

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 23, 2019

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 18, 2019. 1-5
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 Instructional Services Technician eligibility list established October 8, 2019. 6
2. **RATIFY** certification of Intermediate Clerical Assistant-Bilingual eligibility list established September 13, 2019. 7
3. **RATIFY** certification of Intermediate Clerical Assistant-Bilingual/Bi-Literate eligibility list established September 13, 2019. 8
4. **RATIFY** certification of Intermediate Clerical Assistant-Monolingual eligibility list established September 13, 2019. 9
5. **RATIFY** certification of Maintenance Electrician eligibility list established September 17, 2019. 10

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** certification of P.E. & Athletic Equipment Attendant (Male) eligibility list established October 3, 2019. 11
7. **RATIFY** certification of Senior Instructional Assistant-Behaviorally Challenged eligibility list established October 4, 2019. 12
8. **RATIFY** certification of Warehouse Worker eligibility list established September 19, 2019. 13
9. **RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Alameda Elementary School, effective September 9, 2019. 14
10. **RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Price Elementary School, effective September 10, 2019. 15
11. **RATIFY** the classification of one limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Rio San Gabriel Elementary School, effective August 14, 2019 through February 14, 2020. 16
12. **RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Unsworth Elementary School, effective August 20, 2019. 17
13. **RATIFY** the classification of one Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Alameda Elementary School, effective August 27, 2019. 18

III. OLD BUSINESS

None.

IV. NEW BUSINESS

1. **HEAR** first reading of recommended change to Rules and Regulations section #40.100.6 – Applicants' Name Not Made Public. 19
2. **APPROVE** the proposed reclassification of the position from Senior Clerical Assistant – Bilingual to Intermediate Clerical Assistant – Bilingual, effective October 24, 2019. 20

V. NEXT REGULAR MEETING

November 20, 2019 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room.

VI. CLOSED SESSION

1. Potential Litigation
2. Classified Employee Discipline/Dismissal/Release
3. 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 18, 2019

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, September 18, 2019 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#53
PLEDGE OF
ALLEGIANCE

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

#54
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#55
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 21, 2019.

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

#56
CORRESPONDENCE
RECEIVED

Ms. Arko shared the invitation for the Personnel Commissioners Association of Southern California (PCASC) workshop entitled, "Innovative Recruitment Strategies" being held October 25, 2019 and invited the Commissioners to attend.

#57
ORAL
COMMUNICATIONS

Ms. Rademaker shared that she completed the recent Mandated Reporters training online and expressed her appreciation to Eileen Mendoza, Sr. Personnel Technician, for the assistance she provided in helping her complete the training.

Ms. Rademaker shared that she attended the dedication of the administration building at Stauffer Middle School on August 23rd and mentioned that it was also Dr. Mary Stauffer's 102nd birthday.

Ms. Rademaker shared that she was given the opportunity to view the books on the new "Teen Talk" curriculum and thanked the Secondary Education department for allowing her to do so.

Ms. Rademaker shared that she attended the September 9th Board of Education meeting where Asst. Director, Budget & Finance, Andrea Iacovitti, was honored with the "Shared Values Award for Fiscal and Operational Stewardship."

Mr. Kennedy shared that he also attended the dedication of the administration building at Stauffer Middle School on Friday, August 23rd and he felt the building turned out beautiful. In addition, he attended Dr. Mary Stauffer's 102nd birthday celebration at the Columbia Memorial Space Center on Saturday, August 24th.

Mr. Kennedy shared that he attended the grand opening of the Downey Foundation for Educational Opportunities office at the District Office.

Ms. Lumsdaine acknowledged the attendance of Donald LaPlante, Vice President, Board of Education; Dr. John Garcia, Jr., Superintendent; Alyda Mir, Assistant Superintendent, Certificated Human Resources; Pam Martinez, President, CSEA Unit I; Norma Garcia, Parliamentarian, CSEA Unit I; John Shook, Director, M.O.T. Services; Michael Martinez, Sr. Director, Budget & Finance; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Lumsdaine shared that she also attended the dedication of the administration building at Stauffer Middle School on Friday, August 23rd and in addition attended Dr. Mary Stauffer's 102nd birthday celebration at the Columbia Memorial Space Center on Saturday, August 24th.

Ms. Lumsdaine shared that she also completed the Mandated Reporters training online.

Ms. Lumsdaine shared that she attended the September 9th Board of Education meeting and congratulated Asst. Director, Budget & Finance, Andrea Iacovitti, for receiving the "Shared Values Award for Fiscal and Operational Stewardship."

Ms. Lumsdaine shared that she appreciated the District taking the time to inform the parents and community members on the "Teen Talk" curriculum.

Ms. Arko informed the Commissioners that CSEA Unit I has reappointed Ms. Angie Rademaker as the Association's nominee for the Personnel Commission, effective December 1, 2019.

Ms. Arko shared that the LACOE BEST project in the area of Human Capital Management (HCM) has required that Sandra Carbajal and Paul Deines be out of the office three days per week for training.

Ms. Arko informed the Commissioners that the Leadership Academy has restarted and invited the Commissioners to the graduation that will be held on Thursday, December 12th, at 4:00 pm in room DCC-A at the District Office.

Ms. Arko reminded the Commissioners that the State of the Schools will be held on Friday, October 4th at 7:00 am at the Los Angeles County Office of Education (LACOE) site in Downey.

Ms. Arko shared that she worked as a Food Service Assistant at Imperial Elementary School on Friday, August 30th. She helped prepare lunches and really enjoyed being around the students.

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

#58
PUBLIC HEARD

Ms. Monique Rodriguez and Ms. Danielle Raghieb, School Based Therapists for the District, addressed the Commissioners and requested that they be added to the Personnel Commission meeting agenda for the month of October. They are requesting that their positions be re-classified based on their qualifications, level of education, and job duties. Ms. Lumsdaine informed them that the Personnel Commission would need to place the item on the agenda for the month of October to comply with the requirements of the Brown Act and thanked them for their understanding.

#59
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 60-68).

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

#60
RATIFY CERTIFICATION OF
DATABASE ADMINISTRATOR
ELIGIBILITY LIST

RATIFY certification of Database Administrator eligibility list established August 29, 2019.

#61
RATIFY CERTIFICATION OF
INSTR. ASST. - COMPUTER
APPL. ELIGIBILITY LIST

RATIFY certification of Instructional Assistant-Computer Applications eligibility list established August 22, 2019.

#62
RATIFY CERTIFICATION OF
SR. INSTRUCT. ASST. -
BEHAVIORALLY CHALLENGED
ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant-Behaviorally Challenged eligibility list established August 23, 2019.

#63
RATIFY CERTIFICATION OF
SPEECH/LANGUAGE
PATHOLOGY ASST.
ELIGIBILITY LIST

RATIFY certification of Speech/Language Pathology Assistant eligibility list established August 27, 2019.

- #64
RATIFY CLASSIFICATION
OF ONE SR. INSTRUCT.
ASSISTANT POSITION
- RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Downey High School, effective August 1, 2019.
- #65
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 Downey High School, effective August 14, 2019.
- #66
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 Rio San Gabriel Elementary School, effective August 19, 2019.
- #67
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 Ward Elementary School, effective August 14, 2019.
- #68
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 Stauffer Middle School, effective August 12, 2019.
- #69
OLD BUSINESS
- None.
- #70
NEW BUSINESS
- A discussion was held regarding the request by the Personnel Commission to update the formatting of the eligibility lists. Ms. Arko presented some samples from neighboring school districts for comparison. Ms. Lumsdaine explained that the present format lists the candidates name and ranking on the eligibility lists. Ms. Arko stated that she reviewed the Education Code and it doesn't specifically state how the rankings should be listed. Ms. Arko stated that the District can adopt whichever format is most pleasing to the Commissioners. Mr. Kennedy asked if the change would require the Personnel Commission to rewrite any rules. Ms. Arko responded that she would confirm whether a rule needs to be rewritten.
- #71
NEXT REGULAR
MEETING
- The next Regular Meeting of the Personnel Commission will be October 23, 2019, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #72
CLOSED SESSION
- The Personnel Commission retired to closed session at 4:35 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#73
OPEN SESSION

The Personnel Commission returned to open session at 5:13 p.m. There were no reportable actions taken during closed session.

#74
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 5:14 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 23, 2019

Eligibility List Established October 8, 2019

for the Classification of

Instructional Services Technician

"P" = Promo. "O" = Open	Rank	Name
P	1	Raquel Perez
P	1	Diana Lemoli
P	1	Fernando Masias
P	2	Justin Alegria
P	3	Hismelda Macias
P	3	Andrea Land

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification October 23, 2019

Eligibility List Established September 13, 2019

for the Classification of

Intermediate Clerical Assistant - Bilingual

"P" = Promo. "O" = Open	Rank	Name
P	1	Nancy Rodriguez Chavez
O	2	Jacklyn Guevara
O	2	Maria Ruano
O	2	Julia Rosales Najarro
O	3	Rudy Ojeda
O	3	Leticia Pena
O	3	Kimberly Martinez
O	4	Rodaina Daza
O	4	Amanda Zuniga-Sutton
O	4	Laura Lopez Hernandez
O	4	Valeri Zamora
O	5	Jonathan Lopez
O	5	Jeanette Leyva
O	5	Maryanna Mendoza
O	5	Edgar Gayton
O	5	Julia Gonzalez
O	5	Clara Tiscareno
O	5	Vanessa Acosta
O	5	Karina Garcia

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification October 23, 2019

Eligibility List Established September 13, 2019

for the Classification of

Intermediate Clerical Assistant – Bilingual/Bi-Literate

"P" = Promo.

"O" = Open

	Rank	Name
O	1	Jacklyn Guevara
O	1	Julio Rosales Najarro
O	2	Kimberly Martinez
O	3	Amanda Zuniga-Sutton
O	3	Laura Lopez Hernandez
O	3	Jonathan Lopez
O	3	Jeanette Leyva
O	4	Maryanna Mendoza
O	4	Edgar Gayton
O	4	Clara Tiscareno
O	4	Vanessa Acosta

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification October 23, 2019

Eligibility List Established October 1, 2019

for the Classification of

Intermediate Clerical Assistant – Monolingual

"P" = Promo.

"O" = Open

Rank

Name

P	1	Armony Villalobos
P	1	Ashley Cook
P	1	Regina Luevano
P	2	Nancy Rodriguez Chavez
P	2	Maria R. Gomez
P	3	Kimberly Sy
P	3	Raquel Perez
P	3	Jeannette Rodriguez
P	4	Maria Topete
P	4	Michelle Gil
P	4	Samantha Ramirez
P	5	Christina Ramirez

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification October 23, 2019

Eligibility List Established September 17, 2019

for the Classification of

Maintenance Electrician

"P" = Promo. "O" = Open	Rank	Name
O	1	Juan Carillo
O	1	Walter Lopez
O	2	Joseph Hilke
O	2	John Windle
O	3	Levi Cajas
O	3	Paul Gomez
O	4	Ricardo Paez

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification October 23, 2019

Eligibility List Established October 3, 2019

for the Classification of

P.E. & Athletic Equipment Attendant (Male)

"P" = Promo.

"O" = Open

Rank

Name

P	1	Lienell Spicer
P	2	Felix Gonzalez
P	3	John Lozano

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification on October 23, 2019

Eligibility List Established October 4, 2019

for the Classification of

Senior Instructional Assistant – Behaviorally Challenged

"P" = Promo. "O" = Open	Rank	Name
O	1	Juan Gonzalez
O	1	Shareba Howard
O	2	Daisy Dominguez
O	2	Kathryn C. Alcantara
O	2	Lydia D. Cochran
O	2	Alejandra Guadarrama
O	3	Celena Siasat
O	3	Cynthia Guerrero
O	3	Joanna Navarro
O	3	La Keisha Bias
O	3	Abigail Sanchez
O	3	Guillermo Rodriguez
O	3	Ashley P. Morales
O	4	Bobby Terrell
O	4	Yessie Velasquez
O	4	Frances Vaaulu

Downey Unified School District
PERSONNEL COMMISSION

Submitted for Ratification October 23, 2019

Eligibility List Established September 19, 2019

for the Classification of

Warehouse Worker

"P" = Promo. "O" = Open	Rank	Name
O	1	Henry Holt
O	1	Robert Alvarado
O	2	Terelle Cormier
O	2	Ricardo Ortiz
O	2	Cesar Rodriguez
O	3	Cody Gudehus
O	3	Jeremy Dunn
O	3	Earnest Correa
O	3	Katlyn Lovo
O	4	Steven Castillo
O	4	Keith Gaxiola
O	4	Ramiro Gonzalez
O	5	Juan Lopez
O	5	David McGee

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

DATE: October 8, 2019
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 Tamara Quinn, 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 to provide support to a visually impaired student in the early childhood SDC classroom at Alameda Elementary School.

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 Alameda Elementary School, six and one-half hours per day, ten months per year, at range 105, \$3,065 - \$3,726 per month, effective September 9, 2019.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Alameda Elementary School, six and one-half hours per day, ten months per year, at range 105, \$3,065 - \$3,726 per month, effective September 9, 2019.

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

DATE: October 8, 2019
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 Mary Weyers, Principal, Price Elementary School, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant. This new position is being created to provide additional support to a new special needs student at Price Elementary School.

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 Price Elementary School, five and one-half hours per day, ten months per year, at range 105, \$3,065 - \$3,726 per month, effective September 10, 2019.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Price Elementary School, five and one-half hours per day, ten months per year, at range 105, \$3,065 - \$3,726 per month, effective September 10, 2019.

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

DATE: October 8, 2019
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, Special Education, to establish one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. This new position is being created to provide additional behavioral support to the students in a special education classroom.

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 Rio San Gabriel Elementary School, six hours per day, at range 115, \$3,217 - \$3,916 per month, effective August 14, 2019 through February 14, 2020.

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 Rio San Gabriel Elementary School, six hours per day, at range 115, \$3,217 - \$3,916 per month, effective August 14, 2019 through February 14, 2020.

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

DATE: October 8, 2019
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 Anthony Mercado, Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. This new position is being created to support the students in an upper level SDC special education classroom with behavioral challenges.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Unsworth Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,217 - \$3,916 per month, effective August 20, 2019.

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 Unsworth Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,217 - \$3,916 per month, effective August 20, 2019.

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

DATE: October 8, 2019
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 Tamara Quinn, Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped. This position is being created at Alameda Elementary School for a new student to the District with seizure activity and physical challenges.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped, assigned to Alameda Elementary School, six hours per day, ten months per year, at range 115, \$3,217 - \$3,916 per month, effective August 27, 2019.

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 Alameda Elementary School, six hours per day, ten months per year, at range 115, \$3,217 - \$3,916 per month, effective August 27, 2019.

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

MEMORANDUM

DATE: October 23, 2019

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources

**SUBJECT: AMENDMENT OF PERSONNEL COMMISSION RULE 40.100.6
APPLICANTS' NAME NOT MADE PUBLIC – FIRST READING**

BACKGROUND

This is the first reading of the proposed revision to the Personnel Commission Rules and Regulations, in order to better maintain candidate confidentiality in the recruitment process as noted below:

40.100.6 Applicants' Name Not Made Public

The names of the applicants or unsuccessful candidates in any examination shall not be made public. Further, names of individuals who are successful in examinations and are placed on the eligibility list shall not will be made public when the eligibility list is published. Number of ranked candidates ~~Rankings~~ will be indicated; however, no indication will be made of examination scores.

DIRECTOR'S RECOMMENDATION

Direct the Director of Classified Human Resources to place this item on the agenda of the next Regular Personnel Commission meeting, for consideration as a "second reading" and approval.

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

MEMORANDUM

DATE: October 23, 2019

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: RECOMMENDED RECLASSIFICATION OF SENIOR CLERICAL ASSISTANT TO INTERMEDIATE CLERICAL ASSISTANT

ACTION ITEM

Staff has reviewed the duties assigned to the Senior Clerical Assistant – Bilingual position that has been the “Receptionist/Information Desk” for the District. When the duties were reviewed, it was clear that the duties and responsibilities better correlated with the lower level classification of Intermediate Clerical Assistant – Bilingual. There are no duties that justify the higher designation of Senior Clerical Assistant.

Staff is requesting that the position be reclassified from Senior Clerical Assistant – Bilingual to Intermediate Clerical Assistant – Bilingual. The position is currently vacant and will be filled from the Intermediate Clerical Assistant – Bilingual list if the reclassification is approved.

DIRECTOR'S RECOMMENDATION

APPROVE the proposed reclassification of the position from Senior Clerical Assistant – Bilingual to Intermediate Clerical Assistant - Bilingual, effective October 24, 2019.