

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

REGULAR MEETING AGENDA

Regular Meeting
September 03, 2026

8:15 a.m.

ADDENDUM
PAGE NO.

I GENERAL COMMUNICATION FUNCTIONS

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

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of August 20, 2026 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Recreation Aide 4
2. **RATIFY** job announcement bulletin for School Safety Supervisor 5-6
3. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW03-5258 established 7/11/2026
4. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW04-5258 established 7/21/2026
5. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW05-5258 established 8/4/2026
6. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW06-5258 established 8/14/2026

7. **APPROVE** the certification of Custodian eligibility list 26-0171-0139 established 5/22/2026
8. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 26-0170-0139 established 9/4/2026
9. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 27-0012-5319 established 7/16/2026
10. **APPROVE** the certification of Instructional Aide - Expanded Learning (Catalina Island) eligibility list 27-0029-5319 established 8/27/2026
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0027-5068 established 8/26/2026
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0031-5068 established 9/1/2026
13. **APPROVE** the certification of Recreation Aide eligibility list 27-0030-5255 established 8/24/2026
14. **APPROVE** the certification of Recreation Aide eligibility list 27-0032-5255 established 8/27/2026
15. **APPROVE** the certification of Recreation Aide eligibility list 27-0034-5255 established 9/1/2026
16. **APPROVE** the certification of Return to Work Specialist (C) eligibility list 27-0001-5096 established 8/25/2026
17. **APPROVE** the certification of Senior Administrative Secretary eligibility list 27-0020-3362 established 9/1/2026

III NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 25372631 9-25
2. **ANNOUNCE** the Personnel Commission staff for years of service
3. **ANNOUNCE** the Personnel Commission Employee of the Year

IV OLD BUSINESS

1. None

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

September 17, 2026 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA

90713 VII CLOSED SESSION

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

VIII ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

August 20, 2026

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, August 20, 2026 at 8:19 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; Maria Alvarez, Senior Personnel Analyst; Susan Leaming, Senior Personnel Analyst; Jorge Palacios, Senior Personnel Analyst; Oralia Leyva, Certification Services Manager; Andrea Fonseca, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Yessika Aguirre, Human Resources Technician; Judy Alonso, Human Resources Technician; Gean Asayas, Human Resources Technician; Monica Gaytan, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Keidy Garcia, Human Resources Assistant.

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President; and Viola Mae Bledsoe, Instructional Aide - Special (Retired).

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of August 3, 2026.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, reported that the Personnel Commission held an all-staff meeting on August 18, 2026 to kick off the new school year. The meeting included a discussion on ways to incorporate the Personnel Commission's new Vision and Mission statements into its work, with an emphasis on increased community engagement and alignment with the District's Vision 2035 initiative.

Dr. Lee also reported that newly appointed Superintendent David Zaid visited the Personnel Commission and met with staff. Dr. Lee and Superintendent Zaid discussed opportunities to develop training programs and career pipelines, as well as the Personnel Commission's existing outreach efforts, including student mock interviews, résumé support, and collaboration with high school college and career counselors. Dr. Lee stated that the Personnel Commission looks forward to partnering with Superintendent Zaid to expand these efforts and connect students and community members with career opportunities within the District.

Commissioner Sheryl Bender arrived at 8:22 a.m.

Dr. Lee further reported that Personnel Commission staff will support school sites on the first day of school, August 25, 2026. Staff will assist at Birney Elementary with welcoming students and families, directing foot traffic, and providing information and resources. Staff will also support Henry students and families who will be housed at the Monroe campus for grades three through five. Dr. Lee noted that safety protocols are being reviewed to ensure appropriate campus access and maintain a safe environment for students and staff.

Maria Lynn Alvarez, Senior Personnel Analyst, highlighted Recruitment and Testing's continued focus on community outreach. Ms. Alvarez recognized Sam Rath, Human Resources Assistant, for connecting with community partners and supporting participation in local employment events. Ms. Alvarez reflected on the recent Catalina Island recruitment and testing event, noting that conducting testing on the island provided greater access for community members who may experience challenges traveling to the mainland to participate in the selection process.

Mari Rojas, Employment Services Supervisor, reported that Certification staff continue to process vacancy assignments in preparation for classified employees returning to school sites and offices for the new school year. Ms. Rojas expressed appreciation to staff for their commitment to supporting staffing needs and maintaining efficient daily operations.

Viola Mae Bledsoe, CSEA Chapter 2 member, reported on CSEA's recent 100-year conference, noting strong attendance and a record number of new delegates. Ms. Bledsoe also shared that CSEA recently voted to join the Los Angeles County Federation of Labor and will participate in its ongoing meetings and activities.

1. **RATIFY** job announcement bulletin for Mobile Device Specialist
2. **APPROVE** the certification of Instructional Aide - Expanded Learning (Catalina Island) eligibility list 27-0026-5319 established 8/17/2026
3. **APPROVE** the certification of Instructional Aide - Special eligibility list 27-0448-02 established 8/17/2026
4. **APPROVE** the certification of Instructional Aide - Special (Catalina Island) eligibility list 27-0006-0448 established 8/14/2026
5. **APPROVE** the certification of Lead Campus Staff Assistant eligibility list 27-0005-5344 established 8/11/2026
6. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0022-5068 established 8/20/2026

7. **APPROVE** the certification of Recreation Aide eligibility list 27-0025-5255 established 8/17/2026
8. **APPROVE** the certification of Senior Health Assistant eligibility list 27-0013-5174 established 8/20/2026
9. **APPROVE** the certification of Senior Health Assistant (Catalina Island) eligibility list 27-0004-5174 established 8/20/2026
10. **APPROVE** the certification of Sign Language Services Supervisor eligibility list 27-0016-5224 established 8/14/2026

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify item 1 and approve items 2-10.

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 3, 2026, at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713

CLOSED SESSION The Personnel Commission retired into closed session at 8:33 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:02 a.m. with no reportable actions:

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:03 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

RECREATION AIDE

FINAL FILING DATE:

Open Continuous

SALARY RANGE HOURLY:

START: \$18.97



Apply Here

JOB INFORMATION:

Part Time 10-months (less than 20 hrs/week no ben)

Eligibility list may be used for substitutes and to fill future vacancies as they occur.

JOB SUMMARY:

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**TRAINING AND EXPERIENCE:**

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

WORKING ENVIRONMENT:

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Lifting and carrying light objects weighing up to ten pounds.

Reaching overhead, above the shoulders and horizontally.

Twisting and turning to monitor student activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate playground equipment.

Seeing to monitor student activities.

APPLICATION:

All applications must be submitted online via the Personnel Commission website at: lbschools.net/jobs Please complete all application materials including supplemental questions. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of any of the following: supplemental application; written examination(s); qualifications appraisal interview; performance or technical examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of six (6) months.

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Open Continuous Exam 5255 KG

PERSONNEL COMMISSION

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • lbschools.net/pc

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED PROMOTIONAL OPPORTUNITY

SCHOOL SAFETY SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, September 21, 2026

REQUIREMENTS TO APPLY:

This recruitment is open exclusively to applicants who meet the minimum education and experience requirements and fall into one of the following categories:

- Current LBUSD Classified Employees: Must hold permanent status and have received a most recent overall service rating of "Satisfactory".
- Former LBUSD Classified Employees: Must be on a current 39-month reemployment list resulting from a layoff, reduction in hours, or voluntary demotion in lieu of layoff.

JOB INFORMATION:

Permanent 12-month position, 100% FTE (8 hours per day).

Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the operations and activities of the Office of School Safety and Emergency Preparedness to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; train and supervise the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent. Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T) basic academy. Successful completion of the program within one year from the date of appointment to the position is required. Associate's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

EXPERIENCE:

Three years of security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations including one year in a lead or supervisory capacity. Experience working with adolescents is highly desirable. **OR** Three years as a School Safety Officer in the Long Beach Unified School District. Any other combination of education, training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

- (1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation.
- (2) Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense.
- (3) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range.
- (4) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.
- (5) May be required to travel from one location to another.
- (6) Valid California Class C driver's license.
- (7) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

SALARY RANGE HOURLY:

START:	\$ 43.01
6 MONTHS:	\$ 45.39
1 ½ YEARS:	\$ 47.88
2 ½ YEARS:	\$ 50.51



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Promo Exam 27-0037-5016 VB

LBUSD employees, please see reverse for
important information.

PERSONNEL COMMISSION

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Amy Van der ...

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7-8

DATE: August 20, 2026

Reason for Consideration: Approval

CHILD CARE WORKER

OPEN

27-CCW03-5258

List Valid: **07/11/2026 - 01/11/2027**

Total Applications Received: 17

Passed: 17 Failed: 0

Total Invited to Exam: 17

Withdrew: 0 Screened Out: 0

CHILD CARE WORKER

OPEN

27-CCW04-5258

List Valid: **07/21/2026 - 01/21/2027**

Total Applications Received: 8

Passed: 6 Failed: 0

Total Invited to Exam: 6

Withdrew: 0 Screened Out: 2

CHILD CARE WORKER

OPEN

27-CCW05-5258

List Valid: **08/04/2026 - 02/04/27**

Total Applications Received: 8

Passed: 8 Failed: 0

Total Invited to Exam: 8

Withdrew: 0 Screened Out: 0

CHILD CARE WORKER

OPEN

27-CCW06-5258

List Valid: **08/14/2026 - 02/14/2027**

Total Applications Received: 8

Passed: 6 Failed: 0

Total Invited to Exam: 6

Withdrew: 0 Screened Out: 2

CUSTODIAN

DUAL

26-0171-0139

List Valid: **05/22/2026 - 05/22/2027**

Total Applications Received: 137

Passed: 47 Failed: 12

Total Invited to Exam: 88

Withdrew: 24 Screened Out: 54

CUSTODIAN (CATALINA ISLAND)

DUAL

26-0170-0139

List Valid: **09/04/2026 - 09/04/2027**

Total Applications Received: 41

Passed: 1 Failed: 2

Total Invited to Exam: 14

Withdrew: 13 Screened Out: 25

INSTRUCTIONAL AIDE - EXPANDED LEARNING

DUAL CONTINUOUS

27-0012-5319

List Valid: **07/16/2026 - 01/16/2027**

Total Applications Received: 25

Passed: 15 Failed: 0

Total Invited to Exam: 18

Withdrew: 3 Screened Out: 7

**INSTRUCTIONAL AIDE - EXPANDED LEARNING
(CATALINA ISLAND)**

List Valid: **08/27/2026 - 02/27/2027**
Total Applications Received: 4
Passed: 3 Failed: 0

DUAL CONTINUOUS 27-0029-5319

Total Invited to Exam: 3
Withdrew: 0 Screened Out: 1

NUTRITION SERVICES WORKER

List Valid: **08/26/2026 - 02/26/2027**
Total Applications Received: 22
Passed: 8 Failed: 2

OPEN CONTINUOUS 27-0027-5068

Total Invited to Exam: 19
Withdrew: 9 Screened Out: 3

NUTRITION SERVICES WORKER

List Valid: **09/01/2026 - 03/01/2027**
Total Applications Received: 16
Passed: 5 Failed: 2

OPEN CONTINUOUS 27-0031-5068

Total Invited to Exam: 14
Withdrew: 7 Screened Out: 2

RECREATION AIDE

List Valid: **08/24/2026 - 02/24/2027**
Total Applications Received: 19
Passed: 14 Failed: 0

OPEN CONTINUOUS 27-0030-5255

Total Invited to Exam: 14
Withdrew: 0 Screened Out: 5

RECREATION AIDE

List Valid: **08/27/2026 - 02/27/2027**
Total Applications Received: 27
Passed: 18 Failed: 0

OPEN CONTINUOUS 27-0032-5255

Total Invited to Exam: 19
Withdrew: 0 Screened Out: 9

RECREATION AIDE

List Valid: **09/01/2026 - 03/01/2027**
Total Applications Received: 30
Passed: 24 Failed: 0

OPEN CONTINUOUS 27-0034-5255

Total Invited to Exam: 24
Withdrew: 0 Screened Out: 6

RETURN TO WORK SPECIALIST (C)

List Valid: **08/25/2026 - 08/25/2027**
Total Applications Received: 42
Passed: 4 Failed: 3

DUAL 27-0001-5096

Total Invited to Exam: 8
Withdrew: 1 Screened Out: 34

SENIOR ADMINISTRATIVE SECRETARY

List Valid: **09/01/2026 - 09/01/2027**
Total Applications Received: 33
Passed: 6 Failed: 14

PROMOTIONAL 27-0020-3362

Total Invited to Exam: 20
Withdrew: 0 Screened Out: 13

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: September 3, 2026

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 25372631

PAGE: 9-25

Date: September 3, 2026

Reason for Consideration: Restricted Action

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

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

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

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

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