

**SUBJECT:** Classified Assignment Order #14

**PERSON(S) RESPONSIBLE:** Billie Mankey, Director II, Human Resources

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**RECOMMENDATION:**

The administration recommends adoption of Classified Assignment Order #14.

**BACKGROUND:**

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

**INFORMATION:**

Persons listed in the Classified Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

**FISCAL IMPACT:**

Funding has been approved and allocated for these items.

<b>PACIFIC GROVE UNIFIED SCHOOL DISTRICT</b> <b>CLASSIFIED PERSONNEL ORDER NO. 14</b> <b>June 2, 2016</b>
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**NEW HIRE:**

Brian Moir, District Custodian I, Itinerant, Part-time, 28 hrs./week/12 month work calendar, Range 35, Step A, effective May 25, 2016 (replaces Greg Kelley)

Janet Bingham, RDE, Food Service Assistant I, Part-time, 6.25/week/180 day work calendar, Range 28, Step B, effective August 10, 2016 (replaces Genelle Longueira)

**SUMMER SCHOOL APPOINTMENT, May 31, 2016-June 24 2016 only:**

<b>Employee</b>	<b>Position</b>	<b>Hours/Days</b>	<b>Range</b>	<b>Step</b>
Candice Guidotti	Healthcare Assistant	4 hrs./day	37	E
Cindy Wazniz	Healthcare Assistant	4 hrs./day	37	C

**RESCIND RESIGNATION**

Joanne Nolan-Stewart respectfully requests to rescind resignation of May 27, 2016 and return to her assignment as Clerk III, PGAS.

**SUBSTITUTE:**

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