

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

AGENDA #1

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
July 22, 2015

ADDENDUM
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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 John Kennedy.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of June 10, 2015. 1-5
5. **APPROVE** Minutes of the Special Meeting of June 22, 2015. 6-7
6. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
7. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
8. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **APPROVE** the extension of current eligibility lists for Attendance/Records Clerk-Monolingual, Attendance/Records Clerk-Bilingual Oral, and Attendance/Records Clerk-Bilingual/Biliterate through January 31, 2016. 8
2. **RATIFY** certification of Groundskeeper eligibility list established June 30, 2015. 9
3. **RATIFY** certification of Instructional Assistant/Adult School - Monolingual eligibility list established July 7, 2015. 10
4. **RATIFY** certification of Instructional Assistant/Adult School - Bilingual Oral eligibility list established July 7, 2015. 11

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)]

5. **RATIFY** certification of Instructional Assistant/Adult School - Bilingual/Biliterate eligibility list established July 7, 2015. 12
6. **RATIFY** certification of Lead Food Service Assistant eligibility list established July 2, 2015. 13
7. **RATIFY** certification of Nursing Program Assistant eligibility list established July 7, 2015. 14
8. **RATIFY** certification of Senior Accounting Assistant eligibility list established July 9, 2015. 15
9. **RATIFY** certification of Utility Worker eligibility list established July 14, 2015. 16
10. **APPROVE** the classification of one Food Service Assistant position established by the Board of Education, assigned to Stauffer Middle School, effective August 1, 2015. 17
11. **APPROVE** the classification of one Food Service Assistant position established by the Board of Education, assigned to Warren High School, effective August 1, 2015. 18
12. **APPROVE** the classification of one Food Service Assistant position established by the Board of Education, assigned to Williams Elementary School, effective August 1, 2015. 19
13. **APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Alameda Elementary School, effective August 1, 2015. 20
14. **APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to the Food Services Department, effective August 1, 2015. 21
15. **APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Gallatin Elementary School, effective August 1, 2015. 22
16. **APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Griffiths Middle School, effective August 1, 2015. 23
17. **APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Stauffer Middle School, effective August 1, 2015. 24
18. **APPROVE** the classification of one Food Service Assistant II position established by the Board of Education, assigned to Unsworth Elementary School, effective August 1, 2015. 25

19. **RATIFY** the classification of one limited-term Intermediate Clerical Assistant position established by the Board of Education, assigned to Certificated Human Resources, effective June 3, 2015 through December 3, 2015. 26
20. **RATIFY** the classification of one limited-term Intermediate Clerical Assistant-Bilingual position established by the Board of Education, assigned to Downey High School, effective July 1, 2015 through August 21, 2015. 27
21. **RATIFY** the classification of one limited-term Intermediate Clerical Assistant-Bilingual position established by the Board of Education, assigned to Lewis Elementary School, effective August 18, 2015 through August 21, 2015. 28
22. **RATIFY** the classification of one limited-term Intermediate Clerical Assistant-Bilingual position established by the Board of Education, assigned to Williams Elementary School, effective August 20, 2015 through August 21, 2015. 29
23. **APPROVE** the classification of two School Based Therapist positions established by the Board of Education, assigned to the Special Education Department, effective August 1, 2015. 30
24. **RATIFY** the classification of one limited-term Senior Clerical Assistant-Bilingual position established by the Board of Education, assigned to the Financial Services Department, effective June 2, 2015 through November 30, 2015. 31
25. **RATIFY** the classification of one limited-term Senior Clerical Assistant-Bilingual/Biliterate position established by the Board of Education, assigned to the Student Services Department, effective July 1, 2015 through August 6, 2015. 32
26. **RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Imperial Elementary School, effective May 4, 2015. 33
27. **RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Rio Hondo Elementary School, effective June 16, 2015. 34
28. **APPROVE** the classification of one limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Williams Elementary School, effective August 26, 2015 through February 26, 2016. 35
29. **APPROVE** the classification of one limited-term Senior Personnel Assistant position established by the Board of Education, assigned to the Business Services Department, effective July 1, 2015 through January 1, 2016. 36

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| 30. APPROVE the changes to the class description for the classification of Campus Security Assistant as submitted, effective July 23, 2015. | 37-40 |
| 31. APPROVE changes to class description for the classification of Director, Classified Human Resources as submitted, effective July 23, 2015. | 41-46 |
| 32. APPROVE changes to class description for the classification of Food Service Assistant as submitted, effective July 23, 2015. | 47-50 |
| 33. APPROVE changes to class description for the classification of Food Service Supervisor I as submitted, effective July 23, 2015 | 51-55 |
| 34. APPROVE the changes to the class description for the classification of General Maintenance Worker as submitted, effective July 23, 2015. | 56-59 |
| 35. APPROVE the changes to the class description for the classification of Lead Custodian as submitted, effective July 23, 2015. | 60-64 |
- III. OLD BUSINESS
- None.
- IV. NEW BUSINESS
- None.
- V. NEXT REGULAR MEETING
- August 19, 2015 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room.
- VI. CLOSED SESSION
1. Discussion for Director, Classified Human Resources (Interim).
 2. Discussion of Recruitment – Title, Director, Classified Human Resources.
 3. Public Employee Performance Evaluation, Title: Director, Classified Human Resources, in accordance with provisions of the Government Code Section §54957.
- VII. ADJOURNMENT