

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 18, 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 Angie Rademaker.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of September 20, 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 Food Service Supervisor III eligibility list established October 10, 2017. 5
2. **RATIFY** certification of Lead Equipment Mechanic eligibility list established September 26, 2017. 6
3. **RATIFY** certification of Senior Clerical Assistant eligibility list established October 2, 2017. 7
4. **RATIFY** certification of Senior Secretary eligibility list established October 2, 2017. 8
5. **RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Sussman Middle School, effective August 30, 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)]

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| 6. 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. | 10 |
| 7. 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. | 11 |
| 8. 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. | 12 |
| 9. 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. | 13-17 |
| 10. 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. | 18 |

III. OLD BUSINESS

None.

IV. NEW BUSINESS

None.

V. NEXT REGULAR MEETING

November 15, 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

September 20, 2017

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, September 20, 2017 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#46
PLEDGE OF
ALLEGIANCE

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

#47
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#48
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 16, 2017.

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

#49
CORRESPONDENCE
RECEIVED

Ms. Arko invited the commissioners to attend the annual State of the Schools breakfast which will take place on Friday, October 6, 2017, at the Los Angeles County Office of Education (LACOE) facility in Downey at 7:00 am. Ms. Arko also invited the commissioners to attend the Personnel Commissioners Association of Southern California (PCASC) Luncheon entitled, "Are Leaders Born or Made?" on Friday, October 20, 2017, at the Rio Hondo Event Center in Downey at 12:00 pm.

#50
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she plans on attending the State of the Schools breakfast as well as the PCASC luncheon. She wished to thank all classified and certificated employees for all their hard work and commented how proud she is of the Downey Unified School District.

Mr. Kennedy expressed his appreciation to the Board of Education for his reappointment to another 3-year term as the Board representative for the Personnel Commission. He extended his gratitude to Dr. Garcia and Ms. Arko for the kind comments they expressed about him at the recent Board of Education meeting. He shared that the birthday celebration for Dr. Stauffer was very nice and had a very large turnout.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Superintendent; Dr. Rena Thompson, Assistant Superintendent, Certificated Human Resources; Pam Martinez, President, CSEA Unit I; Sharon Newberg, Chief Negotiator, CSEA Unit I; John Shook, Director, MOT Services; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Lumsdaine shared that she read an article in the New York Times recently that upset her because it compared the earning capacity of a 25-year old male in 1967 vs. 2015, and basically, it has gone down. It goes on to state that the big problem that is seen is in education. The fact that schools are no longer training students, that do not have plans to go to college, in a trade or a craft. The article goes on to state that this is contributing to the fact that the middle class is disappearing. Ms. Lumsdaine stated that this made her proud of the District's STEAM program and how it is providing our students with very practical and technical skills that will enable them to support themselves in the future. Mr. Kennedy added that the Adult School also has many programs to help adults learn a trade and skills.

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

#51
PUBLIC HEARD

Dr. Garcia congratulated and thanked Mr. Kennedy for accepting another 3-year term as the Board of Education representative for the Personnel Commission. He gave his appreciation to Mr. Kennedy for his continued commitment to the District, not only to the Classified employees, but to all employees of the Downey Unified School District.

Dr. Garcia thanked Ms. Lumsdaine for her kind words regarding the efforts of the District to provide all students with the District's vision that all students will graduate with a 21st Century education that ensures they are college and career ready, globally competitive and citizens of strong character. Dr. Garcia went on to state that the District understands how many manufacturing jobs have left the country and that the District has made great efforts to prepare its students to make a living out in the real world.

Ms. Martinez thanked Ms. Arko for allowing the CSEA to put on a training workshop for the District's classified employees on the student-free day on Monday, October 9th.

Ms. Newberg stated that she was thankful for the members of the Personnel Commission and their ability to keep the Merit System alive and well for all classified employees. Ms. Lumsdaine acknowledged that she feels that they are a good team and complement each other.

#52
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 53-61).

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

- #53
RATIFY CERTIFICATION
OF BUYER ELIGIBILITY LIST
- RATIFY** certification of Buyer eligibility list established August 14, 2017.
- #54
RATIFY CERTIFICATION
OF OCCUPATIONAL
THERAPIST ELIGIBILITY
LIST
- RATIFY** certification of Occupational Therapist eligibility list established August 15, 2017.
- #55
RATIFY CLASSIFICATION
OF ONE CUSTODIAN,
A-SHIFT POSITION
- RATIFY** the classification of one Custodian, A-Shift position established by the Board of Education, assigned to the Food Services Department, effective August 9, 2017.
- #56
RATIFY CLASSIFICATION
OF ONE LIMITED-TERM
INTER. CLERICAL ASST.-
BILINGUAL POSITION
- RATIFY** the classification of one Limited-Term Intermediate Clerical Assistant-Bilingual position established by the Board of Education, assigned to Downey High School, effective August 7, 2017 through August 11, 2017.
- #57
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 Griffiths Middle School, effective August 1, 2017.
- #58
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.
- #59
RATIFY CLASSIFICATION
OF THREE SR. INSTRUCT.
ASST.-BEHAVIORALLY
CHALLENGED POSITIONS
- RATIFY** the classification of three Senior Instructional Assistant-Behaviorally Challenged positions established by the Board of Education, assigned to Rio San Gabriel Elementary School, effective August 15, 2017.
- #60
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 Stauffer Middle School, effective August 1, 2017.
- #61
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 Stauffer Middle School, effective August 1, 2017.

#62
OLD BUSINESS

None.

#63
NEW BUSINESS

#64
REVIEW OF 2016-2017
PERSONNEL COMMISSION
BUDGET

Ms. Arko provided a brief explanation of the 2016-2017 budget vs. the actual expenditures.

#65
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be 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.

#66
CLOSED SESSION

The Personnel Commission retired to closed session at 4:25 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#67
OPEN SESSION

The Personnel Commission returned to open session at 4:58 p.m. There were no reportable actions taken during closed session.

#68
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 4:59 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 October 18, 2017

Eligibility List Established October 10, 2017

for the Classification of

Food Service Supervisor III

"P" = Promo.

"O" = Open

Rank

Name

P	1	Maria L. Barragan
P	2	Monique A. Garcia
O	3	Ruben Ambriz
O	3	Mette G. Williams

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification October 18, 2017

Eligibility List Established September 26, 2017

for the Classification of

Lead Equipment Mechanic

"P" = Promo. "O" = Open	Rank	Name
O	1	John Bonebright
O	2	Markland Watson
O	3	Jose Castellanos

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification October 18, 2017

Eligibility List Established October 2, 2017

for the Classification of

Senior Clerical Assistant

"P" = Promo. "O" = Open	Rank	Name
P	1	Elizabeth Villalobos
P	1	Katrina Juarez-Lorenzetti
P	2	Lienell Spicer
P	2	Jeannette Rodriguez
P	3	Armony Villalobos
P	4	Patricia Sanchez

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification October 18, 2017

Eligibility List Established October 2, 2017

for the Classification of

Senior Secretary

"P" = Promo.

"O" = Open

	Rank	Name
P	1	Tracy Rendon
P	1	Janet Gera
P	1	Cristina Ascencio
P	2	Claudia Gonzalez
O	3	Mayra Chavez
O	3	Antonia Papov-Olia
O	3	Nancy Leon
O	3	Victoria Bernstein
O	3	Alejandra Rivera
O	4	Magdalena Ramirez
O	4	Amelia Santillan
O	4	Viola Chim
O	5	Priscilla Kinnard
O	5	Annette Jimenez
O	6	Lorena Marquez
O	6	Jennifer Hernandez

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

DATE: October 10, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT)

ACTION ITEM

We have received a request from Anthony Mercado, Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant. This new position is being created at Sussman Middle School to provide additional support in the newly created RSP classroom.

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, assigned to Sussman Middle School, six and one-half hours per day, ten months per year, at range 105, \$2,976 - \$3,617 per month, effective August 30, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Sussman Middle School, six and one-half hours per day, ten months per year, at range 105, \$2,976 - \$3,617 per month, effective August 30, 2017.

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

DATE: October 10, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

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

ACTION ITEM

We have received a request from Reynaldo Vargas, Jr., Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. This new position is being created at Griffiths Middle School to provide additional support in the self-contained classroom that requires staff who is trained in addressing challenging behaviors.

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 Griffiths Middle School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective July 5, 2017.

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 Griffiths Middle School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective July 5, 2017.

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

DATE: October 10, 2017
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF TWO NEW POSITIONS (SENIOR
INSTRUCTIONAL ASSISTANT-SEVERELY/MULTIPLY HANDICAPPED)

ACTION ITEM

We have received a request from Billie Barrios, Program Administrator, Special Education, to establish two new positions with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped. These new positions are being created at Alameda Elementary School for two special needs student whose orthopedic impairments necessitate assistance with their mobility.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of two new positions with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped, assigned to Alameda Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective August 21, 2017.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of two new positions with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped, assigned to Alameda Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective August 21, 2017.

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

DATE: October 10, 2017
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 Tangela Diggs, Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped. This new position is being created at Warren High School for a special needs student who has supervision, safety, and toileting needs.

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 Warren High School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective September 1, 2017.

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 Warren High School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective September 1, 2017.

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

MEMORANDUM

DATE: October 18, 2017

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources

**SUBJECT: ESTABLISHMENT OF NEW CLASSIFICATION – ASSISTANT
DIRECTOR, FOOD SERVICES**

ACTION ITEM

At the Board of Education meeting of October 10, 2017, the Board established a new classified position that require a new classification of Assistant Director Food Services.

The Nutrition Operations Manager resigned and this created the opportunity for the Director and staff to look at the classification and set up the District in positioning for the future. Staff is recommending some modifications in duties and minimum requirements from the current classification of Nutrition Operations Manager to the proposed Assistant Director, Food Services. With these changes, staff anticipates that the future recruitment will be positioned in a very favorable position for success.

The class description has been prepared based on the Nutrition Operations Manager class description and is attached with the recommended title of Assistant Director, Food Services.

Staff examined where the classification would align internally as well as surveyed various external agencies with comparable classifications as related to duties and the knowledge, skills, abilities and minimum qualifications required to perform the duties of the job. Based on the comparable data collected from external agencies as well as analysis of internal alignment, salary placement is being recommended on the Management Salary Schedule, Range 129, \$7,566 - \$9,207 per month.

DIRECTOR'S RECOMMENDATION

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.

DOWNEY UNIFIED SCHOOL DISTRICT
CLASS TITLE: ~~NUTRITION OPERATIONS MANAGER~~
ASSISTANT DIRECTOR, FOOD SERVICES

BASIC FUNCTION:

Under the direction of the Director, Food Services, develops, plans, and prepares menus and menu specifications, developing and analyzing recipes, establishing and monitoring quality control procedures to ensure sanitary and safe food preparation to meet student acceptability and USDA and State guidelines, in addition to developing marketing plans, nutritional and analysis and cost studies of proposed menu offerings, menus for special dietary needs, implementing and monitoring comprehensive nutrition education programs, wellness programs and promotions within the District to provide nutritional guidance to students, parents and food service staff.

DISTINGUISHING CHARACTERISTICS:

~~The Nutrition Operations Manager oversees the day-to-day food services at assigned school sites, as well as having technical responsibilities in menu planning, involvement in student nutrition education and District-wide responsibilities for menu and recipe development relative to nutritional components.~~ The Food Service Operations Coordinator serves as a resource to other food service supervisory personnel, as well as being responsible for the day-to-day food services at assigned school sites and to monitor and prescribe proper methods of food production and sanitation practices. The Food Service Supervisor/Operations Specialist oversees employee training, the District catering program, and directs the operations of a ~~high school and~~ continuation high school cafeteria and snack area.

REPRESENTATIVE DUTIES: Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification.

Supervise all Food Service Department operation during the absence of the Director. E

Select, train, direct, and evaluate assigned staff. E

Plan and prescribe menus and analyze nutrients for breakfast, lunch, snacks and for students with special dietary needs. E

Develops and analyzes recipes E

Conduct research, and analyze data regarding nutritional adequacy and assure compliance with government regulations. E

Serve as a technical resource in matters of student nutrition and wellness policies. E

REPRESENTATIVE DUTIES: (Continued)

Collaborates with Director of Food Services to implement, administer and evaluate district-wide nutrition education programs. *E*

Prepares and maintains a variety of records, including menu production worksheets, product specifications and cost data reports. *E*

Make recommendations on the purchase of new food and related products. *E*

Monitor District food service programs to comply with federal and state nutritional requirements and maintain appropriate records. *E*

Inspect cafeterias to provide technical direction to personnel in selecting, ordering, preparing and serving foods. *E*

Conduct research and develop marketing plans to educate students, parents, staff and the community in new developments in food, food preparation and service. *E*

Lead meetings and make presentations to promote new developments in food products and methods of food preparation and service. *E*

Makes strategic operational recommendations for District's food service programs. *E*

Serves as a representative of the Food Services Department at meetings, as required, and may serve as a liaison to other departments.

Work in conjunction with the Food Service Operations Coordinator in attending vendor meetings and new product testing and evaluation.

Assume responsibility of the food service program in the absence of the Director, Food Services.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of nutrition.

Foods, their nutritive value and balanced meal preparation.

Food analysis, nutritional content, etc.

KNOWLEDGE AND ABILITIES: (Continued)

KNOWLEDGE OF: (Cont'd.)

Quality and quantity food selection, large-scale food preparation and production, including menu and recipe development and analysis.

Federal and State regulations pertaining to food and nutrition.

Methods and principles for training employees.

Correct utilization of food preparation equipment.

Proper sanitation and food handling procedures.

ABILITY TO:

Conduct food research.

Developing marketing plans.

Analyze nutritional content of menus and recipes including special diets.

Lead meetings and discussion groups relative to nutrition and school meal policies.

Make mathematical computations.

Operate standard office equipment including computer and calculator.

Understand and follow oral and written directions.

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

Plan and organize work.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Work independently with minimal supervision.

Operate a District vehicle to conduct work.

Observe legal and defensive driving practices.

Work within stressful situations.

Relate to others beyond giving and receiving instructions and persuade people on a consistent basis.

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

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: Bachelor's Degree in nutrition, or a closely related field, and ~~two~~ four years of increasingly responsible technical experience in the field of nutrition, including responsibility involving nutritional and feeding programs for children. Status as a Registered Dietitian is ~~preferred~~ required. ~~Must have~~ a minimum of one year's experience in a school district ~~preferred~~.

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. Maintain Registered Dietitian status. Possession of ~~Safe Food Handlers Certificate~~ Serve Safe Certification within five (5) months of employment, as well as meeting requirements to keep certificate current. Compliance with USDA Program Professional Standards Continuing Education requirements

WORKING CONDITIONS:**ENVIRONMENT:**

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

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and standard office equipment; hearing and speaking to exchange information in person and on the telephone; and ability to lift 40 pounds.

October 18, 2017 Personnel Commission Proposed Adoption

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

MEMORANDUM

DATE: October 18, 2017
TO: Personnel Commission
FROM: BethAnn Arko, Director, Classified Human Resources
SUBJECT: SALARY CHANGE – DIRECTOR, FOOD SERVICES

ACTION ITEM

Staff conducted a salary review for the Director, Food Services at the same time the salary was reviewed for Assistant Director, Food Services.

The competition for qualified candidates in the area of Food Services/Nutrition Services is quite challenging. Staff recommends changing the salary range for the Director from Range 137 to Range 140 to remain competitive in the marketplace and to keep internal alignment between the Assistant Director and the Director.

DIRECTOR'S RECOMMENDATION

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.