

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

AGENDA #10

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
March 21, 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 February 21, 2018. 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 Floor Maintenance Worker eligibility list established February 16, 2018. 5
2. **RATIFY** certification of General Maintenance Worker eligibility list established March 13, 2018. 6
3. **RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position, assigned to Unsworth Elementary School, effective January 9, 2018. 7

III. OLD BUSINESS

None.

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)]

IV. NEW BUSINESS

APPROVE changes to the class description of Database Administrator as submitted, effective March 22, 2018.

8-13

V. NEXT REGULAR MEETING

April 25, 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

February 21, 2018

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, February 21, 2018 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#155
PLEDGE OF
ALLEGIANCE

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

#156
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#157
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 January 31, 2018.

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

#158
CORRESPONDENCE
RECEIVED

Ms. Arko invited the commissioners to attend the Annual Gangs Out of Downey (GOOD) Luncheon and requested that they inform her if they would be attending.

#159
ORAL
COMMUNICATIONS

Ms. Rademaker congratulated District Superintendent, Dr. John Garcia, for receiving the California "Superhero Award." This award was presented to Dr. Garcia by the Association of California State Administrators Superintendent's Symposium for his efforts to expand learning opportunities for low-income children. Ms. Rademaker also congratulated Griffiths and Stauffer Middle Schools for each being recognized as high-performing model schools demonstrating academic excellence, social equity, and responsiveness to the needs of young adolescents, thereby receiving the designation of 2017-18 Schools to Watch-Taking Center Stage by the State Superintendent of Public Instruction, Tom Torlakson.

Mr. Kennedy shared that he attended the California School Personnel Commissioners Association (CSPCA) Annual Conference in San Diego and stated that it was one of the better conferences that he has attended. Mr. Kennedy found the "Embracing Feedback" session to be very valuable and shared that he could've used it back when he was a teacher. He also

related that he had no idea of the complexity of the employee leave system nor of the accommodations required for injured employees. Overall, he found the conference to be very enlightening.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Pam Martinez, President, CSEA Unit I; Norma Garcia, Parliamentarian, CSEA Unit I; Sergio Gonzalez, Sergeant at Arms, CSEA Unit I; John Torres, President, CSEA Unit II; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Lumsdaine shared that she also believed the CSPCA conference was very good. She especially enjoyed the session entitled "The Do's and Don'ts of Running a Meeting."

Ms. Lumsdaine shared that she noticed that the District is installing privacy fabric mesh around the chain link fencing at the school sites as a measure of safety for the students and believes this is a wonderful thing.

Ms. Lumsdaine also congratulated Dr. Garcia for receiving the "Superhero Award." She stated that it made her proud to be a part of the District.

Ms. Lumsdaine shared that she was looking forward to participating in the Healthy Downey 5K for TLC taking place on Saturday, February 24th.

Ms. Lumsdaine thanked Rena Thompson, Assistant Superintendent, Certificated Human Resources, for the opportunity to take the Strengths Finder assessment and is looking forward to using her strengths along with those of the other commissioners to strengthen their team.

Ms. Arko shared that the CSPCA conference was well attended and informative.

Ms. Arko congratulated Stauffer Middle School Principal, Alyda Mir, for receiving the Association of California School Administrators (ACSA) Region 14 Middle Grades Principal of the Year award.

Ms. Arko related that the second session of the CSPCA Merit Academy took place at Pace Elementary School and many compliments have been received regarding the remodeled training center.

Ms. Arko shared that she attended the first session of Strengths Finder Champion training and stated that each session focuses on one of the four domains, which include Executing, Influencing, Relationship Building and Strategic Thinking.

Ms. Arko shared that she will also be attending the Healthy Downey 5K for TLC on Saturday.

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

#160
PUBLIC HEARD

No one from the public asked to be heard.

#161
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 162-164).

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

#162
RATIFY CERTIFICATION OF
ASB ACCOUNTING
TECHNICIAN ELIGIBILITY
LIST

RATIFY certification of ASB Accounting Technician eligibility list established February 7, 2018.

#163
RATIFY CERTIFICATION OF
P.E. & ATHL. ATTENDANT
(FEMALE) ELIGIBILITY LIST

RATIFY certification of P.E. & Athletic Equipment Attendant (Female) eligibility list established February 8, 2018.

#164
RATIFY CERTIFICATION OF
SENIOR INSTRUCTIONAL
ASST.-SEVERELY /
MULTIPLY HANDICAPPED
ELIGIBILITY LIST

RATIFY certification of Sr. Instructional Assistant-Severely / Multiply Handicapped eligibility list established February 6, 2018.

#165
OLD BUSINESS

None.

#166
NEW BUSINESS

None.

#167
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be March 21, 2018, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#168
CLOSED SESSION

The Personnel Commission retired to closed session at 4:20 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#169
OPEN SESSION

The Personnel Commission returned to open session at 4:53 p.m. There were no reportable actions taken during closed session.

#170
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 4:54 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 March 21, 2018

Eligibility List Established February 16, 2018

for the Classification of

Floor Maintenance Worker

"P" = Promo.

"O" = Open

	Rank	Name
P	1	Keisha Marts
O	2	Alexander Ramirez
O	2	Michael Corbin
O	3	Joseph Arambula
O	3	Beatriz Ramirez
O	4	Richard Garcia
O	5	Anthony Okafor

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification March 21, 2018

Eligibility List Established March 13, 2018

for the Classification of

General Maintenance Worker

"P" = Promo.

"O" = Open

Rank

Name

P	1	Ernest Vasquez
P	1	Peter Rudeesirichot
P	1	Raymond Herlitz
P	1	Daniel Alarcon
P	1	Christopher Jefferson
P	2	Abner Carrera
P	2	Valeriano Melgarejo
P	3	Clemente Gomez
P	3	Gabriel Rodriguez

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

DATE: March 6, 2018
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL
ASSISTANT-BEHAVIORALLY CHALLENGED)

ACTION ITEM

We have received a request from Reynaldo Vargas, Jr., Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. This new position is being created to provide additional behavioral support in the SBC classroom at Unsworth Elementary School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Unsworth Elementary School, six hours per day, at range 115, \$3,123 - \$3,802 per month, effective January 9, 2018.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Unsworth Elementary School, six hours per day, at range 115, \$3,123 - \$3,802 per month, effective January 9, 2018.

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

MEMORANDUM

DATE: March 21, 2018

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – DATABASE ADMINISTRATOR

ACTION ITEM

In preparation for the recruitment for Database Administrator, the current class description was reviewed with the Chief Technology Officer and Assistant Director, Technology & Information Systems. After review, staff recommends changes to the class description to more accurately reflect the basic function, duties, and requirements of this classification.

DIRECTOR'S RECOMMENDATION

APPROVE changes to the class description of Database Administrator as submitted, effective March 22, 2018.

DOWNEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATABASE ADMINISTRATOR

BASIC FUNCTION:

Under direction of the ~~Information Technologies Manager~~, assigned administrator, perform a variety of specialized duties in the configuration, maintenance, support, and documentation of District's database driven applications. Monitor and maintain database servers, client applications, Web Servers, and Web applications. Perform security auditing, and maintain security permissions on databases and applications. Generate reports using reporting tools. ~~for end users and management.~~

REPRESENTATIVE DUTIES:

Maintain and administer current and future versions of Microsoft SQL Server, or other Database Management Systems used by the District. **E**

Maintain and administer Web servers, including software applications, frameworks, software stacks, authentication, and security. **E**

Utilize SQL-based tools to build complex, highly focused queries, stored procedures, views, pivot tables, etc., enabling users to sort data and generate reports in both electronic and printed formats. **E**

Design, build, maintain and publish reports required by schools, departments, county, state and federal agencies using products (such as Active Reports, Crystal Reports and Microsoft Reporting Services). **E**

Design, build, maintain and publish data extracts required by schools, departments, county, state and federal agencies. **E**

Coordinate with users, software vendors, and District staff to troubleshoot software and hardware problems and implement new versions or features. **E**

Utilize expertise in database, web technology and associated infrastructure to resolve user application and data problems.; ~~make recommendations, develop processes, access resources and implement other procedures that will guarantee data quality and integrity;~~ Provide end-user support, documentation, and training as required. **E**

Make recommendations, develop processes, ~~access resources and implement other procedures that will guarantee data quality and integrity.; provide end-user support, documentation, and training as required.~~ **E**

REPRESENTATIVE DUTIES: (Continued)

Develops and maintains ~~enforces database administration and user standards and procedures; audits standards, modifies, and amends security standards and access control on database and web servers.~~ ***E***

Assist in the definition and development of databases; act as the technical lead for database driven projects; and act as a resource to other district staff for database driven applications. ***E***

Conduct system level, unit, and interface testing of applications and upgrades and assist end users with acceptance level testing; maintain a continuing liaison with users to ensure implementation and maintenance of systems. ***E***

Audits, modifies, and amends data in systems using SQL commands, hand-editing, bulk import, or ~~end-user~~ applications. Coordinate the data cleansing, data mapping, and data conversion efforts for District software systems including coding queries and scripts to move data between disparate systems. ***E***

Write, review and document database driven applications as required; Review technical designs, reports, documentation, manuals, help files and instructions, and other materials produced by staff; edit content throughout the development process. ***E***

Schedule and perform database and web server updates and backups using server management tools or back up software; configure and monitor database replication, database mirroring and log shipping on database servers at local and remote sites. ***E***

Analyze database and web server performance and resource usage and make recommendations or implement other mechanisms that will improve performance, reliability, security and availability. ***E***

Must demonstrate attendance sufficient to complete the duties of the position as required. ***E***

Perform other 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:

Client/Server, relational database, web data warehouse, and portal technologies. Microsoft Server 2012 R2 and later, MS SQL Server 2012 and later, and Microsoft

KNOWLEDGE AND ABILITIES: (Continued)

Structured Query Language.

Transact-SQL language, stored procedures, triggers, user-defined functions and views.

~~Execution—hooks, Web~~ application development tools, database security including access control, backup and recovery techniques.

Information transfer, sharing and communications among differing computer systems.

Microcomputer Client/Server and web-based data management systems.

Client/Server, multi-tiered architecture and technologies.

Methods used in compiling complex reports.

~~California school district's enrollment and scheduling process.~~

~~California state reporting criteria, including but not limited to: CBEDS, R-30 and state testing pre-IDs.~~

Adult learning principles, project management and curriculum development.

Correct English language usage, spelling, grammar, and punctuation.

~~Copyright laws, privacy laws, and District policies related to network/computer access.~~

Principles and processes for providing customer and personal services. This includes meeting quality standards for services and evaluation of customer satisfaction.

Principles and techniques of systems analysis.

Methods for effective oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Appropriate safety precautions and procedures.

ABILITY TO:

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Understand and carry out oral and written directions with minimal supervision.

Establish and maintain cooperative and effective working relationships.

Use tact, patience, and diplomacy in dealing with others.

Plan and lay-out work including accurately estimating time and materials.

Perform duties effectively with many demands on time and constant interruptions.

Learn and adapt to changing technologies and job responsibilities.

Analytically and logically evaluate complex technical information, issues or problems to generate solutions.

Detect errors in software systems, data extracts, reports or equipment operation.

Implement computer systems for inputting, retrieving and reporting data.

Analyze and assess operational systems and process and make recommendations to enhance program function and activities.

Operate microcomputer equipment, operating systems, and a variety of—

~~computer applications.~~

~~Analyze complex procedures, data constructs and data to develop logical conclusions.~~

Communicate technical information clearly to users/clients. Prepare clear, complete and accurate reports.

Meet schedules and time lines.

~~Establish long-range objectives, specifying the strategies and actions to achieve them.~~

Establish and maintain cooperative and effective working relationships with others.

Utilize a variety of technical and non-technical resources to achieve directives, goals and objectives.

~~Operate with initiative, resourcefulness and follow-through. Work effectively, both independently and as a member of a team.~~ Work efficiently on multiple tasks and projects simultaneously.

~~Stay current in the field of information, telecommunication and related technology.~~

Work independently with little direction.

Operate motor vehicle safely within California Vehicle Code parameters.

Demonstrate behavior that is professional and responsible.

~~Demonstrate mental acuity sufficient to perform the essential functions of the position.~~

~~Communicate effectively in person and in writing.~~ Be motivated to produce high quality work product. Work effectively in stressful situations.

Maintain a work pace appropriate to a given workload.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: Bachelor's Degree in information systems, computer science, or related field, and three years experience scripting queries using Microsoft T-SQL, including experience with reporting services such as Crystal Reports and Microsoft Query Reporting Service, and training and/or experience in project management, web technology, development tools, and microcomputer relational database management systems. Experience with ~~FoxPro~~, C#, Visual Basic, Microsoft Access programming, and Object Oriented Programming and Zangle Q Student Information System are highly desirable.

~~LICENSES AND OTHER REQUIREMENTS:~~

~~Possession of a valid State of California class C driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.~~

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to driving to conduct work; subject to noise from equipment operation.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting and standing for extended periods of time; dexterity of hands and fingers to operate a keyboard and other office equipment; kneeling, bending at the waist, reaching overhead, above shoulders and horizontally to retrieve and store files and supplies; ~~routinely lifting or moving up to 50 pounds and occasionally lifting and/or moving up to 70 pounds.~~, moderate lifting up to 30 pounds.

HAZARDS:

Extended viewing of computer monitor; traveling to locations within the district; repetitive hand motion.

Revision to duties March 6, 2018 Board of Trustees
Revision to classification March 21, 2018 Personnel Commission