

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

AGENDA #1

Regular Meeting  
District Conference Center-A (DCC-A)

4:00 p.m.  
August 18, 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 Personnel Commission meeting scheduled for Wednesday, August 18, 2021 at 4:00 pm will allow members of the public to participate and address the Personnel Commission during the open session of the meeting via video conference as well as a limited number of in-person attendees within District Conference Center-A (DCC-A) on a first come, first served basis.

**Attend in person, limited number, on a first come, first served basis at:  
District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, CA 90241**

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 August 18, 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 items are invited to submit comments via email to: [barko@dusd.net](mailto: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](mailto: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.

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 48 hours in advance of the meeting.  
[Government Code §54954.2(a)(1)]

4. **APPROVE** Minutes of the Regular Meeting of June 16, 2021. 1-4
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 Bus Driver eligibility list established July 13, 2021. 5
2. **RATIFY** certification of Custodial Services Coordinator eligibility list established June 23, 2021. 6
3. **RATIFY** certification of Early Learning Assistant eligibility list established July 1, 2021. 7
4. **RATIFY** certification of Early Learning Instructor eligibility list established June 29, 2021. 8
5. **RATIFY** certification of Facilities Program Manager eligibility list established July 13, 2021. 9
6. **RATIFY** certification of Food Service Assistant eligibility list established July 2, 2021. 10
7. **RATIFY** certification of Groundskeeper eligibility list established June 17, 2021. 11
8. **RATIFY** certification of Intermediate School Office Manager eligibility list established June 23, 2021. 12
9. **RATIFY** certification of Maintenance Electronics Technician eligibility list established August 6, 2021. 13
10. **RATIFY** certification of Network Administrator eligibility list established August 9, 2021. 14
11. **RATIFY** certification of Registered Behavior Technician eligibility list established November 5, 2020. 15
12. **RATIFY** certification of Senior Instructional Assistant-Behavior eligibility list established June 16, 2021. 16
13. **RATIFY** certification of Senior Instructional Assistant-Medical eligibility list established June 17, 2021. 17
14. **RATIFY** certification of Skilled Trades Assistant eligibility list established June 22, 2021. 18

ADDENDUM  
PAGE NO.

15. **RATIFY** certification of Student Supervision Assistant eligibility list established August 2, 2021. 19
16. **RATIFY** certification of Student Testing Technician-Bilingual/Bi-Literate eligibility list established July 22, 2021. 20
17. **RATIFY** certification of TLC Resource Center Assistant-Bilingual Oral eligibility list established June 11, 2021. 21
18. **RATIFY** the classification of two Limited-Term Intermediate Clerical Assistant-Bilingual positions established by the Board of Education, assigned to the Innovative Educational Programs, effective June 15, 2021 through July 30, 2021. 22
19. **APPROVE** the classification of one Senior Instructional Assistant-Behavior position established by the Board of Education, assigned to Sussman Middle School, effective August 10, 2021. 23
20. **APPROVE** the classification of two Senior Instructional Assistant-Medical positions established by the Board of Education, assigned to Lewis Elementary School, effective August 10, 2021. 24
21. **APPROVE** changes to the class description of Maintenance Painter, effective August 19, 2021. 25-28
22. **APPROVE** changes to the class description of Network Administrator, effective August 19, 2021. 29-34
- III. OLD BUSINESS  
None.
- IV. NEW BUSINESS  
  1. **RECEIVE** and **APPROVE** the 55<sup>th</sup> Annual Report of the Personnel Commission to the Board of Education. 35-40
- V. NEXT REGULAR MEETING  
September 15, 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

June 16, 2021

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, June 16, 2021 at 4:00 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Avenue, Downey, California and via Zoom video conference.

#203  
PLEDGE OF  
ALLEGIANCE

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

#204  
ROLL

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

Present: John Kennedy  
Dianne Lumsdaine  
Angie Rademaker

#205  
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 May 19, 2021.

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

#206  
CORRESPONDENCE  
RECEIVED

No correspondence was received.

#207  
ORAL  
COMMUNICATIONS

Ms. Rademaker gave her appreciation to Dr. Garcia and the Board of Education for the wonderful graduation ceremonies held recently.

Ms. Rademaker shared that she had the opportunity to tour Griffiths Middle School recently and she was very impressed by all the new construction and especially the new gym.

Mr. Kennedy stated that he appreciated the fact that the District held graduation ceremonies for the 2020-21 graduates. He felt it was very nice that we acknowledged them since many local districts did not.

Mr. Kennedy shared that the Solar Boat competition was held virtually this year and the teams from Downey High School placed in the top three in seven out of the ten competitions.

Mr. Kennedy shared that students from both Downey and Warren High Schools were currently attending the National Skills USA competition virtually. One team from Downey High School created a robot that assists in Search & Rescue in urban areas.

Mr. Kennedy shared that a team from Downey High School is in the national rocketry competition hosted by United Launch Alliance (ULA) and they will be traveling to Colorado in early July to launch a rocket with a payload up to 4,500 feet. The payload will contain a rover with a camera that must then land safely and demonstrate that it still functions properly.

Ms. Lumsdaine acknowledged the attendance of Nancy Swenson, Member, Board of Education; Dr. John Garcia, Jr., Superintendent; Alyda Mir, Assistant Superintendent, Certificated Human Resources; John Shook, Director, M.O.T. Services; Andrea Iacovitti, Assistant Director, Budget & Finance; Jaimie Valdez, Personnel Analyst; and all others present via Zoom.

Ms. Lumsdaine gave her appreciation to the District for their efforts to return to normalcy and for recognizing the 2020-21 graduates. She also thanked the District for recognizing the Classified employees in May by providing free Kona shaved ice for all.

Ms. Lumsdaine shared that she is looking forward to the Service Pin Ceremony that will be held October 21<sup>st</sup> in the new gymnasium at Griffiths Middle School.

Ms. Arko shared that there was a very large enrollment of students for summer school this year which necessitated over 300 District support employees. As such, the Office of Classified HR was extremely busy getting all the positions filled.

Ms. Arko shared that Dr. Veronica Lizardi is leaving the DUSD family as she has accepted a position with the Magnolia School District as the new Assistant Superintendent of Education Services.

Ms. Arko shared that the Personnel Commission staff has been very busy running various recruitments to fill the several vacancies throughout the District. She stated that the team has come up with some innovative methods for testing the candidates both virtually and in-person.

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

#208  
PUBLIC HEARD

Dr. Garcia expressed his appreciation to the Personnel Commission and the Commissioners for another great year of partnership with the District.

#209  
CONSENT AGENDA

A motion was made by Ms. Rademaker and seconded by Mr. Kennedy, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action Item 210-212).

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

#210  
RATIFY CERTIFICATION OF  
ASST. DIRECTOR, TECH. &  
INFORMATION SYSTEMS  
ELIGIBILITY LIST

**RATIFY** certification of Assistant Director, Technology and Information Systems eligibility list established May 28, 2021.

#211  
RATIFY CERTIFICATION OF  
COMPUTER/NETWORK  
SUPPORT TECHNICIAN  
ELIGIBILITY LIST

**RATIFY** certification of Computer/Network Support Technician eligibility list established May 21, 2021.

#212  
APPROVE CHANGES TO  
SALARY OF SENIOR  
DIRECTOR, BUDGET AND  
FINANCE

**APPROVE** the salary change for Senior Director, Budget and Finance, from Range 143 (\$11,167 – \$13,570) to Range 145 (\$11,724 - \$14,255) on the Classified Management Salary Schedule (AR 5241), effective July 1, 2021.

#213  
OLD BUSINESS

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

#214  
APPROVE PERSONNEL  
COMMISSION AMENDED  
MEETING DATES FOR  
2021-2022

A motion was made by Mr. Kennedy and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the Personnel Commission meeting dates for 2021-2022 as amended.

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

#215  
NEW BUSINESS

None.

#216  
NEXT REGULAR  
MEETING

The next Regular Meeting of the Personnel Commission will be August 18, 2021, at 4:00 p.m., in the District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, CA 90241.

#217  
CLOSED SESSION

The Personnel Commission retired to closed session at 4:26 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#218  
OPEN SESSION

The Personnel Commission returned to open session at 4:58 p.m. There were no reportable actions taken during closed session.

#219  
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 4:59 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 on August 18, 2021

Eligibility List Established on July 13, 2021

**BUS DRIVER**

**OPEN RECRUITMENT**

**Date Range of Eligibility List: 07/13/21 – 07/12/22**

**Recruitment Process**

Applications Received and Screened:	31
Passed App. Screen & Invited to Licensure Confirmation:	31
Licensure Confirmation:	31
Licensure Confirmed & Invited to QAI/Performance:	12
Took QAI/Performance:	10
Passed QAI/Performance & Ranked on List:	6

**Number of Eligible Candidates per Rank**

Rank 1:	4
Rank 2:	1
Rank 3:	1



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on June 23, 2021

**CUSTODIAL SERVICES COORDINATOR**

**OPEN RECRUITMENT**

**Date Range of Eligibility List: 6/23/21 – 6/22/22**

<b>Recruitment Process</b>	
Applications Received and Screened:	104
Passed App. Screen & Invited to Performance:	42
Took Performance Exam:	28
Passed Performance & Invited to QAI:	15
Took QAI:	14
Passed QAI & Ranked on List:	4
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	2
Rank 3:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on July 1, 2021

**EARLY LEARNING ASSISTANT**

**OPEN/PROMO  
RECRUITMENT**

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**Date Range of Eligibility List: 07/01/21 – 06/30/22**

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**Recruitment Process**

Applications Received and Screened:	154
Passed App. Screen & Invited to Written Exam:	36
Took Written Exam:	22
Passed Written & Invited to QAI:	22
Took QAI:	20
Passed QAI & Ranked on List:	19

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**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	2
Rank 3:	5
Rank 4:	4
Rank 5:	6
Rank 6:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on June 29, 2021

**EARLY LEARNING INSTRUCTOR**

**OPEN/PROMO  
RECRUITMENT**

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**Date Range of Eligibility List: 06/29/21 – 06/28/22**

<b>Recruitment Process</b>	
Applications Received and Screened:	208
Passed App. Screen & Invited to Written Exam:	175
Took Written Exam:	112
Passed Written & Invited to QAI:	25
Took QAI:	23
Passed QAI & Ranked on List:	21
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	1
Rank 3:	1
Rank 4:	6
Rank 5:	3
Rank 6:	6
Rank 7:	3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on July 13, 2021

<b>FACILITIES PROGRAM MANAGER</b>		<b>OPEN RECRUITMENT</b>
<b>Date Range of Eligibility List: 07/13/21 – 07/12/22</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		21
Passed App. Screen & proceeded to Evaluation of Training Experience:		16
Participated in Evaluation of Training & Experience:		16
Passed Evaluation of Training & Experience & Invited to QAI :		6
Passed QAI & Ranked on List:		5
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		2
Rank 2:		2
Rank 3:		1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on July 2, 2021

**FOOD SERVICE ASSISTANT**

**OPEN RECRUITMENT**

**Date Range of Eligibility List: 07/02/21 – 07/01/22**

**Recruitment Process**

Applications Received and Screened:	59
Passed App. Screen & Invited to Written Exam:	34
Took Written Exam:	17
Passed Written & Invited to QAI:	15
Took QAI:	13
Passed QAI & Ranked on List:	12

**Number of Eligible Candidates per Rank**

Rank 1:	2
Rank 2:	3
Rank 3:	3
Rank 4:	4

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on June 17, 2021

**GROUNDKEEPER**

**PROMO RECRUITMENT**

**Date Range of Eligibility List: 06/18/21 – 12/17/21**

<b>Recruitment Process</b>	
Applications Received and Screened:	81
Passed Application Screening & Invited to Written Exam:	7
Took Written Exam:	4
Passed Written Exam & Invited to Perf. Exam & QAI:	4
Took Performance Exam & QAI:	4
Passed Performance Exam & QAI & Ranked on List:	4
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	2
Rank 3:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on June 23, 2021

<b>INTERMEDIATE SCHOOL OFFICE MANAGER</b>	<b>PROMO ONLY</b>
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**Date Range of Eligibility List: 06/23/21 – 06/22/22**

Recruitment Process	
Applications Received and Screened:	76
Passed App. Screen & Invited to Written & Perf. Exam:	27
Took Written & Perf. Exam:	19
Passed Written & Perf. Exam & Invited to Oral Exam:	11
Took Oral Exam:	8
Passed Oral Exam:	8
Number of Eligible Candidates per Rank	
Rank 1:	2
Rank 2:	2
Rank 3:	3
Rank 4:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on August 06, 2021

**Maintenance Electronics Technician**

**OPEN & PROMO  
RECRUITMENT**

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**Date Range of Eligibility List: 08/06/21 – 08/05/22**

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**Recruitment Process**

Applications Received and Screened:	44
Passed Application Screening & Invited to Written Exam:	21
Took Written Exam:	9
Passed Written Exam & Invited to Perf. Exam:	8
Took Performance Exam:	8
Passed Perf. Exam & Invited to QAI:	6
Took QAI:	6

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**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	1
Rank 3:	2
Rank 4:	1
Rank 5:	1



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on August 9, 2021

**Network Administrator**

**PROMOTIONAL  
RECRUITMENT**

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**Date Range of Eligibility List: 8/9/2021-8/8/2022**

**Recruitment Process**

Applications Received and Screened:	28
Passed Application Screening & Invited to QAI:	7
Took QAI:	7
Passed QAI & Ranked on List:	7

**Number of Eligible Candidates per Rank**

Rank 1:	2
Rank 2:	1
Rank 3:	3
Rank 4:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on November 5, 2020

**REGISTERED BEHAVIOR TECHNICIAN | OPEN/PROMO RECRUITMENT**

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**Date Range of Eligibility List: 11/5/20 – 11/4/21**

**Recruitment Process**

Applications Received and Screened:	85
Passed Application Screening & Proceeded to Evaluation of Training & Experience:	33
Participated in Evaluation of Training & Experience:	33
Passed Evaluation of Training & Experience & Invited to QAI:	13
Passed QAI Assessment & Ranked on List:	8

**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	1
Rank 3:	2
Rank 4:	1
Rank 5:	2
Rank 6:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on June 16, 2021

**SENIOR INSTRUCTIONAL ASSISTANT – BEHAVIOR**

**OPEN/PROMO  
RECRUITMENT**

**Date Range of Eligibility List: 06/16/21 – 06/15/22**

<b>Recruitment Process</b>	
Applications Received and Screened:	88
Met AA Req. or equivalent & Invited to Written Exam:	40
AA Req. not met & Invited to ESSA Exam:	28
Passed ESSA Exam & Invited to Written Exam:	11
Took Written Exam (includes candidates that met AA Req. and those who passed ESSA Exam):	53
Passed Written & Invited to QAI:	44
Took QAI:	40
Passed QAI & Ranked on List:	36
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	3
Rank 2:	1
Rank 3:	7
Rank 4:	9
Rank 5:	7
Rank 6:	8
Rank 7:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on June 17, 2021

**SENIOR INSTRUCTIONAL ASSISTANT – MEDICAL**

**OPEN/PROMO  
RECRUITMENT**

**Date Range of Eligibility List: 06/17/21 – 06/16/22**

<b>Recruitment Process</b>	
Applications Received and Screened:	28
Met AA Req. or equivalent & Invited to Written Exam:	11
AA Req. not met & Invited to ESSA Exam:	8
Passed ESSA Exam & Invited to Written Exam:	1
Took Written Exam (includes candidates that met AA Req. and those who passed ESSA Exam):	18
Passed Written & Invited to QAI:	17
Took QAI:	15
Passed QAI & Ranked on List:	14
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	2
Rank 2:	3
Rank 3:	4
Rank 4:	5

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on June 22, 2021

**Skilled Trades Assistant**

**OPEN & PROMO  
RECRUITMENT**

**Date Range of Eligibility List: 06/22/21 – 06/21/22**

**Recruitment Process**

Applications Received and Screened:	61
Passed Application Screening & Invited to Written Exam:	43
Took Written Exam:	36
Passed Written Exam & Invited to Perf. Exam & QAI:	11
Took Performance Exam & QAI:	11
Passed Perf. Exam & Invited to QAI:	8
Took QAI:	7
Took Performance Exam & QAI:	7

**Number of Eligible Candidates per Rank**

Rank 1:	2
Rank 2:	1
Rank 3:	4

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on August 2, 2021

<b>STUDENT SUPERVISION ASSISTANT</b>		<b>OPEN RECRUITMENT</b>
<b>Date Range of Eligibility List: Open and Continuous</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		57
Passed App. Screen & Passed Supplemental Questionnaire:		52
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	32
	Rank 2:	13
	Rank 3:	7

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on July 22, 2021

**Student Testing Technician Bilingual/Biliterate**

**OPEN & PROMO  
RECRUITMENT**

**Date Range of Eligibility List: 07/22/21 – 07/21/22**

**Recruitment Process**

Applications Received and Screened:	102
Passed Application Screening & Invited to Written Exam:	52
Took Written Exam:	32
Passed Written Exam & Invited to Perf. Exam & QAI:	19
Took Performance Exam & QAI:	18
Passed Perf. Exam & Invited to QAI:	11
Took QAI:	10
Took Performance Exam & QAI:	7

**Number of Eligible Candidates per Rank**

Rank 1:	1
Rank 2:	1
Rank 3:	1
Rank 4:	1
Rank 5:	3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 18, 2021

Eligibility List Established on June 11, 2021

<b>TLC RESOURCE CENTER ASSISTANT – (BILINGUAL ORAL)</b>	<b>OPEN/PROMO RECRUITMENT</b>
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**Date Range of Eligibility List: 06/11/21 – 06/10/22**

Recruitment Process	
Applications Received and Screened:	130
Passed App. Screen & Invited to Written Exam:	105
Took Written Exam:	93
Passed Written & Invited to Performance/QAI:	17
Took Performance/QAI:	16
Passed Performance/QAI & Ranked on List:	11
Number of Eligible Candidates per Rank	
Rank 1:	8
Rank 2:	2
Rank 3:	1



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

DATE: July 15, 2021  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: ESTABLISHMENT OF TWO NEW LIMITED-TERM POSITIONS  
(INTERMEDIATE CLERICAL ASSISTANT-BILINGUAL)

ACTION ITEM

We have received a request from Veronica Lizardi, Director, Innovative Educational Programs, to establish two new limited-term positions with duties corresponding to the current classification of Intermediate Clerical Assistant-Bilingual. These new positions are being created to provide ELPAC testing of students for the EL program.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of two new limited-term positions with duties corresponding to the current classification of Intermediate Clerical Assistant-Bilingual, assigned to the Innovative Educational Programs department, seven hours per week, at range 415, \$3,356 - \$4,084 per month, effective June 15, 2021 through July 30, 2021.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of two new limited-term positions with duties corresponding to the current classification of Intermediate Clerical Assistant-Bilingual, assigned to the Innovative Educational Programs department, seven hours per week, at range 415, \$3,356 - \$4,084 per month, effective June 15, 2021 through July 30, 2021.

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

DATE: July 15, 2021  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT-BEHAVIOR)

ACTION ITEM

We have received a request from Tamara Quinn, Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behavior. This new position is being created to support the special needs of a student at Sussman Middle School per the students IEP.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behavior, assigned to Sussman Middle School, six and one-half hours per day, ten months per year, at range 115, \$3,273 - \$3,985 per month, effective August 10, 2021.

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Behavior, assigned to Sussman Middle School, six and one-half hours per day, ten months per year, at range 115, \$3,273 - \$3,985 per month, effective August 10, 2021.

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

DATE: July 15, 2021  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: ESTABLISHMENT OF TWO NEW POSITIONS (SENIOR INSTRUCTIONAL ASSISTANT-MEDICAL)

ACTION ITEM

We have received a request from Tamara Quinn, Program Administrator, Special Education, to establish two new positions with duties corresponding to the current classification of Senior Instructional Assistant-Medical. These new positions are being created to support the special medical needs of two new students at Lewis Elementary School per the students IEP's.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of two new positions with duties corresponding to the current classification of Senior Instructional Assistant-Medical, assigned to Lewis Elementary School, six hours per day, ten months per year, at range 115, \$3,273 - \$3,985 per month, effective August 10, 2021.

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of two new positions with duties corresponding to the current classification of Senior Instructional Assistant-Medical, assigned to Lewis Elementary School, six hours per day, ten months per year, at range 115, \$3,273 - \$3,985 per month, effective August 10, 2021.

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

**MEMORANDUM**

**DATE:** August 18, 2021

**TO:** Personnel Commission

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

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION –  
MAINTENANCE PAINTER**

**ACTION ITEM**

In preparation for the upcoming recruitment, the class description was reviewed with the current incumbent and Maintenance Supervisor. After review, staff recommends minor changes to the class description to more accurately reflect the duties of this classification and to lower the minimum qualifications to remain current with industry standards and requirements.

Staff has also met with the leadership from CSEA, Chapter 746 and they are in agreement with stated changes.

**DIRECTOR'S RECOMMENDATION**

APPROVE changes to the class description of Maintenance Painter, effective August 19, 2021.

**CLASS TITLE: MAINTENANCE PAINTER**

**BASIC FUNCTION:**

Under the direction of the Maintenance Supervisor, perform a variety of journey-level work in the preparation of surfaces for painting and the mixing and application of paints or other surfaces coatings.

**REPRESENTATIVE DUTIES:**

Prepare various surfaces such as wood, concrete, metal, glass and plaster for surface coverings; operate appropriate equipment and tools for removing paint or graffiti, patching holes or roughing slick surfaces as necessary. ***E***

Use brush, roller or spray gun to apply a variety of surface coverings such as paint, varnish, shellac, enamel, lacquer or other protective or decorative finishes. ***E***

Paint equipment and surfaces including playgrounds, parking lots, playground equipment; lay out playground games; paint and prime poles and backstops. ***E***

Design and make signs; paint traffic markings and letter signs. ***E***

Clean and maintain brushes, tools and other equipment; operate and maintain sandblasters, water blasters and related equipment. ***E***

Erect, move and work from equipment such as ladders, scaffolding, and platforms, boom lifts, and scissor lifts. ***E***

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

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

Refinish or repaint wood, metal furniture, fences, vehicles or other equipment; apply primer, undercoats and finish coats as needed. ***E***

Plan, organize and lay out assigned tasks; maintain routine records; order and obtain supplies and materials as needed. ***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:

- Methods, equipment and materials used in the painting trade.
- Methods of preparing a variety of surfaces for painting and finish work.
- Appropriate safety precautions and procedures.
- Proper methods of storing equipment, materials and supplies. Laws as they relate to driving a motor vehicle.
- Defensive driving methods.
- Basic record keeping techniques.
- Technical aspects of field of specialty.

### ABILITY TO:

- Perform journey-level painting and finishing work.
- Prepare a variety of surfaces for painting or other surface coverings.
- Erect and work from scaffolding, riggings and ladders.
- Understand and apply painting trade safety standards and procedure.
- Understand and follow oral and written directions.
- Use a variety of tools and equipment utilized in the painting trade.
- Maintain tools and equipment in a clean and proper working condition.
- Communicate effectively with others.
- Observe legal and defensive driving practices.
- Operate a District vehicle and safely tow a trailer to conduct work.
- Safely operate a boom lift and scissor lift.
- Maintain routine records.
- Work cooperatively with others.
- ~~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.
- Work within stressful situations.
- Must demonstrate ability to accept and carry out responsibility for directions, control and planning.

## EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four three years of experience in a wide variety of painting assignments, two years which must have been at journey-level painting experience.

## 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. Will be required to take training in order to obtain boom lift and scissor lift certification.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor environment; driving a vehicle to conduct work.

### **PHYSICAL ABILITIES:**

Seeing to mix and match paint colors; climbing ladders; balancing; heavy lifting and carrying items up to ~~400~~ 75 pounds; standing for extended periods of time; reaching overhead and above the shoulders; and dexterity of hands and fingers to operate painting equipment and tools.

### **HAZARDS:**

Working at heights to perform work from scaffolding and platforms, and regular exposure to vapors from paints and solvents.

**Proposed August 2021, D.U.S.D.**

**May 2007, D.U.S.D.**

**October 2005, D.U.S.D.**

**June 1989, Ewing & Company**

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

**MEMORANDUM**

**DATE:** August 18, 2021

**TO:** Personnel Commission

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

**SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – NETWORK ADMINISTRATOR**

**ACTION ITEM**

In preparation for the upcoming recruitment for Network Administrator, the class description was reviewed with the Chief Technology Officer. After review, staff recommends minor changes to the class description to more accurately reflect the duties of this classification and to update outdated terminology to remain current with industry standards.

**DIRECTOR'S RECOMMENDATION**

APPROVE changes to the class description of Network Administrator, effective August 19, 2021.



**CLASS TITLE: NETWORK ADMINISTRATOR**

**BASIC FUNCTION:**

Under the direction of the Chief Director, Technology Officer and Information Systems, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN) and Wide Area (WAN) networks, servers and related equipment; monitor and evaluate network systems and servers to assure proper operation; provide assistance to network users and technical support staff; prepares cost/benefit analysis of hardware/software solutions; oversee network security. Manage the daily activities and operations of the data center servers and equipment.

**REPRESENTATIVE DUTIES:**

Provide leadership to implement District-wide comprehensive system design; develop and monitor feasibility studies; assist in the development of requests for proposal; write functional and technical system specifications. **E**

Plan, organize, control and administer the District's network, data and technology support operations and activities; assure compliance with applicable laws, codes, rules and regulations, maintain confidentiality of sensitive and privileged information. **E**

Install, configure and maintain network servers using software such as Microsoft Windows, Apple OS X, or Linux; design and implement server upgrades. **E**

Design and implement ~~database~~ backup and recovery strategies and procedures; monitor ~~database~~ backups; recover data as required to assure integrity of files, servers, databases and application systems. **E**

Plan, write and maintain documentation for data standards, procedures and definitions and application system procedures and guidelines. **E**

Monitor and evaluate the performance of networking equipment, firewalls and servers through troubleshooting and use of diagnostic programs; resolve network performance and connectivity issues; adjust network efficiency to provide the best possible performance; implement and enforce the enterprise network security policy and remote access standards and guidelines. **E**

Serve as system administrator for all major District-wide application systems; evaluate, install, troubleshoot and maintain database and web application services, tools and utilities and peripheral applications; provide technical expertise to District projects involving assigned databases; assure effectiveness and accuracy of systems application design; recommend modifications to meet user needs. **E**

## REPRESENTATIVE DUTIES: (Continued)

Monitor and maintain network system security, servers, backup libraries and databases; upgrade anti-virus software; perform preventative maintenance on network hardware and equipment; create utilities or scripts. ***E***

Participate in researching, designing and implementing new network systems, configurations and applications; test and evaluate hardware and software to determine efficiency, reliability and compatibility with existing operating environment and configuration requirements. ***E***

Prepare cost-benefit analysis of alternative hardware/software solutions. Survey hardware and software trends, making strategic recommendations relative to new advances and need of the District. ***E***

Prepare or review the preparation of a wide variety of statistical reports, records and files related to assigned activities including production, work outages and overall performance of the system. ***E***

Communicate with administrators, vendors and District staff to coordinate activities, exchange information and resolve issues and concerns; provide advice regarding proper placement and infrastructure needs for new equipment installation and movement of existing equipment. ***E***

Analyze network capacity and growth requirements and recommend network infrastructure upgrades and enhancements to meet long-term District needs; assist in the development of plans for server room expansion including rack space, floor space, cooling and power requirements; install server racks, uninterruptible power supplies and other server support equipment; develop specifications for network hardware, software and cabling upgrades and enhancements. ***E***

Investigate, log, collect and preserve evidence in computer crime incidents; manage chain-of-evidence procedures; work with authorities when requested and provide data and evidence in response to subpoenas. ***E***

Develop procedures for training technical staff in the installation and configuration of network systems and equipment. ***E***

Attend and participate in meetings, conferences and seminars related to network technology to maintain current knowledge of technological advances in the field. ***E***

Perform other related duties as required.

*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:

- Technical aspects of network installation, maintenance, operation, troubleshooting and repair.
- Materials and methods used in the operation, installation and repair of computer and network systems.
- Principles and techniques of systems and network design and analysis.
- TCP/IP and IPX network protocols in a routed environment.
- Network server systems such as Apple OS X, Microsoft Windows or Linux.
- Server operating systems, such as Microsoft Windows, Linux and Macintosh OS.
- Communications equipment operating systems, such as Cisco Internet Operating System (IOS).
- Configuration of servers and communications equipment.
- Configuration of operating systems, applications software and networking of Windows and Macintosh computers.
- Components and capabilities of network hubs, switches, routers, firewalls, servers and cabling.
- LAN and WAN design using all available technologies.
- Firewall and network security.
- Backup procedures and theory as related to network data.
- Scripting languages, techniques, and applications for user account and server management.
- Record-keeping techniques.
- Laws as they relate to driving a motor vehicle.
- Defensive driving methods.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

### ABILITY TO:

- Install, configure and maintain LAN and WAN software, hardware, cabling and peripheral equipment.
- Monitor and evaluate the performance of networking equipment, firewalls and servers through troubleshooting and use of diagnostic programs.
- Resolve network performance and connectivity issues.
- Maintain network servers and security.
- Analyze complex technical problems accurately, logically and quickly.
- Evaluate user needs and advise on appropriate hardware and software configurations.
- Plan and lay-out work including accurately estimating labor and material costs.
- Communicate effectively both orally and in writing.
- Effectively diagnose the presence of human error in network, computer and computer-related problems, and deal effectively and tactfully with individuals in explaining how to avoid similar problems in the future.
- Maintain records and prepare reports.

## **KNOWLEDGE AND ABILITIES: (Continued)**

- Operate a variety of tools and equipment utilized in the operation and repair of computer and network systems.
- Express complex concepts clearly both orally and in writing.
- Plan and organize work.
- Work from plans, technical manuals, schematics, diagrams and specifications.
- Observe legal and defensive driving practices.
- Operate a District vehicle to conduct work.
- Share knowledge in area of expertise with other employees to provide cross-training.
- Exercise appropriate judgment in the course of duties.
- Meet schedules and timelines.
- Learn and adapt to changing technologies and job responsibilities.
- Understand and carry out oral and written direction.
- Work independently with little direction.
- Maintain current knowledge of technological advances in the field.
- Train and provide work direction to technical support staff.
- Establish and maintain cooperative and effective working relationships with others.
- Use tact, patience, and courtesy in dealing with others.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- 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.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in computer science or a closely related field, three years full-time experience working in Windows server administration, and two years' experience installing and maintaining local and wide area networks and related equipment.

## **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. Professional certification by a major vendor such as Novell, Cisco or Microsoft is highly preferred.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor, outdoor, office, and shop environment; subject to driving a vehicle to conduct work; subject to noise from equipment operation.

## WORKING CONDITIONS: (Continued)

### PHYSICAL ABILITIES:

Moderate lifting up to 75 pounds; dexterity of hands and fingers to operate a computer keyboard, hand and electronic testing tools and equipment, and other specialized equipment; hearing and speaking to exchange information; vision sufficient to complete essential functions; mobility to move to locations within the district; bending at the waist and neck; carrying, pushing or pulling.

### HAZARDS:

Extended viewing of computer monitor; traveling to locations within the district; electrical power supply.

### Revised:

August 2021, D.U.S.D

February 2016, D.U.S.D

September 2011, D.U.S.D.

August 2007, D.U.S.D.

## PERSONNEL COMMISSION

Prepared by BethAnn Arko, Secretary to the Personnel Commission and  
Director, Classified Human Resources

This is the 55<sup>th</sup> annual report of the Personnel Commission to the Board of Education, covering the period July 1, 2020, through June 30, 2021, in conformance with Education Code Section 45266, which states in part:

“The personnel director shall be responsible to the commission for carrying out all procedures in the administration of the classified personnel in conformity with this article and the rules of the commission . . . He or she shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board. . .”

### MERIT SYSTEM AND PERSONNEL COMMISSION

As one of approximately 100 merit system districts in California, encompassing approximately 60% of all classified employees, Downey Unified School District is committed to the goal of fair and equitable employment practices in the administration of the classified personnel program. An effective merit system operation ensures fairness and equality in school district employee selection processes. The members of the Downey Unified School District Personnel Commission serve as an oversight board over the mandated functions outlined in the California Education Code. Each of the three members is appointed to the Commission by a different method. Ms. Angelita Rademaker is the appointee of the classified bargaining unit with the greatest number of represented employees, which is C.S.E.A. Chapter 248 (Unit I). Ms. Rademaker has been serving on the Personnel Commission since December 2013. Mr. John Kennedy is the appointee of the Governing Board. Mr. Kennedy has been with the Personnel Commission since December 2008. Ms. Dianne Lumsdaine is the joint appointee of the other two Personnel Commissioners. Ms. Lumsdaine has been serving on the Personnel Commission since May 1994. Ms. Lumsdaine serves as Chair, and Mr. Kennedy serves as Vice-Chair. The Commission held a total of 11 meetings this year.

The five principles of the merit system are: 1) Employment and promotion on the basis of merit as shown by competitive examination; 2) encouragement of career service in the classified service; 3) ensuring like pay for like service; 4) prohibition of discrimination in employment; and 5) impartial hearing of appeals from disciplinary actions.

### MISSION, BELIEFS AND ETHICS

The Personnel Commission has formally articulated the mission, beliefs and ethics of the classified human resources activities of the District, in support of the educational mission of the District.

### Mission Statement

"The Mission of the Personnel Commission of the Downey Unified School District is to ensure that, in support of the excellent education of the students of this District and through an effective and efficient merit system of employment, employees in the classified service are well-qualified, are properly classified and paid, are treated fairly, and are hired through processes that are objective and free from favoritism in compliance with federal and state laws."

### Beliefs Statement

"We, the Personnel Commissioners and staff of the Personnel Commission of the Downey Unified School District, shall honor and support the goals of the Board of Education;

We will enrich the educational program of this District by recruiting and providing to the District the most qualified classified employees possible;

We will strive to ensure diversity in the candidates available for selection, recognizing that equal employment opportunity is a keystone of the merit system principles, and a diverse workplace is important in fostering strong relationships among people of different cultures; and

We will fulfill our responsibility to the constituencies we serve (students, parents, community, District) to provide the best possible caring service."

### Ethics Statement

"We will implement the merit system with a blind eye to any particular group, reinforcing the principle that favoritism shall not enter into any decisions made by staff or the Personnel Commission;

We will safeguard the public confidence in the integrity of the merit system and public service by making all decisions impartially, free from prejudice or conflicts of interest, and use our positions to advance public interest, not for personal gain;

We will ensure the efficiency of the classified service through well-defined, impartial processes in recruiting, testing, selecting, promoting, and retaining qualified employees;

We will conduct all business openly so the public can make informed judgments and hold commissioners and staff accountable;

We will honor and respect democratic principles; observe the letter and spirit of the law, carry out in good faith all rules and regulations of the Personnel Commission and policies and administrative regulations of the Board of Education in the mutual interest of the employees, students, and the community we serve; and

We will treat all persons fairly, with respect and dignity; we will honor our responsibilities by behaving in a trustworthy and responsible manner; and we will conduct ourselves ethically and in a manner befitting public official, and public employees at all times.”

## PERSONNEL COMMISSION STAFF AND ACTIVITIES

All functions related to administering the personnel program for classified employees are performed in the Personnel Commission/Classified Human Resources office. Serving the classified staff human resources needs of the District are BethAnn Arko, Director; Paul Deines, Personnel Analyst (July to September), Jaimie Valdez, Personnel Analyst (December to current); Sandra Carbajal, Senior Secretary; Senior Personnel Technicians: Jamieka Johnson, Blanca Martinez, and Eileen Mendoza; and Personnel Assistant, Linda Ratzlaff. During this time of the COVID-19 pandemic, the team has been quite innovative to create new examination processes to ensure the quantity and quality of the eligibility lists. Staff continues their dedication to meeting the needs of the District and providing excellent customer service.

### Classification of Positions

During this reporting period, the Board of Education established 27 new positions. The Personnel Commission "classified" these positions, which included:

Budget/Financial Analyst (1)  
Facilities Program Manager (1)  
Registered Behavior Technician (1)  
Senior Instructional Assistant (4)  
Senior Instructional Assistant - Behaviorally Challenged (2)  
Student Supervision Assistant (18)

Seven classification descriptions were revised:

Assistant Director, Technology & Information Systems  
Budget/Financial Analyst  
Student Testing Technician  
Senior Instructional Assistant  
Senior Instructional Assistant - Behavior  
Senior Instructional Assistant – Medical  
TLC Resource Center Assistant

Six new classifications were established:

Communications Specialist  
Early Learning Assistant  
Early Learning Instructor  
Facilities Construction Coordinator  
Facilities Program Manager  
Public Information Officer



### Recruitment & Testing

Classified Human Resources continues to strive to support the District goal of hiring the best staff. One of Downey Unified's Shared Values is "Best Staff and High Standards" and the Department strives to demonstrate this value. The challenges of 2020 continued into 2021. The goal to continually provide highly qualified candidates for the eligibility lists continues to be complicated by the COVID-19 pandemic. Innovation and thinking "outside the box" became the new "norm." Our candidate pools continued to be large during this time, creating strong competition at every level. This year we received approximately 6,093 applications for our recruitments. Over 1,982 candidates went through our examination process which resulted in 40 eligibility lists.

### Eligibility Lists Established & Certified

Forty eligibility lists were established this year with 459 candidates eligible for employment. The eligibility lists were for:

Administrative Secretary  
Assistant Director, Technology & Information Systems  
Attendance/Records Clerk - Bilingual/Bi-Literate  
Budget/Financial Analyst  
Communications Specialist  
Computer/Network Support Technician  
Custodial Services Coordinator  
Custodian  
Database Administrator  
Early Learning Instructor  
Facilities Construction Coordinator  
Facilities Program Manager  
Financial Aid Technician  
General Maintenance Worker  
Groundskeeper  
Instructional Assistant - Massage Therapy  
Instructional Assistant - Nursing  
Instructional Media Technician  
Intermediate Clerical Assistant (Bilingual Oral)  
Intermediate Clerical Assistant (Bilingual/Bi-literate)  
Intermediate Clerical Assistant (Monolingual)  
Intermediate School Office Manager  
Occupational Therapist  
Payroll Technician  
Personnel Analyst  
Registered Behavior Technician  
School Office Manager  
Senior Accounting Assistant  
Senior Accounting Technician  
Senior Clerical Assistant (Bilingual/Bi-Literate)  
Senior Clerical Assistant (Monolingual)

Senior Instructional Assistant  
Senior Instructional Assistant - Behavior  
Senior Instructional Assistant - Medical  
Senior Instructional Assistant - Sign Language  
Senior Secretary  
Skilled Trades Assistant  
Student Supervision Assistant  
TLC Resource Center Assistant - Bilingual  
Warehouse Worker

#### Assignment Transactions

The Commission staff is tasked to ensure that all assignment transactions of all classified and unclassified staff are in compliance with Education Code provisions, Personnel Commission Rules and Regulations, collective bargaining agreements, and District policies and procedures. In total, there were 2,287 assignment transactions completed by staff in the 2020-21 school year, which is a 5% increase from 2019-20 school year (2,169).

#### HIGHLIGHTS AND ACCOMPLISHMENTS

The year 2021 will be remembered as the year that innovation and technology moved to the forefront in accomplishing our work. From March 2020 through the end of the 2021 fiscal year, there were literally hundreds of hours spent utilizing the online platforms of Zoom, Microsoft Teams, and Google Hangouts. The constantly changing health guidelines required us to change our work practices and staff worked hard to provide excellent eligibility lists along with strong customer service.

Due to the pandemic, our annual Pin Ceremony that we celebrate at the May Personnel Commission meeting had to be postponed another year. Once the limitations for large gatherings are lifted we will reschedule the annual celebration that will recognize 183 classified employees for their 5 to 35 years of service, equaling a combined total of 2,445 years of assistance to our students and community. The Commission will also honor 16 retiring classified employees, acknowledging their more than 312 years of service to the District.

The 2021 Professional Growth Saturday took on a different look due to the pandemic. A full day of enrichment opportunity was offered to the group of 125 employees. Another modified day was created for the group of employees that needed an additional Saturday class to complete their programs. These programs were offered via the Zoom platform.

## 2021-22 GOALS OF THE PERSONNEL COMMISSION AND CLASSIFIED HUMAN RESOURCES DIVISION

1. Continue our work within the guidelines of the California Education Code, Board Policies and Administrative Regulations, and Personnel Commission Rules and Regulations of the Classified Service and state and federal laws, review and streamline classified human resources internal and external processes to maximize efficiencies to best serve the stakeholders of the Downey Unified School District Personnel Commission and Classified Human Resources.
2. Work in a collaborative manner with the Los Angeles County Office of Education (LACOE) to implement the LACOE Human Capital Management (HCM). It is anticipated that this new software system will significantly streamline our human resource processes.
3. Continue to work with stakeholders to recognize and appreciate the work of Classified employees.
4. Develop and implement fully online recruitment, new hire onboarding and orientation programs.
5. Continue developing training and preparation workshops for Classified employees to work towards promotion.