

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

AGENDA #3

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

4:00 p.m.  
October 20, 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, October 20, 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 October 20, 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 September 15, 2021. 1-6
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Campus Security Assistant eligibility list established September 30, 2021. 7
2. **RATIFY** certification of Food Service Assistant eligibility list established September 10, 2021. 8
3. **RATIFY** the classification of two Computer/Network Support Technician positions established by the Board of Education, assigned to the Technology department, effective September 20, 2021. 9
4. **RATIFY** the classification of one Senior Instructional Assistant position established by the Board of Education, assigned to Doty Middle School, effective August 12, 2021. 10
5. **RATIFY** the classification of one Senior Instructional Assistant-Sign Language position established by the Board of Education, assigned to the DHH Program, effective September 13, 2021. 11
6. **RATIFY** the classification of one Limited-Term Student Information Systems Operator position established by the Board of Education, assigned to the Technology & Information Systems department, effective September 27, 2021 through March 26, 2022. 12
7. **APPROVE** changes to the class description of Assistant Network Administrator, effective October 21, 2021. 13-17

III. OLD BUSINESS

1. **DECLARE** a public hearing to hear public in the matter of the appointment of Dianne Lumsdaine to the Personnel Commission for a three-year term commencing December 1, 2021.
  - a. Open the hearing
  - b. Close the hearing
2. **APPROVE** the appointment of Dianne Lumsdaine to the Personnel Commission for a three-year term commencing December 1, 2021.

IV. NEW BUSINESS

1. **APPROVE** the reclassification of Ruth Chavez from Bus Driver to Dispatcher/State Certified Bus Driver Instructor, effective October 21, 2021. 18
2. **DISCUSS** AB 361 regarding the Brown Act teleconferencing legislation.

V. NEXT REGULAR MEETING

November 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

September 15, 2021

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by John Kennedy, Vice-Chairperson, on Wednesday, September 15, 2021 at 4:00 p.m. in the District Conference Center-A (DCC-A), 11627 Brookshire Avenue, Downey, California and via Zoom video conference.

#37  
PLEDGE OF  
ALLEGIANCE

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

#38  
ROLL

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

Present: John Kennedy  
Dianne Lumsdaine (Via Zoom)  
Angie Rademaker

#39  
MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Ms. Rademaker, seconded by Ms. Lumsdaine, and the motion carried unanimously, to approve the minutes of the Regular Meeting of August 18, 2021.

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

#40  
CORRESPONDENCE  
RECEIVED

Ms. Arko shared that an email was received from California School Personnel Commissioners Association (CSPCA) informing the Commissioners that they have created an "Innovation Award" for Merit System districts that will recognize outstanding Classified personnel programs and achievements implemented for new ideas and to address problems through innovation and "thinking outside of the box." The application is due Monday, November 1<sup>st</sup> and the award will be presented at the March 2022 CSPCA Conference in Monterey, CA. Mr. Kennedy inquired if DUSD would be submitting a candidate and Ms. Arko replied that we would be submitting an application for consideration.

#41  
ORAL  
COMMUNICATIONS

Ms. Rademaker shared that she attended the Board of Education meeting on September 7<sup>th</sup> and is proud of all that has been accomplished.

Ms. Rademaker shared that she is very happy that there are new Wellness Centers at the school sites.

Ms. Rademaker shared that five DUSD schools received the Apple Distinguished School awards. There are currently 546 such schools in the world, ranging from elementary to college level, and DUSD has five.



Ms. Rademaker shared how thankful she is that DUSD procured some of the 54,000 pounds of unclaimed food sitting in the USDA warehouses that was used to feed many Downey community families.

Ms. Lumsdaine shared that she attended the Board of Education meeting on September 7<sup>th</sup> and gave her appreciation to Dr. Garcia for presenting the Annual Report and the kudos he gave to the Personnel Commission and the Classified Human Resources staff.

Ms. Lumsdaine gave her appreciation to Marc Milton, Director of Food Services, for his presentation on the Food Services program which highlighted the Classified staff and their efforts to help feed all the students of the District.

Ms. Lumsdaine stated that the recognition of the five DUSD schools receiving the Apple Distinguished Schools award was very well received.

Ms. Lumsdaine shared that the Downey Patriot had an article in their paper last week on the Celebration of Life event for Dr. Mary Stauffer which highlighted her close relationship with Downey Unified.

Mr. Kennedy acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Rebekah Ruswick, Director, Special Education; Andrea Iacovitti, Assistant Director, Budget & Finance; Chris Nezzar, Chief Technology Officer; Jaimie Valdez, Personnel Analyst; and all others present via Zoom.

Mr. Kennedy shared that he attended the Celebration of Life event for Dr. Mary Stauffer and it was very nice. He felt she was a wonderful lady that did marvelous things for the children of DUSD, who were always her motivation.

Mr. Kennedy shared that he was glad the District honored the Principals and Vice-Principals of the five elementary schools that received the Apple Distinguished Schools awards, since they were the ones that put in all the hard work and effort for their sites to receive the awards.

Mr. Kennedy shared that he recently helped serve lunch at Gallatin Elementary School.

Mr. Kennedy shared that he visited Mr. Yamasaki's class at Downey High School where the students were building a drone for them to use in a competition during the Winter Break. The competition will be held indoors and they will need to negotiate the drone through and around obstacles. He stated he is looking forward to attending the competition because there will be several teams from Downey, including two all-female teams.

Ms. Arko shared that the Classified HR team has filled over 90 vacancies since July 1<sup>st</sup>. And this number does not include the dozens of substitute positions that have also been filled.

Ms. Arko shared the Personnel Commissioners Association of Southern California (PCASC) will be holding a luncheon on October 22<sup>nd</sup> that will

have a presentation about revising the current Education Code regarding the development of eligibility lists and she invited the Commissioners to attend.

Ms. Arko requested the Commissioners mark their calendars for the 2022 CSPCA Annual Conference which will be held on March 6-8, 2022, in Monterey, CA.

Ms. Arko informed the Commissioners that the October 20<sup>th</sup> Service Pin Award ceremony must again be postponed in order maintain safety guidelines due to the expected large number of attendees, which is over 400. Ms. Lumsdaine thanked Ms. Arko for making the decision to postpone the Service Pin Award Ceremony, as painful as it is, since it is the safest route.

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

#42  
PUBLIC HEARD

Dr. Garcia thanked the Commissioners for their kind words and all their support. In addition, he thanked Ms. Arko and the Classified Human Resources staff for all their hard work. He acknowledged that both Classified Human Resources and Certificated Human Resources have had a challenging time trying to fill all the vacant positions and appreciated all their hard work.

Dr. Garcia felt that it was a wise decision to postpone the Service Pin Award ceremony since the conditions are still not ideal.

Dr. Garcia shared that the District is still working with the Department of Public Health in regards to contact tracing since it has become a tremendous burden for the staff at the school sites.

Dr. Garcia share that data from school sites has become favorable and the most recent report indicated that there were only six schools out of over 3,000 in Los Angeles County that had outbreaks. This equates to 0.2%, which means 99.8% of schools in Los Angeles County did not experience an outbreak. Dr. Garcia felt this positive outcome at DUSD was due to the school site staff following all protocols, the use of PPE (Personal Protective Equipment) and distancing when feasible.

Dr. Garcia stated the hope is that the Department of Public Health will begin allowing a modified quarantine, which is being used in the vast majority of counties in the state of California, which allows unvaccinated students who are exposed and are asymptomatic to continue in-person instruction, but must test twice weekly and abstain from extracurricular activities. Dr. Garcia felt it was a more beneficial model for students.

Mr. Kennedy stated that he was looking forward to Dr. Garcia's induction to the 2021 Downey High School Hall of Fame. Dr. Garcia thanked him and shared that it will happen on Friday, October 29, at 10:30 am.

#43  
CONSENT AGENDA

A motion was made by Ms. Lumsdaine and seconded by Ms. Rademaker, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action Item 44-55).

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

#44  
RATIFY CERTIFICATION OF  
FOOD SERVICE ASST. II  
ELIGIBILITY LIST

**RATIFY** certification of Food Service Assistant II eligibility list established August 26, 2021.

#45  
RATIFY CERTIFICATION OF  
FOOD SERVICE SUPV. I  
ELIGIBILITY LIST

**RATIFY** certification of Food Service Supervisor I eligibility list established August 25, 2021.

#46  
RATIFY CLASSIFICATION  
OF ONE PAYROLL TECH.  
POSITION

**RATIFY** the classification of one Payroll Technician position established by the Board of Education, assigned to Budget & Finance, effective August 2, 2021.

#47  
RATIFY CLASSIFICATION  
OF ONE SCHOOL OFFICE  
MGR.-BILINGUAL/BI-LITERATE  
POSITION

**RATIFY** the classification of one School Office Manager-Bilingual/Bi-Literate position established by the Board of Education, assigned to Pace Educational Center, effective August 9, 2021.

#48  
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 Doty Middle School, effective August 12, 2021.

#49  
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 Warren High School, effective August 9, 2021.

#50  
RATIFY CLASSIFICATION  
OF ONE LIMITED-TERM  
SR. INSTRUCT. ASST.  
POSITION

**RATIFY** the classification of one Limited-Term Senior Instructional Assistant position established by the Board of Education, assigned to Alameda Elementary School, effective August 11, 2021 through December 16, 2021.

#51  
RATIFY CLASSIFICATION  
OF ONE LIMITED-TERM  
SR. INSTRUCT. ASST.  
POSITION

**RATIFY** the classification of one Limited-Term Senior Instructional Assistant position established by the Board of Education, assigned to Stauffer Middle School, effective August 12, 2021 through December 17, 2021.

- #52  
RATIFY CLASSIFICATION  
OF ONE SR. INSTRUCT.  
ASST.-BEHAVIOR  
POSITION
- RATIFY** the classification of one Senior Instructional Assistant-Behavior position established by the Board of Education, assigned to Lewis Elementary School, effective August 13, 2021.
- #53  
RATIFY CLASSIFICATION  
OF ONE SR. INSTRUCT.  
ASST.-BEHAVIOR  
POSITION
- RATIFY** the classification of one Senior Instructional Assistant-Behavior position established by the Board of Education, assigned to Sussman Middle School, effective August 9, 2021.
- #54  
RATIFY CLASSIFICATION  
OF ONE SR. INSTRUCT.  
ASST.-MEDICAL  
POSITION
- RATIFY** the classification of one Senior Instructional Assistant-Medical position established by the Board of Education, assigned to Imperial Elementary School, effective August 11, 2021.
- #55  
APPROVE CHANGES TO  
CLASS DESCRIPTION OF  
FOOD SERVICE ASSISTANT
- APPROVE** changes to the class description of Food Service Assistant, effective September 16, 2021.
- #56  
OLD BUSINESS
- Each of the following recommendations was reviewed by Director Arko prior to approval:
- #57  
APPROVE PERSONNEL  
COMMISSION AMENDED  
MEETING DATES FOR  
2021-2022
- A motion was made by Ms. Lumsdaine 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           |             |                  |
- #58  
NEW BUSINESS
- Each of the following recommendations was reviewed by Director Arko prior to approval:
- #59  
APPROVE PROPOSED  
NEW CLASSIFICATION OF  
FACILITIES SYSTEMS  
COORDINATOR
- A motion was made by Ms. Lumsdaine and seconded by Ms. Rademaker, and the motion was carried unanimously to **APPROVE** the proposed new classification of Facilities Systems Coordinator as attached with placement of the classification on the Classified Management Salary Schedule (AR 5241) at Range 120 (\$6,365 - \$7,739 per month), effective September 16, 2021.
- | <u>Roll-Call Vote</u> | <u>Ayes</u> | <u>Noes</u> |
|-----------------------|-------------|-------------|
| John Kennedy          | X           |             |
| Dianne Lumsdaine      | X           |             |
| Angie Rademaker       | X           |             |

#60  
ANNOUNCE INTENT TO  
APPOINT DIANNE  
LUMSDAINE TO THE  
PERSONNEL COMMISSION

The intention to appoint Dianne Lumsdaine to the Personnel Commission for a three-year term commencing December 1, 2021 was announced.

#61  
NEXT REGULAR  
MEETING

The next Regular Meeting of the Personnel Commission will be October 20, 2021, at 4:00 p.m., District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, California.

#62  
CLOSED SESSION

The Personnel Commission retired to closed session at 4:36 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#63  
OPEN SESSION

The Personnel Commission returned to open session at 4:50 p.m. There were no reportable actions taken during closed session.

#64  
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 4:51 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 October 20, 2021

Eligibility List Established on September 30, 2021

**CAMPUS SECURITY ASSISTANT**

**OPEN RECRUITMENT**

**Date Range of Eligibility List: 09/30/21 – 09/29/22**

**Recruitment Process**

Applications Received and Screened:	148
Passed App. Screen & Invited to Written Exam:	35
Took Written Exam:	23
Passed Written Exam & Invited to QAI:	15
Took QAI:	15
Passed QAI & Ranked on List:	15

**Number of Eligible Candidates per Rank**

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

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on October 20, 2021

Eligibility List Established on September 10, 2021

**FOOD SERVICE ASSISTANT**

**OPEN RECRUITMENT**

**Date Range of Eligibility List: 09/10/21 – 09/01/22**

**Recruitment Process**

Applications Received and Screened:	50
Passed App. Screen & Invited to Written Exam:	50
Took Written Exam:	20
Passed Written & Invited to QAI:	14
Took QAI:	14
Passed QAI & Ranked on List:	14

**Number of Eligible Candidates per Rank**

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

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

DATE: October 5, 2021  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: ESTABLISHMENT OF TWO NEW POSITIONS (COMPUTER/NETWORK  
SUPPORT TECHNICIAN)

ACTION ITEM

We have received a request from Chris Nezzar, Chief Technology Officer, to establish two new positions with duties corresponding to the current classification of Computer/Network Support Technician. These new positions are being created to better support the increased volume of work orders and to respond to the increased volume of phone calls and emails from students and staff requiring technical assistance with devices and computers.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of two new positions with duties corresponding to the current classification of Computer/Network Support Technician, assigned to the Technology department, eight hours per day, twelve months per year, at range 205, \$5,209 - \$6,324 per month, effective September 20, 2021.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of two new positions with duties corresponding to the current classification of Computer/Network Support Technician, assigned to the Technology department, eight hours per day, twelve months per year, at range 205, \$5,209 - \$6,324 per month, effective September 20, 2021.



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

DATE: October 5, 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)

ACTION ITEM

We have received a request from Reynaldo Vargas-Carbajal, Jr., Program Administrator, Special Education, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant. This new position is being created to support the needs of the students in the new mild/moderate SDC independent studies classroom at Doty Middle School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Doty Middle School, six and one-half hours per day, ten months per year, at range 105, \$3,119 - \$3,981 per month, effective August 12, 2021.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant, assigned to Doty Middle School, six and one-half hours per day, ten months per year, at range 105, \$3,119 - \$3,981 per month, effective August 12, 2021.

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

DATE: October 5, 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-SIGN LANGUAGE)

ACTION ITEM

We have received a request from Rebecca PiephoSu, Principal, DHH Program, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant-Sign Language. This new position is being created to support the special needs of a new Deaf and Hard of Hearing student per the students IEP requirements.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Sign Language, assigned to the DHH Program, six hours per day, ten months per year, at range 115, \$3,273 - \$3,985 per month, effective September 13, 2021.

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant-Sign Language, assigned to the DHH Program, six hours per day, ten months per year, at range 115, \$3,273 - \$3,985 per month, effective September 13, 2021.

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

DATE: October 5, 2021  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: BethAnn Arko, Director, Classified Human Resources  
  
SUBJECT: ESTABLISHMENT OF ONE NEW LIMITED-TERM POSITION (STUDENT  
INFORMATION SYSTEMS OPERATOR)

ACTION ITEM

We have received a request from Chris Nezzar, Chief Technology Officer, to establish one new limited-term position with duties corresponding to the current classification of Student Information Systems Operator. This new limited-term position is being created to better support the onboarding of new, additional staff required to respond to the additional work brought on by the pandemic.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new limited-term position with duties corresponding to the current classification of Student Information Systems Operator, assigned to the Technology & Information Systems department, eight hours per day, at range 190, \$4,726 - \$5,742 per month, effective September 27, 2021 through March 26, 2022.

**SUPERINTENDENT'S RECOMMENDATION:**

RATIFY the establishment of one new limited-term position with duties corresponding to the current classification of Student Information Systems Operator, assigned to the Technology & Information Systems department, eight hours per day, at range 190, \$4,726 - \$5,742 per month, effective September 27, 2021 through March 26, 2022.

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

**MEMORANDUM**

**DATE:** October 20, 2021

**TO:** Personnel Commission

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

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

**ACTION ITEM**

Staff met with the Technology Team to update the class description for the Assistant Network Administrator due to the need to run a recruitment. The duties of the position have been revised to more accurately reflect the actual duties being done and the needs of the department.

Staff 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 Assistant Network Administrator, effective October 21, 2021.



**CLASS TITLE: ASSISTANT NETWORK ADMINISTRATOR**

**BASIC FUNCTION:**

Under the direction of the Network Administrator, performs 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; monitors and evaluates network systems and servers to ensure proper operation; provides assistance to network users and technical support staff; monitors network security; and assists in the daily activities and operations of the data center servers and equipment.

**REPRESENTATIVE DUTIES:**

Install, configure, upgrade and maintain network servers using software such as Microsoft Windows, Apple OS X, or Linux. **E**

Diagnose and resolve systems errors by analyzing error messages, logs and procedures; refer unresolved technical issues to appropriate Technology staff or vendors as necessary. **E**

Assist District staff to resolve software related issues, including but not limited to, operating systems, applications, and networking software; assist other technical support staff to assure optimum systems availability to users. **E**

Monitor database backup and recovery strategies and procedures; monitor backup jobs; recover data as required to ensure integrity of database, application, and file systems. **E**

Evaluate and configure the usage of shared folders and mapped drives with usage of policies, scripts, and effective permissions. **E**

Prepare, test, and make available end user computer system images, operating system, driver, and application updates, and other software. **E**

~~Test and~~ Evaluate hardware and software to determine efficiency, reliability and compatibility with existing operating environment and configuration requirements. **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. **E**

## REPRESENTATIVE DUTIES: (Continued)

Use troubleshooting and monitoring tools such as sniffers, protocol analyzers and performance monitors; adjust network parameters to maximize performance.

Communicate and coordinate activities with outside vendors, suppliers and repair technicians regarding systems repairs, outages, equipment replacement and installation. ***E***

Confer with users to identify and clarify prospective needs for network requirements and related services. ***E***

Install and configure computer hardware such as servers, repeaters, bridges, routers and gateways, to ensure network access; integrate new hardware to enhance performance; deploy and support network applications. ***E***

Establish user accounts, passwords, e-mail accounts, internet connectivity, back-ups and directories; troubleshoot and resolve password issues; and maintain confidentiality of sensitive and privileged information. ***E***

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

Assist with the training of District staff in the operations of computers and related peripheral equipment and software, as related to District networks and server applications. ***E***

Assist in the design and development of local and wide area networks. ***E***

Assist in the administration of server-based physical security systems. ***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
- Configuration of server operating systems, such as Microsoft Windows, Linux and Macintosh OS



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

- Communications equipment operating systems, such as Cisco Internet Operating System (IOS)
- 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
- Firewall and network security
- Backup and recovery procedures, concepts and best practices 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
- Appropriate safety precautions and procedures
- Oral and written communication skills

### **ABILITY TO:**

- Analytically and logically evaluate complex technical information, issues or problems to generate solutions
- Plan and lay-out work including accurately estimating labor and material costs
- Operate a variety of tools and equipment utilized in the operation and repair of computer and network systems
- Share knowledge in area of expertise with other employees to provide cross-training
- Work from plans, technical manuals, schematics, diagrams and specifications
- Prepare and maintain accurate records and reports
- Exercise appropriate judgment in the course of duties
- Plan and organize work in order to meet program objectives, schedules and timelines
- Learn and adapt to changing technologies and job responsibilities
- Exercise personal responsibility for seeking learning opportunities to keep current on technological advancements in the industry and to improve capability and professional growth
- Be self-directed and self-monitoring in work commitments
- Formulate and communicate ideas on complex technical concepts in a clear and effective manner both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Use tact, patience, and diplomacy in dealing with others
- Persist despite obstacles and select the most direct or logical path to a goal

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Two years of college coursework in computer science, information technology or other closely related field and four years of experience working in a Windows server environment, or 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 preferred.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

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

### **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; working in proximity to high voltage electrical power supplies to conduct work.

## **Revised:**

**October 2021, D.U.S.D.**

**Established: March 2016, D.U.S.D.**



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

**MEMORANDUM**

**DATE:** October 20, 2021

**TO:** Personnel Commission

**FROM:** BethAnn Arko, Director, Classified Human Resources

**SUBJECT: RECLASSIFICATION OF BUS DRIVER TO DISPATCHER/STATE  
CERTIFIED DRIVER INSTRUCTOR**

**ACTION ITEM**

Staff recently became aware of a situation in Transportation where we have a bus driver, Ruth Chavez, that has been performing the duties of the Dispatcher/State Certified Bus Driver Instructor for over two years. Staff spoke with the administrators in the department and this information was confirmed. Staff confirmed with the administration that the position is critical to the successful operation of the department.

Since the employee has been performing the duties for over two years, staff is recommending that Ruth Chavez be reclassified to the classification of Dispatcher/State Certified Bus Driver Instructor. She has the required licenses and has been performing the duties for well over the two (2) year Education Code requirement for reclassification.

**DIRECTOR'S RECOMMENDATION**

Approve the reclassification of Ruth Chavez from Bus Driver to Dispatcher/State Certified Bus Driver Instructor, effective October 21, 2021.