

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

AGENDA #4

Regular Meeting  
Lloyd L. Stromberg Conference Room

4:00 p.m.  
October 12, 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 John Kennedy.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of September 14, 2016. 1-3
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 Custodial Services Coordinator eligibility list established September 15, 2016. 4
2. **RATIFY** certification of Elementary School Library/Media Technician eligibility list established April 1, 2016. 5-6
3. **RATIFY** certification of Intermediate Clerical Assistant eligibility list established October 3, 2016. 7
4. **APPROVE** the changes to the class description of Lead Equipment Mechanic as submitted, effective October 13, 2016. 8-11
5. **APPROVE** the re-establishment of the position with revised duties and minimum qualifications corresponding to the current classification of Maintenance Carpenter, assigned to the Maintenance Department, at range 185, \$4,415 - \$5,370 per month; on the Unit II Salary Schedule, effective October 13, 2016. 12-15

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)]

6. **APPROVE** the changes to the class description of Maintenance Electrician as submitted, effective October 13, 2016.

16-19

7. **APPROVE** the changes to the class description of Student Information Systems Manager as submitted, effective October 13, 2016.

20-25

III. OLD BUSINESS

None.

IV. NEW BUSINESS

None.

V. NEXT REGULAR MEETING

November 30, 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

September 14, 2016

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, September 14, 2016 at 3:11 p.m. in the Library at Alameda Elementary School, 8613 Alameda Street, Downey, California.

#49  
PLEDGE OF  
ALLEGIANCE

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

#50  
ROLL

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

Present:        John Kennedy  
                     Dianne Lumsdaine  
                     Angie Rademaker

#51 INTRODUCTION OF  
ATTENDEES

Ms. Dianne Lumsdaine asked the meeting attendees to take a moment and introduce themselves.

#52  
SPECIAL EDUCATION  
PRESENTATION ON THE  
ROLE OF SENIOR  
INSTRUCT. ASSISTANTS  
IN THE DISTRICT

Billie Barrios, Program Administrator, Special Education, gave a presentation on the important role that Senior Instructional Assistants perform at the Downey Unified School District.

#53  
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 August 24, 2016.

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

#54  
CORRESPONDENCE  
RECEIVED

No correspondence was received.

#55  
ORAL  
COMMUNICATIONS

Ms. Rademaker shared that she started with the District as a Senior Instructional Assistant and really enjoyed the two years that she did that job at Rio Hondo Elementary School and she applauds every employee that performs those duties for the District.

Mr. Kennedy shared that he was a Resource Specialist at a high school and he knows how valuable Instructional Assistants are to the District.

Mr. Kennedy congratulated Downey High School for again being recognized by Microsoft as a Microsoft Showcase School. Downey High School was one of only 49 schools in the country recognized by Microsoft for their efforts and innovation in rethinking teaching, learning and assessment in order to deepen 21<sup>st</sup> Century competencies.

Mr. Kennedy also shared the story of the ghost that allegedly haunts the main building of Alameda Elementary School.

Ms. Lumsdaine thanked the C.S.E.A. for mentioning the Personnel Commission meeting in their "Bear Facts" newsletter and for all the support that they give the Personnel Commission and the District.

Ms. Arko shared that the start of the school year was again challenging and recognized the members of the Personnel Commission staff for all their hard work and efforts. Ms. Arko informed the Commissioners that she is working on creating a newsletter from the department to classified employees addressing various different topics.

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

#56  
PUBLIC HEARD

Dr. Garcia shared that Downey Unified School District was selected as one of only four school districts in the country to be recognized as a 2016-17 21st Century Learning Exemplar school district as part of the P21 Partnership for 21st Century Learning.

#57  
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 58-59).

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

#58  
RATIFY CERTIFICATION OF  
ASSISTANT NETWORK  
ADMIN. ELIGIBILITY LIST

**RATIFY** certification of Assistant Network Administrator eligibility list established September 7, 2016.

#59  
RATIFY CERTIFICATION OF  
FOOD SERVICE ASSISTANT  
ELIGIBILITY LIST

**RATIFY** certification of Food Service Assistant eligibility list established August 9, 2016.

#60  
OLD BUSINESS

None.

#61  
NEW BUSINESS

None.

- #62  
NEXT REGULAR  
MEETING
- The next Regular Meeting of the Personnel Commission will be October 12, 2016, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #63  
CLOSED SESSION
- The Personnel Commission retired to closed session at 3:43 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.
- #64  
OPEN SESSION
- The Personnel Commission returned to open session at 4:13 p.m. There were no reportable actions taken during closed session.
- #65  
ADJOURNMENT
- The Regular Meeting of the Personnel Commission was declared adjourned at 4:14 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 October 12, 2016

Eligibility List Established September 15, 2016

for the Classification of  
Custodial Services Coordinator

"P" = Promo. "O" = Open	Rank	Name
P	1	Roman Torres
O	1	Courtney Mims
O	2	Mark Gutierrez
O	2	Esther Ban
O	2	Jhowel Mercado
O	2	Javier Castrejon
O	3	Joseph Castellanos
O	4	Anthony Al-Russan
O	4	Anthony Osnaya
O	4	Ramon Carrillo

Downey Unified School District  
PERSONNEL COMMISSION

Submitted for Ratification October 12, 2016

Eligibility List Established April 1, 2016

for the Classification of

Elementary School Library/Media Technician

"P" = Promo.

"O" = Open

Rank

Name

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O	1	Amy Drayer
O	1	Lienell E. Spicer
O	1	Desirae Payton
O	1	Gelli Nocon
O	1	Angela Salter
O	1	Ashley Cook
O	1	Vanessa Stinnett
O	1	Cecilia Valadez
O	1	Olga Gonzalez
O	1	Jessica Barraza
O	1	Rodaina Moncayo
O	1	John Teano
O	1	Teresa Jones
O	2	Veronica Gallarado
O	2	Jazmine Hooks
O	2	Cynthia Rico
O	2	Grecia Esparza
O	2	Madelyne Suarez
O	2	Roxanne Perez
O	2	Ciara Campos
O	2	Shannon Marine
O	2	Erik Machuca
O	2	Veronica Calderon
O	2	Selene Ochoa
O	2	Walter Pittman
O	2	Jennifer Quinonez
O	3	Devon Plastaras
O	3	Elena Hernandez
O	4	Ivette Quezadas

"P" = Promo.

"O" = Open

Rank

Name

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O	4	Violeta Reyes
O	4	Cassandra Rosa
O	4	Suzanne Sullivan
O	4	Lorraine Navarro
O	4	Bianca Marquez
O	4	Carlota Valle-Martinez
O	4	Monique Hernandez
O	4	Maria Avila
O	5	Diane Nuon
O	5	Daniel Lomeli
O	5	Basty Castillo
O	5	Severino Reyes
O	5	Jonathan Lozano
O	5	Valerie Oropeza
O	5	Jason Manley
O	5	Anne LeBarbu
O	5	Leslie Jimenez
O	5	Rebecca Jimenez



Downey Unified School District  
PERSONNEL COMMISSION

Submitted for Ratification October 12, 2016

Eligibility List Established October 3, 2016

for the Classification of

INTERMEDIATE CLERICAL ASSISTANT

"P" = Promo.

"O" = Open

Rank

Name

O	1	Diana Lemoli
O	1	Fernandez Munoz
O	1	Armando Gonzalez
O	2	Laura Gonzalez
O	3	Mireya Amador
O	3	Delia Linares
O	3	Virginia Correa

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

**MEMORANDUM**

**DATE:** October 12, 2016

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – LEAD  
EQUIPMENT MECHANIC**

**ACTION ITEM**

In preparation for the recruitment for Lead Equipment Mechanic, the current class description was reviewed in terms of duties and qualifications with Jose Cruz, Transportation Supervisor. After meeting with Mr. Cruz, staff recommends some minor revisions to the minimum qualifications as noted in the attached class description to more accurately reflect the requirements.

**DIRECTOR'S RECOMMENDATION**

Approve the changes to the class description of Lead Equipment Mechanic as submitted, effective October 13, 2016.

## **DOWNEY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: LEAD EQUIPMENT MECHANIC BARGAINING UNIT II**

#### **BASIC FUNCTION:**

Under the direction of the Transportation Supervisor, plan and oversee the maintenance and repair of compressed natural gas (CNG), gas, and diesel powered equipment.

#### **REPRESENTATIVE DUTIES:**

Coordinate, oversee, assign and inspect the work of mechanics and other shop personnel in repairing and servicing buses, automobiles, construction, and maintenance equipment. ***E***

Receive and analyzes reports of mechanical failures from equipment operators. ***E***

Perform 45-day and annual bus inspections. ***E***

Inspect work in progress and upon completion; make necessary follow-ups. ***E***

Oversee the maintenance of operating and maintenance records of equipment; check, order and receive fuel supplies and records. ***E***

Plan and prioritize the work program of the shop and prepare budget requests and supporting materials; requisition needed parts and materials; prepare reports and make special studies as required. ***E***

Make recommendations on specifications for new equipment and annual supply contacts; prepare and submit specifications and monitor open purchase orders. ***E***

May assist in administering first aid. ***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:**

- Procedures, methods, techniques, equipment and practices involved in the maintenance and repair of automotive, compressed natural gas (CNG), gas, and diesel engines, construction, maintenance, and other equipment.
- Record-keeping techniques.
- Health and safety regulations.
- State and federal regulations regarding bus safety and inspections.
- Basic first aid techniques.

### **ABILITY TO:**

- Plan and oversee the maintenance and repair of compressed natural gas (CNG), gas, and diesel powered equipment.
- Prepare specifications for equipment and parts.
- Oversee the maintenance of records and the preparation of reports.
- Plan and lead the work of others.
- Plan, schedule and implement a preventive maintenance program.
- Administer first aid to injured parties as needed.
- Demonstrate attendance sufficient to complete the duties of the position as required.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years of journey-level experience in the maintenance and repair of a wide variety of mechanical equipment including compressed natural gas (CNG), gas, and diesel powered equipment, vehicles, and buses.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid Class B California driver's license with a "P" (Passenger Transport Vehicle) endorsement and air brake system endorsement. Must have a current ~~passing DMV medical exam~~ DL51 Medical Exam Certificate. Must maintain a driving record which allows individual to be and remain insured at standard rate on District's policy. Must pass initial and random drug tests. Must obtain standard Red Cross First Aid Certificate within five months of employment, as well as meeting requirements to keep certificate current.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Shop and outdoor environment; subject to regular exposure to fumes, dust and odors, noise from equipment operation, and driving a vehicle to conduct work.

### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a variety of specialized tools and equipment; standing for extended periods of time; bending at the waist, kneeling or crouching, turning/twisting, and crawling under vehicles; carrying, pushing or pulling tool boxes and engines; sight and hearing adequate for trouble and repair procedures; lifting heavy objects weighing up to 100 pounds; and heavy physical labor.

### **HAZARDS:**

Exposure to fumes, dust, odors, dirt, oil/grease, gases from vehicle operations, and working in a cramped or restrictive work chamber.

**Proposed Revision, October 2016, D.U.S.D.**

**February 2014, D.U.S.D.**

**October 2005, D.U.S.D.**

**August 2000, D.U.S.D.**

**June 1989, Ewing & Company**

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

**MEMORANDUM**

**DATE:** October 12, 2016

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources

**SUBJECT: RE-ESTABLISHMENT OF CLASSIFICATION AND CLASS  
DESCRIPTION REVISION – MAINTENANCE CARPENTER**

**ACTION ITEM**

We have received a request from the Maintenance, Operations and Transportation Department, to re-establish the classification of Maintenance Carpenter. In 2003-04, the classification became vacant and was abolished. Based on workload demands requiring general carpentry work outside of the duties and qualifications of the General Maintenance Worker classification, staff recommends re-establishment of the Maintenance Carpenter classification. A review of the job duties and qualifications for the classification was completed. Staff recommends some minor revisions to the duties and qualifications.

A revised class description for the position of Maintenance Carpenter has been prepared and is attached. Based on where the position was previously on the salary schedule and after review of the duties and internal alignment, staff recommends salary placement on the Unit II Salary Schedule at range 185, \$4,415 - \$5,370 per month.

**DIRECTOR'S RECOMMENDATION**

APPROVE the re-establishment of the position with revised duties and minimum qualifications corresponding to the current classification of Maintenance Carpenter, assigned to the Maintenance Department, at range 185, \$4,415 - \$5,370 per month; on the Unit II Salary Schedule, effective October 13, 2016.

## DOWNEY UNIFIED SCHOOL DISTRICT

### CLASS TITLE: MAINTENANCE CARPENTER BARGAINING UNIT II

#### BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, perform a variety of carpentry work including rough and finish carpentry and mill and cabinet work; perform other maintenance duties as required.

#### REPRESENTATIVE DUTIES:

Perform carpentry work such as repairing and ~~constructing~~ installing cabinets, bookcases, window frames, exterior trim, partitions, walls, doors, counters, scaffolds, stands, forms and fences; ~~construct and install counter tops~~ and other items as required. *E*

Install and repair ~~roofs~~, windows, doors and locks. *E*

Estimate and obtain materials and supplies needed to complete assignments; contact vendors to obtain supplies and materials needed. *E*

Operate a variety of tools and equipment including saws, drills, sanders and other hand and power tools. *E*

Maintain related records, such as records of work orders; maintain inventory of carpentry shop and vehicle stock. *E*

Observe and comply with applicable codes, regulations and safety procedures. *E*

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

Train and provide work direction to others as assigned.

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

Perform a variety of maintenance duties involving floor and ceiling tile replacement, concrete and plaster work and related maintenance duties as needed.

Perform other maintenance duties as assigned.

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 the carpentry trade.
- Standard practices and procedures of carpentry trade including mill and cabinet work.
- Quality and adaptability of various wood types.
- Hand and power tools and equipment used in general woodworking.
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Applicable codes and regulations.

### **ABILITY TO:**

- Perform a variety of carpentry work including rough and finish carpentry and mill and cabinet work.
- Utilize carpentry tools, machinery and equipment including saws, drills, sanders and power tools.
- Repair and install doors and related hardware.
- Install and repair floor and ceiling tiles.
- ~~Install and repair roofs.~~
- Estimate materials and supply needs.
- Work from blueprints, shop drawings and sketches.
- Work independently with little direction.
- Plan and organize work.
- Maintain routine records.
- Observe and comply with applicable codes, regulations and safety procedures.
- Train and provide work direction to others.
- Perform other maintenance duties.
- Observe legal and defensive driving practices.
- Work cooperatively with others.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years responsible general carpentry experience.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor, outdoor and shop environment; subject to driving to conduct work and subject to noise from equipment operation.



**PHYSICAL ABILITIES:**

Lifting heavy objects weighing up to 75 pounds, heavy physical labor, standing and walking for extended periods of time, climbing, bending at the waist, crawling, kneeling, reaching overhead, above the shoulders and horizontally, pulling, pushing, carrying, dexterity of hands and fingers to operate specialized tools and equipment, seeing to observe needed repair and to make repairs, and reaching overhead, above the shoulders and horizontally.

**HAZARDS:**

Working on ladders or scaffolding at heights, working in a cramped or restrictive work chamber, working around and with machinery having moving parts, and exposure to flying debris or nails.

**Proposed Revision, October 2016, D.U.S.D.  
June 1989, Ewing & Company**

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

**MEMORANDUM**

**DATE:** October 12, 2016

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources

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

**ACTION ITEM**

In preparation for the recruitment for Maintenance Electrician, the current class description was reviewed in terms of duties and qualifications with Craig Karli, Maintenance Supervisor. After meeting with Mr. Karli, staff recommends some minor revisions to the minimum qualifications as noted in the attached class description to more accurately reflect the requirements.

**DIRECTOR'S RECOMMENDATION**

Approve the changes to the class description of Maintenance Electrician as submitted, effective October 13, 2016.

## **DOWNEY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: MAINTENANCE ELECTRICIAN BARGAINING UNIT II**

#### **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, parts and equipment including electrical circuits, conduits, light fixtures, fans, generators, appliances, control devices, switchers, 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. *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 ~~15-44~~ 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 Revision, 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:** October 12, 2016

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – STUDENT INFORMATION SYSTEMS MANAGER**

**ACTION ITEM**

In preparation for the recruitment for Student Information Systems Manager, the current class description was reviewed in terms of duties and qualifications with Chris Nezzar, Chief Technology Officer. After meeting with Mr. Nezzar, staff recommends revision to the class description and requirements as noted in the attached description. These revisions are to more accurately reflect the recent changes in the organization of the department's structure and to remain current with the student information systems and information technology industries.

**DIRECTOR'S RECOMMENDATION**

APPROVE the changes to class description of Student Information Systems Manager as submitted, effective October 13, 2016.

## **DOWNEY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: STUDENT INFORMATION SYSTEMS MANAGER MANAGEMENT**

#### **BASIC FUNCTION:**

~~Under the direction of the Assistant Superintendent, Business Services Assistant Director, Technology and Information Systems, plan, organize, coordinate, supervise and implement information system applications for administrative data processing functions especially in the support of student services; create and maintain databases required for the data collection of District, and State, and Federal data assessment programs. Supervise employees providing assistance to District-wide users in identifying requirements and resolving computer related needs and problems staff involved in the installation and support of the student information systems and related software. Allocate tasks to staff to maximize efficiency and minimize delay; supervise and direct staff involved in the installation and support of the student information systems.~~

#### **REPRESENTATIVE DUTIES:**

~~Develop long and short range plans for the District and Student Information Systems Department as it relates to student information systems, to include but not be limited to estimating resource requirements including hardware, personnel, facilities, and budget; communicate with administrators, vendors and contractors to coordinate activities and programs, schedule work, resolve issues and exchange information. E~~

Supervise the development of and manage timeline of all end-user functions, such as progress reports, report cards, scheduling, summer school attendance, transcripts, testing, grading, CALPADS reporting and others; produce and update the data processing schedule, providing instructions to staff and other personnel; report progress of data processing effort to management. **E**

~~Maintain database conducting periodic procedures to ensure accuracy and to ensure service to end-users. E~~

Collaborate with the State of California Department of Education and California Longitudinal Pupil Achievement Data Systems (CALPADS) project coordinators to standardize State data reporting. **E**

~~Prepare and transmit~~ Supervise the preparation, maintenance and transmission of CALPADS data file from information provided by individual schools, ensuring accuracy of student data prior to submission to the State, maintaining separate databases for summer school programs; monitor integrity of databases. **E**

Supervise the submission and certification of additional District, State and Federal data collections and reporting. E

Plan, organize, coordinate, evaluate and supervise the work of staff providing training as required; meet with staff periodically to assign and monitor project data, schedules and assignment of duties; interview and select employees. **E**

Plan, organize and manage operations, policies and activities related to the support of end-users in the use of student information systems and related programs, evaluating requests for support services and determining proper course of action. **E**

Provide ongoing onsite and classroom training and assistance to District personnel in the use of student information software and related programs; ~~including providing on-site and classroom training sessions for new software programs.~~ **E**

Coordinate and manage the dissemination of student information to outside agencies via electronic transfers to ensure student privacy and compliance with State regulations. **E**

Respond to and resolve requests from users for a variety of reports, determining the system's responsiveness to new or altered reporting formats; design reports for assessment surveys; manage and organize the comprehensive collection, analysis, and dissemination of State assessment information and district-wide testing programs. **E**

~~Review procedures used and information and reports disseminated to school-site staff for accuracy; participate in the formulation and development of student information system support policies, procedures, programs and standards as needed; meet and Communicate in writing to end users the resolution of processing problems or new service requests.~~ **E**

~~Review and evaluate requests for new or additional data processing services; within the scope of the District's planned resources, determining feasibility and cost.~~ **E**

~~Develop specifications for custom software; test, debug and implement software written by contractors and software vendors; install updates to software.~~ **E**

~~Assist in modifying software and utilizing existing software to compile data for a variety of student and personnel related reports and surveys, such as Title I, California Basic Education Data Survey (CBEDS), and others; create and implement advanced queries to achieve desired results, testing and correcting queries to ensure proper form of input/output of data.~~ **E**

~~Evaluate new technical developments, hardware and software, and assess for possible use in the District, including the selection of student information systems and new data processing services, keeping in mind cost and feasibility within the District's plan.~~

Participate in the negotiations of service agreements and contracts which affect data processing activities; administer completed agreements. **E**



Attend and participate in meetings, conferences, and seminars to stay abreast of new developments in managing information systems especially in relation to State regulations governing student information and other State requirements for revenue bearing programs. *E*

~~Attend meetings of the Board of Education as requested to present background and recommendations for data processing matters. *E*~~

Prepare and monitor department budget. *E*

Order supplies and equipment; allocate equipment, facilities, and personnel to projects. *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:**

- A variety of ~~programming and software~~ educational software systems, including student information ~~application development~~ systems, assessment systems, ~~data and database~~ management systems, and general office productivity software.
- Reporting requirements of various ~~staff and~~ student-related ~~reports and surveys~~ data collections such as CALPADS, OCR Title-I and CBEDS, etc.
- Advanced data analysis and formatting methods using Microsoft Excel and Word.
- ~~Data base management including mainframe, midrange and personal computer systems.~~
- Computer operating systems, hardware and software applications utilized by the District including Windows and Apple platforms.
- ~~Software such as Excel, Access, SQL Server Management Studio, and Zangle SIS.~~
- Data Processing terms, practices and procedures.
- ~~Logical steps in operating systems and record management.~~
- Methods used in compiling complex statistical reports.
- Troubleshooting techniques and tools.
- ~~PC software and hardware.~~
- Principles and practices of supervision and training.
- ~~Computer languages, operating systems, hardware and software applications utilized by the District including Windows or Apple platforms.~~
- Record keeping and report preparation techniques.
- Basic budgeting practices regarding monitoring and control.
- ~~Technical aspects of field of specialty.~~
- Principles and techniques of systems and network analysis.
- Methods for effective oral and written communication skills.
- School district organization and organizational relationships.
- Applicable laws, codes, regulations, policies and procedures.

- Appropriate safety precautions and procedures.

#### ABILITY TO:

- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Plan, manage, train, supervise and evaluate the performance of staff.
- Share knowledge in area of expertise with employees to provide cross-training.
- Understand and carry out oral and written directions with minimal ~~accountability~~ ~~controls~~ supervision.
- Establish and maintain cooperative and effective working relationships ~~with staff and others using tact, patience and courtesy.~~
- Use tact, patience, and diplomacy in dealing with others.
- Plan organize and control assigned projects and lay-out work including accurately estimating time and materials.
- Perform duties effectively with many demands on time and constant interruptions.
- Learn and adapt to changing technologies and job responsibilities.
- Provide specialized and technical management support and coordinate and supervise data processing systems and programs.
- Analytically and logically evaluate complex technical information, issues or problems to generate solutions.
- Detect errors in ~~printed output~~ software systems, data extracts, reports or equipment operation.
- Implement computer systems for inputting, retrieving and reporting data.
- Analyze and assess operational systems and process and make recommendations to enhance program function and activities.
- Develop and conduct training programs for school personnel and others on student information systems and related programs.
- Provide technical guidance and recommendations regarding new and existing computer software programs.
- ~~Prepare accurate and concise reports.~~
- Develop a budget; monitor and control expenditures.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and maintain accurate records and prepare routine concise reports.
- ~~Analyze situations accurately and adopt an effective course of action.~~
- Drive a vehicle to conduct work.
- ~~Demonstrate behavior that is professional and responsible.~~
- ~~Demonstrate mental acuity sufficient to perform the essential functions of the position.~~
- ~~Be motivated to produce high quality work product.~~
- ~~Maintain a work pace appropriate to the workload.~~
- ~~Demonstrate attendance sufficient to complete the duties of the position as required.~~

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer information science or related field and four years progressively responsible experience ~~in developing, programming and analyzing management information systems~~ working with

student information systems and CALPADS and one year of management/supervisory experience.

#### **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:**

Data processing environment; subject to driving to conduct work, and noise from printers, bursters and decollators.

##### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer terminal and other office equipment for extended periods of time, hearing and speaking to exchange information and to conduct training sessions, seeing to analyze and evaluate data processing resource requirements, moderate lifting up to 30 pounds.

##### **HAZARDS:**

Extended viewing of computer monitor.

**Proposed Revision, October 2016, D.U.S.D.**

**June 2011, D.U.S.D.**

**February 2008, D.U.S.D.**

**September 2001, D.U.S.D.**

**June 1989, Ewing & Company**