

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

AGENDA #6

Special Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
December 6, 2017

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 the proposed new classification of Associate Superintendent, Business Services with the salary to be negotiable, effective December 7, 2017. 1-4

II. CLOSED SESSION

Public Employee Performance Evaluation – Title: Director,
Classified Human Resources, in accordance with provisions
of the Government Code Section §54957.

III. NEXT REGULAR MEETING

December 20, 2017 at 4:00 p.m. in the Lloyd L. Stromberg
Conference Room.

IV. ADJOURNMENT

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)]

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

MEMORANDUM

DATE: December 6, 2017

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources

**SUBJECT: RECOMMENDED CLASSIFICATION CHANGES AND TITLE CHANGE
FROM ASSISTANT SUPERINTENDENT, BUSINESS SERVICES TO
ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES**

ACTION ITEM

The District is requesting a minor reorganization within the Senior Management positions. Staff is requesting a minor update in the duties (deleting technology from the responsibilities), changing the title, and updating the salary for the Business Services position. The proposed new title is Associate Superintendent, Business Services. The salary would be negotiable and would be noted in the employment contract.

DIRECTOR'S RECOMMENDATION

APPROVE the proposed new classification of Associate Superintendent, Business Services with the salary to be negotiable, effective December 7, 2017.

DOWNEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent, organizes and directs the financial management of the District, and controls all District business functions. These functions include budgeting, accounting, payroll, purchasing, warehousing, food service, facilities, maintenance, operations, transportation, technology, insurance administration in a self-funded environment, and primary responsibility for risk management. This is a senior management position. This position functions as the Chief Business Official for the District.

REPRESENTATIVE DUTIES:

Serves on Superintendent's Executive Cabinet. *E*

Administers and maintains agreements, contracts, leases, and property control. *E*

Manages the insurance programs of the District; assures proper coverage of District's risks, including property and personnel, in a partially self-funded environment. *E*

Administers the District's health and welfare programs including a substantial self-funded component. *E*

Recommends changes in organization, procedures, and policies. *E*

Analyzes requirements for a variety of reports; interprets and applies laws, rules, regulations, contracts, union agreements, labor codes, and State Education Codes. *E*

Meets with District administrators, consultants, and the public concerning school business matters. *E*

Prepares Board items and attends meetings of the Board of Education. *E*

Reviews, inspects, and evaluates work performed by administrative and supervisory personnel immediately under his/her direction. *E*

Assists and represents the District in the area of community relations. *E*

Plays key role in developing District's position in collective bargaining. *E*

REPRESENTATIVE DUTIES: (Continued)

Ensures compliance with local, State, and Federal laws and regulations. *E*

Drives a vehicle to various sites to conduct work. *E*

Serves as the Superintendent's designee for various Joint Powers Authorities and committees. *E*

Serves as District representative at various meetings, seminars, workshops, and conferences as required. *E*

Performs 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:

Principles and methods of modern public and business administration and management.

Applicable laws, codes, regulations, policies, and procedures related to school finance, contract laws, business law, State school building guidelines, risk management and liability issues, and other finance-related laws.

Effective fiscal management, including school budget preparation and financial reporting requirements.

Principles and methods for proper building maintenance and operations, purchasing, warehousing, transportation, property control, insurance and contracts administration.

Characteristics and capabilities of modern technology equipment and software.

Collective bargaining procedures.

Objectives and operation of a school district.

Principles and practices of personnel administration, including training, supervision, and organization of work.

Standard computer software programs used in business operations.

ABILITY TO:

Plan, organize, and direct a broad division of management programs.

Read, interpret and administer statutes, policies, and regulations concerned with the legal responsibility of the District.

Collect, assimilate and evaluate data, and prepare sound recommendations based on such information.

KNOWLEDGE AND ABILITIES: (Continued)

ABILITY TO: (Cont'd.)

Prepare and present clear and comprehensive oral and written reports appropriate to each audience.

Reason in the abstract, process information, and resolve complex problems.

Exercise good judgment when making decisions affecting District operations.

Direct the maintenance of a variety of reports and files related to assigned activities.

Supervise, train, and evaluate the work of others.

Develop and maintain cooperative and effective working relationships with other administrators, outside agencies, and the public.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A Master's degree in business or public administration from an accredited institution, and a minimum of five years' school district experience, preferably in an agency with an enrollment of 10,000 students or more.

The ideal candidate will have successful experience in planning, organizing, and directing a broad management program, with leadership in and responsibility for multiple departments, such as risk management, accounting, budgeting, purchasing, warehousing, facilities, food services, technology, and transportation.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information and to make presentations; and seeing to read, analyze and review complex data.

Proposed Revisions December 2017

November 2012, D.U.S.D.

July 2004, D.U.S.D.