

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

AGENDA #7

Regular Meeting
Virtually Via Zoom Video Conference

4:00 p.m.
February 17, 2021

In accordance with Governor Newsom's Executive Order N-29-20, and as a response to mitigate the spread of Coronavirus known as COVID-19 by practicing social distancing, the Meeting of the Personnel Commission scheduled for Wednesday, February 17, 2021 at 4:00 pm will be conducted virtually. There will be no public meeting space. To connect to the meeting electronically or telephonically, see information below:

The link to join the Personnel Commission meeting online is:

[Meeting ID: 201 156 0722](#)

Password: 7CgVKL

and will be made active at 4:00 pm on February 17, 2021.

To connect to the meeting by telephone, see information below:

(408) 638-0968 or (669) 900-6833

Meeting ID: 201 156 0722

Passcode: 469731

Public comments may be submitted by email (only). Persons who want to comment on topics not included on the agenda or comment on agenda topics are invited to submit comments via email to: barko@dusd.net on or before the date of the meeting by 2:00 p.m. All public comments will be read into the record at the meeting. Please limit comments to 300 words or less (3 minutes).

In compliance with the American Disabilities Act, those requiring special assistance to access the Personnel Commission meeting room or written documents being discussed at the Personnel Commission meeting or to otherwise participate at Personnel Commission Meetings, please contact the Director, Classified Human Resources, BethAnn Arko, at barko@dusd.net at least 48 hours prior to the meeting so we can accommodate reasonable requests.

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 January 27, 2021.

1-4

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. **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 Attendance/Records Clerk Bilingual/Bi-Literate eligibility list established February 9, 2021. 5
- III. OLD BUSINESS
- None.
- IV. NEW BUSINESS
1. **APPROVE** the proposed new classification of Facilities Construction Coordinator as attached with placement of the classification on the Classified Management Salary Schedule at Range 120 (\$6,365 - \$7,739 per month), effective February 18, 2021. 6-13
 2. **APPROVE** the proposed new classification of Communications Specialist with the salary placement on the Unit I Salary Schedule Range 200 (\$4,959 - \$6,029 per month), effective February 18, 2021. 14-18
 3. **DISCUSS** Merit Elections AB 289 (Calderon). 19-20
- V. NEXT REGULAR MEETING
- March 17, 2021 at 4:00 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, CA 90241.
- 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

January 27, 2021

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, January 27, 2021 at 4:00 p.m. via Zoom video conference.

#93
PLEDGE OF
ALLEGIANCE

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

#94
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#95
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 November 18, 2020.

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

#96
CORRESPONDENCE
RECEIVED

No correspondence was received.

#97
ORAL
COMMUNICATIONS

Ms. Rademaker stated that she attended the recent Board of Education meeting via Zoom.

Ms. Rademaker thanked Dr. Garcia and the Board of Education for their continued support of the District employees. She also thanked the Food Service Department for continuing to provide meals to the students of the District.

Mr. Kennedy wished everyone a Happy New Year.

Mr. Kennedy shared that he also attended the Board of Education meeting via Zoom and is hopeful that District employees will be able to obtain the COVID-19 vaccine through PIH Health, as was discussed in the meeting.

Mr. Kennedy praised the District's teachers on the fine job they have been doing under such difficult circumstances. He looks forward to the day that they can all return to the classroom.

Mr. Kennedy expressed his sadness at the news of Dr. Edward Potter's passing due to the COVID-19 virus.

Ms. Lumsdaine shared that she also has been attending the Board of Education meetings via Zoom. She welcomed the new Board of Education members Linda Saldana and Jose Rodriguez. She thanked them both for taking the time to attend the Personnel Commission meetings.

Ms. Lumsdaine acknowledged the attendance of Linda Saldana, Member, Board of Education (via Zoom); Dr. John Garcia, Superintendent (via Zoom); Alyda Mir, Assistant Superintendent, Certificated Human Resources (via Zoom); John Shook, Director, M.O.T. Services (via Zoom); and all others present via Zoom.

Ms. Arko introduced and welcomed the new CSEA Unit I Executive Board, Peggie Chesser, President; Marisol Alarid, and Wanda Iacovitti.

Ms. Arko introduced that the new Personnel Analyst, Jaimie Valdez, and shared that she has been very innovative in how she has run some of the recent recruitments.

Ms. Arko shared that the Board of Education has set the next tentative school reopening date for Monday, March 15th.

Ms. Arko shared that the District is working hard to obtain COVID-19 vaccines for its employees at one of the local vaccination super sites such as Dodger Stadium or the Los Angeles County Office of Education (LACOE) offices in Downey and also possibly with our health partners, PIH Health and the City of Downey.

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

Ms. Arko shared how impressed she is with the great job that the new Personnel Analyst, Jaimie Valdez, has been doing during these most challenging times and invited her to introduce herself.

Ms. Valdez shared how evident it is that Downey Unified School District is such a great place to work. She shared that she feels privileged to be a part of such a great team.

#98
PUBLIC HEARD

Dr. Garcia wished the Personnel Commissioners a Happy New Year.

Dr. Garcia welcomed the new CSEA Unit I president, Peggie Chesser and the other executive board members, Marisol Alarid and Wanda Iacovitti. He stated that he looks forward to continuing to work with the CSEA during these difficult times.

Dr. Garcia welcomed the new Personnel Analyst, Jaimie Valdez.

#99
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 100-106).

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

#100
RATIFY CERTIFICATION OF
DATABASE ADMINISTRATOR
ELIGIBILITY LIST

RATIFY certification of Database Administrator eligibility list established December 17, 2020.

#101
RATIFY CERTIFICATION OF
SCHOOL OFFICE MANAGER
ELIGIBILITY LIST

RATIFY certification of School Office Manager eligibility list established December 29, 2020.

#102
RATIFY CLASSIFICATION
OF ONE BUDGET/FINANCIAL
ANALYST POSITION

RATIFY the classification of one Budget/Financial Analyst position established by the Board of Education, assigned to the Facilities Planning & Development Department, effective August 13, 2020.

#103
RATIFY CLASSIFICATION
OF ONE FACILITIES
PROGRAM MANAGER
POSITION

RATIFY the classification of one Facilities Program Manager position established by the Board of Education, assigned to the Facilities Planning & Development Department, effective October 21, 2020.

#104
RATIFY CLASSIFICATION
OF ONE REGISTERED
BEHAVIOR TECHNICIAN
POSITION

RATIFY the classification of one Registered Behavior Technician position established by the Board of Education, assigned to the Special Education Department, effective August 10, 2020.

#105
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 Alameda Elementary School, effective August 12, 2020.

#106
RATIFY CLASSIFICATION
OF TWO SR. INSTRUCT.
ASST. POSITIONS

RATIFY the classification of two Senior Instructional Assistant positions established by the Board of Education, assigned to Downey High School, effective July 15, 2020.

#107
OLD BUSINESS

None.

#108
NEW BUSINESS

Each of the following recommendations was reviewed by Director Arko prior to approval:

#109
ELECTION OF OFFICERS
OF THE PERSONNEL
COMMISSION

A motion was made by Mr. Kennedy, seconded by Ms. Rademaker, and the motion carried unanimously to **APPROVE** the reelection of Dianne Lumsdaine as Chairperson and the reelection of John Kennedy as Vice Chairperson of the Personnel Commission for the term ending November 30, 2021.

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

#110
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be February 17, 2021, at 4:00 p.m., via Zoom video conference.

#111
CLOSED SESSION

The Personnel Commission retired to closed session at 4:24 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#112
OPEN SESSION

The Personnel Commission returned to open session at 4:43 p.m. There were no reportable actions taken during closed session.

#113
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Christopher Barnett, Nephew of Pam Martinez, Retired Registrar, Downey High School; Terry Barr, Husband of Yolanda Long, Sr. Instructional Asst.-S/MH, Downey High School; Michelle Kaplowitz, Sister of Erik Hoffman, Maintenance Electronics Technician, Technology & SIS Department; Serafin Martinez, Brother of Michael Martinez, Sr. Director, Budget and Finance; Mamie Monger, Retired Bus Driver, Transportation Department; Pauline Pena, Retired Bus Driver/Trainer, Transportation Department; Dr. Edward Potter, Retired Assistant Superintendent, Certificated Human Resources; Ramona Subirias, Mother of Norma Garcia, Retired Sr. School Office Manager, Warren High School; Allan Sussman, Brother of Dr. Edward Sussman, Retired Superintendent; Francisco Valencia, Brother-in-law of Michael Martinez, Sr. Director, Budget and Finance, at 4:44 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 on February 17, 2021

Eligibility List Established on February 9, 2021

ATTENDANCE/RECORDS CLERK BILINGUAL/BI-LITERATE (ENGLISH/SPANISH)		OPEN/PROMOTIONAL RECRUITMENT
Date Range of Eligibility List: 2/9/2021 – 2/8/2022		
Recruitment Process		
Applications Received and Screened:		289
Passed App. Screen & Invited to Written Exam:		100
Took Written Exam:		94
Passed Written & Invited to QAI:		33
Passed QAI & Took the Perf:		30
Passed Perf & Ranked on List:		18
Number of Eligible Candidates per Rank		
Rank 1:		2
Rank 2:		3
Rank 3:		4
Rank 4:		8
Rank 5:		1

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

MEMORANDUM

DATE: February 17, 2021

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources
Prepared by Jaimie Valdez, Personnel Analyst

SUBJECT: ESTABLISH NEW CLASSIFICATION – FACILITIES CONSTRUCTION COORDINATOR

ACTION ITEM

Under the leadership of the Senior Director, Vince Madsen, there has been significant reorganization within the Facilities Planning and Development Department. The last of these changes is the new proposed position of Facilities Construction Coordinator. The goal is to appropriate staff to continue to achieve our goals effectively and efficiently. Staff recommends creating this new position to conduct a variety of project site coordination and interact with district personnel regarding maintenance needs, projects, and work order status. The new reorganization within the department will eliminate the need for consultants which will allow for increased bond dollars to be spent on the sites.

Staff worked with the Senior Director to establish the essential duties, staff recommends creating a new classification of Facilities Construction Coordinator. The duties of said position were approved at the February 10, 2021 Board of Education meeting.

Staff recommends that the salary placement of this new classification be set at Range 120 (\$6,365 - \$7,739 per month) on the Classified Management Salary Schedule (AR 5241). This salary placement will ensure we are competitive with districts in our local market, and appropriately account for the advanced responsibility of the anticipated position with consideration to the alignment of internal management classifications with similar levels of responsibility.

DIRECTOR'S RECOMMENDATION:

APPROVE the proposed new classification of Facilities Construction Coordinator as attached with placement of the classification on the Classified Management Salary Schedule at Range 120 (\$6,365 - \$7,739 per month), effective February 18, 2021.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MANAGEMENT**



CLASS TITLE: FACILITIES CONSTRUCTION COORDINATOR

BASIC FUNCTION:

Under the direction of the Senior Director, Facilities Planning and Development, ~~manage~~ provide specialized assistance in the support of the District's Bond Program which includes: new construction, modernization, and reconstruction; of District-wide facilities development and improvement; assist performing specialized tasks and conduct a variety of project site coordination's and assist with planning, organizing and supervise maintenance activities, prioritizing, scheduling assigning and inspecting daily work projects; ~~perform a variety of responsible duties related to the supervision of staff and contractors; manage the District's energy management program; inspect and develop reports on projects; assists in the coordination of the District's labor compliance~~ program.

REPRESENTATIVE DUTIES:

Prepare preliminary phasing schedules for upcoming projects; Assist in planning, organizing, coordinating, direct and supervise maintenance activities and major District projects involving staff and contractors; drive a vehicle to visit work sites to review and inspect work in progress by District staff and contractors, and determine appropriate course of action to achieve District needs while assuring compliance with related Federal, State and District requirements. **E**

Assist in updating the facilities master plan; and manage the district's historical as-built project plan room. **E**

~~Plan, organize, assign, train, supervise and evaluate the work of assigned staff, developing and preparing work schedules;~~ Assist in the preparation and maintenance of reports and work orders to determine materials, labor and time requirements. Prioritize and coordinate duties and assignments to assure effective workflow to facilitate operations. ~~recommend disciplinary actions as needed and recommend transfers, reassignments, terminations, promotions and personnel actions as appropriate;~~ **E**

Prepare and maintain various records, files, logs, and reports related to ~~personnel~~, inventory, supplies, work requests, work performed, and safety issues; assist in the administration of project insurance files; compile and process preliminary and/or stop work notices. **E**

REPRESENTATIVE DUTIES: (Continued)

Assist in the development and tracking of budget expenditures, and recommending priorities in budget development to meet the state school facilities program reporting requirements. **E**

Assist in determining needed equipment, materials and supplies for maintenance operations; requisition a variety of supplies, tools and equipment, review purchase requisitions submitted by staff and make recommendations for approval; assure proper receipt of ordered materials. **E**

Interact with District personnel regarding maintenance needs, projects and work order status. **E**

~~Perform regular “walk through” audits of all District facilities to ensure operating efficiency, optimum educational environment and compliance with the District’s energy policy. Audits may take place during holidays, weekends, and night hours.~~ **E**

~~Manage and maintain the District energy management program; establish accountability for energy consumption throughout the District; serve as District representative at meetings relating to energy use and conservation.~~ **E**

~~Advise, evaluate and make recommendations on alternate energy sources, consumption and general energy conservation measures.~~ **E**

~~Establish a program to promote energy conservation through positive feedback to all levels of the District and involve all levels of personnel in taking ownership for the success of the program.~~ **E**

~~Maintain liaison with District administrators, principals and their staff in order to provide optimum facility comfort while reducing energy consumption levels.~~ **E**

~~Input and analyze data concerning energy and utility usage for each meter in the District and use data to provide appropriate reports.~~ **E**

Coordinate and post all bond program updates on multiple social media platforms; prepare maps, notices, public information documents, and other project/department correspondence; assist in preparing ~~Provide required information and reports, and presentations~~ to District administrators and the Board of Education. **E**

REPRESENTATIVE DUTIES: (Continued)

Assist with the project bidding process and construction plans and specification posting; review and analyze bid data, prepare reports recommending selection and awarding of bids; prepare, monitor, analyze construction documents that include, but not limited to, data bases, correspondence, change orders, progress payments. Prepare written materials for use in bid advertisements, pre-bid job walks, and pre-construction meetings; review plans and specifications prior to bidding to ensure District standards are met. **E**

~~Provide policies and procedures for effective and efficient facilities development. **E**~~

Serve as liaison, coordinating activities between District and engineers, architects, contractors, planners, building inspectors, and various agencies, inspecting and overseeing construction for quality assurance, conformance and adherence to District standards and local, state and federal laws, ordinances and regulations, and ensuring construction projects are completed to meet established District schedules in a cost-efficient manner. **E**

~~Serve as project manager and District representative, coordinating the planning, construction, and renovation of District facilities and managing facility projects; coordinate all construction activities with site and District; monitor the quality of work and worker safety; review change orders and recommend approval or denial. **E**~~

Catalog preliminary and final architectural plans and ensure their appropriate distribution to State agencies and private firms for review and corroborative action. **E**

Conduct surveys in the District on short and long-range planning and projections; prepare routine reports to the Board of Education, correspondence to contractors, consultants and governing agencies, researches and responds to inquiries from a broad audience regarding various aspects of the Construction Office. **E**

Assist in the coordination of all interim and temporary housing needs for all construction activities on all school sites. **E**

Assist in the administration and maintaining of ~~Implement and enforce~~ the District's labor compliance program to ensure contractors are aware of mandatory labor code requirements including labor compliance; validate and document compliance with State Allocation Board regulations; coordinate collecting and monitoring of construction related legal filings. **E**

REPRESENTATIVE DUTIES: (Continued)

~~Ensure that all necessary forms are filed by the District and contractors as required by the State of California labor code and make reports as required to the District and the State of California Department of Industrial Relations; communicate with state agencies regarding compliance issues as required. **E**~~

Complete and submit State Allocation Board (SAB) forms within required timelines; receive and log SAB approvals; submit amended forms to update data and maintain eligibility with SAB; answer questions on the classification and processing of documents of SAB projects. **E**

Respond to and assist in preparation of notices of exemption, negative declarations and other environmental California Environmental Quality Act (CEQA) documents; prepare, and/or assist in the processing of requests for proposals, pre/post qualification, performance evaluation, purchase orders, progress payments. **E**

Coordinate Respond to emergency calls. **E**

Operate a computer, standard office equipment, and a two-way radio. **E**

Work from verbal and written instructions, blueprints, sketches and work orders. **E**

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

Perform related duties as required.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials, and equipment used in the various building maintenance trades including carpentry, plumbing, painting, electrical, heating and ventilating, air conditioning and sprinkler installations.
- Architectural drawing and various plans.
- ~~Electronic energy management systems.~~
- ~~Current energy efficient equipment and practices.~~
- Health and safety regulations; safety precautions and procedures.
- Federal, State, County and City laws, codes and regulations related to energy and maintenance operations, and energy usage/consumption.

KNOWLEDGE AND ABILITIES: (Continued)

KNOWLEDGE OF: (Cont'd.)

- Principles of school planning, architectural and building design; equipment; and construction practices, trends and statistics affecting public school planning.
- Characteristics and cost of various methods of construction, architectural features, and building design.
- Policies, practices, and procedures related to the maintenance, repair, and operation of buildings.
- Building trades rules and regulations, building codes, ordinances, and regulations of state and local authorities, especially in relation to school planning, maintenance, and operations.
- Current changes in legislation, School Facility Program (SFP) Regulation, court cases or related actions.
- Applicable National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) statutes, laws, rules and procedures.
- State Allocation Board programs and forms.
- Statistical and research methods as to the collection, analysis and presentation of data on school student generation and enrollments.
- Cloud based collaborative solution applications (DSAbox preferred).
- Principles and practices of managing large, complex construction and repair programs from project inception to completion.
- ~~Principles and practices of personnel administration, including training, supervision, and organization of work.~~
- Principles and methods of effective oral and written communications.
- Regulations and enforcement methods of the Labor Compliance Program.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer, standard office equipment, and a two way-radio.
- Laws as they relate to driving a motor vehicle.
- Defensive driving methods.
- Effective public relations and interpersonal relations methods using tact, patience, and courtesy.

ABILITY TO:

- Plan and organize, ~~and supervise~~ various maintenance activities.
- Coordinate and administer the planning, property management, construction/renovation, capital improvement projects, and acquisition of District facilities and fixtures in a cost-efficient manner.
- Assist in the coordination and preparation of District facilities' construction design, building plans, specifications, and architectural engineering drawings.
- Understand and interpret architectural drawings and various plans.
- Prepare accurate maps, plans, charts, graphs and tables.

KNOWLEDGE AND ABILITIES: (Continued)

ABILITY TO: (Cont'd.)

- Inspect construction activities and buildings for maintenance and repair needs, and safety or health hazards such as asbestos containing building materials.
- ~~Develop and implement preventative maintenance procedures.~~
- ~~Manage an electronic energy management system.~~
- Monitor quality assurance, and compliance with contract, and enforce conformance to local, state and federal laws, ordinances and regulations.
- ~~Perform a variety of responsible duties related to the supervision of energy management.~~
- Conduct meetings and presentations.
- Use social media to share progress updates on various social media platforms in relation to the bond projects and increase engagement.
- Estimate cost of materials and labor.
- Meet schedules and time lines.
- ~~Train, supervise and evaluate the performance of assigned staff.~~
- Communicate effectively in writing and orally, to both groups and individuals.
- Administer the Labor Compliance Program.
- Operate a personal computer, calculator, telephone, surveyors leveling instrument, and tools used in the planning and preparation of construction design, building plans, and specifications.
- Supervise and train personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with general guidance.
- Operate motor vehicle safely within California Vehicle Code parameters.
- 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.
- Work within stressful situations.
- Maintain a work pace appropriate to a given workload.
- Work a flexible schedule which may include working days, nights, weekends and holidays.
- Relate to others beyond giving and receiving instructions and influence people on a consistent basis.
- Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Demonstrate integrity and ethical behavior.

EDUCATION AND EXPERIENCE:

Sufficient education and experience to successfully perform the duties of the position which would typically include a combination equivalent to a Bachelor's Degree in Planning, Engineering, Urban Planning, Architecture, Business Administration, or a related field, and ~~five~~ three or more years' increasingly responsible experience in the planning and construction of facilities, including prior maintenance operations experience ~~with two years in a lead or manager capacity, as well as prior energy management experience, preferably in public schools. Certificate in Green Buildings or Environmental Studies is highly desirable.~~ Experience in a school district is highly 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. ~~Professional designation of Certified Energy Manager (CEM) is desirable.~~

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor, office and shop environment; subject to driving to accomplish duties; subject to noise from equipment operation; subject to dust, dirt, and hazmat exposure.

WORKING CONDITIONS: (Continued)

PHYSICAL ABILITIES:

Standing and walking for extended periods of time; crawling in attics and under structures; bending at the waist; grasping and using power and hand tools; operating a keyboard; pulling and pushing; carrying up to ~~50~~ 20 pounds; climbing ladders and working at heights; hearing and speaking to exchange information related to daily work activities and safety issues; and seeing to read meters and interpret drawings and blueprints; observe needed repairs and safety issues; and perform work using a respirator.

HAZARDS:

Working around and with machinery having moving parts. Walking over rough and uneven surfaces.

February 2021, D.U.S.D.

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

MEMORANDUM

DATE: February 17, 2021

TO: Personnel Commission

FROM: BethAnn Arko, Director, Classified Human Resources

SUBJECT: RECOMMENDED NEW CLASSIFICATION – COMMUNICATIONS SPECIALIST

ACTION ITEM

Staff worked with Ashley Greaney, the current Public Information Officer, to create the proposed new classification of Communications Specialist. The position will provide support for the lower-level duties within the department. The proposed classification description was created with the Public Relations Coordinator classification to clarify the differences between the two classifications.

The duties were approved at the February 10, 2021, Board of Education meeting. It is recommended that the Personnel Commission accept the duties, classify the position as Communications Specialist, and the salary placement of this new classification be set at Range 200 (\$4,959 - \$6,029 per month) on the Unit I Salary Schedule.

DIRECTOR'S RECOMMENDATION:

APPROVE the proposed new classification of Communications Specialist with the salary placement on the Unit I Salary Schedule Range 200 (\$4,959 - \$6,029 per month), effective February 18, 2021.

**CLASS TITLE: PUBLIC RELATIONS COORDINATOR COMMUNICATIONS
SPECIALIST**

BASIC FUNCTION:

Under the direction of the Superintendent Public Information Officer, performs a variety of professional-level activities assisting in the planning, organizing, and execution of public/media relations programs, projects and special events for the communication programs of the District for both internal and external audiences involving editorial production coordination and support for publications of the Downey Unified School District and provides responsible staff assistance and assists in planning and executing recognition functions and special events. the operations of the department.

REPRESENTATIVE DUTIES:

Administers and oversees the District Public Relations program. Assist in the planning, organizing and execution of a variety of programs, projects and activities related to the District' public relations and public information efforts. Participate in a variety of work groups, committees, and task forces. E

Serves as liaison between the Office of the Superintendent staff and other interoffice staff, external agencies and media organizations. Performs a variety of complex, responsible secretarial tasks; relieves supervisor of administrative detail; assists in various operations of the department including purchase of supplies and tracking budgetary expenditures; makes appoints and schedules meetings; attends meetings as required. E

Writes, edits and distributes various documents, including such as news releases, feature articles, opinion pieces, and brochures that are technically correct and error-free. to appropriate media and outlets. E

Creates, designs and executes Assists with compiling copy for high-quality major publications, including photographs and interviews, promotional and marketing materials, and comprehensive web pages/sites. E

Performs a variety of research and data gathering functions in relationship to District programs, activities, and services. E

Writes, edits and assists or serves as editor for with District publications including such as web pages, social media, publicity materials, official documents, advertising and marketing materials. E

REPRESENTATIVE DUTIES: (Continued)

~~Develops and layouts~~ Participates in the coordination of copy for information brochures, pamphlets, maps, logos, catalogs, and other related materials. *E*

~~Collaborates with members of the Superintendent's cabinet, department heads and office staff in the course of assigned functions.~~ Visits District programs and schools to identify stories and solidify relationships with program and site staff and administration; photograph and video record District programs and events. *E*

~~Writes speeches and recognition event scripts.~~ Provides excellent customer service and develops and maintains professional relationships with news media, community partners, community members, and district staff; responds to phone calls, emails, letters and other communications. *E*

Assists in the editorial production coordination and support for the internal and external communications provided by the District. *E*

~~Receives, verifies authorization and prepares approved global emails for distribution to District office staff; assists department in the preparation of global messages as necessary.~~ *E*

~~Creates templates and style sheets for publications, newsletters and web pages.~~ *E*

Maintains and revises media lists. *E*

Orders supplies and issues purchase orders; prepares contracts and supporting information for approval. *E*

Maintains current knowledge of emerging technologies and trends on computer graphic design, publishing and web technologies. *E*

Attends a variety of meetings and conferences for the purpose of obtaining and disseminating information. *E*

Assists with planning and preparation of District functions managed through the Public Relations office. *E*

~~May direct the work of others as assigned.~~ *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:

- Principles, techniques, and practices of public relations, journalism, marketing and advertising methods and techniques.
- Research and interview techniques, methods, and procedures.
- Publication design, editing and writing.
- Technical principals of web page publishing and social media authoring.
- General organization and services provided by public agencies, particularly in the area of education.
- General principles of print processes, techniques and procedures.
- Media operations and procedures in the context of information dissemination.
- Media contacts appropriate to news and feature stories.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Operation of a computer, digital camera and other specialized software utilized for print and web publications.
- ~~Interpersonal skills using tact, patience and courtesy.~~ Work collaboratively with people in a culturally diverse setting, with a variety of internal and external stakeholders.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

- Coordinate news releases and publications to inform the public, and participants of the programs, services and events.
- Write, assemble, and edit a variety of materials that are creative, descriptive, technical, and factual.
- Operate a computer, digital camera and related office equipment such as a copier, fax machine, and printer.
- Respond to sensitive matters with discretion and tact.
- Interpret and apply rules, laws, codes, and policies pertaining to Downey Unified School District.
- Remain abreast of the emerging and changing social media technologies.
- Analyze situations accurately and recommend an effective course of action.
- Communicate effectively, both in oral and written form.
- Plan, prioritize, and organize work within established timelines.
- Work independently with minimal direction.
- ~~Direct the work of others as assigned.~~
- Establish and maintain a cooperative relationship with those contacted in the course of assigned duties.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Demonstrate empathy, friendliness, patience and responsibility.
- ~~Be motivated to produce high quality work product.~~
- Comprehend and follow directions.
- Maintain a work pace appropriate to the position.
- Work within strict timelines and stressful situations.

- Reason in the abstract, process information, make appropriate decisions, and make accurate calculations.
- Be motivated to excel, be participative and energetic.
- 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 with course work in Marketing, Communications, English, Journalism, Public Relations or related field. One year of experience performing professional-level duties in journalism, public relations, marketing or other communications related field. Experience working in a public agency highly preferred.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to utilize a second designated language. Possession of a valid State of California Class C driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

WORKING CONDITIONS:

ENVIRONMENT:

Regularly works in an office environment; occasionally exposed to outside weather conditions; will be required to use an automobile in the course of employment; will be required to attend evening meetings ~~and some travel~~; and may be required to work some weekends and may work with video display terminal for prolonged periods. Noise level in the work environment is usually moderate.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and office equipment; sitting or standing for extended periods of time; reach with hands and arms; stoop, kneel, or crouch to file; seeing to view a computer monitor and read a variety of materials; and hearing and speaking to exchange information in person and on the phone.

Proposed February 2021, D.U.S.D.

AB 289 (Calderon)

Merit System Election Fairness

PURPOSE

To ensure fairness in school district merit system elections.

BACKGROUND

Merit systems are civil service systems that operate in K-12 and community colleges. They can be established or removed in an election by a majority vote of the classified employees. There are over 90 education merit districts statewide.

Merit system election statutes have deficiencies and inequities that have been exploited by school districts opposed to merit systems.

AB 289 remedies these problems and improves existing law by ensuring fairness in merit system elections and adding important checks and balances to the election process.

Specifically, the bill does the following:

- 1) Ensures a secret ballot election by prohibiting markings on ballots or envelopes.
 - Secret ballots are statutorily required, but districts are not barred from developing an identification system to mark ballots and envelopes.
 - A secret ballot should mean just that. Having election officials mark ballots, even if they are sealed, compromises a secret ballot and should not be allowed.
- 2) Includes a classified employee on the tabulation committee.
 - The statutes provide governing boards a seat on the tabulation committee, not classified employees in K-12 schools, but classified employees are provided a seat in community colleges.

- This is an oversight and an inequity that must be remedied.
- Tabulation committees count the ballots and report results to the governing board. To ensure election accountability, classified employees must also have a seat on the tabulation committee.

3) Ensures equal communication on elections.

- Districts have captive audience meetings with employees in opposition to a merit system, excluding advocates of such system. This tactic is unfair and is intimidating to employees.
- This bill ensures that both sides are provided equality in any communications, meetings or forums of the district on merit elections.

4) Confirms that all other election procedures are within the scope of bargaining.

- To ensure a fair election, both sides should be able to have input on rules for campaigning and the election date, time and place.

5) Ensures district compliance by requiring them to pay attorney fees if they violate this law and also reject a fair settlement offer.

SUPPORT

- California School Employees Association, AFL-CIO (Sponsor)

KEY CONTACT

Dolores Duran-Flores, California School Employees Association (CSEA), AFL-CIO (916) 329-3622

January 21, 2021

January 30, 2021

The Honorable Lisa Calderon
California State Assembly
State Capitol, Room 2175
Sacramento, California 95814

Re: AB 289 (Calderon) – Fair Elections in Merit Districts

Dear Assemblymember Calderon:

The California School Personnel Commissioners Association (CSPCA) is writing to express our support of AB 289 relating to school merit system elections. Thank you for your leadership on this important issue.

CSPCA represents school personnel commissioners across California. We recognize the need for reforms in merit system election and agree with your approach. We are aware of problems experienced in merit system elections that this bill remedies. (Maybe an example here).

Classified employees have the statutory right to vote to approve or disapprove a merit system in their school district and that right must not be infringed upon. School merit systems are mini civil service systems that ensure that school districts are adhering to laws and regulations governing hiring, terminating, and disciplining their employees. They are independent bodies that also test and rank employees for hiring eligibility and promotions.

AB 289 ensures that merit system elections are fair and does so in a reasonable way. This bill prohibits any markings on secret ballot envelopes to ensure the integrity of the secret ballot. It includes a classified employee representative on the important tabulation committees and not just administrators, remedying an inequity. AB 289 ensures that when districts communicate about merit system elections that they include both sides by allowing classified employees to present their side. These are all necessary improvements to merit system elections.

For all these reasons, the CSPCA strongly supports AB 289.

Sincerely,

Name, Title