Unified School District and shall be held in the Personnel Commission office, 777 N F Street, Portable B, San Bernardino, California, 92410, or other location as deemed appropriate by the Personnel Commission. ~~the first (1st) Wednesday of each month, at 5:30 p.m. in the Community Room of the Board of Education building.~~ Whenever the regularly scheduled meeting date happens to fall on a holiday, the Personnel Commission shall meet on the next succeeding Wednesday business day, unless the Personnel Commission, at the prior regular meeting, takes an action to designate some other day for its meeting.

2.2.1.2 In cases of emergency, the Personnel Commission may meet at some other time and/or place, provided that at least ~~seventy-two~~twenty-four (7224) hour notice is given to representatives of the employee organizations and the District's administration as well as being posted on the Personnel Commission's official bulletin board. ~~(located at the entrances of the Board of Education building, at 777 North F Street, San Bernardino, CA 92410).~~

2.2.6.3 District personnel, representatives of recognized employee organizations, representatives of the Board of Education, District administrators, or other interested parties may submit items to be placed on a Personnel Commission agenda by submitting the items to the Personnel Director not less than seven (7) calendar work days prior to the scheduled Personnel Commission meeting at which the item is to be considered.

~~4.3.1.20 Having applied and participated in an examination for the classification within the last ninety (90) days.~~

*Re-numbers remaining subsections to read to read **4.3.1.20, 4.3.1.21, 4.3.1.22, 4.3.1.23, 4.3.1.24, 4.3.1.25, 4.3.1.26, 4.3.1.27.***

~~5.2.6.2 A candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of ninety (90) days.~~

6.1.4.1.4 Dual Certification (Merged Promotional and Open Competitive): A list of eligibles resulting from a single examination including seniority credit and/or veteran's points, if applicable.

6.1.6.2 All candidates on an eligibility list which is terminated shall be notified at the time a new examination is scheduled for the class. ~~Each candidate may retake the examination if a period of ninety (90) days has elapsed since the candidate last took the examination.~~ Notification is not required when an examination list expires. ~~When a new recruitment is posted for a position with an existing eligibility list, a candidate who remains on the list may not retake the examination until at least ninety (90) days has elapsed since the candidate took the examination.~~

7.4.4 Compensation for Limited-Term/Substitute Assignment:

7.4.4.1 Former employees who accept a limited-term or substitute assignment in their previous classification, within thirty-nine (39) months after resignation, shall be placed on the same step and range (including longevity, if applicable) that they previously held at the time of resignation. ~~of the salary schedule at or closest to their last regular rate of pay.~~ Former employees who accept a limited-term or substitute assignment to positions in other classifications shall be placed on the first step of the salary range for that class (including longevity, if applicable).

7.5.2 Compensation of Retirees:

7.5.2.1 Retired ~~persons~~ employees appointed to positions in their ~~last former or equal permanent~~ classification shall be placed on the same step and range (including longevity, if applicable) that they previously held at the time of retirement ~~of the salary schedule closest to their last rate of pay (excluding differential and longevity pay).~~ Retired ~~personnel~~ employees appointed to positions in any other classification shall be placed on the first step of the appropriate salary range of the class range on the salary schedule ~~(including longevity, if applicable).~~

8.2 CRIMINAL RECORDS:

8.2.1 Fingerprinting:

8.2.1.1 An employee with a break in service ~~exceeding one (1) year~~ shall be fingerprinted prior to reemployment in the same manner as if they were a candidate for initial employment.

9.4.1.2 The probationary period before attaining permanency for those classes designated by the Personnel Commission as management ~~or school police~~ classifications shall be one (1) year in the class, excluding unpaid leaves of absences. ~~in the class before attaining permanency.~~

9.4.1.3 The probationary period before attaining permanency for those classifications designated by the Personnel Commission as school police classes shall be as follows:

9.4.1.23.1 The probationary period for the following shall be one hundred eighty (180) work days, excluding unpaid leave of absence: ~~are school police classes:~~

Campus Security Officer I
Campus Security Officer II
School Security Officer

9.4.1.3.2 The probationary period for the following shall be two hundred forty-eight (248) days, excluding unpaid leave of absence:

Lead ~~School Police~~ Public Safety Dispatcher
Public Safety Dispatcher
School Police Officer
School Police Officer Trainee
School Security Officer

9.4.1.3.3 The probationary day for school police classes shall be based on a regular workday of eight (8) hours per day.

11.1.10 Employee Right to File a Complaint:

An employee may file a complaint pursuant to Chapter 18 if the employee believes that ~~the District failed to comply with the procedures set forth in these Rules~~ procedure for transfer has not been followed in accordance with these Rules. The complaint procedure shall not be available to challenge the ~~District's~~ right to transfer or deny a transfer in accordance with these Rules.

17.3.7.2.2 Personnel ~~Director Commission~~ shall evaluate such requests and notify the requestor of concurrence or non-concurrence. If, and when, concurrence is reached, the matter shall be forwarded to the Assistant Superintendent, Human Resources and the exclusive bargaining unit representative for endorsement.

19.1.3 Prohibited Acts Related to Discipline:

A classified employee shall not be suspended, demoted, dismissed, subjected to any form of disciplinary action as a form of sexual harassment or in any way discriminated against because of the employee's affiliations, race, color, national origin, age, marital status, sex, sexual orientation, disabling condition, ancestry, whistle blowing, employee organization membership or non-membership in the employee organization recognized as the

exclusive representative of the employee's bargaining unit and legal activities related thereto, medical condition, as defined in the Government Code Section 12926, ~~false claim action~~ or religious or political beliefs or acts, except as legally provided in ~~these Rules~~ Rule 19.1.5 or as mandated by law.

~~19.1.5.23.4~~ 19.1.5.24 Theft, willful misuse for personal gain, willful destruction, unauthorized use or mishandling of District, employee, or student body property.

Re-numbers remaining subsections to read to read 19.1.5.25, 19.1.5.26, 19.1.5.27, 19.1.5.28, 19.1.5.29, 19.1.5.30, 19.1.5.31, 19.1.5.32, 19.1.5.33, 19.1.5.34, & 19.1.5.35.

19.1.7 Progressive Discipline:

The intent of this section is to ensure that any employee subject to disciplinary action shall be afforded the proper amount of time and opportunities to improve their work or conduct prior to any loss of benefit of their classification and/or employment status. Except in situations where an immediate suspension is justified under provisions of these Rules, an employee whose work performance or conduct is of such character as to incur discipline shall first be specifically warned in writing by the immediate supervisor. Such written warning shall state the Rule violated, the acts or omissions in violation, a recommended performance improvement plan developed in conjunction with the employee, and a reasonable time period during which the employee's performance will be reviewed for improvement or attainment of goals. The supervisor shall allow a reasonable period of time to permit the employee the opportunity to correct the deficiency without incurring further disciplinary action. For any of the causes for disciplinary action listed in Rule 19.1.5, Causes for Disciplinary Action, any employee may be suspended for not more than thirty (30) days or may be demoted or dismissed. Except in situations where an immediate suspension is justified under provisions of these Rules, an employee whose work performance or conduct is of such character as to incur discipline, the following steps shall be followed:

19.1.7.3.3 Step Two - Written Warning:

The supervisor shall give a reasonable period of time to permit the employee the opportunity to correct the deficiency without incurring disciplinary action. The written warning letter shall not be placed into the affected classified employee's personnel file. The employee shall have the right to provide a written response to the written warning letter and any responses will be placed in the employee's personnel file with the written warning letter.

~~19.2.2.7 The date that the disciplinary action will be acted on by the Board of Education.~~

~~19.2.2.8 The employee's right to request that the action before the Board of Education be held in open session, if applicable.~~

Re-number:

19.2.2.~~9-7~~ and 19.2.2.~~10-8~~

19.3.2 Skelly Hearing Before Superintendent:

If the employee submits a request to respond to the charges ~~within ten (10) work days after receipt of the Notice of Proposed Disciplinary Action,~~ the employee shall have a right to meet with the Superintendent or designee, and the effective date of the proposed disciplinary action shall be stayed pending the outcome of the appeal process. The employee shall be allowed to respond to the charges prior to the Superintendent's recommendation of disciplinary action to the Board of Education.

19.3.3 Notification of Skelly Hearing to Employee:

The Employee Relations office shall notify the Superintendent, or designee upon receipt or lack of receipt of a request for a Skelly hearing and shall coordinate the scheduling of the Skelly hearing. The Employee Relations office shall notify the employee in writing of the date, time, and place of the Skelly hearing before the Superintendent. Notification shall be delivered either in person or sent by certified mail (Return Receipt Requested). This requirement will be deemed to have been met if the notification ~~of the Preliminary Appeal Hearing~~ is sent certified mail to the last known home address on file in the Human Resources office. Failure of the employee to retrieve delivered mail or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notification, or the staying of the timelines outlined in these Rules. For purpose of this Rule, if a notice is mailed, the second (2nd) work day following the postmark date of the notice shall be considered to be the official date of receipt.

19.4.1 Superintendent or Designee's Decision:

19.4.1.1 The Superintendent or designee shall issue a written decision ~~within five (5) work days~~ after the conclusion of the Skelly hearing, to either implement the proposed disciplinary action, to modify the proposed disciplinary action, or to rescind and halt the proposed disciplinary action. The Superintendent or designee shall not act to provide for a penalty or disciplinary action more severe than that recommended in the Notice of Proposed Disciplinary Action. The written decision of the Superintendent or designee shall be filed with the Personnel Commission. The Employee Relations office shall be responsible for notification of the employee as to the findings of the Superintendent, pursuant to Rule 19.5.

19.5 CONTENTS OF NOTICE OF DISCIPLINARY ACTION:

The Notification of Disciplinary Action, ~~which is the notification that disciplinary action has been approved by~~ is the notification that disciplinary action will be recommended to the Board of Education, ~~—.~~ The notice shall contain statements in ordinary and concise language of the following: