

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 23, 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. 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 25, 2018. 1-5
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 Elementary School Library/Media Technician eligibility list established May 10, 2018. 6
2. **RATIFY** certification of Sr. Instructional Assistant-Behaviorally Challenged eligibility list established May 2, 2018. 7
3. **RATIFY** the classification of one Intermediate Clerical Assistant position established by the Board of Education, assigned to Downey Adult School, effective May 1, 2018. 8

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)]

- |  |       |
|--|-------|
| 4. <b>RATIFY</b> the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Warren High School, effective March 15, 2018.            | 9     |
| 5. <b>RATIFY</b> the classification of one Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Imperial Elementary School, effective May 2, 2018. | 10    |
| 6. <b>APPROVE</b> changes to the class description for the classification of Lead Groundskeeper as submitted, effective May 24, 2018.  | 11-15 |
| 7. <b>APPROVE</b> changes to the class description for the classification of Maintenance Electrician as submitted, effective May 24, 2018.   | 16-19 |
| 8. <b>APPROVE</b> changes to the class description for the classification of Skilled Trades Assistant as submitted, effective May 24, 2018.  | 20-23 |

III. OLD BUSINESS

- |   |       |
|---|-------|
| 1. <b>DECLARE</b> a public hearing on 2018-19 proposed Personnel Commission Budget. | 24-27 |
| a. Open the hearing.  |       |
| b. Close the hearing.   |       |
| 2. <b>ADOPT</b> 2018-19 Personnel Commission Budget.                                |       |

IV. NEW BUSINESS

- |  |    |
|--|----|
| 1. <b>DISCUSS</b> Personnel Commission proposed meeting dates for 2018-19.   | 28 |
| 2. <b>ADOPT</b> resolution of commendation recognizing the outstanding contributions of the classified school employees during Classified School Employees' Week, May 20 - 26, 2018. | 29 |

V. NEXT REGULAR MEETING

June 20, 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

April 25, 2018

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, April 25, 2018 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#196  
PLEDGE OF  
ALLEGIANCE

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

#197  
ROLL

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

Present:        John Kennedy  
                     Dianne Lumsdaine  
                     Angie Rademaker

#198  
MINUTES OF SPECIAL  
MEETING APPROVED

A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously, to approve the minutes of the Special Meeting of December 6, 2017.

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

#199  
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 21, 2018.

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

#200  
CORRESPONDENCE  
RECEIVED

Ms. Arko shared the invitation she received for the CSPCA Annual Mini-Conference "Finding Value in Merit" taking place on Friday, June 1<sup>st</sup> at the Paradise Pier Hotel in Anaheim, CA, and requested feedback from the Commissioners on their attendance. Ms. Lumsdaine stated that she will not be able to attend the conference. Mr. Kennedy and Ms. Rademaker both stated they would be in attendance on June 1<sup>st</sup>.

Ms. Arko was very excited to share that one of the District's employees, Loyjean Estrada, Bus Driver, was selected as the California Department of Education 2018 Classified School Employee of the Year in the category of Transportation. A celebration lunch will be held for the honorees in

#201  
ORAL  
COMMUNICATIONS

Sacramento on Thursday, May 24<sup>th</sup>, which coincides with the scheduled Transportation Pin ceremony. As such, the pin ceremony will need to be rescheduled to an alternate date. Ms. Arko stated that Loyjean would also be recognized at the May 15<sup>th</sup> Board of Education meeting and asked the Commissioners to mark their calendars.

Ms. Rademaker shared that she received a very nice Thank You card from the Professional Growth Committee for helping to kick off the Annual Saturday Workshop held on March 24<sup>th</sup>. She recognized the superb job the committee does year after year in organizing this wonderful event.

Mr. Kennedy echoed Ms. Rademaker's sentiments and stated that the Professional Growth Workshop turned out very nice.

Mr. Kennedy shared that he attended the Carnival of Champions that has now been named in honor of Dale Lostetter. In addition, Mr. Kennedy shared that he attended the tribute and dedication of a tree in Dale Lostetter's name at Sussman Middle School.

Mr. Kennedy related that he interviewed 14 students for the Linda Kennedy Memorial Scholarship. Five students will receive \$3,500 each to help cover their freshman year in college.

Mr. Kennedy shared that he also assisted Dr. Mary Stauffer in selecting students for her scholarships.

Mr. Kennedy related that he recently discovered that Downey Unified School District has a partnership with Cerritos College in a program by the name of "Cerritos Complete" that is designed to assist students in starting their college career. The "Cerritos Complete" program is for high school seniors and provides one-year free tuition, one-year early enrollment, and One-on-one counseling and advisement, as some of the benefits.

Mr. Kennedy shared that he is looking forward to attending the Solar Boat competition in May.

Ms. Lumsdaine acknowledged the attendance of Tod Corrin, Member, Board of Education; Dr. Rena Thompson, Assistant Superintendent, Certificated Human Resources; Pam Martinez, President, CSEA Unit I; Norma Garcia, Parliamentarian, CSEA Unit I; Sharon Newberg, Chief Negotiator, CSEA Unit I; John Shook, Director, M.O.T. Services; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Arko shared that she attended the Downey High School Viking Awards and gave a shout out to Principal, Tom Houts, for taking the time to give a short, personal story about each and every student that received an award.

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

#202  
PUBLIC HEARD

Ms. Alma Carrera addressed the Personnel Commissioners with her concern about being abruptly laid off from her Lab Assistant position at the

Downey Adult School after 10 years and felt that she was treated unfairly. Ms. Lumsdaine informed Ms. Carrera that the Personnel Commission does not have jurisdiction over unclassified positions but sympathized with her. Ms. Newberg stated that because Ms. Carrera's position is an unclassified position, as a union representative, she does not represent her. However, Ms. Newberg believes that Ms. Carrera was performing classified duties and would like to address this concern with the District. Ms. Lumsdaine inquired if more positions like Ms. Carrera's existed in the District. Ms. Arko informed her that there were a couple others at the Adult School that are presently being looked at. Mr. Kennedy inquired if these positions were in adult education and Ms. Arko responded in the affirmative. Ms. Rademaker asked if these positions were part of the District, shouldn't they follow the same rules as other positions in the District. Ms. Arko explained that unclassified positions were like a Noon Duty and not covered by the Master Agreement. Ms. Newberg inquired if the Adult School was part of Downey Unified School District and if so, shouldn't they be covered under the Merit System. Ms. Arko responded that they are part of Downey Unified School District. Ms. Lumsdaine stated that it was troubling to know that she worked for Downey Unified School District for 10 years and her position did not fall under the Personnel Commission umbrella and covered under the Education Code. Ms. Lumsdaine stated she feels confident that whatever action was taken by the Directors was appropriate and further stated that she was glad to know that the District is looking at this position now to ensure that it doesn't happen to someone else. Ms. Lumsdaine encouraged Ms. Carrera to test for other positions at the District. Ms. Rademaker mentioned that Ms. Carrera's father, Abner Carrera, presently works for the District in the Grounds department. Mr. Kennedy thanked Ms. Carrera for coming to the meeting and expressed his regrets that nothing could be done for her.

#203  
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 204-XXX).

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

#204  
RATIFY CERTIFICATION  
OF BUS DRIVER  
ELIGIBILITY LIST

**RATIFY** certification of Bus Driver eligibility list established March 15, 2018.

#205  
RATIFY CERTIFICATION  
OF PHYSICAL EDUCATION  
ASSISTANT ELIGIBILITY  
LIST

**RATIFY** certification of Physical Education Assistant eligibility list established April 10, 2018.

- #206  
RATIFY CERTIFICATION  
OF SR. INSTRUCTIONAL  
ASSISTANT ELIGIBILITY  
LIST
- RATIFY** certification of Senior Instructional Assistant eligibility list established April 12, 2018.
- #207  
RATIFY CLASSIFICATION  
OF ONE SR. INSTRUCT.  
ASST.-BEHAVIORALLY  
CHALLENGED POSITION
- RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position, assigned to Doty Middle School, effective February 1, 2018.
- #208  
RATIFY CLASSIFICATION  
OF ONE SR. INSTRUCT.  
ASST.-BEHAVIORALLY  
CHALLENGED POSITION
- RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position, assigned to Griffiths Middle School, effective February 1, 2018.
- #209  
RATIFY CLASSIFICATION  
OF ONE SR. INSTRUCT.  
ASST.-BEHAVIORALLY  
CHALLENGED POSITION
- RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position, assigned to Unsworth Elementary School, effective March 1, 2018.
- #210  
RATIFY CLASSIFICATION  
OF ONE SR. INSTRUCT.  
ASST.-SEVERELY/  
MULTIPLY HANDICAPPED  
POSITION
- RATIFY** the classification of three Senior Instructional Assistant-Severely/Multiply Handicapped positions, assigned to Imperial Elementary School, effective January 22, 2018.
- #211  
APPROVE CHANGES TO  
CLASS DESCRIPTION  
FOR BUS DRIVER
- APPROVE** changes to the class description of Bus Driver as submitted, effective April 26, 2018.
- #212  
OLD BUSINESS
- None.
- #213  
NEW BUSINESS
- Each of the following recommendations was reviewed by Director Arko prior to approval:
- #214  
REVIEW PROPOSED  
2018-19 PERSONNEL  
COMMISSION BUDGET
- Ms. Arko reviewed the proposed 2018-19 Personnel Commission Budget noting necessary changes. The proposed 2018-19 Personnel Commission Budget will be an item on the May 23, 2018 agenda for public hearing and adoption.
- #215  
NEXT REGULAR  
MEETING
- The next Regular Meeting of the Personnel Commission will be the Service Pin Awards and Retiree Recognition Ceremony May 23, 2018 at 3:30 p.m., in the Diane Boggs Auditorium of the Barbara J. Riley Community & Senior Center, 7810 Quill Drive, Downey, California.

#216  
CLOSED SESSION

The Personnel Commission retired to closed session at 4:31 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#217  
OPEN SESSION

The Personnel Commission returned to open session at 5:34 p.m. There were no reportable actions taken during closed session.

#218  
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Nancy Danna, mother of Christina Danna, Budget/Financial Analyst in Financial Services; Hermalinda Garcia Martinez, mother of Michael Martinez, Sr. Director, Budget & Finance in Financial Services; Theodore Clifford Heyer, father of David Heyer, Maintenance Electrician; Carmelo Madariaga, father of Berenice Madariaga, Sr. Secretary, Support Programs and Karina Madariaga, Instructional Services Technician at the Adult School; and Barbara Purseglove, mother of Darren Purseglove, Director, Purchasing & Warehouse, at 5:35 p.m. with the consent of the members.

Personnel Commission  
DOWNEY UNIFIED SCHOOL DISTRICT

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Dianne Lumsdaine, Chair

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BethAnn Arko, Director

Downey Unified School District  
PERSONNEL COMMISSION

Submitted for Ratification May 23, 2018

Eligibility List Established May 10, 2018

for the Classification of

Elementary School Library/Media Technician

"P" = Promo.

"O" = Open

	Rank	Name
O	1	Deborah Bramwell
O	1	Erika Ramirez
O	1	Rochelle Robertson
O	1	Yesenia Chavez
O	1	Constance Curtis
O	1	Yoconda Rezabala
O	2	David Hernandez
O	2	Jorge Rustrian
O	3	Christine Tsai-Taing
O	3	Marleen Perez
O	4	Rudy Jimenez
O	4	Joi Johnson
O	4	Marcena Hooks
O	4	Alexa Janosz
O	4	Napoleon Tomasino
O	4	Jorge Stoute Chang
O	4	Jasmine Espinoza
O	5	Eric Santana



Downey Unified School District  
PERSONNEL COMMISSION

Submitted for Ratification May 23, 2018

Eligibility List Established May 2, 2018  
for the Classification of

Sr. Instructional Assistant-BC

"P" = Promo. "O" = Open	Rank	Name
O	1	Maria G. Moreno
O	2	Omar Spry
O	2	Jerry Perez
O	2	Yolanda Rendon
O	2	Crystal Andrade
O	2	Michelle L. Rivera
O	2	Karina Alvarado
O	2	Natali Calderon
O	3	Lisa Estrada
O	3	Patricia Perez
O	3	Erik Gutierrez
O	3	Luis Lagunes
O	3	Kimberly Hillard
O	3	Carolina Ochoa
O	3	Carlota Valle-Martinez
O	3	Kimberly Finely
O	3	Esmeralda Gutierrez
O	4	Lyanne Diaz
O	4	Maria Macias

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

DATE: May 15, 2018  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
SUBJECT: ESTABLISHMENT OF ONE INTERMEDIATE CLERICAL ASSISTANT  
POSITION

ACTION ITEM

We have received a request from Blanca Rochin, Principal, Adult School, to establish one new position with duties corresponding to the current classification of Intermediate Clerical Assistant. This new position is being created due to the increase in student enrollment in the CTE and VA programs that support the need for additional clerical staff.

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 Intermediate Clerical Assistant, assigned to Downey Adult School, 40 hours per week, twelve months per year, at range 115, \$3,123 - \$3,802 per month, effective May 1, 2018.

**SUPERINTENDENT'S RECOMMENDATION:**

RATIFY the establishment of one new position with duties corresponding to the current classification of Intermediate Clerical Assistant, assigned to Downey Adult School, 40 hours per week, twelve months per year, at range 115, \$3,123 - \$3,802 per month, effective May 1, 2018.

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

DATE: May 15, 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 Tangela Diggs, 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 behavioral support to a student in the SBC classroom as per the student's IEP.

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 Warren High School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective March 15, 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 Warren High School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective March 15, 2018.

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

DATE: May 15, 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-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 position is being created at Imperial Elementary School for a new student to the District that has Cerebral Palsy and utilizes a wheel chair due to physical challenges.

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 Imperial Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective May 2, 2018.

**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 Imperial Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective May 2, 2018.

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

**MEMORANDUM**

**DATE:** May 23, 2018

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources  
Prepared by Paul Deines, Personnel Analyst

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – LEAD  
GROUNDSKEEPER**

**ACTION ITEM**

In preparation for the recruitment for Lead Groundskeeper, the current class description was reviewed with Quinton Riles, Operations Supervisor. After review, staff recommends changes to the class description to more accurately reflect the requirements of this classification per changes in the structure of the department.

With the addition of the Chemical Applications Specialist in the department, the requirement for the State Pesticide Applicator license has been changed to desirable for this job description. Also, the State Certified Playground Safety Inspector certificate acquisition timeline now coincides with the probationary period for this position. Staff has met with the leadership from Unit II and they are in agreement with stated changes.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the class description of Lead Groundskeeper as submitted, effective May 24, 2018.

**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
CSEA UNIT II**

**CLASS TITLE: LEAD GROUNDSKEEPER**

**BASIC FUNCTION:**

Under the direction of the Operations Supervisor, provide work direction to assigned grounds and irrigation staff ~~Groundskeepers and Grounds Equipment Operators~~ by assigning and reviewing work on school grounds; perform skilled and routine groundskeeping duties.

**REPRESENTATIVE DUTIES:**

Coordinate and direct the work of assigned staff ~~Groundskeepers and Grounds Equipment Operators~~; develop daily work schedules and assign to personnel. *E*

Provide extensive training to ensure safe practices and procedures. *E*

Provide comprehensive equipment orientation and training to staff. *E*

Maintain thorough records of training events and incidents. *E*

Review requests for grounds work and recommend best procedures or methods for completing jobs; request needed equipment, tools, supplies and materials. *E*

Oversee and direct the establishment of athletic fields as well as the maintenance and preparation of them for games and events. *E*

Maintain grounds areas in a safe, clean and orderly condition. *E*

Establish compliant play areas and install, adjust, repair and inspect equipment as needed.

Train a variety of District personnel to inspect, repair and maintain site playground equipment. *E*

Assist District in implementing energy management program. *E*

Oversee and perform skilled gardening work involved in planting, cultivating, pruning, fertilizing and irrigating flowers, trees, shrubs, hedges and lawns. *E*

Operate groundskeeping power equipment including riding and push mowers, skip loader, box scraper, back hoe, forklift, hedge trimmer, edger, sod cutter, vacuum, sweepers, rototiller, chain saws and trucks. *E*

Assist in implementing the District's Integrated Pesticide Management program in compliance with state regulations. *E*

Oversee and perform pesticide application as needed in a safe and efficient manner. *E*

Inspect plants and trees for diseases and pests; make recommendations for treating damaged or dying plants. *E*

Maintain hazardous and chemical waste inventory and coordinate disposal schedule. *E*

Maintain, inspect and verify that equipment is in safe operating condition and retain inspection records for reference. *E*

Adjust irrigation controllers to established schedules and perform minor repairs to PVC sprinkler systems and equipment as required. *E*

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

Stay current on federal and state safety regulations by utilizing the internet.

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:**

- Methods, materials, tools and equipment used in groundskeeping.
- Ornamental horticulture such as NPK, Ph, soil types, plant identification, fertilizers, etc.
- MSDS and product labels.
- Athletic field layouts, i.e., baseball, football, soccer, etc.
- Methods used in planting, pruning, cultivating, fertilizing and caring for plants, flowers, shrubs, trees and lawns.
- Plant and tree diseases and pests common to the area.
- Computer operation for record keeping and written correspondence.
- Basic shop math.
- Operation and use of small-engine and electrical grounds equipment.
- Appropriate safety precautions and procedures.
- Legal and defensive driving practices.
- Basic record keeping techniques.
- SB 198 CAL OSHA worker safety.

- Basic principles of training and providing work direction to others.

#### **ABILITY TO:**

- ~~Lead Groundskeepers and grounds equipment operators~~ assigned staff by assigning and reviewing work on school grounds, and perform skilled groundskeeping duties.
- Provide work direction and assign work to others.
- Inspect and verify proper and safe work practices and procedures.
- Operate a variety of groundskeeping equipment and machines including hand and power tools.
- Operate a vehicle to conduct work.
- Observe legal and defensive driving practices.
- Understand and follow oral and written directions.
- Interpret diagrams and illustrations.
- Lift heavy objects.
- Maintain routine records.
- Locate District/job related information on the internet.
- Communicate effectively with others.
- Provide training to others.
- Establish and maintain cooperative and effective working relationships with others.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Work within stressful situations.
- Make evaluations and appropriate decisions without immediate supervision.
- Accept and carry out responsibility for directions, control and planning.
- Relate to others in a cooperative and effective manner, influencing people in a positive way on a consistent basis.
- Be motivated to produce high quality work product.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years' increasingly responsible leadership experience in groundskeeping at a large institution or multi-facility setting; prior experience with chemical spraying is desirable.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and acquisition of forklift certification within first five months of employment. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate. ~~Must have or be able to attain a State Pesticide Applicator license within five months of employment. Must also have or attain a State Certified Playground Safety Inspector certification (CPSI) within one year probationary period and must~~



remain certified during employment. State Pesticide Applicator license desirable.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Outdoor work environment, subject to seasonal heat and cold or adverse weather conditions; subject to noise from equipment operation, regular exposure to fumes, dust and odors, and driving a vehicle to conduct work.

### **PHYSICAL ABILITIES:**

Standing for extended periods of time; bending at the waist; climbing; lifting and carrying items weighing up to 75 pounds; dexterity of hands and fingers to operate grounds maintenance hand and power tools and equipment; kneeling or crouching; digging; walking over rough or uneven surfaces; hearing and communicating to exchange information related to work requests; and seeing to operate various groundskeeping equipment.

### **HAZARDS:**

Exhaust vapors from power equipment, chemical vapors, dust, pollen, working at heights, and working around and with machinery having moving parts.

Proposed Revisions, May 2018, D.U.S.D.  
October 2003, D.U.S.D.  
November 2002, D.U.S.D.  
September 2001, D.U.S.D.  
June 1989, Ewing & Company

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

**MEMORANDUM**

**DATE:** May 23, 2018

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources  
Prepared by Paul Deines, Personnel Analyst

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION –  
MAINTENANCE ELECTRICIAN**

**ACTION ITEM**

In preparation for the recruitment for Maintenance Electrician, the current class description was reviewed with Craig Karli, Maintenance Supervisor. After review, staff recommends minor changes to the class description to more accurately reflect the duties of this classification and remain current with industry standards. Staff has also met with the leadership from Unit II and they are in agreement with stated changes. The requested revision of duties has been approved by the Board of Education, effective May 16, 2018.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the class description of Maintenance Electrician as submitted, effective May 24, 2018.

**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
CSEA UNIT II**

**CLASS TITLE: MAINTENANCE ELECTRICIAN**

**BASIC FUNCTION:**

Under the direction of the Maintenance Supervisor, perform a variety of electrical work in the installation, maintenance and repair of electrical systems and equipment.

**REPRESENTATIVE DUTIES:**

Install, maintain and repair a variety of electrical systems, low voltage control systems, parts and equipment including electrical circuits, conduits, light fixtures, fans, generators, appliances, control devices, ~~switchers~~ switches, outlets and electrical motors. *E*

Install or replace necessary interior and exterior wiring for equipment, appliances and lighting; perform minor repairs to related electrical equipment. *E*

Install new power lines in building alteration or construction. *E*

Perform welding and soldering operations incidental to electrical duties. *E*

Observe and comply with federal, state and local electrical and building codes and fire regulations. *E*

Operate a variety of tools and power equipment including saws, drills, voltage testers, ohmmeter, welding and soldering equipment and other maintenance tools, and equipment and lifts. *E*

Operate District vehicle to conduct work; clean and service assigned vehicle. *E*

Work from sketches, plans, drawing, blueprints and specifications. *E*

Maintain records of work orders. *E*

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

Repair or replace electrical fixtures, parts and components as necessary.

Install, repair, adjust and service electrical motors; replace bearings, pulleys, belts and other parts; lubricate motors as needed.

Assist in ordering, receiving and storing supplies; assist in contacting vendors to order or obtain information concerning parts and equipment.

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:**

- Methods, equipment and materials used in electrical work.
- Basic electrical theory and calculation of formulas.
- Applicable electrical and building codes and fire regulations.
- Laws as they relate to driving a motor vehicle.
- Defensive driving methods.
- Health and safety regulations.
- Record keeping techniques.

### **ABILITY TO:**

- Perform a variety of electrical work in the installation, maintenance and repair of electrical systems and equipment.
- Make arithmetic calculations related to specialty quickly and accurately.
- Work from blueprints, shop drawings and sketches.
- Use a variety of tools and equipment utilized in the basic trade including voltmeter, ohmmeter, welding and soldering equipment and other power tools.
- Diagnose and resolve electrical problems.
- Observe and comply with electrical and building codes and fire regulations.
- Maintain routine records.
- Work independently with little direction.
- Operate a District vehicle to conduct work.
- Observe legal and defensive driving practices.
- Work cooperatively with others.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Be motivated to produce high quality work product.
- Work within stressful situations.
- Comprehend and follow instructions.
- Maintain a work pace appropriate to a given workload.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years journey-level experience in the commercial/industrial electrical trade.

**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.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment; subject to driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate specialized hand and power tools; reaching overhead, above the shoulders and horizontally; standing and walking for extended periods of time; bending at the waist; moderate lifting up to 50 pounds unassisted; and climbing ladders.

**HAZARDS:**

Exposure to electrical power supply and high voltage, working in a cramped or restrictive work chamber, and working at heights.

Proposed Revisions, May 2018, D.U.S.D.

Revised, October 2016, D.U.S.D.

October 2005, D.U.S.D.

June 1989, Ewing & Company

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

**MEMORANDUM**

**DATE:** May 23, 2018

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources  
Prepared by Paul Deines, Personnel Analyst

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – SKILLED  
TRADES ASSISTANT**

**ACTION ITEM**

In preparation for the recruitment for Skilled Trades Assistant, the current class description was reviewed with Craig Karli, Maintenance Supervisor. After review, staff recommends minor changes to the class description to more accurately reflect the basic function and duties of this classification and remain current with the department structure and industry standards. Staff has also met with the leadership from Unit II and they are in agreement with stated changes. The requested revision of duties has been approved by the Board of Education, effective May 16, 2018.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the class description of Skilled Trades Assistant as submitted, effective May 24, 2018.

**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
CSEA UNIT II**

**CLASS TITLE: SKILLED TRADES ASSISTANT**

**BASIC FUNCTION:**

Under the direction of the ~~Facilities/Construction Manager~~ Maintenance Supervisor, assist skilled maintenance personnel by performing basic maintenance work in accordance with work instructions.

**REPRESENTATIVE DUTIES:**

Perform a variety of routine maintenance and repair work as instructed. *E*

Assist skilled maintenance personnel to maintain school buildings, facilities and grounds in proper condition. *E*

Assist maintenance personnel in construction, installation, and maintenance of roofs, fences, signs, ~~playground equipment~~, and other district equipment and facilities. *E*

Assist in repair, assembly, installation, and construction of doors, partitions, cabinets, furniture, counters, bulletin boards, ~~chalk~~ white boards, shelving and other items. *E*

Move furniture and equipment as instructed for special event set-ups. *E*

Assist in asphalt and cement laying, patching, and repair work, including mixing, pouring and finishing cement. *E*

Assist in electrical repair and maintenance work, carpentry work, heating/ventilation work, plumbing repair work, and other maintenance work as assigned. *E*

Assist in performance of routine maintenance and repairs on doorknobs, locks, hinges, closures, strike plates and panic bars. *E*

Operate a variety of equipment and machines such as trucks, saws, drills, planers, sanders, pipe threaders, welding equipment and other hand and power tools. *E*

Operate District vehicle to conduct work; clean and service assigned vehicle. *E*

Operate light-duty construction equipment, such as forklift, skip loader, etc. *E*

May be assigned to prepare surfaces for painting and/or apply finishes and coverings using brushes, rollers, spray equipment and cutters as necessary, under the direction of skilled maintenance personnel. *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:**

- Proper methods, materials, tools and equipment used in routine maintenance and repair work.
- Basic shop math.
- Appropriate safety precautions and procedures.
- Basic record keeping techniques.
- Methods to build and maintain effective and cooperative working relationships.

### **ABILITY TO:**

- Perform basic maintenance work as instructed.
- Assist skilled maintenance personnel.
- Operate a variety of maintenance equipment and machines including hand and power tools.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Maintain routine records.
- Observe legal and defensive driving practices.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Work effectively and cooperatively with others.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Work within stressful situations.
- Be motivated to produce high quality work product.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above, including at least one year's maintenance experience.

## **LICENSES AND OTHER REQUIREMENTS:**

Must have and maintain a valid California driver's license and acquisition of



forklift certification within first five months of employment. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor work environment; subject to noise from equipment operation, regular exposure to fumes, dust, dirt, oil/grease; subject to driving a vehicle to conduct work.

### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a variety of specialized equipment and tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally; standing for extended periods of time; walking over rough or uneven surfaces; lifting heavy objects weighing up to 100 pounds; bending at the waist; kneeling or crouching; and strength and agility to perform prolonged strenuous physical activity.

### **HAZARDS:**

Vapors from paints and solvents, working in a cramped or restrictive work chamber, working with power saws and flying debris, working at heights on ladders, roofs or scaffolding, and working with electrical power supply.

Proposed Revisions, May 2018, D.U.S.D.

June 2012, D.U.S.D.

October 2003, D.U.S.D.

June 2000, D.U.S.D.

August 1996, D.U.S.D.

Downey Unified School District  
Office of Classified Personnel Services / Personnel Commission

DATE: May 23, 2018  
TO: Personnel Commissioners  
FROM: BethAnn Arko, Director, Classified Human Resources  
SUBJECT: SECOND REVIEW AND APPROVAL 2018-2019 PERSONNEL  
COMMISSION BUDGET

Information Item

The proposed Personnel Commission Budget for 2018-2019 was presented at the April 25<sup>th</sup> meeting of the Personnel Commission. It is anticipated that this proposed budget will meet the expected needs of our department. Today the budget is presented for public hearing and final approval.

A history of the Personnel Commission budget is attached for your reference.

Downey Unified School District  
Personnel Commission / Office of Classified Personnel Services

Personnel Commission Budget

History of the P.C. Budget

<i>Year</i>	<i>Preliminary Review</i>	<i>Public Hearing</i>	<i>Adoption</i>	<i>Specific Comments</i>
2001	March	April	May	Zero increase
2002	March	April	May	Zero increase
2003	April	May	June	10% reduction in operation expenses incl. Reduction of mileage for Director – a reduction of \$3,011
2004	March	April	May	Loss of one Sr. Personnel Asst. position; reduction of \$54,501
2005	April	May	June	Zero increase
2006	March	April	May	Zero increase
2007	April	May	Sept.	Zero increase
2008	Feb.	March	April	\$2,278 increase due to change in insurance enrollment
2009	March	April	May	Reduction of \$6,857
2010	March	April	May	\$8,285 increase due to change in insurance enrollment and change in Unemployment Insurance and PERS costs.
2011	April	May	June	\$72 decrease due to changes in staff and increases in insurance enrollment, unemployment insurance, medical examinations / drug screening, and mandated fingerprinting.
2012	April	May	May	Proposed \$895 increase due to correction of staff salary levels and increases in employee medical benefits while adjusting for costs to fingerprinting and medical examinations.
2013	April	May	May	Proposed \$2,100 increase due to increases in employee medical benefits and increases to the Employee Recognition Program.
2014	April	May	May	Proposed \$59,723 increase due to negotiated salary increases; increased medical benefit contributions; and an increase in the Workers Compensation Rate.
2015	April	May	May	Proposed \$50,907 increase due to negotiated salary increases; increased medical benefit contributions; increases

				in the number of employee fingerprinting and medical examination rates; and an increase in the PERS rate.
2016	April	May	May	Proposed \$4,015 increase due to an 8% anticipated increase in the employee benefits and negotiated salary increases. The budget increase would have been more but there were 3 new hires this year that are lower on the salary schedule than their predecessors.
2017	April	May	May	Proposed \$6,016 increase due to negotiated salary increase, step advancements, increased employer contribution to CalPERS.
2018	April	May	May	<i>Proposed \$31,827 increase due to staff step advancements and increased employer contribution to CalPERS</i>

**DOWNEY UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION**  
**2018-19 Budget - Submitted for Public Hearing and Adoption May 2018**

Acct No.	Description	2018-2019	2017-2018	Variance
<b>2000 Classified Salaries</b>				
2301	Personnel Commission	2,400	2,400	0
2303	* Personnel Director	148,044	141,840	6,204
	* Personnel Analyst	90,792	90,792	0
2402	Staff:			0
	* Sr. Secretary	63,468	63,468	0
	* Sr. Personnel Assistants (2)	116,352	108,252	8,100
	* Personnel Assistant	53,964	53,964	0
	Substitute and Special Assignments	4,525	4,525	0
<b>3000 Employee Benefits</b>				
3212	* Retirement – PERS	85,099	72,414	12,685
3312	* OASDI	29,451	27,117	2,334
3332	* Medicare	6,888	6,681	207
3342	* TCG Plan for Subs	113	113	0
3412	Health Insurance	135,392	133,341	2,051
3512	* Unemployment Insurance	238	230	8
3612	* Worker's Compensation Insurance	7,600	7,371	229
<b>4000 Books, Supplies &amp; Other Equipment</b>				
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
<b>5000 Contracted Services</b>				
5215	Mileage	900	900	0
5216	Mileage / Raters	200	200	0
5250	Travel/Conference	4,000	4,000	0
	Staff Development-Pers. Comm. Employees	1,500	1,500	0
5310	Memberships	6,290	6,290	0
5612	Service Agreements	2,400	2,400	0
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	13,000	13,000	0
5830	Personnel Advertising	1,800	1,800	0
5860	Fingerprinting	22,000	22,000	0
5861	Medical Examinations	12,000	12,000	0
5862	TB Screening	3,000	3,000	0
5890	Professional Assistance	2,000	2,000	0
	District Inservice Education – Prof. Growth	1,500	1,500	0
	Training and Development	2,000	2,000	0
5891	Panel / Rater Expenditures	1,600	1,600	0
<b>TOTAL:</b>		<b>844,682</b>	<b>812,865</b>	<b>31,817</b>

\*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 2018 – 2019**

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 18, 2018**

**August 15, 2018**

**September 19, 2018**

**October 17, 2018**

**November 14, 2018**

**December 19, 2018**

**January 16, 2019**

**February 20, 2019**

**March 20, 2019**

**April 17, 2019**

**May 22, 2019 (3:30 p.m.)**

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

**May 23, 2019 (9:30 a.m.)**

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

**June 19, 2019**

**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 20 – 26, 2018 as Classified School Employees' Week in the Downey Unified School District.

**ADOPTED**, this 23<sup>rd</sup> day of May, 2018.

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Chair, Personnel Commission

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Member, Personnel Commission

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Member, Personnel Commission