

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.
September 16, 2015

ADDENDUM
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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 August 19, 2015. 1-5
5. **APPROVE** Minutes of the Special Meeting of September 8, 2015. 6-7
6. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
7. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
8. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Campus Security Assistant eligibility list established August 27, 2015. 8
2. **RATIFY** certification of Instructional Assistant – Computer Applications eligibility list established September 2, 2015. 9
3. **RATIFY** certification of Irrigation Specialist eligibility list established August 21, 2015. 10
4. **RATIFY** certification of Programmer Analyst eligibility list established August 13, 2015. 11
5. **RATIFY** certification of Senior Instructional Assistant – Behaviorally Challenged eligibility list established August 27, 2015. 12-13

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. **RATIFY** certification of Senior Instructional Assistant – Severely/
Multiply Handicapped eligibility list established August 17, 2015. 14
7. **RATIFY** the classification of one Custodian, A-Shift, position
established by the Board of Education, assigned to Pace School,
effective August 26, 2015. 15
8. **RATIFY** the classification of one Food Service Assistant II position
established by the Board of Education, assigned to Columbus High
School, effective August 24, 2015. 16
9. **RATIFY** the classification of one limited-term Intermediate Clerical
Assistant-Bilingual position established by the Board of Education,
assigned to the Transportation Department, effective August 27, 2015
through February 29, 2016. 17
10. **RATIFY** the classification of two limited-term Intermediate Clerical
Assistant positions established by the Board of Education, assigned
to the Curriculum, Instruction, and Assessment Department, effective
August 3, 2015 through September 4, 2015. 18
11. **RATIFY** the classification of three limited-term Intermediate Clerical
Assistant positions established by the Board of Education, assigned
to Instructional Support Programs, effective July 15, 2015 through
August 21, 2015. 19
12. **RATIFY** the classification of one limited-term Intermediate Clerical
Assistant position established by the Board of Education, assigned to
Downey High School, effective September 1, 2015 through
October 16, 2015. 20
13. **RATIFY** the classification of one School Based Therapist position
established by the Board of Education, assigned to the Student
Services Department, effective August 27, 2015. 21
14. **RATIFY** the classification of one Senior Instructional Assistant-
Behaviorally Challenged position established by the Board of
Education, assigned to Gallatin Elementary School, effective
August 26, 2015. 22
15. **RATIFY** the classification of one Senior Instructional Assistant-
Behaviorally Challenged position established by the Board of
Education, assigned to Unsworth Elementary School, effective
August 25, 2015. 23
16. **RATIFY** the classification of one Senior Instructional Assistant-
Severely/Multiply Handicapped position established by the Board of
Education, assigned to Imperial Elementary School, effective
August 28, 2015. 24
17. **RATIFY** the classification of one School Office Manager position
established by the Board of Education, assigned to Ward Elementary
School, effective June 30, 2015. 25

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| 18. APPROVE the changes to the class description for the classification of Computer/Network Support Technician as submitted, effective September 17, 2015. | 26-30 |
| 19. APPROVE the changes to the class description for the classifications of Food Service Supervisor II and Food Service Supervisor III as submitted, effective September 17, 2015. | 31-39 |
| 20. APPROVE the changes to the class description for the classification of Warehouse Supervisor as submitted, effective September 17, 2015. | 40-44 |
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- III. OLD BUSINESS
- None.
- IV. NEW BUSINESS
1. **ANNOUNCE** intent to appoint Dianne Lumsdaine to the Personnel Commission for a three-year term beginning December 1, 2015.
- V. NEXT REGULAR MEETING
- October 21, 2015 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