

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

AGENDA #12

Regular Meeting
Barbara J. Riley Community Center
7810 Quill Drive, Downey

3:30 p.m.
May 18, 2016

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. Recognize and commend Retiring Classified Employees for their years of service.
4. Present Service Pins to Classified Employees.
5. Roll.
6. **APPROVE** Minutes of the Regular Meeting of April 20, 2016. 1-6
7. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
8. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
9. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Intermediate Clerical Assistant-Bilingual/ Bi-Literate eligibility list established April 27, 2016. 7
2. **RATIFY** certification of Personnel Analyst eligibility list established May 12, 2016. 8
3. **RATIFY** the classification of one Child Care Assistant position established by the Board of Education, assigned to Downey Adult School, effective March 17, 2016. 9

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)]

ADDENDUM
PAGE NO.

4. **APPROVE** the classification of 20 Limited-Term Custodian, A-Shift, positions established by the Board of Education, assigned to Operations Department, effective June 13, 2016 through August 14, 2016. 10
5. **APPROVE** the classification of four Limited-Term Floor Maintenance Worker positions established by the Board of Education, assigned to Operations Department, effective June 13, 2016 through August 14, 2016. 11
6. **APPROVE** the classification of six Limited-Term Lead Custodian positions established by the Board of Education, assigned to Operations Department, effective June 13, 2016 through August 14, 2016. 12
7. **RATIFY** the classification of one Nursing Program Assistant position established by the Board of Education, assigned to the Downey Adult School, effective March 17, 2016. 13
8. **RATIFY** classification of three Occupational Therapist positions established by the Board of Education, assigned to Special Education, March 14, 2016. 14
9. **RATIFY** the classification of three Senior Instructional Assistant-Behaviorally Challenged positions established by the Board of Education, assigned to Columbus High School, effective April 18, 2016. 15
10. **RATIFY** the classification of one Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Lewis Elementary School, effective April 11, 2016. 16
11. **RATIFY** the classification of one Senior Personnel Assistant position established by the Board of Education, assigned to Certificated Human Resources Department, effective, April 4, 2016. 17
12. **APPROVE** the extension of current eligibility lists for Secretary-Monolingual, Secretary-Bilingual Oral, and Secretary-Bilingual/Bi-Literate through November 30, 2016. 18

III. OLD BUSINESS

1. **DECLARE** a public hearing on 2016-17 proposed Personnel Commission Budget. 19
 - a. Open the hearing.
 - b. Close the hearing.
2. **ADOPT** 2016-17 Personnel Commission Budget.

IV. NEW BUSINESS

1. **DISCUSS** Personnel Commission proposed meeting dates for 2016-17. 20
2. **ADOPT** resolution of commendation recognizing the outstanding contributions of the classified school employees during Classified School Employees' Week, May 15 - 21, 2016. 21
3. **APPROVE** classification of Physical Therapist and class description for one new classification established by the Board of Education, placing the classification on the Classified Management Salary Schedule at range 126, \$6,839 - \$8,384 per month; and approve the recruitment method for this position as open and promotional, effective May 19, 2016. 22-25

V. NEXT REGULAR MEETING

June 15, 2016 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

April 20, 2016

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, April 20, 2016 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#256
PLEDGE OF
ALLEGIANCE

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

#257
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#258
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 March 16, 2016.

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

#259
CORRESPONDENCE
RECEIVED

No correspondence was received.

#260
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the Saturday Professional Growth Workshop which was attended by approximately 100 employees. Ms. Rademaker also shared the thank-you card she received from the students at Gauldin Elementary School for reading to them at the annual Day of the Reader event.

Ms. Lumsdaine wished Ms. Arko a Happy Birthday.

Ms. Lumsdaine acknowledged the attendance of Tod Corrin, Member, Board of Education; Dr. John A. Garcia, Jr., Superintendent; Pam Martinez, President, CSEA Unit I; Norma Garcia, Parliamentarian, CSEA Unit I; Sharon Newberg, Chief Negotiator, CSEA Unit I; Chris Nezzar, Chief Technology Officer; David Harris, Custodial Services Coordinator and all others present.

Ms. Arko informed the Commissioners that the Personnel Commission staff assisted the Technology Department with setting up training for over 50 Elementary School/Library Media Technicians. Of that group, 28 individuals were offered permanent positions and processed. They began their assignments on April 4th.

Ms. Arko informed the Commissioners that the Personnel Commission staff received approximately 1,500 applications for the recent Attendance/Records Clerk recruitment. All applicants were invited to attend the written exam and the staff worked during Spring Break to test them. A little over 700 applicants actually showed up and tested. The District continues to receive a very large volume of applications for recruitments. As per the Education Code, the announcement will still be posted for 15 days, but applications will only be received for the last 5 days. This will allow us to better manage the volume of applications received.

Ms. Arko shared that staff is currently working on Summer School assignments and commended the entire Personnel Commission staff for all their hard work and efforts during this very busy time. She also shared that staff have been attending various trainings and workshops and that she has been able to conduct many school site visits.

Ms. Arko shared that Brent Shubin, Principal, Doty Middle School will be returning on July 1st.

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

#261
PUBLIC HEARD

Ms. Martinez inquired why the Student Information Systems Manager position is still vacant if it has been open since November of 2014. Ms. Arko responded that it is not a priority at this time as there are more critical recruitments that need to take precedence to fill the positions at the school sites and also because there is an employee Working Out of Class in the position that is doing a very good job. Ms. Arko stated that the recruitment for this position will occur by summer. Ms. Martinez inquired if the employee working in that position is receiving step increments. Ms. Arko responded that she is not.

Ms. Garcia inquired if the eligibility list for Secretary is still a viable list and if so, will it be extended. Ms. Arko responded that she will look into this and if the list is a viable list, she will request that it be extended in May.

Ms. Martinez inquired if some of the recruitments are being run backwards. She understands that for the Senior Secretary recruitment, all applicants were invited to the written exam and were told that if they pass, they would then be screened to see if they meet the minimum qualifications. She believes the applicants should be screened first and then invited to the written exam. Ms. Arko informed her that due to the very large volume of applications that are being received, the Personnel Commission is forced to do things this way as it gives them the ability to get the number of applicants down to a more manageable number in a shorter length of time. Typically, the applications would be screened first to ensure that they meet the minimum qualifications, but due to the

extremely large volume of applications, this process would've taken up to two months to complete. She further explained that the applicants were reminded, at the time of the written exam, of the minimum qualifications and that they would still need to meet them in order to proceed to the next step in the recruitment process. Ms. Garcia inquired what the pass point would be on the written exam since there was such a high volume of applicants tested. Ms. Arko responded that the applicants were advised that there would be a very high pass point since there were so many applicants invited to take the written exam. Ms. Garcia mentioned that she has received many inquiries about this process because it's a new process, but understands why it was done in this manner. Ms. Newberg inquired if the pass point would change if some of the applicants that tested high didn't meet the minimum qualifications. Ms. Arko acknowledged that it could, but that so far, all the applicants that tested high on the written exam have met the minimum qualifications.

Ms. Martinez stated that employees are inquiring how they go about being given the opportunity to substitute/Work Out of Class in vacant positions in the District. Ms. Arko responded that the opportunity to substitute is not an automatic thing since vacancies get filled as soon as possible, but there is a chance if the recruitment is delayed. She stated that she is open to having employees that are interested in Working Out of Class in other positions contact her either by telephone or email advising her of their interest, but she cannot make any promises.

Ms. Martinez inquired if employees that submit transfers are considered prior to the interview process or are they made to wait and interview with the others on the eligibility list. Ms. Arko responded that they are interviewed at the same time as the other candidates.

Ms. Garcia inquired why the Intermediate School Office Manager recruitment was opened as a Monolingual position instead of Bilingual or Bi-Literate. Ms. Arko explained that typically the Office Manager does not need that skill because there is support personnel that has the Bilingual or Bi-Literate ability. Ms. Garcia further asked if there is not a viable Monolingual eligibility list available, would a recruitment then need to be run. Ms. Arko replied yes. Ms. Garcia then stated that some employees did not apply for the Monolingual position because they are Bilingual. Ms. Arko stated that she encourages everyone to apply for all positions that they qualify for regardless of whether it is Monolingual or Bilingual.

Ms. Pam Purinton, C.S.E.A. member, mentioned that she had recently been at several sites providing retirement information to our C.S.E.A. members and was approached by an employee that stated that she had been denied participation in the Supplementary Retirement Plan (SRP) because her documentation was submitted after the deadline. However, she understands that the deadline was extended and the employee was not notified of this. Ms. Lumsdaine responded that the Personnel Commission does not have the authority to respond to this and that she should address her concern to the Superintendent.

#262
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 263-271).

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

#263
RATIFY CERTIFICATION OF
GENERAL MAINTENANCE
WORKER ELIGIBILITY LIST

RATIFY certification of General Maintenance Worker eligibility list established April 13, 2016.

#264
RATIFY CERTIFICATION OF
LEAD CUSTODIAN
ELIGIBILITY LIST

RATIFY certification of Lead Custodian eligibility list established March 23, 2016.

#265
RATIFY CERTIFICATION OF
MAINT. SUPERVISOR
ELIGIBILITY LIST

RATIFY certification of Maintenance Supervisor eligibility list established March 30, 2016.

#266
RATIFY CERTIFICATION OF
NETWORK
ADMINISTRATOR
ELIGIBILITY LIST

RATIFY certification of Network Administrator eligibility list established March 23, 2016.

#267
RATIFY CERTIFICATION OF
OCCUPATIONAL
THERAPIST
ELIGIBILITY LIST

RATIFY certification of Occupational Therapist eligibility list established March 30, 2016.

#268
RATIFY CERTIFICATION OF
SENIOR SCHOOL OFFICE
MGR. ELIGIBILITY LIST

RATIFY certification of Senior School Office Manager eligibility list established March 11, 2016.

#269
APPROVE CHANGES TO
CLASS DESCRIPTION
FOR FACILITIES/
CONSTRUCTION MANAGER

APPROVE the changes to the class description for the classification of Facilities/Construction Manager as submitted, effective April 21, 2016.

#270
APPROVE CHANGES TO
CLASS DESCRIPTION FOR
INTER. ACCOUNTING
ASSISTANT

APPROVE the changes to the class description for the classification of Intermediate Accounting Assistant as submitted, effective April 21, 2016.

#271
APPROVE CHANGES TO
CLASS DESCRIPTION FOR
LEAD MAINTENANCE
WORKER

APPROVE the changes to the class description for the classification of Lead Maintenance Worker as submitted, effective April 21, 2016.

#272
OLD BUSINESS

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

#273
ADOPT AMENDMENT
OF PERSONNEL
COMMISSION RULE
#40.100.7 – VETERANS'
PREFERENCE

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **ADOPT** amendment of Personnel Commission Rule #40.100.7. – Veterans' Preference.

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

#274
NEW BUSINESS

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

#275
REVIEW PROPOSED
2016-17 PERSONNEL
COMMISSION BUDGET

Ms. Arko reviewed the proposed 2016-17 Personnel Commission Budget noting necessary changes. The proposed 2016-17 Personnel Commission Budget will be an item on the May 18, 2016 agenda for public hearing and adoption.

#276
APPROVE
CLASSIFICATION, CLASS
DESCRIPTION, AND
RECRUITMENT METHOD
OF ONE ASST. NETWORK
ADMINISTRATOR
POSITION

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** classification of Assistant Network Administrator and class description for one new position established by the Board of Education, placing the classification on the Unit II Salary Schedule at range 255, \$6,220 - \$7,552 per month; and **APPROVE** the recruitment method for this position as open and promotional with dual certification, effective April 21, 2016.

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

#277
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be the Service Pin Awards and Retiree Recognition Ceremony May 18, 2016 at 3:30 p.m., in the Diane Boggs Auditorium of the Barbara J. Riley Community & Senior Center, 7810 Quill Drive, Downey.

#278
CLOSED SESSION

The Personnel Commission retired to closed session at 4:44 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#279
OPEN SESSION

The Personnel Commission returned to open session at 5:16 p.m. There were no reportable actions taken during closed session.

#280
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 5:17 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 May 18, 2016

Eligibility List Established April 27, 2016
for the Classification of

Intermediate Clerical Assistant - Bilingual Bi-literate (English/Spanish)

"P" = Promo. "O" = Open	Rank	Name
O	1	Leslie Castaneda
O	2	Hismelda Macias
O	2	Alejandro Valencia
O	2	Liliana Garduno
O	2	Guadalupe Meraz
O	2	Jacqueline Del Real
O	2	Margarita Ruiz
O	3	Danielle Aguilar
O	3	Nohemi Zuniga
O	3	Tracey Serrano
O	3	Patricia Romero
O	3	Lorraine Navarro
O	3	Veronica Calderon
O	3	Evelyn Velasco

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification May 18, 2016

Eligibility List Established May 12, 2016
for the Classification of

Personnel Analyst
(Dual Certification)

"P" = Promo. "O" = Open	Rank	Name
O	1	Paul Deines
O	1	Robert Franco
O	2	Tan Zeng
O	3	Shershonna Huff
P	4	Andrea Iacovitti
O	5	Brenda Coney
O	5	Daniel Williams

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

DATE: May 17, 2016
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (CHILD CARE ASSISTANT)

ACTION ITEM

We have received a request from Blanca Rochin, Principal, Downey Adult School, to establish one new position with duties corresponding to the current classification of Child Care Assistant. This position is needed to provide child care services for parents attending the Community Based English Tutoring (CBET) program at two new sites in the District.

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 Child Care Assistant, assigned to the Downey Adult School, twenty hours per week, ten months per year, at range 50, \$2,227 - \$2,712 per month, effective March 17, 2016.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Child Care Assistant, assigned to the Downey Adult School, twenty hours per week, ten months per year, at range 50, \$2,227 - \$2,712 per month, effective March 17, 2016.

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

DATE: May 17, 2016
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF TWENTY NEW LIMITED-TERM POSITIONS
(CUSTODIAN, A-SHIFT)

ACTION ITEM

We have received a request from Quinton Riles, Operations Supervisor, approved by John Shook, Director M.O.T Services, to establish 20 new limited-term positions with duties corresponding to the current classification of Custodian, A-Shift. These 20 positions are being requested to provide assistance with the district-wide summer cleaning projects.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of 20 new limited-term positions with duties corresponding to the current classification of Custodian, A-Shift, assigned to the Operations Department, eight hours per day, at range 115, \$3,145 - \$3,821 per month, effective June 13, 2016 through August 14, 2016.

SUPERINTENDENT'S RECOMMENDATION

APPROVE the establishment of 20 new limited-term positions with duties corresponding to the current classification of Custodian, A-Shift, assigned to the Operations Department, eight hours per day, at range 115, \$3,145 - \$3,821 per month, effective June 13, 2016 through August 14, 2016.

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

DATE: May 17, 2016
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF FOUR NEW LIMITED-TERM POSITIONS
(FLOOR MAINTENANCE WORKER)

ACTION ITEM

We have received a request from Quinton Riles, Operations Supervisor, approved by John Shook, Director M.O.T Services, to establish four new limited-term positions with duties corresponding to the current classification of Floor Maintenance Worker. These four positions are being requested to provide assistance with the district-wide summer floor care projects.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of four new limited-term positions with duties corresponding to the current classification of Floor Maintenance Worker, assigned to the Operations Department, eight hours per day, at range 125, \$3,298 - \$4,006 per month, effective June 13, 2016 through August 14, 2016.

SUPERINTENDENT'S RECOMMENDATION

APPROVE the establishment of four new limited-term positions with duties corresponding to the current classification of Floor Maintenance Worker, assigned to the Operations Department, eight hours per day, at range 125, \$3,298 - \$4,006 per month, effective June 13, 2016 through August 14, 2016.

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

DATE: May 17, 2016
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF SIX NEW LIMITED-TERM POSITIONS
(LEAD CUSTODIAN)

ACTION ITEM

We have received a request from Quinton Riles, Operations Supervisor, approved by John Shook, Director M.O.T Services, to establish six new limited-term positions with duties corresponding to the current classification of Lead Custodian. These six positions are being requested to provide assistance with the district-wide summer cleaning projects.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of six new limited-term positions with duties corresponding to the current classification of Lead Custodian, assigned to the Operations Department, eight hours per day, at range 135, \$3,464 - \$4,210 per month, effective June 13, 2016 through August 14, 2016.

SUPERINTENDENT'S RECOMMENDATION

APPROVE the establishment of six new limited-term positions with duties corresponding to the current classification of Lead Custodian, assigned to the Operations Department, eight hours per day, at range 135, \$3,464 - \$4,210 per month, effective June 13, 2016 through August 14, 2016.

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

DATE: May 17, 2016
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (NURSING PROGRAM ASSISTANT)

ACTION ITEM

We have received a request from Blanca Rochin, Principal, Downey Adult School, to establish one new position with duties corresponding to the current classification of Nursing Program Assistant. This position is needed to provide additional support in the Medical Assistant program due to increased participation in the program.

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 Nursing Program Assistant, assigned to the Downey Adult School, 20 hours per week, 11 months per year, at range 220, \$2,782 - \$3,380 per month, effective March 17, 2016.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Nursing Program Assistant, assigned to the Downey Adult School, 20 hours per week, 11 months per year, at range 220, \$2,782 - \$3,380 per month, effective March 17, 2016.

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

DATE: May 17, 2016
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (OCCUPATIONAL THERAPIST)

ACTION ITEM

We have received a request from Billie Barrios, Program Administrator, Special Education, to establish three new positions with duties corresponding to the current classification of Occupational Therapist. These new positions are being requested to replace the Occupational Therapists that are currently being contracted through a private agency.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Occupational Therapist, assigned to Special Education, eight hours per day, eleven months per year, at range 126, \$6,893 - \$8,384 per month, effective March 14, 2016.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Occupational Therapist, assigned to Special Education, eight hours per day, eleven months per year, at range 126, \$6,893 - \$8,384 per month, effective March 14, 2016.

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

DATE: May 17, 2016
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED)

ACTION ITEM

We have received a request from Mayra Helguera, Program Administrator, Special Education, to establish three new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. These new positions are being changed from Senior Instructional Assistant to Senior Instructional Assistant-Behaviorally Challenged due to changes in the Opportunity Center program at Columbus High School and students' needs.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Columbus High School, six and one-half hours per day, ten months per year, at range 115, \$3,062 - \$3,727 per month, effective April 18, 2016.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Columbus High School, six and one-half hours per day, ten months per year, at range 115, \$3,062 - \$3,727 per month, effective April 18, 2016.

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

DATE: May 17, 2016
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT-SEVERELY/MULTIPLY HANDICAPPED)

ACTION ITEM

We have received a request from Billie Barrios, Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped. This new position is being created to provide support to a special needs student at Lewis Elementary School per the student's Healthcare plan.

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-Severely/Multiply Handicapped, assigned to Lewis Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,062 - \$3,727 per month, effective April 11, 2016.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped, assigned to Lewis Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,062 - \$3,727 per month, effective April 11, 2016.

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

DATE: May 17, 2016
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR PERSONNEL ASSISTANT)

ACTION ITEM

The Certificated Human Resources department is asking to establish one new position with duties corresponding to the current classification of Senior Personnel Assistant. This new position is being requested to temporarily assign a new staff member to train in the position until incumbent's retirement on June 30, 2016.

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 Personnel Assistant, assigned to the Certificated Human Resources Department, eight hours per day, twelve months per year, at range 165, \$3,911 - \$4,753 per month, effective April 4, 2016.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Personnel Assistant, assigned to the Certificated Human Resources Department, eight hours per day, twelve months per year, at range 165, \$3,911 - \$4,753 per month, effective April 4, 2016.

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

MEMORANDUM

DATE: May 18, 2016

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: EXTENSION OF SECRETARY-MONOLINGUAL, SECRETARY-BILINGUAL ORAL, AND SECRETARY BILINGUAL/BI-LITERATE ELIGIBILITY LISTS

ACTION ITEM

It is recommended that the current eligibility lists for Secretary-Monolingual, Secretary-Bilingual Oral, and Secretary-Bilingual/Bi-Literate, which expires on June 4, 2016, be extended through November 30, 2016. There are currently six viable ranks on this list.

DIRECTOR'S RECOMMENDATION

APPROVE the extension of the current eligibility lists for Secretary-Monolingual, Secretary-Bilingual Oral, and Secretary-Bilingual/Bi-Literate through November 30, 2016.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

2016-17 Budget - Submitted for Public Hearing and Adoption May 2016

Acct No.	Description	2016-2017	2015-2016	Variance
2000 Classified Salaries				
2301	Personnel Commission	2,400	2,400	0
2303	*Personnel Director	130,041	139,224	-9,183
	* Personnel Analyst	89,016	87,492	1,524
2402	Staff:			
	* Sr. Secretary	62,220	59,688	2,532
	* Sr. Personnel Assistants (2)	97,764	114,564	-16,800
	* Personnel Assistant	52,956	50,232	2,724
	Substitute and Special Assignments	4,525	4,525	0
3000 Employee Benefits				
3212	* Retirement – PERS	56,376	53,454	2,922
3312	* OASDI	26,932	28,086	-1,154
3332	* Medicare	6,299	6,569	-270
3342	* APPLE Plan for Subs	113	113	0
3412	Health Insurance	176,183	159,965	16,218
3512	* Unemployment Insurance	217	227	-10
3612	* Worker's Compensation Insurance	6,950	9,060	-2,110
4000 Books, Supplies & Other Equipment				
4310	Supplies, Equipment (under \$500) & Printing	8,600	8,600	0
	Employee Recognition Program	8,000	8,000	0
4400	Equipment - non-capitalized (\$500-\$4999)	3,900	3,900	0
5000 Contracted Services				
5215	Mileage	900	900	0
5216	Mileage / Raters	200	200	0
5250	Travel/Conference	4,000	2,000	2,000
	Staff Development-Pers. Comm. Employees	1,500	500	1,000
5310	Memberships	6,290	4,790	1,500
5612	Service Agreements	1,200	1,000	200
5630	Repairs, Equipment	1,000	1,000	0
5715	Duplication Costs – Communications Center	1,667	1,667	0
5804	Consultants	3,000	3,000	0
5815	Software Support and Upgrade	10,000	8,700	1,300
5830	Personnel Advertising	1,500	1,500	0
5860	Fingerprinting	22,000	22,000	0
5861	Medical Examinations	12,000	12,000	0
5862	TB Screening	2,000	1,200	800
5890	Professional Assistance	2,000	2,000	0
	District Inservice Education – Prof. Growth	1,500	1,500	0
	Training and Development	2,000	500	1,500
5891	Panel / Rater Expenditures	1,600	1,600	0
TOTAL:		806,849	802,156	4,693

*NOTE: Due to possible future cost of living changes, salary and health and welfare costs are indefinite.

DOWNEY UNIFIED SCHOOL DISTRICT
Personnel Commission
“Proposed” Meeting Dates for 2016 – 2017

All meetings are held at 4:00 p.m. in the Lloyd L. Stromberg Conference room at the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California, unless otherwise noted.

July 20, 2016

August 17, 2016

September 21, 2016

October 19, 2016

November 16, 2016

December 21, 2016 *

January 18, 2017

February 15, 2017

March 15, 2017

April 19, 2017

May 17, 2017 (3:30 p.m.)

(Service Pin Awards and Retirement Recognition)
Barbara Riley Community Center Auditorium
7810 Quill Drive, Downey

May 18, 2017 (9:30 a.m.)

(Service Pin Awards and Retirement Recognition for Transportation Personnel)
Transportation Department
12330 Woodruff Avenue, Downey

June 21, 2017

* Board of Education meeting is December 13, 2016.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**RESOLUTION OF COMMENDATION
CLASSIFIED SCHOOL EMPLOYEES' WEEK**

WHEREAS the California State Legislature adopted a resolution in 1986 declaring the third full week of May of each year as **Classified School Employees' Week** recognizing the many outstanding contributions and services provided by Classified school employees; and

WHEREAS Classified school employees provide the invaluable support network of services to the schools and students of the Downey Unified School District; and

WHEREAS Classified school employees are responsible for those activities of the school district that support the instructional programs and make it possible for the teachers to teach and the students to learn in a clean, safe and orderly environment; and

WHEREAS Classified school employees, in their role as a support network for the instruction of students provide services in the classroom, in clerical and office support, in cleaning and maintaining grounds, buildings and surrounding areas, in nutritional meals and snacks for students and staff, in transportation to and from school and for other extra-curricular activities, in the management of departments and systems; and

WHEREAS through their professionalism and skill Classified school employees contribute to the establishment and promotion of a positive environment for learning and always strive for excellence in all their many jobs; and

WHEREAS the Personnel Commission of the Downey Unified School District is proud to be the body responsible for the administration of the Classified employee human resource function;

NOW THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Downey Unified School District hereby recognizes the professionalism of, and wishes to honor the contributions of the Classified employees of the Downey Unified School District and recognizes the week of May 15 – 21, 2016 as Classified School Employees' Week in the Downey Unified School District.

ADOPTED, this 18th day of May, 2016.

Chair, Personnel Commission

Member, Personnel Commission

Member, Personnel Commission

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

MEMORANDUM

DATE: May 18, 2016

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources
In collaboration with Andrea Iacovitti, Assistant Director, Budget & Finance

SUBJECT: ESTABLISHMENT OF ONE NEW CLASSIFICATION - PHYSICAL THERAPIST

ACTION ITEM

At the Board of Education meeting of May 17, 2016, it is anticipated that the Board will approve the establishment of a classification that will have the duties that include assessing, planning, administering and conducting physical therapy to students ages 3 to 22.

The Board has the authority and responsibility to determine the work to be done, and establish positions with duties to accomplish the work. The Personnel Commission has the responsibility to classify the duties, develop a class description and title, establish the minimum qualifications and set an appropriate salary range.

A class description for the new position has been prepared and is attached with the recommended title of "Physical Therapist". Based on the level of responsibility this classification will have, salary placement on the Classified Management Salary Schedule, range 126, \$6,839-\$8,384 per month.

The Personnel Commission also has the duty of designating the recruitment method for a vacancy. We are requesting that this vacancy be flown as an Open and Promotional recruitment.

DIRECTOR'S RECOMMENDATION

APPROVE classification of Physical Therapist and class description for one new classification established by the Board of Education, placing the classification on the Classified Management Salary Schedule at range 126, \$6,839 - \$8,384 per month; and approve the recruitment method for this position as open and promotional, effective May 19, 2016.

DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Management

CLASS TITLE: PHYSICAL THERAPIST

BASIC FUNCTION:

Under general direction of the Director Special Education, or other assigned supervisor, this position serves as an integral member of the Individualized Education Program (IEP) Team by assessing the needs of students with orthopedic impairments and/or additional needs in which the service of school-based physical therapy is necessary for students ages 3 to 22. This position implements IEP goal-directed-intervention and highly specialized therapy utilizing a variety of applicable and educationally related treatment modalities. The physical therapist collaborates with families and District staff members by providing consultation services and training as relevant to support the educational needs of students in a comprehensive manner.

REPRESENTATIVE DUTIES:

Plan, administer and conduct physical therapy assessments that will include assessing muscle power, evaluating range of motion, sensation, and developmental levels. *E*

Perform and utilize diagnostic and assessment methods to restore function, improve mobility and gross motor skills, relieve pain, and accommodate permanent physical disabilities. *E*

Maintain clear and accurate clinical notes and records; prepare case histories, reports, and diagnostic service plans. *E*

Provide direct service to students and provide consultation and collaboration with families, care givers and identified staff. *E*

Participate in case conferences and meetings with staff to review service plans. *E*

Input and access data with a variety of programs using a computer. *E*

Maintain accurate records as required by law, Board policies, administrative regulations and the Special Education Department. *E*

Collaborate with and provide education and training to District staff to ensure the needs of students who have physical restrictions are met in an appropriate manner. *E*

Analyze outside-of-District conducted Independent Educational Evaluations in the area of Physical Therapy, Motor Coordination and Physical Fitness. *E*

Attend and participate in IEP meetings. *E*

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:

- Objectives and methods of physical therapy; testing and evaluating developmental, muscular and neural function and dysfunction.
- Skeletal anatomy, kinesiology and basic pathology of the physically disabled.
- The basic construction, use and care of orthopedic appliances and equipment.
- Problems needs and attitudes of individuals with physical disabilities and their families.
- Pertinent State laws and regulations regarding health service programs and public special education.
- Normal growth and development of children and educational and developmental needs of children with special needs.
- Applicable treatment modalities and theory.

ABILITY TO:

- Synthesize complex or diverse information; collect and research data; use intuition and experience to complement data. Gather and analyze information skillfully.
- Identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem solving situations.
- Respond promptly to the needs of the position.
- Work independently and efficiently with minimal direction.
- Maintain confidentiality.
- Change approach or method to best fit the situation.
- Use English to speak, read, and write fluently, clearly, informatively, and persuasively; be able to read and interpret written information; communicate effectively in both oral and written form, expressing complex and technical terminology and concepts in an understandable manner; listen and seek clarification.

- Contribute to building a positive team spirit; approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; participate in meetings.
- Work within strict timelines and stressful situations.
- Use equipment and materials properly.
- Assess and diagnose actions and problems, develop and implement effective and appropriate plans.
- Establish and maintain a variety of case notes, client records and other required documentation.
- Pay attention to detail with a high level of accuracy.

EDUCATION AND EXPERIENCE:

Must have a Bachelor's Degree or higher in Physical Therapy from an accredited institution or Physical Therapy Program licensed by the APTA Commission on Accreditation. Experience working with children (3-22 years old) with orthopedic disabilities and physical therapy needs within the educational setting is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid license issued by the Physical Therapy Board of California. Valid first aid and BLS certification, as well as meeting requirements to keep license and certificates current. Ability to travel throughout the District to multiple sites and locations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

PHYSICAL ABILITIES:

Vision to monitor students during classroom activities; hearing and speaking to exchange information and provide assistance to students; bending at the waist; walking and standing for extended periods of time; dexterity of hands and fingers to operate specialized equipment and instructional equipment; and lifting heavy students weighing up to 50 pounds.

HAZARDS:

May possibly encounter aggressive behavior of students.

May 2016, D.U.S.D.