

DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
11627 Brookshire Avenue
Downey, CA 90241

AGENDA #8

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
January 31, 2018

ADDENDUM
PAGE NO.

I. GENERAL COMMISSION FUNCTIONS

1. Call to order - Dianne Lumsdaine.
2. The Renewal of the Pledge of Allegiance to the Flag of the United States of America to be led by Angie Rademaker.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of December 20, 2017. 1-4
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Associate Superintendent, Business Services eligibility list established January 25, 2018. 5
2. **RATIFY** certification of Custodian eligibility list established January 18, 2018. 6
3. **RATIFY** certification of Food Service Assistant eligibility list established July 27, 2017. 7
4. **RATIFY** certification of Food Service Assistant eligibility list established November 16, 2017. 8
5. **RATIFY** certification of Sr. Instructional Assistant-Severely/ Multiply Handicapped eligibility list established December 20, 2017. 9
6. **RATIFY** certification of Water Utility Worker eligibility list established July 26, 2017. 10

Pursuant to Government Code §54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission may be obtained from the Classified Human Resources office, 11627 Brookshire Avenue, Downey, CA 90241.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Director, Classified Human Resources at (562) 469-6641 at least 24 hours in advance of the meeting.
[Government Code §54954.2(a)(1)]

7. **APPROVE** the proposed revision of the title from Interpreter Assistant to Translator-Interpreter, effective February 1, 2018.

11-14

III. OLD BUSINESS

None.

IV. NEW BUSINESS

None.

V. NEXT REGULAR MEETING

February 21, 2018 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room.

VI. CLOSED SESSION

Public Employee Performance Evaluation, Title: Director, Classified Human Resources, in accordance with provisions of the Government Code Section §54957.

VII. ADJOURNMENT

DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
11627 Brookshire Avenue
Downey, CA 90241

MINUTES

Regular Meeting

December 20, 2017

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, December 20, 2017 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#114
PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by John Kennedy.

#115
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#116
MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously, to approve the minutes of the Regular Meeting of November 15, 2017.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#117
CORRESPONDENCE
RECEIVED

No correspondence was received.

#118
ORAL
COMMUNICATIONS

Ms. Rademaker wished everyone a very "Happy Holidays."

Mr. Kennedy wished everyone "Happy Holidays" and shared that he attended the previous night's Board of Education meeting as Dr. Mary Stauffer performed the swearing in duties for the re-elected Board of Education members.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Dr. Rena Thompson, Assistant Superintendent, Certificated Human Resources; Pam Martinez, President, CSEA Unit I; Sharon Newberg, Chief Negotiator, CSEA Unit I; John Torres, President, CSEA Unit II; John Shook, Director, MOT Services; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Lumsdaine wished everyone a "Happy Holidays."

Ms. Arko reviewed and answered questions regarding the December Vacancy/Recruitment Status Report.

#119
PUBLIC HEARD

Dr. Garcia expressed his appreciation to Mr. Kennedy for his continued service on the Personnel Commission as the Board of Education representative.

#120
CONSENT AGENDA

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action Items 121-127).

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#121
RATIFY CERTIFICATION OF
ASSISTANT BUYER
ELIGIBILITY LIST

RATIFY certification of Assistant Buyer eligibility list established December 12, 2017.

#122
RATIFY CERTIFICATION OF
ASST. DIRECTOR, FOOD
SERVICES ELIGIBILITY LIST

RATIFY certification of Assistant Director, Food Services eligibility list established December 7, 2017.

#123
RATIFY CERTIFICATION OF
FACILITIES/CONSTRUCTION
MANAGER ELIGIBILITY LIST

RATIFY certification of Facilities/Construction Manager eligibility list established December 13, 2017.

#124
RATIFY CERTIFICATION
OF FOOD SERVICE
SUPERVISOR II
ELIGIBILITY LIST

RATIFY certification of Food Service Supervisor II eligibility list established December 14, 2017.

#125
RATIFY CLASSIFICATION
OF ONE SENIOR
INSTRUCTIONAL ASST-
BEHAVIORALLY
CHALLENGED POSITION

RATIFY the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Doty Middle School, effective September 20, 2017.

#126
RATIFY CLASSIFICATION
OF ONE SENIOR
INSTRUCTIONAL ASST-
BEHAVIORALLY
CHALLENGED POSITION

RATIFY the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Rio Hondo Elementary School, effective October 10, 2017.

#127
RATIFY CLASSIFICATION
OF ONE SR. INSTRUCT.
ASST.-SEVERELY /
MULTIPLY HANDICAPPED
POSITION

RATIFY the classification of one Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Doty Middle School, effective October 10, 2017.

#128
OLD BUSINESS

None.

#129
NEW BUSINESS

Each of the following recommendations was reviewed by Director Arko prior to approval:

#130
ELECTION OF OFFICERS OF
THE PERSONNEL
COMMISSION

A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously to **APPROVE** the reelection of Dianne Lumsdaine as Chairperson and the reelection of John Kennedy as Vice Chairperson of the Personnel Commission for the term ending November 30, 2018.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#131
NEXT REGULAR
MEETING

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the Personnel Commission revised meeting date for 2017-2018, with amendment.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

The calendared date of January 17, 2018, was revised to accommodate conflicts in scheduling with the Director.

The next Regular Meeting of the Personnel Commission will be January 31, 2018, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#132
CLOSED SESSION

The Personnel Commission retired to closed session at 4:10 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#133
OPEN SESSION

The Personnel Commission returned to open session at 4:43 p.m. There were no reportable actions taken during closed session.

#134
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 4:44 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

BethAnn Arko, Director

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification January 31, 2018

Eligibility List Established January 25, 2018

for the Classification of

Associate Superintendent, Business Services

Unranked

Name

Christina Aragon

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification January 31, 2018

Eligibility List Established January 18, 2018

for Classification of

Custodian

"P" = Promo.

"O" = Open

Rank

Name

O	1	Virginia R. Ford
O	1	Shelton D. Venable
O	1	Manuel Evans
O	1	Gerson E. Chaj
O	1	Andres Vergara
O	1	Oscar Fausto
O	2	Jose Castaneda
O	2	Lienell E. Spicer
O	2	Jose Lozano Mota
O	2	Rene Guevara
O	2	Serafin Ibarra
O	2	Roberto Suarez
O	2	Alison M. Weaver
O	3	Oscar Castaneda
O	3	Alexander O. Ramirez
O	3	Ronald L. Roberts
O	3	Matthew Solorzano
O	3	Douglas Sallie
O	3	Christopher Childress
O	3	Daphney L. Belton
O	3	Jaime J. Encinas
O	4	Tina D. Duff
O	4	Andres Rios
O	4	Dewey Jones
O	4	Carlos H. Rivera
O	4	Jessie Parker
O	4	Jesse A. Ramirez
O	4	Robby C. Barnett
O	4	Alonzo Williams
O	5	Juan J. Cardona
O	5	Eric H. Gonzaga
O	6	Robert L. Woods
O	6	Malik D. Blount

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification January 31, 2018

Eligibility List Established July 27, 2017

for Classification of
Food Service Assistant

"P" = Promo.

"O" = Open

	Rank	Name
O	1	Marcela Garcia Hernandez
O	2	Jasmine Heredia
O	2	Ilesha Bolden
O	2	Jennifer Trejo
O	2	Laura Ortega
O	3	Tameka Eppinger
O	3	Kelly Devon
O	3	Myrtha Chavez
O	3	Ariana Perez
O	3	Cristina Marmolejo
O	3	Kamila Brooks
O	3	Miranda Ricci
O	4	Mario Alarcon
O	4	Priscila Gonzalez
O	4	Christina Aleman
O	4	Renee Aragon
O	4	Claudia Moreno
O	4	Diana Alvarez
O	4	Yazmin Serrano
O	4	Sebastian Campos
O	4	Mark Varela
O	4	Frances Rocha
O	5	Marilou Castillo
O	5	Gabriela Reynoso Andrade

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification January 31, 2018

Eligibility List Established November 16, 2017

for Classification of

Food Service Assistant

"P" = Promo.

"O" = Open

Rank

Name

O	1	Rosa Abundio
O	1	Lupita Reyes-Raygoza
O	1	Sakile Herndon
O	1	Patricia Lopez
O	1	Sandra Barajas
O	1	Desteney Pimentel
O	2	Maria Menjivar
O	2	April Suarez
O	2	Claudia Mendoza
O	2	Michelle Madrid
O	2	Sylvia Villa
O	3	Toni Avila
O	3	Kamille Mancina
O	3	Judith Ruiz
O	3	Elizabeth Duenas
O	3	Pearl Morfin

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification January 31, 2018

Eligibility List Established December 20, 2017
for the Classification of

Sr. Instructional Assistant-S/MH

"P" = Promo. "O" = Open	Rank	Name
O	1	Guadalupe Vazquez
O	1	Kathleen Serna
O	2	Angel Jackmon

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification January 31, 2018

Eligibility List Established July 26, 2017

for Classification of

Water Utility Worker

"P" = Promo.

"O" = Open

Rank

Name

P	1	Dale R. Schrudder
P	2	Ernest Vasquez
O	3	Jose Gomez
O	4	Carlos Nolasco
O	5	Robert Garcia
O	5	Vicente Nicasio

DOWNEY UNIFIED SCHOOL DISTRICT
Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: January 31, 2018

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources

**SUBJECT: NAME CHANGE FOR CLASSIFICATION FROM INTERPRETER
ASSISTANT TO TRANSLATOR-INTERPRETER**

ACTION ITEM

Staff was approached by the incumbents in the established classification of Interpreter Assistant to change the title of their classification to Translator-Interpreter.

The results of reviewing the classification with other benchmark districts supported the need to revise the title to Translator-Interpreter to better reflect the duties of the classification. The industry standard title is Translator-Interpreter.

There is not a need to revise any duties or make any salary adjustments, just a revision to the title is recommended.

DIRECTOR'S RECOMMENDATION

APPROVE the proposed revision of the title from Interpreter Assistant to Translator-Interpreter, effective February 1, 2018.

DOWNEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: ~~INTERPRETER~~ ASSISTANT TRANSLATER-INTERPRETER

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide oral and written translation and interpretation of correspondence, forms, manuals and other instructional and educational materials from English to a designated second language; serve as an interpreter for a school site or office for a variety of meetings, workshops and conferences; and initiate or respond to telephone communication with parents as directed.

REPRESENTATIVE DUTIES:

Translate correspondence, reports, forms, articles, handbooks, technical manuals, legal documents and other instructional and education materials from English to a designated second language from clear copy, rough draft and transcription equipment. *E*

Interpret at a variety of meetings between school officials, students and parents including Individual Education Program (IEP) meetings and parent/teacher conferences. *E*

Type and prepare written translations and other materials; prepare camera-ready District and school materials for distribution to homes and school sites. *E*

Interpret student and parental concerns to school administrators. *E*

Prepare and maintain a variety of reports, records and files related to assigned activities. *E*

Answer telephone calls to the District from parents who do not speak English and communicate in the designated second language to help direct their call and provide information. *E*

Translate comments on official District documents including progress reports, report cards, teacher notes to parents, and absence notes. *E*

Assist in administering and scoring language proficiency tests to students. *E*

REPRESENTATIVE DUTIES: (Continued)

May assist students in comprehending classroom assignments.

May drive a vehicle from site-to-site.

Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Extensive vocabulary and correct usage, grammar, spelling and punctuation of English and a designated second language.

Terminology, forms and materials of the District.

Terminology and nomenclature used in the field of Special Education.

Regulations and policies of the District.

Operation of a computer and assigned software.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, equipment and procedures.

ABILITY TO:

Translate oral and written communications from English to a designated second language.

Read, review and edit translations.

Maintain confidentiality of sensitive and privileged information.

Understand and communicate effectively, both orally and in writing, the needs of staff, students and parents.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including a computer.

Perform a variety of routine clerical duties.

Type at 35 words per minute from clear copy.

Understand and follow oral and written instructions.

Demonstrate attendance sufficient to complete the duties of the position as required.

Work effectively in stressful situations and with many interruptions.

KNOWLEDGE AND ABILITIES:

ABILITY TO: (Cont'd.)

Work efficiently and independently on multiple tasks and projects simultaneously.

Demonstrate behavior that is professional, responsible, and respectful.

Operate a vehicle to conduct work.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience in translating and interpreting materials both orally and in writing. Experience working in a special education environment is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate. Incumbents are required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

School, classroom, and office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to communicate with District staff and the public; sitting or standing for extended periods of time; bending, kneeling and reaching to retrieve and file records; and dexterity of hands and fingers to file and operate a computer terminal and other office equipment.

Approved: July 2011 – Personnel Commission

Revised: January 2018 - Proposed