

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

AGENDA #2

Regular Meeting  
Lloyd L. Stromberg Conference Room

3:00 p.m.  
September 19, 2018

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 June 20, 2018. 1-6
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 Intermediate Accounting Assistant eligibility list established August 29, 2018. 7
2. **RATIFY** certification of Maintenance Locksmith eligibility list established August 23, 2018. 8
3. **RATIFY** certification of Occupational Therapist eligibility list established August 24, 2018. 9
4. **RATIFY** certification of Physical Therapist eligibility list established August 24, 2018. 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)]

5. **RATIFY** the classification of one Limited-Term Intermediate Clerical Assistant position established by the Board of Education, assigned to Classified Human Resources, effective August 27, 2018 through September 7, 2018. 11
6. **RATIFY** the classification of three Senior Instructional Assistant-Behaviorally Challenged positions established by the Board of Education, assigned to Alameda Elementary School, effective August 13, 2018. 12
7. **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 13, 2018 through September 28, 2018. 13
8. **RATIFY** the classification of one Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, assigned to Williams Elementary School, effective August 13, 2018. 14
9. **RATIFY** the classification of one Limited-Term Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, assigned to Gallatin Elementary School, effective August 13, 2018 through October 31, 2018. 15
10. **APPROVE** changes to the class description for the classification of Director, Purchasing and Warehouse as submitted, effective September 20, 2018. 16-19
11. **APPROVE** the salary change for Director, Purchasing and Warehouse from Range 137 (\$9,207 - \$11,186) to Range 140 (\$9,898 - \$12,029) on the Classified Management Salary Schedule, effective September 20, 2018. 20
12. **APPROVE** changes to the class description for the classification of Pool Maintenance Worker as submitted, effective September 20, 2018. 21-24

III. OLD BUSINESS

None.

IV. NEW BUSINESS

None.

V. NEXT REGULAR MEETING

October 17, 2018 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

August 22, 2018

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, August 22, 2018 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#1  
PLEDGE OF  
ALLEGIANCE

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

#2  
ROLL

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

Present:        John Kennedy  
                     Dianne Lumsdaine  
                     Angie Rademaker

#3  
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 June 20, 2018.

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

#4  
CORRESPONDENCE  
RECEIVED

No correspondence was received.

#5  
ORAL  
COMMUNICATIONS

Ms. Rademaker shared that the Staff Development Day on Monday, August 13<sup>th</sup> was very moving. She was very moved by both speakers, Brent Shubin and Wendy Welt, and felt that the day was well worth it.

Ms. Rademaker mentioned that she completed her Mandated Reporters Training and reminded all those present to complete theirs as well.

Ms. Rademaker shared that the Helpful Honda Guys will be performing a "Random Act of Helpfulness" at Griffiths Middle School for the Robotics team.

Mr. Kennedy shared he really enjoyed the Staff Development Day and gave kudos to Ashley Greaney for organizing it.

Mr. Kennedy also thanked Linda Ratzlaff for organizing the Annual Mandated Reporters Training.

Mr. Kennedy invited all present to attend the 101<sup>st</sup> birthday celebration for Dr. Mary Stauffer on Friday, August 24, 2018, at the Assistance League Chapter house from 11:30 am to 1:30 pm.

Ms. Lumsdaine shared that she also enjoyed the Staff Development Day and found it very inspirational.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Pam Martinez, President, CSEA Unit I; Norma Garcia, Parliamentarian, CSEA Unit I; John Torres, President, CSEA Unit II; John Shook, Director, M.O.T. Services; Michael Martinez, Sr. Director, Budget & Finance; Andrea Iacovitti, Asst. Director, Budget & Finance; and all others present.

Ms. Arko shared that the District Leadership Team committed "Random Acts of Helpfulness" throughout the Downey Community on Friday, August 3<sup>rd</sup>. She stated that it felt very rewarding to help the community and those that work there.

Ms. Arko invited the Commissioners to attend the Annual State of the Schools breakfast on Friday, October 5, 2018, at 7:00 am, at the Los Angeles County Office of Education – West Conference Center, 12830 Columbia Way, Downey.

Ms. Arko announced that the new Director of Food Services is Marc Milton and mentioned that he would be invited to attend the next Personnel Commission meeting in September.

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

#6  
PUBLIC HEARD

Ms. Elizabeth Gallardo, a current District Custodian, inquired about the abolishment of the eligibility list for P.E. and Athletic Equipment Attendant. She stated that she is one of the candidates on the current eligibility list that was established in February and explained that every time she contacts Human Resources to inquire about the open position, she does not receive a clear answer. She then found out that the eligibility list was being abolished and she would like to know why.

Ms. Arko responded that this is an unusual request to bring to the Personnel Commission but explained that it has been a struggle to fill the position because the minimum qualifications in the job description did not reflect the custodial requirements of the position. As such, one of the action items on the days' consent agenda is the revision of the minimum qualifications for the position of P.E. and Athletic Equipment Attendant. With this change, the District anticipates having a much better eligibility list from which the hiring authority can select. Ms. Arko explained that once the eligibility list has been abolished, the District will reach out to all the candidates on the eligibility list and inform them of the new minimum qualifications and invite them to reapply for the position.

Mr. Kennedy clarified that basically the District is adding a custodial component to the class description which makes the current eligibility list

invalid as it does not meet the new minimum qualifications. Ms. Arko responded that was correct.

Ms. Lumsdaine stated that it is unusual for the District to make this type of request but encouraged Ms. Gallardo to reapply because with her considerable custodial experience, she should do well in the new recruitment.

Ms. Lumsdaine responded that the Commissioners hands are tied as the purpose of the Personnel Commission is to classify positions and ensure that the Rules and Regulations are being followed, but they do not have the authority to hire individuals from the eligibility list. Ms. Lumsdaine wished Ms. Gallardo the best of luck.

Dr. Garcia thanked the Commissioners for attending the Staff Development Day on August 13<sup>th</sup> and truly appreciated that all three Commissioners took time out of their day to attend. He thanked Brent Shubin and Wendy Welt for setting an inspirational tone for the year.

Ms. Rademaker thanked Dr. Garcia for inviting the Commissioners on that day.

Mr. Kennedy shared that he feels it's always nice for the employees to reconnect with other employees that may have moved to another school site.

Dr. Garcia shared that the Southern California Honda Dealers Association (SCHDA) was contacted by one of the parents of one of the students on the Griffiths Middle School Robotics team requesting donations for them. Subsequently, SCHDA contacted Dr. Rani Bertsch and informed her that they wanted to help the Robotics team. Dr. Garcia stated that it was a challenge to keep it a secret from the teacher and the students, but they were successful in pulling it off and the television commercial is due to be aired the week of September 13<sup>th</sup>.

Dr. Garcia shared that the District had a very good start to the school year.

#### #7 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 8-21).

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

#### #8 RATIFY CERTIFICATION OF DIRECTOR, FOOD SERVICES ELIGIBILITY LIST

**RATIFY** certification of Director, Food Services eligibility list established June 21, 2018.

- #9  
RATIFY CERTIFICATION OF  
FOOD SERVICE ASSISTANT  
ELIGIBILITY LIST
- RATIFY** certification of Food Service Assistant eligibility list established July 12, 2018.
- #10  
RATIFY CERTIFICATION OF  
INTERMEDIATE CLERICAL  
ASSISTANT-BILINGUAL / BI-  
LITERATE ELIGIBILITY LIST
- RATIFY** certification of Intermediate Clerical Assistant – Bilingual / Bi-literate eligibility list established June 25, 2018.
- #11  
RATIFY CERTIFICATION OF  
INTERMEDIATE CLERICAL  
ASSISTANT-MONOLINGUAL  
ELIGIBILITY LIST
- RATIFY** certification of Intermediate Clerical Assistant – Monolingual eligibility list established June 25, 2018.
- #12  
RATIFY CERTIFICATION OF  
LEAD GROUNDSKEEPER  
ELIGIBILITY LIST
- RATIFY** certification of Lead Groundskeeper eligibility list established June 21, 2018.
- #13  
RATIFY CERTIFICATION OF  
MAINT. ELECTRICIAN  
ELIGIBILITY LIST
- RATIFY** certification of Maintenance Electrician eligibility list established June 12, 2018.
- #14  
RATIFY CERTIFICATION OF  
NURSING PROGRAM ASST.  
ELIGIBILITY LIST
- RATIFY** certification of Nursing Program Assistant eligibility list established June 27, 2018.
- #15  
RATIFY CERTIFICATION OF  
PROGRAMMER ANALYST  
ELIGIBILITY LIST
- RATIFY** certification of Programmer Analyst eligibility list established August 8, 2018.
- #16  
RATIFY CERTIFICATION OF  
TLC RESOURCE CENTER  
ASST. ELIGIBILITY LIST
- RATIFY** certification of TLC Resource Center Assistant eligibility list established June 28, 2018.
- #17  
RATIFY CLASSIFICATION  
OF ONE LIMITED-TERM  
INTER. CLERICAL ASST.  
POSITION
- RATIFY** the classification of one Limited-Term Intermediate Clerical Assistant position established by the Board of Education, assigned to Food Services Department, effective August 6, 2018 through November 30, 2018.
- #18  
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 Food Services Department, effective August 6, 2018 through November 30, 2018.

- #19  
APPROVE CHANGES TO CLASS DESCRIPTION FOR P.E. & ATHLETIC EQUIP. ATTENDANT  
**APPROVE** changes to the class description for the classification of P.E. and Athletic Equipment Attendant as submitted, effective August 23, 2018.
- #20  
APPROVE CHANGES TO CLASS DESCRIPTION FOR MAINTENANCE LOCKSMITH  
**APPROVE** changes to the class description for the classification of Maintenance Locksmith as submitted, effective August 23, 2018.
- #21  
APPROVE CHANGES TO CLASS DESCRIPTION FOR OCCUPATIONAL THERAPIST  
**APPROVE** changes to the class description for the classification of Occupational Therapist as submitted, effective August 23, 2018.
- #22  
OLD BUSINESS  
None.
- #23  
NEW BUSINESS
- #24  
APPROVE ABOLISHMENT OF ELIGIBILITY LIST FOR P.E. AND ATHLETIC EQUIPMENT ATTENDANT  
A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the abolishment of the eligibility list for P.E. and Athletic Equipment Attendant.
- | <u>Roll-Call Vote</u> | <u>Ayes</u> | <u>Noes</u> | <u>Abstained</u> |
|-----------------------|-------------|-------------|------------------|
| John Kennedy          | X           |             |                  |
| Dianne Lumsdaine      | X           |             |                  |
| Angie Rademaker       | X           |             |                  |
- #25  
RECEIVE AND APPROVE THE FIFTY-SECOND ANNUAL REPORT  
A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **RECEIVE** and **APPROVE** the Fifty-Second Annual Report of the Personnel Commission to the Board of Education.
- | <u>Roll-Call Vote</u> | <u>Ayes</u> | <u>Noes</u> |
|-----------------------|-------------|-------------|
| John Kennedy          | X           |             |
| Dianne Lumsdaine      | X           |             |
| Angie Rademaker       | X           |             |
- #26  
NEXT REGULAR MEETING  
The next Regular Meeting of the Personnel Commission will be September 19, 2018, at 3:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.
- #27  
CLOSED SESSION  
The Personnel Commission retired to closed session at 4:34 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.



#28  
OPEN SESSION

The Personnel Commission returned to open session at 5:03 p.m. There were no reportable actions taken during closed session.

#29  
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Suzanne Trujillo, retired Instructional Assistant for over 25 years; and Dora Ofelia Vidal, mother of Dora Garcia, Sr. Clerical Assistant, Student Services; at 5:04 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 September 19, 2018

Eligibility List Established August 29, 2018

for the Classification of  
Intermediate Accounting Assistant

"P" = Promo. "O" = Open	Rank	Name
P	1	Janet Gera
P	2	Elizabeth Villalobos
O	3	Tammy Sanders
O	3	Agustin Medina
O	3	Mary Esguerra
O	4	Siboney Cardenas
O	4	Megan Houck
O	5	Rocio Berru

Downey Unified School District  
PERSONNEL COMMISSION

Submitted for Ratification September 19, 2018

Eligibility List Established August 23, 2018

for the Classification of

Maintenance Locksmith

"P" = Promo.

"O" = Open

Rank

Name

P

1

Daniel Alarcon

Downey Unified School District  
PERSONNEL COMMISSION

Submitted for Ratification September 19, 2018

Eligibility List Established August 24, 2018

for the Classification of

Occupational Therapist

"P" = Promo.

"O" = Open

	Rank	Name
O	1	Dayna Lee
O	1	Daniel Guirao
O	1	Elizabeth Lopez
O	2	Almace Ignacio
O	2	Jordan Shoup
O	2	Lauren Davis
O	3	Rose Robel
O	3	Yorda Vasquez
O	3	Tiffany Lau
O	3	Emily Herren
O	4	Marlene Castaneda
O	4	Shu Man Chow
O	4	Emily Crizer

Downey Unified School District  
PERSONNEL COMMISSION

Submitted for Ratification September 19, 2018

Eligibility List Established August 24, 2018

for the Classification of

Physical Therapist

"P" = Promo.

"O" = Open

Rank

Name

O

1

Christy Marilo

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

DATE: September 11, 2018  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: ESTABLISHMENT OF ONE NEW LIMITED-TERM POSITION  
(INTERMEDIATE CLERICAL ASSISTANT)

ACTION ITEM

We have received a request from BethAnn Arko, Director, Classified Human Resources, to establish one new limited-term position with duties corresponding to the current classification of Intermediate Clerical Assistant. This position is needed to provide additional clerical support required for the start of the new school year.

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 Intermediate Clerical Assistant, assigned to the Classified Human Resources Department, eight hours per day, at range 115, \$3,123 - \$3,802 per month, effective August 27, 2018 through September 7, 2018.

**SUPERINTENDENT'S RECOMMENDATION:**

RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Intermediate Clerical Assistant, assigned to the Classified Human Resources Department, eight hours per day, at range 115, \$3,123 - \$3,802 per month, effective August 27, 2018 through September 7, 2018.

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

DATE: September 11, 2018  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (SENIOR  
INSTRUCTIONAL ASSISTANT-BEHAVIORALLY CHALLENGED)

ACTION ITEM

We have received a request from Billie Barrios, Program Administrator, Special Education, to establish three new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged. These new positions are being created to provide behavioral support to the students in the new Kindergarten SBC classroom at Alameda Elementary School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, 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 13, 2018.

**SUPERINTENDENT'S RECOMMENDATION:**

RATIFY the establishment of three new positions with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, 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 13, 2018.

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

DATE: September 11, 2018  
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 limited-term position is being created to provide behavioral support to two new students who have severe behavior concerns as they transition into their new school.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Behaviorally Challenged, assigned to Rio San Gabriel Elementary School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective August 13, 2018 through September 28, 2018.

**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 and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective August 13, 2018 through September 28, 2018.



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

DATE: September 11, 2018  
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 provide behavioral support to a new special needs student at Williams Elementary School whose IEP specifies the requirement for an Additional Adult Assistant.

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 Williams Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective August 13, 2018.

**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 Williams Elementary School, six and one-half hours per day, ten months per year, at range 115, \$3,123 - \$3,802 per month, effective August 13, 2018.

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

DATE: September 11, 2018  
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-SEVERELY/MULTIPLY HANDICAPPED)

ACTION ITEM

We have received a request from Wayne Shannon, Assistant Superintendent, Elementary Education, to establish one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped. This new limited-term position is being created at Gallatin Elementary School for a new student to the District that has medical and physical challenges.

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-Severely/Multiply Handicapped, assigned to Gallatin Elementary School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective August 13, 2018 through October 31, 2018.

**SUPERINTENDENT'S RECOMMENDATION:**

RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Senior Instructional Assistant-Severely/Multiply Handicapped, assigned to Gallatin Elementary School, six and one-half hours per day, at range 115, \$3,123 - \$3,802 per month, effective August 13, 2018 through October 31, 2018.

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

**MEMORANDUM**

**DATE:** September 19, 2018

**TO:** Personnel Commission

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

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION -  
DIRECTOR, PURCHASING & WAREHOUSE**

**ACTION ITEM**

The current class description for Director, Purchasing and Warehouse was reviewed while examining the classification's internal alignment on the Classified Management Salary Schedule. The review highlighted that the class description never included the knowledge and abilities sections.

Staff recommends adding the knowledge and abilities sections to accurately reflect the representative duties and align the description with similar director-level classifications in the district. Staff also recommends making some slight edits to the licensure and working conditions sections of this classification to update the description language.

**DIRECTOR'S RECOMMENDATION**

**APPROVE** changes to the class description for the classification of Director, Purchasing and Warehouse as submitted, effective September 20, 2018.

**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MANAGEMENT**

**CLASS TITLE: DIRECTOR, PURCHASING AND WAREHOUSE**

**BASIC FUNCTION:**

Under the direction of the ~~Assistant~~ Associate Superintendent, Administrative Business Services, plan, coordinate, organize, direct, and control the purchasing and warehouse operations of the District; supervise purchasing and warehouse personnel; coordinate and oversee contract management functions for the District.

**REPRESENTATIVE DUTIES:**

Direct, plan, and supervise the purchase, receipt, storage, and distribution of ~~food products, supplies and equipment~~ equipment, supplies, and food products in accordance with established District purchasing policies; conform to legal requirements of the State of California and the Federal Government Codes. *E*

Develop recommendations for contracting, purchasing, and warehouse policies; develop contracting, purchasing and warehouse budgets. *E*

Develop, and implement, and oversee departmental District regulations, forms, and procedures for efficient and effective contracting, purchasing, and warehouse operations; develop and maintain a contracting, purchasing, and warehouse policy and procedures handbook. *E*

Supervise and prepare specifications and formal bid documents; analyze and evaluate bids received and recommend bid acceptance or rejection. *E*

Coordinate the bidding and contract management for building construction projects with architects and District facilities staff; conduct bid openings and prepare necessary reports. *E*

Supervise the preparation of the warehouse stock catalog; maintain an effective equipment supply inventory management system; establish and maintain bid calendar for efficient quantity buying. *E*

Administer and coordinate transfer, sales, and disposal of surplus or obsolete property and scrap material as authorized by the Board of Education. *E*

Meet with school committees and administrative officials regarding contracting and purchasing needs, specifications, quality control, and standardization of contracted work, supplies and equipment; maintain effective staff relationships to better serve other departments and schools. *E*

Interview and correspond with contractors and vendors and District staff. *E*

Administer and supervise destruction of records; prepare reports; attend meetings and conferences pertaining to contracting, purchasing, and warehousing duties. *E*

Interpret legal codes and advise District staff on contract law and applications; attend board meetings to support and explain agenda items. *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:**

- Legal requirements governing purchasing procedures, formal bidding requirements, contractual agreements, and business functions in the district as contained in the California Education Code, Public Contract Code, Civil Code, and other applicable laws and regulations.
- Principles, terms, and commonly used procedures and practices in procurement, contracts, and warehousing.
- Types and sources of equipment, supplies, products, and services used in a large school district.
- Fundamentals of macro and microeconomics.
- Warehousing methods for inventory movement and accountability.
- Internal controls for purchasing and warehouse facilities.
- Government accounting requirements for fixed asset control.
- Computer software and programs related to the duties and responsibilities of the position.
- Management principles/techniques, including planning, budgeting principles, and project management.
- Principles and practices of personnel administration, including training, supervision, and organization of work.
- Principles and methods of effective oral and written communications.

### **ABILITY TO:**

- Maintain current knowledge of advances in the field.
- Establish a positive and cooperative rapport, and maintain effective relationships with staff, administrators, school and office personnel, vendors, contractors, and related entities.
- Supervise, train, and evaluate technical and support staff.
- Communicate effectively both orally and in writing.
- 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.

- Make evaluations or decisions without immediate supervision.
- Accept and carry out responsibility for directions, control, and planning.
- Relate to others beyond giving and receiving instructions, influencing people on a consistent basis.
- Demonstrate leadership to promote positive teamwork.
- Exhibit integrity, ethical behavior, and strength of character.
- Work independently and manage time effectively and flexibly to carry out tasks and respond to frequent emergencies.
- Manage multiple simultaneous projects.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's Degree in business administration and governmental procurement and four years of responsible purchasing experience preferably in a public or governmental agency, with two years at a lead or supervisory level.

## **LICENSES AND OTHER REQUIREMENTS:**

~~Possession of a valid Class 3 California Driver's license.~~

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:**

Warehouse and office environment; subject to driving a vehicle to conduct work.

### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information and make presentations; and walking and standing for extended periods of time.

Proposed Revisions, September 2018, D.U.S.D  
June 1989, Ewing & Company

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

**MEMORANDUM**

**DATE:** September 19, 2018  
**TO:** Personnel Commission  
**FROM:** BethAnn Arko, Director, Classified Human Resources  
**SUBJECT: SALARY CHANGE – DIRECTOR, PURCHASING & WAREHOUSE**

**ACTION ITEM**

In order to maintain internal alignment with other director-level classifications within the Classified Management Salary Schedule, staff is requesting to reallocate Director, Purchasing and Warehouse from Range 137 to Range 140.

This was the only, currently filled, director-level classification below Range 140 on the salary schedule, yet the duties, responsibilities, and qualifications do not warrant lower pay. This adjustment will align the classification with similar director-level classifications.

**DIRECTOR'S RECOMMENDATION**

**APPROVE** the salary change for Director, Purchasing and Warehouse from Range 137 (\$9,207 – \$11,186) to Range 140 (\$9,898 - \$12,029) on the Classified Management Salary Schedule, effective September 20, 2018.

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

**MEMORANDUM**

**DATE:** September 19, 2018

**TO:** Personnel Commission

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

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – POOL  
MAINTENANCE WORKER**

**ACTION ITEM**

The current class description for Pool Maintenance Worker was reviewed with Craig Karli, Maintenance Supervisor. After review, staff recommends changes to the class description to more accurately reflect and outline the certification requirements of this classification given changes in industry standards. Staff also recommends adding communication abilities, licensure, and physical abilities requirements that were previously not included in order to maintain internal consistency and alignment with related classifications in the department.

The recommended job description change will be to add a valid driver's license and insurability requirement to the licensure section as well as require possession of Aquatic Facility Operator or Certified Pool/Spa Operator certification within the probationary period. Additionally, lifting up to 60 pounds will be added in order to successfully perform the physical requirements of the listed duties. Finally, the ability to communicate effectively with others will be added to the abilities section.

**DIRECTOR'S RECOMMENDATION**

**APPROVE** changes to the class description of Pool Maintenance Worker as submitted, effective September 20, 2018.



**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
CSEA UNIT II**

**CLASS TITLE: POOL MAINTENANCE WORKER**

**BASIC FUNCTION:**

Under the direction of the Maintenance Supervisor, operate, clean, and perform routine maintenance on swimming pool; maintain related facilities and equipment in a safe, clean, and sanitary manner.

**REPRESENTATIVE DUTIES:**

Operate, clean, and perform routine maintenance and repairs on swimming pool; inspect filters, pumps, heaters, and associated piping for leaks and faulty equipment; check temperature and pressure gauges. *E*

Repair chemical pumps, calculate and adjust chemical feed rates; calibrate chemical feed telemetry equipment. *E*

Vacuum pool, clean gutters and drains, inspect and clean diving board, pool interior and guard towers; backwash filters. *E*

Check pool chemicals and adjust to assure proper levels at all times, using respirator as needed. Maintain records associated with proper maintenance of pool and related facilities. *E*

Maintain detailed records of water quality; document and maintain records of fecal incident or any other incident pertaining to water quality. *E*

Maintain related facilities in a clean and sanitary manner; sweep pool deck, pick up trash and towels. *E*

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

Perform minor repairs and preventative maintenance for the pool, its equipment, and related facilities. Check fire extinguishers and safety equipment to be sure they are operational. *E*

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

- Pool operation and general maintenance methods.
- Proper methods of inspection and maintenance of pool filters, pumps, heaters, and associated piping for leaks and faulty equipment.
- Proper maintenance practices for pool telemetry.
- Proper methods of pool chemical application, and of maintaining proper water conditions.
- Proper use of respirator.
- Methods to maintain pool areas and facilities in a clean, safe, and sanitary manner.
- Water safety.

### **ABILITY TO:**

- Read plans, drawings and piping diagrams.
- Use respirator as required in the maintenance of pool chemical balance.
- Inspect filters, pumps, heaters, and associated piping for leaks and faulty equipment.
- Check pool temperature and pressures gauges.
- Operate, clean, and maintain swimming pool and surrounding facilities in a clean and sanitary manner.
- Vacuum pool, clean gutters and drains, backwash filters, using related equipment.
- Work with various chemicals used in pool trades.
- Learn and apply related rules, regulations, policies, and guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively with others.
- Swim with such proficiency as is required in performance of duties.
- Demonstrate general mechanical aptitude in maintaining pool and related facilities.
- Demonstrate mental acuity sufficient to perform the essential functions of

the position.

- Be motivated to produce high quality work product.
- 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 two years of responsible experience in the maintenance of a large swimming pool utilized by the public. ~~Possession of Pool/Spa Operator Certificate and/or California Grade I or II Water Treatment Plant Certificate desirable~~

## **LICENSES AND OTHER REQUIREMENTS:**

Must have and maintain a valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate. Possession of Aquatic Facility Operator or Certified Pool/Spa Operator certification within probationary period and must remain certified during employment.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor environment; exposure to pool chemicals; exposure to adverse weather conditions;

### **PHYSICAL ABILITIES:**

Strenuous physical exertion; pushing, pulling, lifting, carrying items weighing up to 60 pounds; bending, stooping. Seeing to read gauges; dexterity of hands and fingers to operate pool maintenance equipment; ~~and bending to perform duties.~~

### **HAZARDS:**

Chemical fumes such as chlorine and acids; potential of prolonged exposure to sun.

Proposed Revisions, September 2018, D.U.S.D.  
November 2004, D.U.S.D.  
January 2001, D.U.S.D.  
November 1997, D.U.S.D.  
May 1997, D.U.S.D.  
February 1993, D.U.S.D.  
June 1989, Ewing & Company