

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

AGENDA #5

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
November 15, 2017

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 John Kennedy.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of October 18, 2017. 1-4
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Assistant Superintendent, Business Services eligibility list established October 24, 2017. 5
2. **RATIFY** certification of Custodial Services Coordinator eligibility list established November 3, 2017. 6
3. **RATIFY** certification of Senior Instructional Assistant-Behaviorally Challenged eligibility list established October 23, 2017. 7
4. **RATIFY** certification of Senior Instructional Assistant-Severely/ Multiply Handicapped eligibility list established October 27, 2017. 8
5. **RATIFY** the classification of one Limited-Term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Doty Middle School, effective October 9, 2017 through December 21, 2017. 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.

6. **RATIFY** the classification of one Limited-Term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Lewis Elementary School, effective October 16, 2017 through December 22, 2017. 10
 7. **RATIFY** the classification of one Limited-Term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Williams Elementary School, effective October 4, 2017 through December 22, 2017. 11
 8. **APPROVE** changes to the class description of Assistant Buyer as submitted, effective November 16, 2017. 12-16
 9. **APPROVE** changes to the class description of Buyer as submitted, effective November 16, 2017. 17-21
- III. OLD BUSINESS
- None.
- IV. NEW BUSINESS
- None.
- V. NEXT REGULAR MEETING
- December 20, 2017 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

October 18, 2017

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, October 18, 2017 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#69
PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Angie Rademaker.

#70
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#71
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 September 20, 2017.

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

#72
CORRESPONDENCE
RECEIVED

No correspondence was received.

#73
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she attended the State of the Schools and really enjoyed it. She stated that it makes her very proud to be associated with the Downey Unified School District.

Mr. Kennedy shared that at the recent Board of Education meeting, the Carnival of Champions event was renamed in Dale Lostetter's honor.

Mr. Kennedy related that he also attended the State of the Schools breakfast and believes that it a wonderful thing that the Downey Unified School District does to show the community what is happening in our schools and how they are progressing.

Mr. Kennedy shared that Dr. Mary Stauffer presented her annual scholarships and grants at the last Board of Education meeting.

Ms. Lumsdaine acknowledged the attendance of Tod Corrin, Board of Education member; Dr. Rena Thompson, Assistant Superintendent, Certificated Human Resources; Pam Martinez, President, CSEA Unit I; Norma Garcia, Parliamentarian, CSEA Unit I; John Shook, Director, MOT Services; Christine Woods, Director, Food Services; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Arko shared that the District held a Staff Development day on Monday, October 9th, which was a non-student day.

Ms. Arko related that she also attended the State of the Schools breakfast and admitted that she wishes she was still in school so that she could participate in the Femineers, which stands for Female Engineers.

Ms. Arko shared that the Downey Unified School District will be hosting the annual California School Personnel Commissioners' Association (CSPCA) Merit Academy in 2018 and it will be held at Pace Elementary School. She mentioned that since the Pace Training and Conference Center has been recently renovated, it would be nice to hold a Personnel Commission meeting there for all to see this state of the art facility.

Ms. Arko reminded the commissioners that the Personnel Commissioners Association of Southern California (PCASC) Luncheon entitled, "Are Leaders Born or Made?" would be that Friday, October 20, 2017, at the Rio Hondo Event Center in Downey at 12:00 pm.

Ms. Arko informed the commissioners that the 2018 CSPCA Annual Conference will be held in San Diego next year on February 1-4, 2018. She asked the commissioners to let her know who would be attending so that the proper reservations and requests can be completed in a timely fashion.

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

#74
PUBLIC HEARD

Ms. Martinez thanked Ms. Arko for including CSEA Chapter 248 in the presentation at the Staff Development day on Monday, October 9th. They were able to answer a lot of very good questions and she felt it was a great opportunity to help the Classified employees. Ms. Arko mentioned that she would like to have them give their presentation on a regular basis and is willing to explore ways to make this happen.

#75
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 76-85).

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

#76
RATIFY CERTIFICATION
OF FOOD SERVICE SUPV.
III ELIGIBILITY LIST

RATIFY certification of Food Service Supervisor III eligibility list established October 10, 2017.

#77
RATIFY CERTIFICATION
OF LEAD EQUIPMENT
MECHANIC ELIGIBILITY
LIST

RATIFY certification of Lead Equipment Mechanic eligibility list established September 26, 2017.

#78
RATIFY CERTIFICATION
OF SENIOR CLERICAL
ASST. ELIGIBILITY LIST

RATIFY certification of Senior Clerical Assistant eligibility list established October 2, 2017.

#79
RATIFY CERTIFICATION
OF SENIOR SECRETARY
ELIGIBILITY LIST

RATIFY certification of Senior Secretary eligibility list established October 2, 2017.

#80
RATIFY CLASSIFICATION
OF ONE SR. INSTRUCT.
ASST. POSITION

RATIFY the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Sussman Middle School, effective August 30, 2017.

#81
RATIFY CLASSIFICATION
OF ONE SR. INSTRUCT.
ASST.-BEHAVIORALLY
CHALLENGED POSITION

RATIFY the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Griffiths Middle School, effective July 5, 2017.

#82
RATIFY CLASSIFICATION
OF TWO SR. INSTRUCT.
ASST.-SEVERELY/
MULTIPLY HANDICAPPED
POSITIONS

RATIFY the classification of two Senior Instructional Assistant-Severely/Multiply Handicapped positions established by the Board of Education, assigned to Alameda Elementary School, effective August 21, 2017.

#83
RATIFY CLASSIFICATION
OF ONE SR. INSTRUCT.
ASST.-SEVERELY/
MULTIPLY HANDICAPPED
POSITION

RATIFY the classification of one Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Warren High School, effective September 1, 2017.

#84
APPROVE CLASSIFICATION
AND SALARY PLACEMENT
FOR POSITION OF ASST.
DIRECTOR, FOOD
SERVICES

APPROVE the proposed new classification of Assistant Director, Food Services and placement of the classification on the Classified Management Salary Schedule, Range 129, \$7,566 - \$9,207 per month, effective October 19, 2017.

- #85
APPROVE SALARY
CHANGE FOR POSITION OF
DIRECTOR, FOOD
SERVICES
- APPROVE** the salary change for Director, Food Services from Range 137 (\$9,207 - \$11,186) to Range 140 (\$9,898 - \$12,029) on the Classified Management Salary Schedule, effective October 19, 2017.
None.
- #86
OLD BUSINESS
- None.
- #87
NEW BUSINESS
- None.
- #88
NEXT REGULAR
MEETING
- The next Regular Meeting of the Personnel Commission will be November 15, 2017, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #89
CLOSED SESSION
- The Personnel Commission retired to closed session at 4:13 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.
- #90
OPEN SESSION
- The Personnel Commission returned to open session at 4:43 p.m. There were no reportable actions taken during closed session.
- #91
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned in memory of Joseph Black, Father-in-Law of Debbie Black, Administrative Secretary and grandfather of Andrew Black, Asst. Director of Technology & Information Systems and Katie Black, Teacher at Stauffer Middle School; Quinn Klosterman, grandson of Kathy Wilcox, Sr. Accounting Technician, in the Financial Services Department; and Nicholas Quiñonez, son of Joseph Quiñonez, Director, Facilities Planning and Development at 4:44 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

BethAnn Arko, Director

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification November 15, 2017

Eligibility List Established October 24, 2017

for Classification of

Assistant Superintendent, Business Services

Unranked

Name

Gregory Fromm

Jeffrey Hinshaw

Michael Krause

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification November 15, 2017

Eligibility List Established November 3, 2017

for the Classification of

Custodial Services Coordinator

"P" = Promo.

"O" = Open

	Rank	Name
O	1	Joseph Castellanos
O	2	Jason Obregon
P	2	Raymond Lucero
P	3	Daniel Alarcon
O	3	Rene Sampay
O	4	Jovan Beltran

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification November 15, 2017

Eligibility List Established October 23, 2017
for the Classification of

Sr. Instructional Assistant-BC

"P" = Promo. "O" = Open		Rank	Name
O		1	Johnathan Gera
O		1	Liliana Gonzalez
O		1	Rosemary Hernandez
O		1	Jeanette DeAnda
O		1	Lenin Dolmos
O		2	Laura Castro
O		2	Jose Hernandez
O		2	Patricia Ayala
O		2	Vanessa Smith
O		2	Brittany Forsythe
O		2	Alyssa Moreno
O		2	Jessica J. Garcia
O		2	Issac Martinez
O		2	Dianna Galindo
O		2	Jessica Alejo
O		2	Yolanda Solorzano
O		2	Nadia Flores
O		3	Guadalupe Vazquez
O		3	Adriana Estrada
O		3	Evelyn Rodriguez
O		3	Xochitl Iniguez-Perez
O		3	Virginia Perez-Esquivel
O		3	Teresa Delgado
O		4	Patricia Perez
O		4	Joanna Martinez

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification November 15, 2017

Eligibility List Established October 27, 2017
for the Classification of

Sr. Instructional Assistant-S/MH

"P" = Promo. "O" = Open	Rank	Name
O	1	Dulce M. Rodriguez
O	1	Dennise Gonzalez
O	1	Luz Martinez Vasquez
O	1	Roshawon Pruitt
O	2	Diana Gonzalez
O	2	Lorena Martinez
O	2	Genesis Ramos
O	2	Nadia Flores
O	2	Lakeisha Turner
O	2	Brandon W. Brown
O	2	Francis Rabe
O	2	Wendy Segovia-Angulo
O	2	Adriana E. Estrada

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

DATE: November 7, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW LIMITED-TERM POSITION (SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED)

ACTION ITEM

We have received a request from Anthony Mercado, Program Administrator, Doty Middle School, to establish one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. This new limited-term position is being created to provide behavioral support to a new special needs student at Doty Middle School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Doty Middle School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective October 9, 2017 through December 21, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Doty Middle School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective October 9, 2017 through December 21, 2017.

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

DATE: November 7, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

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

ACTION ITEM

We have received a request from Billie Barrios, Program Administrator, Williams Elementary School, to establish one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. This new limited-term position is being created to provide additional behavioral support to special need students in the SDC classroom at Lewis Elementary School due to increased enrollment.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Lewis Elementary School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective October 16, 2017 through December 22, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Lewis Elementary School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective October 16, 2017 through December 22, 2017.

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

DATE: November 7, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

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

ACTION ITEM

We have received a request from Billie Barrios, Program Administrator, Williams Elementary School, to establish one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. This new limited-term position is being created to provide additional behavioral support to special need students at Williams Elementary School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Williams Elementary School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective October 4, 2017 through December 22, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Williams Elementary School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective October 4, 2017 through December 22, 2017.

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

MEMORANDUM

DATE: November 15, 2017

TO: Personnel Commission

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

SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – ASSISTANT BUYER

ACTION ITEM

In preparation for the recruitment for Assistant Buyer, the current class description was reviewed with the Director, Purchasing & Warehouse. After review, staff recommends changes to the class description to more accurately reflect the basic function, duties, and requirements of this classification and remain current with the purchasing industry. These changes were reviewed with CSEA Chapter 248.

DIRECTOR'S RECOMMENDATION

Approve changes to the class description of Assistant Buyer as submitted, effective November 16, 2017.

DOWNEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT BUYER

BASIC FUNCTION:

Under the direction of the Director, Purchasing and Warehouse, assist in the routine aspects of purchasing general merchandise, standard stock items, ~~books~~, equipment and supplies ~~magazines~~, and items under continuing price contracts; enters data into computer system for purchase orders, requisitions and inventory; assembles documents and maintains ~~files requests for bids~~; prepares correspondence, and communicates with staff, ~~users~~, and ~~vendors~~ suppliers.

REPRESENTATIVE DUTIES:

Authorize non-stock purchases not requiring a formal bid such as maps, instructional materials/media, standard stock items, textbooks, books, and online and print subscriptions. **E**

Reviews and processes assigned requisitions for purchase of supplies and materials. **E**

Obtains, analyzes, and compares price quotations, detailed specifications, and shipping and delivery information on materials and supplies. **E**

Researches and evaluates current and new products and supply information available for purchase by school sites and offices. **E**

Contacts school site personnel to determine supply and product needs. **E**

Inputs, verifies, and corrects purchase order data into a computerized inventory system and prepares complex inventory reports. **E**

Reviews requisitions and purchase orders for conformance and compliance with established standards and regulations. **E**

~~Corresponds~~ Communicates with all stakeholders in a concise and professional manner in both oral and written formats with school site personnel, vendors, freight service companies, requestors, warehouse personnel, accounting personnel, and supplier representatives regarding various aspects of the purchasing process. **E**

Investigates and resolves purchase and delivery complaints and problems from schools and offices regarding purchased items. **E**

REPRESENTATIVE DUTIES: (Continued)

Assists District staff regarding questions on computerized purchasing systems. ***E***

Receives bids and quotes and serves as the bid clerk, including recording bid events, and tabulating bid data and price quotations. ***E***

Prepares informational materials for review by buyers. ***E***

Informs school site personnel regarding non-stock requisition submittal deadlines. ***E***

Provides clerical support and assistance to the Purchasing Department staff. ***E***

Coordinates activities related to conferences, workshops, professional development, on-site presentations and school field trips. ***E***

Maintains files and catalogs of supplies and materials; prepares reports, memos, and correspondence. ***E***

Places orders and coordinates services from established bids and contracts. ***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:

Terminology related to ordering and purchasing.

District and department purchasing policies and procedures.

Basic inventory methods and procedures.

Technical aspects of researching, comparing and purchasing District supplies, materials and equipment.

Basic bid preparation and procedures.

Types of supplies, materials, equipment, and services commonly used in a school district.

Applicable sections of State Education Code and Public Contract Code.

Operation of a personal computer.

KNOWLEDGE AND ABILITIES: (Continued)

KNOWLEDGE OF: (Cont'd.)

Personal computer software applications, i.e., Microsoft Word, Excel, Outlook, internet, etc.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques. Correct

English usage, spelling, grammar and punctuation.

Business mathematics.

Telephone techniques and etiquette.

Interpersonal skills using tact, diplomacy, patience and courtesy.

ABILITY TO:

Prepare complete and concise product specifications.

Read, interpret, apply and explain rules, regulations, policies, procedures, catalogs and technical materials.

Add, subtract, multiply and divide along with solving other statistical calculations quickly and accurately.

Operate a variety of office equipment including a computer and 10-key calculator.

Operate computer software applications, i.e., Microsoft Word, Excel, Outlook, internet, etc., at an intermediate level of proficiency.

Understand and follow oral and written directions.

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

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Keyboard at an acceptable rate of speed.

Demonstrate intact short-term and long-term memory.

Work under stressful situations.

Demonstrate empathy, friendliness, patience and responsibility.

Be a self-starter and work with minimal direction.

Be self-motivated to produce high quality work product.

Demonstrate excellent organizational and networking skills.

Adjust to changing priorities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of responsible purchasing experience, which includes processing requisitions, purchase orders, and securing Requests for Quotations (RFQ's) and/or Requests for Proposals (RFP's). Some college coursework in business and/or purchasing is preferred.

A valid certification as an ~~Accredited Purchasing Practitioner (A.P.P.)~~ a Certified Public Purchasing Buyer (CPPB), issued by the ~~Institute for Supply Management (ISM)~~ or the ~~National Association of Purchasing Management (NAPM)~~, may be substituted for the required experience.

WORKING CONDITIONS:

ENVIRONMENT:

District office environment; frequent interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to inspect documents for accuracy; sitting for extended periods of time; and bending, stooping and reaching to retrieve and maintain files; moderate lifting and carrying up to 20 pounds.

November 2017, Proposed Revisions
April 2014, D.U.S.D.
February 2014, D.U.S.D.
October 2012, D.U.S.D.

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

MEMORANDUM

DATE: November 15, 2017

TO: Personnel Commission

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

SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – BUYER

ACTION ITEM

In preparation for the recruitment for Buyer, the current class description was reviewed with the Director, Purchasing & Warehouse. After review, staff recommends changes to the class description to more accurately reflect the basic function, duties, and requirements of this classification and remain current with the purchasing industry. These changes were reviewed with CSEA Chapter 248.

DIRECTOR'S RECOMMENDATION

Approve changes to the class description of Buyer as submitted, effective November 16, 2017.

DOWNEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUYER

BASIC FUNCTION:

Under the direction of the Director, Purchasing and Warehouse, perform technical duties in the purchase of District supplies, materials, food, equipment and services; obtain price quotations, prepare bids, and order items in accordance with District policies and procedures; prepare and process bid specifications and construction and service contracts.

REPRESENTATIVE DUTIES:

Perform duties in the purchase of District supplies, materials, food, equipment and services; review and process requisitions in accordance with District policies and procedures. **E**

Contact suppliers regarding prices, quotations, detailed specifications and shipping and delivery information; interview suppliers regarding new merchandise and new sources of supply; update and maintain supplier lists and files. **E**

Visit site locations to appraise and verify needs; attend and conduct on-site inspections with District personnel and suppliers. **E**

Review requisitions, purchase orders and bids for conformance and compliance with established standards and regulations; obtain necessary information from District personnel to complete documentation or bring it into compliance. **E**

Authorize stock and non-stock purchases not requiring a formal bid including books, annual maintenance agreements, computers, food items and furniture; determine best source of supply and price; clarify shipping and payment details; trace shipments and expedite delivery as needed. **E**

Prepare bids and process bid specifications and construction and service contracts; receive bids and quotes and serve as bid clerk; record bid events and verify supplier compliance with bid requirements and restrictions; tabulate and analyze bid data and price quotations; recommend supplier to be awarded bid. **E**

REPRESENTATIVE DUTIES: (Continued)

Maintain appropriate levels of assigned warehouse stock items; prepare quotations and/or bids when inventory falls below predetermined reorder points; award quotations and prepare purchase orders. *E*

Maintain perpetual inventory of ~~food items~~ standard stock; review ~~menu and project food~~ stock quantities required; order and issue ~~food~~ stock and supplies; coordinate pickup of surplus commodities by distributors and processing companies. *E*

Communicate with suppliers and District personnel to exchange information, resolve discrepancies, correct errors and clarify issues related to purchase orders, invoices, statements, deliveries and payments. *E*

Develop and maintain a variety of logs, files and records relating to requisitions, inventory, suppliers and other purchasing-related issues; prepare periodic and special reports as needed; enter and retrieve data using a computer terminal. *E*

Conduct or assist in conducting tests on equipment and materials to verify quality and acceptability. *E*

Operate a variety of office equipment including a typewriter, computer terminal, printer, calculator and copier. *E*

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

Negotiate price, specifications, conditions of delivery and other related issues as necessary or appropriate.

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:

District and department purchasing policies and procedures. Applicable sections of State Education Code and other applicable laws.

Purchasing procedures, terminology, inventory control and warehousing methods and procedures.

KNOWLEDGE AND ABILITIES: (Continued)

KNOWLEDGE OF: (Cont'd.)

Types and sources of supplies, materials, food and equipment used in a school district.

Technical aspects of researching, comparing and purchasing District supplies, materials and equipment.

Modern office practices, procedures and equipment.

Personal computer software applications, i.e., Microsoft Word, Excel, Internet, etc.

Record keeping techniques.

Operation of a computer terminal.

Basic bid specification preparation.

Basic research methods.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Oral and written communication skills.

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

ABILITY TO:

Perform technical duties in the purchase of District supplies, materials, food, equipment and services.

Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.

Perform complex clerical work in the checking and correction of purchasing inventory records.

Prepare complete and concise specifications.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Type/keyboard at an acceptable rate of speed.

Operate computer systems, monitor, and printer.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Plan and organize work.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Meet schedules and time lines.

Work independently with little direction.

Add, subtract, multiply and divide along with solving other statistical calculations quickly and accurately.

Observe legal and defensive driving practices.

Demonstrate intact short-term and long-term memory.

KNOWLEDGE AND ABILITIES: (Continued)

ABILITY TO: (Cont'd.)

Work within strict time lines and stressful situations.

Reason in the abstract, process information, make appropriate decisions, and make accurate calculations.

Demonstrate empathy and friendliness.

Be motivated to produce high quality work product.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and college course work in accounting, business, purchasing or related field and two years' increasingly responsible experience in the purchase of supplies and equipment in a school district or government agency. ~~Must have one year of recent experience using a personal computer and basic computer applications including Microsoft Word, Excel, and Internet.~~

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting for extended periods of time; speaking and hearing to communicate with others; dexterity of hands and fingers to operate a computer terminal and other office equipment; walking; seeing to read and review requisitions, bids and purchase orders; and bending, stooping and reaching to retrieve files.

November 2017, Proposed Revisions

February 2007, D.U.S.D.

October 2003, D.U.S.D.

October 1998, D.U.S.D.

June 1989, Ewing & Company