

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
1515 Hughes Way
Long Beach, California 90810

REGULAR MEETING AGENDA

Regular Meeting
Community Room
August 27, 2020

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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 13, 2020 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 Executive Secretary to the Superintendent/Board of Education (C) (Revised) 4-5
2. **RATIFY** job announcement bulletin for Fleet Maintenance Manager 6-7
3. **APPROVE** the certification of CDC Guidance Specialist eligibility list 20-0133-5215 established 08/28/2020 8
4. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW3-5258 established 08/20/2020 8
5. **APPROVE** the certification of Communications Specialist eligibility list 20-0161-5274 established 08/21/2020 8
6. **APPROVE** the certification of Computer Support Technician eligibility list 20-0159-5108 established 08/24/2020 8
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 20-0127-0448 established 08/20/2020 8

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|--------------------------------------------------------------------------------------------------------------------------|---|
| 8. APPROVE the certification of Instructional Aide - Special eligibility list 20-0143-0448 established 08/20/2020 | 8 |
| 9. APPROVE the certification of Personnel Analyst eligibility list 21-0001-0236 established 08/26/2020 | 8 |
| 10. APPROVE the certification of Sign Language Interpreter eligibility list 20-0035-5214 established 08/27/2020 | 8 |

III. OLD BUSINESS

None

IV. NEW BUSINESS

- | | |
|-----------------------------------------------------------------------------------------------------------------------|-------|
| 1. APPROVE the extension of Intermediate Office Assistant 19-0121-0673 eligibility list established 09/04/2019 | 9 |
| 2. APPROVE the extension of Intermediate Office Assistant 19-0123-3354 eligibility list established 09/04/2019 | 9 |
| 3. APPEAL of disqualified applicant ID 12203913 | 10-58 |

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

September 10, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California, 90810

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBUSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel_Commission/.

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
1515 Hughes Way
Long Beach, CA 90810

MINUTES
Regular Meeting

August 13, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, August 13, 2020 at 8:20 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
TELEPHONICALLY
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Gregory Robinson, Associate Personnel Analyst; Ashleigh Fernando, Senior Administrative Secretary (Acting); Jesus Rios Jr., Employment Services Supervisor; Justine Abendschan, Human Resources Technician; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Alejandra Torres, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Gilbert Bonilla, CSEA Chapter 2 President; Vaurice Scott, CSEA Chapter 2 Vice President – Unit A; Chester Davidson, CSEA Chapter 2 Vice President – Unit B; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

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 July 30, 2020.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, welcomed Cubberley Middle School which will be housed temporarily at Monroe. Cassandra Richards, Cubberley Principal, and other Cubberley staff have started preparing for school this week.

Greggory Robinson, Associate Personnel Analyst, reported the Recruitment and Testing currently has forty (40) open recruitments. CODESP has provided some Unit entry level exams, such as the Custodian exam. Mr. Robinson along with Maria Braunstein, Personnel Analyst, continue to develop the bulk of the examination content. The Custodian recruitment closed with one hundred and thirty (130) applications received. Mr. Robinson recognized the Recruitment and Testing team who produced twenty (20) eligibility lists since June amidst a pandemic and showed gratitude for all their hard work. Mr. Robinson mentioned that there are two (2) Intermediate Office Assistant – Bilingual Spanish eligibility lists to be approved on the agenda. This is due to the combination of the Intermediate Office Assistant and Intermediate Office Assistant – Schools classification.

Jesus Rios Jr., Employment Services Supervisor, reported the Certification Unit has responded to phone calls as Principals and Office Staff return to sites next week. Certification received multiple hourly elections from school sites in preparation for the start of school. Certification is sending out lists to Principals prior to opening to have available upon their return. Mr. Rios praised the use of the new fingerprinting process as it has reduced processing times significantly. The Certification Unit continues to process substitutes to increase the substitute pool before school starts.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Executive Secretary to the Superintendent / Board of Education (C)
2. **RATIFY** job announcement bulletin for Recreation Aide
3. **RATIFY** job announcement bulletin for Recreation Aide – Kids' Club
4. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 20-0105-5235 established 08/13/2020
5. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 20-0138-5235 established 08/13/2020
6. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 20-0110-5206 established 08/13/2020
7. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 20-0145-5206 established 08/13/2020
8. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 20-0148-5050 established 08/12/2020
9. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 20-0149-5052 established 08/12/2020

10. **APPROVE** the certification of Network Specialist eligibility list 20-0147-5119 established 08/14/2020
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0122-5068 established 08/13/2020
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0136-5068 established 08/13/2020
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0152-5068 established 08/13/2020

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-13 on the Consent Agenda.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Linda Vaughan	X		
Terence Ulaszewski	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, August 27 at 8:15 a.m. at 1515 Hughes Way, Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:32 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:42 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:43 a.m.

RECRUITMENT EXTENDED



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

EXECUTIVE SECRETARY TO THE SUPERINTENDENT/BOARD OF EDUCATION (C)

FINAL FILING DATE:

4:30 p.m., Thursday, August 20, 2020

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located in the Office of the Superintendent of Schools.

JOB SUMMARY:

Under the direction of the Superintendent, perform responsible and confidential secretarial and administrative support duties to relieve the Superintendent of a variety of administrative details; coordinate communications and information; interpret policies and regulations to officials, staff and the public; maintain confidentiality of privileged and sensitive information. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree with course work in business administration, secretarial science or a related field.

EXPERIENCE:

Six years of secretarial or administrative support experience including two years in a supervisory capacity or two years of experience at the level of Senior Executive Secretary with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Incumbents must obtain a license to serve as a Notary Public within sixty days of employment. (2) Valid California driver's license. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$35.85
6 MONTHS: \$37.83
1 ½ YEARS: \$39.91
2 ½ YEARS: \$42.10

APPLICATION:

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

SELECTION PROCEDURE:

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

Incumbents in this classification are members of the classified service, but by action of the Board of Education on 09/23/1997 are exempt from obtaining permanent status in their positions per the provisions of Education Code Section 45272(b).

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 21-0020-3347 OL

LBUSD employees, please see reverse side for
important information. ⁴

Maria Lynn Braundt

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

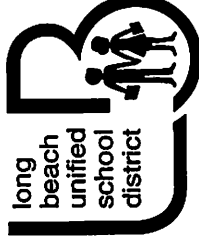
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 21-0025-0516 ALT



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

FLEET MAINTENANCE MANAGER

\$87,778 - \$103,068 ANNUALLY

A handwritten signature in black ink, appearing to read 'Gregory B. ...', located at the bottom right of the page.

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Fleet Maintenance Manager. Under the general direction of the Transportation Director, plan, coordinate and manage the fleet maintenance activities and related services of the Transportation Department; assure compliance with applicable laws, codes, rules, regulations and safety requirements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance, then Fleet Maintenance Manager.

THE IDEAL CANDIDATE

Successful candidates will have an Associate's degree including coursework in business administration, management, accounting or a related field or completion of a journey-level apprenticeship program in vehicle maintenance.

Additionally candidates will have five years of journey-level experience in vehicle maintenance and repair involving gasoline, diesel and alternative fueled engines, including one year of experience in a supervisory capacity.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements within six months of employment. A valid California Class A driver's license is desirable.

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

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, chemicals and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY AND BENEFITS

The annual salary for Fleet Maintenance Manager is \$87,778 to \$103,068, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m. Friday, September 4, 2020

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8

Date: August 27, 2020

Reason for Consideration: Approval

CDC Guidance Specialist	DUAL	20-0133-5215
List Valid: 08/28/2020-08/28/2021 Total Applications Received: 72 No. Passed: 7	No. Failed: 14	Total Invited to Exam: 29 No. Withdrew: 8 No. Screened Out: 43
Child Care Worker	OPEN CONTINUOUS	21-CCW3-5258
List Valid: 08/20/2020-08/20/2021 Total Applications Received: 18 No. Passed: 15	No. Failed: 0	Total Invited to Exam: 15 No. Withdrew: 0 No. Screened Out: 3
Communication Specialist	DUAL	20-0161-5274
List Valid: 08/21/2020-08/21/2021 Total Applications Received: 101 No. Passed: 5	No. Failed: 36	Total Invited to Exam: 44 No. Withdrew: 3 No. Screened Out: 57
Computer Support Technician	DUAL	20-0159-5108
List Valid: 08/24/2020-08/24/2021 Total Applications Received: 40 No. Passed: 9	No. Failed: 3	Total Invited to Exam: 12 No. Withdrew: 0 No. Screened Out: 28
Instructional Aide - Special	OPEN CONTINUOUS	20-0127-0448
List Valid: 08/20/2020-08/20/2021 Total Applications Received: 48 No. Passed: 5	No. Failed: 0	Total Invited to Exam: 9 No. Withdrew: 4 No. Screened Out: 39
Instructional Aide - Special	OPEN CONTINUOUS	20-0143-0448
List Valid: 08/20/2020-08/20/2021 Total Applications Received: 57 No. Passed: 8	No. Failed: 0	Total Invited to Exam: 13 No. Withdrew: 5 No. Screened Out: 44
Personnel Analyst	PROMOTIONAL	21-0001-0236
List Valid: 08/26/2020-08/26/2021 Total Applications Received: 8 No. Passed: 2	No. Failed: 2	Total Invited to Exam: 4 No. Withdrew: 0 No. Screened Out: 4
Sign Language Interpreter	DUAL	20-0035-5214
List Valid: 08/27/2020-08/27/2021 Total Applications Received: 6 No. Passed: 2	No. Failed: 1	Total Invited to Exam: 4 No. Withdrew: 1 No. Screened Out: 2

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Extended Eligibility Lists

PAGE: 9

Date: August 27, 2020

Reason for Consideration: Approval

Intermediate Office Assistant

DUAL

19-0121-0673

Extended list expiration date: 03/04/2021

Extended List Period: 6 months

Total applicants on list: 64

No. of current eligible: 57

No. of waivers or removals: 5

Intermediate Office Assistant

DUAL

19-0123-3354

Extended list expiration date: 03/04/2021

Extended List Period: 6 months

Total applicants on list: 62

No. of current eligible: 3

No. of waivers or removals: 58

SUBJECT:	Removal from Eligibility List ID 12203913	PAGES 10-58
Date:	August 27, 2020	Reason for Consideration: Restricted Action

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

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

10