

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

AGENDA #11

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

4:00 p.m.
June 22, 2022

Meeting can be attended in person or viewed electronically.

In-Person Attendance:

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 electronically is:

[Meeting ID: 201 156 0722](#)

Password: 7CgVKL

and will be made active at 4:00 pm on June 22, 2022.

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

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

Meeting ID: 201 156 0722

Passcode: 469731

In-Person Public Comment: Persons who want to comment on agenda items or topics not included on the agenda are requested, but not required, to provide name and subject matter upon which you wish to speak. Please limit your comments to no more than three (3) minutes.

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

ADDENDUM
PAGE NO.

I. GENERAL COMMISSION FUNCTIONS

1. Call to order - Dianne Lumsdaine.
2. The Renewal of the Pledge of Allegiance to the Flag of the United States of America to be led by John Kennedy.
3. Roll.

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 May 18, 2022. 1-5
 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 Administrative Secretary eligibility list established May 27, 2022. 6
 2. **RATIFY** certification of Custodian eligibility list established May 26, 2022. 7
 3. **RATIFY** certification of Early Learning Assistant eligibility list established May 31, 2022. 8
 4. **RATIFY** certification of Occupational Therapist eligibility list established May 19, 2022. 9
 5. **RATIFY** certification of Secretary eligibility list established June 3, 2022. 10
 6. **RATIFY** certification of Senior Instructional Assistant-Behavior eligibility list established May 16, 2022. 11
 7. **RATIFY** certification of Senior Instructional Assistant-Medical eligibility list established May 26, 2022. 12
 8. **APPROVE** changes to the class description of HVAC and Refrigeration Mechanic, effective June 23, 2022. 13-17
- III. OLD BUSINESS
1. **APPROVE** Personnel Commission proposed meeting dates for 2022-2023. 18
- IV. NEW BUSINESS
- None.
- V. NEXT REGULAR MEETING
- July 20, 2022 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

May 18, 2022

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, May 18, 2022, at 3:30 p.m. in the gymnasium at Griffiths Middle School, 9633 Tweedy Lane, Downey, California.

#212
PLEDGE OF
ALLEGIANCE

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

#213
CLASSIFIED EMPLOYEE
SERVICE PIN AWARDS
AND RETIREE
RECOGNITION CEREMONY

Personnel Commission Chair, Dianne Lumsdaine, opened the Classified Employee Service Pin Awards and Retirement Recognition Ceremony on behalf of the Personnel Commission by welcoming Classified Employees and thanking them for their years of service and dedication to the District. She recognized the presence of Board of Education members Barbara R. Samperi, President; Martha E. Sodetani, Vice President; Giovanna Perez-Saab, Clerk; D. Mark Morris, Linda Salomon Saldana, Jose J. Rodriguez, and Nancy A. Swenson, Board Members; Dr. John A. Garcia, Jr., Superintendent; and all other District Administrators and support personnel present.

BethAnn Arko, Director, Classified Human Resources, gave special acknowledgement to the classified employees and invited those who had already retired, or are near retirement, to come forward and accept certificates of appreciation and thanks for the years of service they have given to the District. The Commission also presented Classified Employees with service pins in recognition of their years of service to the District. Appreciation and congratulations were expressed by the Commissioners, Ms. Arko, Board Members, and Superintendent Garcia.

#214
MEETING RECESSED

The Personnel Commission recessed at 4:14 p.m. for a reception honoring current classified employees.

#215
MEETING RECONVENED

The meeting reconvened at 4:30 p.m.

#216
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#217
MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously, to approve the minutes of the Regular Meeting of April 20, 2022.

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

#218
CORRESPONDENCE
RECEIVED

Ms. Arko shared the letter of appreciation received from the Navarro/Pasaye family with the Personnel Commissioners.

#219
ORAL
COMMUNICATIONS

Mr. Kennedy gave his appreciation to all those involved in putting on a very successful pin ceremony. He gave his admiration of the new gymnasium at the middle school.

Mr. Kennedy shared that he attended the recent Professional Growth Saturday workshop for Classified employees, and he was thankful to see the large turnout.

Mr. Kennedy shared that he attended the Spring Assistance League Ball where Senior "Assisteens" are recognized for their four years of community service and are each presented with a medallion from the Chapter President.

Mr. Kennedy shared that he attended the Skills USA awards ceremony and both Downey and Warren High Schools performed well in the competitions earning both gold and silver recognitions.

Mr. Kennedy shared that he attended the RoboOlympics and was impressed by the large turnout of attendees and really enjoyed the competition.

Mr. Kennedy shared that he attended the Stauffer Middle School luncheon for volunteers which was very nice.

Mr. Kennedy shared that he will be attending the Downey High School Senior Awards Night and will be presenting several scholarships on behalf of the Linda Kennedy Memorial Scholarship fund and the Stauffer Community Scholarships.

Mr. Kennedy shared that he attended the annual Solar Boat Competition held at Lake Skinner virtually. Of the seven categories available, Downey High School came in first place in three of the categories and second place in two of the categories.

Mr. Kennedy invited those present to attend the Drone Racing Competition in the gymnasium at Downey High School on Saturday, May 21, 2022 at 11:00 am.

Ms. Rademaker gave her appreciation to the Classified employees of the District for all their hard work throughout the year.

Ms. Rademaker recognized Wanda Iacovitti, Senior Secretary, Innovative Education Programs, for receiving the Volunteer Honors Award from the Exchange Club Family Support Center.

Ms. Rademaker shared that she enjoyed seeing the six District Classified employees at the recent Board of Education meeting who were recognized as the Classified School Employees of the Year for 2022, in the six different categories.

Ms. Lumsdaine stated how great it was to finally be able to recognize the Classified employees of the District through the Service Pin ceremony, especially since this is Classified School Employees' Week. She added that she appreciates the hard work that the Personnel Commission staff gives to make the Service Pin ceremony a success.

Ms. Lumsdaine acknowledged the attendance of Marisol Alarid, President, CSEA Unit I; John Shook, Director, MOT Services; Jaimie Valdez, Personnel Analyst; and all others present.

Ms. Lumsdaine congratulated Ms. Arko on being selected as the 2022-23 Personnel Commissions Association of Southern California (PCASC) President.

Ms. Arko shared that the Professional Growth Saturday Workshop went very well. She stated that the keynote speaker, Brad Formsma, gave a talk on his book, "I Like Giving: The Transforming Power of a Generous Life" where he spoke about living a life of generosity and it was very well received by all.

Ms. Arko also acknowledged the six DUSD employees for the Classified School Employee of the Year award. These individuals were sent to the Los Angeles County Office of Education (LACOE). Two of these individuals, Elizabeth Gendreau and Ernest Vasquez, were selected to advance to the State level of competition. Ms. Arko suggested recognizing these six employees at the Personnel Commission meeting next month in June 2022.

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

#220
PUBLIC HEARD

No one from the public asked to be heard.

#221
CONSENT AGENDA

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action Item 222-223).

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

#222
RATIFY CERTIFICATION OF
SENIOR CLERICAL ASST.
ELIGIBILITY LIST

RATIFY certification of Senior Clerical Assistant eligibility list established May 5, 2022.

#223
RATIFY CERTIFICATION OF
UTILITY WORKER
ELIGIBILITY LIST

RATIFY certification of Utility Worker eligibility list established May 12, 2022.

#224
OLD BUSINESS

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

#225
OPEN HEARING ON
2022-2023 PERSONNEL
COMMISSION BUDGET

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to open a public hearing on the proposed 2022-2023 Personnel Commission budget.

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

Ms. Arko reviewed the recommended changes to the Personnel Commission budget.

#226
HEAR PUBLIC ON
2022-2023 PERSONNEL
COMMISSION BUDGET

No one from the public asked to be heard.

#227
CLOSE HEARING ON
2022-2023 PERSONNEL
COMMISSION BUDGET

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to close the public hearing on the proposed 2022-2023 Personnel Commission budget.

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

#228
ADOPT 2022-2023
PERSONNEL COMMISSION
BUDGET

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to **ADOPT** the 2022-2023 Personnel Commission Budget.

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

#229
NEW BUSINESS

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

#230
DISCUSS PROPOSED
PERSONNEL COMMISSION
MEETING DATES FOR
2022-2023

A discussion was held regarding the Personnel Commission proposed meeting dates for 2022-2023.

#231

ADOPT RESOLUTION OF
COMMENDATION OF
CLASSIFIED SCHOOL
EMPLOYEES WEEK

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to **ADOPT** the Resolution of Commendation recognizing the outstanding contributions of the classified school employees during Classified School Employees' Week, May 15-21, 2022.

Roll-Call VoteAyesNoesAbstained

John Kennedy

X

Dianne Lumsdaine

X

Angie Rademaker

X

#232

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be June 22, 2022, at 4:00 p.m., District Conference Center-A (DCC-A), 11627 Brookshire Ave., Downey, California.

#233

CLOSED SESSION

The Personnel Commission retired to closed session at 4:52 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#234

OPEN SESSION

The Personnel Commission returned to open session at 5:15 p.m. There were no reportable actions taken during closed session.

#235

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Edward Bob Earl, friend of Dianne Lumsdaine, Personnel Commissioner and Giovanna Perez-Saab, Board of Education member; Izella Iriarte, Food Service Assistant at Warren High School; Mary Elizabeth Lewis Lash, daughter of Edward C. Lewis namesake of Lewis Elementary School and previous Board of Education member; Shawna Martinez, Teacher at Doty Middle School; John E. Mercurio, husband of Debra Mercurio, Senior Instructional Assistant at Downey High School; Hernand Morales, Teacher at Downey Adult School; and Gary Swenson, Brother-in-Law of Nancy Swenson, Board of Education member, at 5:16 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

BethAnn Arko, Director

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on June 15, 2022

Eligibility List Established on May 27, 2022

ADMINISTRATIVE SECRETARY

**PROMOTIONAL
RECRUITMENT**

Date Range of Eligibility List: 5/27/2023-5/26/2023

Recruitment Process

Applications Received and Screened:	179
Passed Application Screening & Invited to Written Exam:	19
Took Written Exam:	11
Passed Written Exam & Invited to Perf/Oral Exam:	8
Took Perf/Oral Exam	7
Passed Performance and QAI and Ranked on List:	6

Number of Eligible Candidates per Rank

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

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on June 22, 2022

Eligibility List Established on May 26, 2022

CUSTODIAN

OPEN RECRUITMENT

Date Range of Eligibility List: 05/26/22 – 05/25/23

Recruitment Process

Applications Received and Screened:	91
Passed App. Screen & Invited to Written Exam:	69
Took Written Exam:	51
Passed Written & Invited to QAI:	49
Took QAI:	45
Passed QAI/Performance & Ranked on List:	43

Number of Eligible Candidates per Rank

Rank 1:	14
Rank 2:	14
Rank 3:	9
Rank 4:	5
Rank 5:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on June 22, 2022

Eligibility List Established on May 31, 2022

EARLY LEARNING ASSISTANT

**OPEN/PROMO
RECRUITMENT**

Date Range of Eligibility List: 05/31/22 – 05/30/23

Recruitment Process	
Applications Received and Screened:	91
Passed App. Screen & Invited to Written Exam:	35
Took Written Exam:	14
Passed Written & Invited to QAI:	11
Took QAI:	8
Passed QAI & Ranked on List:	8
Number of Eligible Candidates per Rank	
Rank 1:	2
Rank 2:	3
Rank 3:	2
Rank 4:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on June 15, 2022

Eligibility List Established on May 19, 2022

OCCUPATIONAL THERAPIST		OPEN RECRUITMENT
Date Range of Eligibility List: 5/19/2022-5/18/2023		
Recruitment Process		
Applications Received and Screened:		23
Passed Application Screening & Invited to QAI:		18
Took QAI:		18
Passed QAI & Ranked on List:		11
Number of Eligible Candidates per Rank		
Rank 1:		6
Rank 2:		4
Rank 3:		1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on June 22, 2022

Eligibility List Established on June 3, 2022

SECRETARY

**OPEN/PROMOTIONAL
RECRUITMENT**

Date Range of Eligibility List: 06/03/2022 – 06/02/2023

Recruitment Process	
Applications Received and Screened:	158
Invited to Written Exam:	158
Took Written Exam:	145
Passed Written & Invited to Performance Exam:	30
Took Performance Exam:	28
Passed Performance Exam & Invited to QAI:	16
Took QAI:	16
Passed QAI & Ranked on List:	12
Number of Eligible Candidates per Rank	
Rank 1:	3
Rank 2:	3
Rank 3:	5
Rank 4:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on June 22, 2022

Eligibility List Established on May 16, 2022

**SENIOR INSTRUCTIONAL ASSISTANT – BEHAVIOR
(Merged List)**

**OPEN/PROMOTIONAL
RECRUITMENT**

Date Range of Eligibility List: 05/16/2022 – 05/15/2023

Recruitment Process

Applications Received and Screened:	67
Met AA Req. or equivalent & Invited to Written Exam:	18
AA Req. not met & Invited to ESSA Exam:	16
Passed ESSA Exam & Invited to Written Exam:	7
Took Written Exam (includes candidates that met AA Req. and those who passed ESSA Exam):	34
Passed Written & Invited to QAI:	20
Took QAI:	17
Passed QAI & Ranked on List:	17

Number of Eligible Candidates per Rank

Rank 1:	1
Rank 2:	2
Rank 3:	2
Rank 4:	8
Rank 5:	3
Rank 6:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on June 22, 2022

Eligibility List Established on May 26, 2022

**SENIOR INSTRUCTIONAL ASSISTANT – MEDICAL
(Merged List)**

**OPEN/PROMO
RECRUITMENT**

Date Range of Eligibility List: 05/26/2022 – 05/25/2023

Recruitment Process

Applications Received and Screened:	65
Met AA Req. or equivalent & Invited to Written Exam:	6
AA Req. not met & Invited to ESSA Exam:	3
Passed ESSA Exam & Invited to Written Exam:	1
Took Written Exam (includes candidates that met AA Req. and those who passed ESSA Exam):	4
Passed Written & Invited to QAI:	4
Took QAI:	4
Passed QAI & Ranked on List:	4

Number of Eligible Candidates per Rank

Rank 1:	1
Rank 2:	0
Rank 3:	1
Rank 4:	1
Rank 5:	1

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

MEMORANDUM

DATE: June 22, 2022

TO: Personnel Commission

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

SUBJECT: RECOMMENDED REVISION OF CLASS DESCRIPTION – HVAC AND REFRIGERATION MECHANIC

ACTION ITEM

In preparation of the upcoming recruitment, the class description was reviewed with the incumbents 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 HVAC and Refrigeration Mechanic, effective June 23, 2022.

CLASS TITLE: HVAC AND REFRIGERATION MECHANIC

BASIC FUNCTION:

Under the direction of the ~~Facilities/Construction Manager~~ Maintenance Supervisor, perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air conditioning and refrigeration systems, and related equipment and facilities.

REPRESENTATIVE DUTIES:

Inspect, repair, modify and install HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, water cooling towers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes. **E**

Make adjustments and/or repairs on the Energy Management System. **E**

~~Purge~~ Recover and/or charge refrigerant. ~~gas coolant to~~ Test for leaks on new and old refrigeration and air conditioning installations; ~~test for gas leaks and~~ Make repairs as needed. **E**

Fabricate, install, and repair ductwork, and associated components; copper tubing and pipes as necessary.

~~Service and repair appliances requiring the use of refrigerant.~~ **E**

Perform preventive maintenance and repairs to HVAC, ~~and~~ refrigeration and kitchen equipment and appliances; ~~clean and adjust pilots.~~ **E**

Operate a variety of hand and power tools, brazing, welding and test equipment utilized in the trade. **E**

Perform skilled electrical maintenance work in the repair, installation and alteration of electrical equipment and wiring systems as needed. **E**

Program and use energy management software to troubleshoot problems and control HVAC/lighting/pumps, etc. **E**

Diagnose mechanical and electrical problems; repair or replace defective parts in units, equipment and controls. **E**

REPRESENTATIVE DUTIES: (Continued)

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

Rebuild, replace or repair bearings, valves, controls, gaskets and other equipment as necessary. *E*

Prepare and maintain routine records related to work performed.

Assist other skilled maintenance personnel in cooperative assignments as needed.

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:

- Standard practices of the HVAC and refrigeration trade.
- Theory of HVAC and refrigeration systems.
- Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems.
- Computerized Energy Management Systems operation and installation.
- Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC and refrigeration.
- Manual and electrical tools and equipment applicable to the HVAC and refrigeration trade.
- Welding, brazing and soldering techniques.
- Laws as they relate to driving a motor vehicle. Defensive driving methods.
- Health and safety regulations. Basic record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.
- Personal computer software applications, i.e., Microsoft Word, Excel, Outlook, internet, etc.

ABILITY TO:

- Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air conditioning and refrigeration systems.
- Read and work from blueprints, shop and technical drawings and sketches.
- Size equipment and ductwork for efficient replacement.
- Diagram defects.
- Install ductwork.
- Communicate effectively both orally and in writing.

KNOWLEDGE AND ABILITIES: (Continued)

- Understand and follow oral and written directions.
- Use computerized Energy Management Programs to set parameters and diagnose problems.
- Operate computer software applications, i.e., Microsoft Word, Excel, Outlook, internet, etc.
- Work cooperatively with others.
- Work independently with general direction.
- Meet schedules and timelines.
- Maintain routine records.
- Operate a District vehicle to conduct work. Observe legal and defensive driving practices.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Be motivated to produce high quality work product.
- Work within stressful situations.
- Maintain a work pace appropriate to a given workload.
- Work safely around live electrical and moving components.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and ~~four~~ three years' increasingly responsible journey-level experience in the HVAC and refrigeration trade.

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. Must possess a valid Refrigerant Transition and Recovery Usage Certificate (Universal). Possession of Puron Certification within five (5) months' of employment. A C20 License is highly desirable. Knowledge of Energy Management Systems (EMS) or Building Management Systems (BMS) is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; subject to fumes and noise from air conditioning and refrigeration equipment and driving to conduct work.

PHYSICAL ABILITIES:

Climbing ladders and working at heights; walking and standing for extended periods of time; bending at the waist, kneeling or crouching; reaching overhead, above the shoulders and horizontally; lifting and carrying heavy objects weighing up to 45-100 pounds; and hearing and speaking to exchange information.

WORKING CONDITIONS: (Continued)

HAZARDS:

Electrical power supply and high voltage; exposure to combustibles; working in confined spaces; exposure to chemicals in products used; refrigerants; working at heights; working around moving parts; and driving a vehicle to conduct work.

Proposed, June 2022, D.U.S.D.

March 2013, D.U.S.D.

February 2013, D.U.S.D.

August 2012, D.U.S.D.

April 2007, D.U.S.D.

October 2005, D.U.S.D.

June 1989, Ewing & Company

DOWNEY UNIFIED SCHOOL DISTRICT

Personnel Commission

“Proposed” Meeting Dates for 2022 – 2023

All meetings are held at 4:00 p.m. in the Lloyd L. Stromberg Conference room at the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California, unless otherwise noted.

July 20, 2022

August 17, 2022

September 21, 2022

October 19, 2022

November 16, 2022

December 21, 2022

February 8, 2023

March 15, 2023

April 19, 2023

May 17, 2023 (3:30 p.m.)

(Service Pin Awards and Retirement Recognition)
Location TBD

May 18, 2023 (9:30 a.m.)

(Service Pin Awards and Retirement Recognition for Transportation Personnel)
Transportation Department
12330 Woodruff Avenue, Downey

June 21, 2023