

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

AGENDA #11

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
April 23, 2025

ADDENDUM
PAGE NO.

I. GENERAL COMMISSION FUNCTIONS

1. Call to order - Dianne Lumsdaine.
2. The Renewal of the Pledge of Allegiance to the Flag of the United States of America to be led by John Kennedy.
3. Roll.
4. **APPROVE** Minutes of the Special Meeting of March 6, 2025.
5. **APPROVE** Minutes of the Regular Meeting of March 19, 2025.
6. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
7. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
8. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Equipment Mechanic list established February 20, 2025.
2. **RATIFY** certification of Food Service Assistant list established March 12, 2025.
3. **RATIFY** certification of Maintenance Electrician list established March 21, 2025.
4. **RATIFY** certification of Food Service Assistant I list established March 21, 2025.
5. **RATIFY** certification of Senior Instructional Assistant - Behavior list established March 28, 2025.

Pursuant to Government Code §54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission may be obtained from the Classified Human Resources office, 11627 Brookshire Avenue, Downey, CA 90241.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Director, Classified Human Resources at (562) 469-6641 at least 24 hours in advance of the meeting. [Government Code §54954.2(a)(1)]

6. **RATIFY** certification of Bus Driver list established April 2, 2025.
7. **RATIFY** certification of Special Education Data & Compliance Specialist list established April 7, 2025.
8. **RATIFY** certification of Elementary Campus Assistant list established April 8, 2025.
9. **RATIFY** certification of Food Service Assistant list established April 4, 2025.
10. **RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Lewis Elementary, effective March 12, 2025.
11. **RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Gauldin Elementary, effective March 12, 2025.
12. **RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Rio San Gabriel Elementary, effective March 12, 2025.
13. **RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Carpenter Elementary, effective March 12, 2025.
14. **RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Williams Elementary, effective March 12, 2025.
15. **RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Rio Hondo Elementary, effective March 12, 2025.
16. **RATIFY** the classification of one Special Education Data and Compliance Specialist position established by the Board of Education, assigned to the Special Education Department, effective March 12, 2025.
17. **RATIFY** the classification of one School Office Manager - Bilingual Biliterate position established by the Board of Education, assigned to Leap, effective April 9, 2025.

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III. OLD BUSINESS

1. **DECLARE** a public hearing on 2025-2026 proposed Personnel Commission Budget.
 - a. Open the hearing
 - b. Close the hearing
2. **ADOPT** 2025-2026 Personnel Commission Budget

IV. NEW BUSINESS

1. **APPROVE** the proposed new classification of Personnel Technician, as attached, and placement of the classification set at a Range 150 (\$4,670 - \$5,681 per month) on the Classified Unit I Salary Schedule (AR 5241.1) effective April 24, 2025.
2. **APPROVE** the proposed new classification of Assistant Director, Classified Human Resources, as attached, and placement of the classification set at a Range 133 (\$\$10,511 – \$12,777 per month) on the Classified Management Salary Schedule (AR 5241) effective April 24, 2025.
3. **APPROVE** the proposed reclassification of Ashley Catanzano's position from Public Information Officer to Director, Communications & Engagement, including the recommended revisions to the Public Information Officer Classification, effective May 1, 2025.

V. NEXT REGULAR MEETING

May 14, 2025, at 4:00 p.m. in the Lloyd L. Stromberg Conference Room, 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

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.

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

MINUTES
Special Meeting

March 6, 2025

The Special Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Thursday, March 6, 2025, at 9:00 a.m. in the DCC-A Conference Room, 11627 Brookshire Avenue, Downey, California.

#209
PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by John Kennedy.

#210
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#211
NEW BUSINESS

The Commissioners considered the appeal pertaining to Public Employee Discipline, Dismissal or Release.

#212
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be March 19, 2025, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Ave., Downey, California.

#213
CLOSED SESSION

The Personnel Commission retired to closed session at 11:45 a.m. pursuant to Section 54954.5 (e) to 54957 – Public Employee Discipline/Dismissal/Release.

#214
OPEN SESSION

The Personnel Commission returned to open session 12:14 p.m. There were no reportable actions taken during closed session.

#215
ADJOURNMENT

The Special Meeting of the Personnel Commission was declared adjourned at 12:15 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

Ceylida Lopez, Director

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

MINUTES

Regular Meeting

March 19, 2025

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, March 19, 2025, at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#216
PLEDGE OF
ALLEGIANCE

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

#217
ROLL

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

Present: John Kennedy
 Dianne Lumsdaine
 Angie Rademaker

#218
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 February 13, 2025.

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

#219
CORRESPONDENCE
RECEIVED

None.

#220
ORAL
COMMUNICATIONS

Ms. Rademaker shared an appreciation for CSEA Chapter 248 for walking the TLC 5k on her behalf.

Mr. Kennedy shared that he attended Vex Robotics tournament at Stauffer. It was a well-run tournament and thoroughly enjoyed it.

He attended the TLC 5K Walk and cheered employees and all those walking.

He also attended the CTE Expo at Downey High School. He saw a lot of kids come around the robotics room to see what the program was like.

Mr. Kennedy attended the Stauffer Foundation Board meeting. There was a review of expenditures of grants and scholarship. He is looking forward to what they will do this spring.

Mr. Kennedy shared that all Commissioners held a hearing.

He also attended the regular Board of Education meeting and listened to the presentation from the search firms.

Mr. Kennedy shared that he traveled to Utah to support the Striking Viking Robotics team, which advanced to the playoffs. Unfortunately, during the third match, their robot experienced a mechanical failure. Despite the setback, the team finished in 6th or 7th place—an impressive showing.

Mr. Kennedy shared that he interviewed 14 students for Linda's scholarship, and all 14 will each receive a \$3,500 award.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Dr. Alyda Mir, Superintendent, Certificated Human Resources; Darryl Browning, Assistant Director, Certificated HR; Dr. Robert McEntire, Associate Superintendent, Administrative Services; Chris Nezzar, Chief Director of Technology, Marc Milton, Director, Food Services; Carlos Fornelli, Assistant Director, M.O.T; Louis Smith, Payroll Supervisor; Marisol Alarid, CSEA Unit I, President; Hismelda Macias, CSEA Unit I Treasurer; Laura Lopez-Hernandez, CSEA Unit I, Communications Officer; Jim Walton, CSEA Unit II Chief Job Steward; Morgan Hoel, CSEA Unit II, Chief PR Officer. She thanked everyone for attending.

Ms. Lumsdaine spoke about the hearing that took place on March 6, 2025, and acknowledged the significance of this responsibility as part of the Commission's role. She emphasized the importance of having a body dedicated to classified employees, ensuring the integrity of the Merit System. This duty is assigned to the Commission under the California Education Code.

She also attended the regular Board of Education meeting, where she witnessed the outstanding recognition of the CIF soccer champions—both the boys' and girls' teams—from Warren High School.

Ms. Lumsdaine shared that she attended the GOOD luncheon and sat with CSEA Unit II.

She also attended the Femineers Gala and was pleased to see many administrators and school board members in attendance. Their presence demonstrated to students just how strongly they are supported and valued.

Ms. Lopez gave up an update on summer school assignments. The department received a huge amount of interest from employees.

Ms. Lopez thanked Board Member and Commissioner John Kennedy for visiting the department and taking the time to learn more about the work being done in Classified Human Resources.

She shared that she and several members of the department attended the TLC 5K, where they enjoyed supporting TLC and walking alongside employees and community members.

Ms. Lopez reviewed and answered questions regarding the March Vacancy/Recruitment Status Report.

#221
PUBLIC HEARD

Dr. Garcia shared exciting news that the Price Robotics Teams will be heading to the World Championship this May. There is also a possibility that another team may be added from the waitlist. Robotics is one of the key programs identified by the Enrollment Growth Committee for strategic expansion and for maintaining strong vertical articulation across our schools. Our high school teams continue to be highly competitive, and now, our middle school VEX Robotics teams have qualified for Worlds. Elementary schools are also now participating in the program, further strengthening the pathway. Dr. Garcia thanked the Commissioners for their ongoing support of this impactful initiative.

#222
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 (223-233)

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

#223
RATIFY CERTIFICATION OF
FOOD SERVICE ASST.
ELIGIBILITY LIST

RATIFY certification of Food Service Assistant list established February 5, 2025.

#224
RATIFY CERTIFICATION OF
SR. INST. ASST. -
BEHAVIOR ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant - Behavior list established February 5, 2025.

#225
RATIFY CERTIFICATION OF
BUYER ELIGIBILITY LIST

RATIFY certification of Buyer list established February 7, 2025.

#226
RATIFY CERTIFICATION OF
FOOD SERVICE ASST.
ELIGIBILITY LIST

RATIFY certification of Food Service Assistant list established February 21, 2025.

#227
RATIFY CERTIFICATION OF
FOOD SERVICE ASST. I
ELIGIBILITY LIST

RATIFY certification of Food Service Assistant I list established February 28, 2025.

#228
RATIFY CERTIFICATION OF
SR. INST. ASST. -
BEHAVIOR ELIGIBILITY LIST

RATIFY certification of Sr. Instructional Assistant - Behavior list established March 5, 2025.

#229 RATIFY CERTIFICATION OF CAMPUS SECURITY ASST. ELIGIBILITY LIST	RATIFY certification of Campus Security Assistant list established March 6, 2025.
#230 RATIFY CLASSIFICATION OF THREE FOOD SERVICE ASST. POSITIONS	RATIFY the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Gallatin Elementary, effective February 13, 2025.
#231 RATIFY CLASSIFICATION OF THREE FOOD SERVICE ASST. POSITIONS	RATIFY the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Old River Elementary, effective February 13, 2025.
#232 RATIFY CLASSIFICATION OF THREE FOOD SERVICE ASST. POSITIONS	RATIFY the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Price Elementary, effective February 13, 2025.
#233 RATIFY CLASSIFICATION OF THREE FOOD SERVICE ASST. POSITIONS	RATIFY the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Unsworth Elementary, effective February 13, 2025.
#234 OLD BUSINESS	None.
#235 NEW BUSINESS	Each of the following recommendations was reviewed by Director Lopez prior to approval:
#236 APPROVE CHANGES TO COLLEGE CAREER TECH. JOB DESCRIPTION	A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion was carried unanimously to APPROVE the changes to the College Career Technician job description, as attached, effective March 20, 2025.
#237 APPROVE CHANGES TO INSTRUCTIONAL MEDIA TECH. JOB DESCRIPTION	A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion was carried unanimously to APPROVE the changes to the Instructional Media Technician job description, as attached, effective March 20, 2025.
#238 REVIEW PROPOSED 2025- 26 PERSONNEL COMMISSION BUDGET	Ms. Lopez reviewed the proposed 2025-26 Personnel Commission Budget noting necessary changes. The proposed 2025-26 Personnel Commission Budget will be an item on the April 23, 2025, agenda for public hearing and adoption.
#239 NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission will be April 23, 2025, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Ave., Downey, California.

#240
CLOSED SESSION

The Personnel Commission retired to closed session at 4:38 p.m. pursuant to Section 54954.5 (e) to 54957 Public Employee Discipline/Dismissal/Release and in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#241
OPEN SESSION

The Personnel Commission returned to open session at 4:50 p.m. It took action to deny the appeal for employee GZ060302's dismissal from the Downey Unified School District.

#242
ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Angie Garcia, mother of Tommy Garcia. She served DUSD as a noon aide and a bus driver at 4:36 p.m. with the consent of the members.

Personnel Commission
DOWNEY UNIFIED SCHOOL DISTRICT

Dianne Lumsdaine, Chair

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 23, 2025

Eligibility List Established on February 20, 2025

EQUIPMENT MECHANIC		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 02/20/2025 – 02/19/2026		
Recruitment Process		
Applications Received and Screened:		28
Passed App. Screening & Invited to Performance Exam:		5
Took Performance Exam:		4
Passed Performance Exam & Invited to QAI:		4
Passed QAI & Put on Eligibility List		4
Number of Eligible Candidates per Rank		
Rank 1:		3
Rank 2:		1

FOOD SERVICE ASSISTANT		OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 03/12/2025 – 09/11/2025		
Recruitment Process		
Applications Received and Screened:	41	
Passed Application Screening & invited to QAI:	28	
Took QAI:	13	
Passed QAI & Put on Eligibility List	10	
Number of Eligible Candidates per Rank		
Rank 1:	1	
Rank 2:	3	
Rank 3:	3	
Rank 4:	2	
Rank 5:	1	

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 23, 2025

Eligibility List Established on March 21, 2025

MAINTENANCE ELECTRICIAN		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 03/21/2025 – 03/20/2026		
Recruitment Process		
Applications Received and Screened:		158
Passed Application Screening & Proceeded to Evaluation of Training and Experience:		94
Invited to Written Exam:		74
Passed Written & Invited to Performance:		16
Passed Performance & Invited to QA1:		6
Passed QAI & Put on Eligibility List		5
Number of Eligible Candidates per Rank		
Rank 1:		5

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 23, 2025

Eligibility List Established on March 21, 2025

FOOD SERVICE ASSISTANT I	OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 3/21/2025 – 09/20/2025	
Recruitment Process	
Applications Received and Screened:	62
Passed App. Screen & Invited to Written Exam:	25
Took Written Exam:	14
Passed Written Exam & Invited to QAI:	13
Passed QAI & Put on Eligibility List	9
Number of Eligible Candidates per Rank	
Rank 1:	4
Rank 3:	3
Rank 4:	2

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 23, 2025

Eligibility List Established on March 28, 2025

SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 3/28/2025 – 3/27/2026		
Recruitment Process		
Applications Received and Screened:		39
AA Req. met & invited to ESSA Exam:		18
Met ESSA Requirements & Invited to QAI:		15
Took QAI:		10
Passed QAI & Put on Eligibility List		8
Number of Eligible Candidates per Rank		
	Rank 1:	1
	Rank 2:	2
	Rank 3:	5
	Rank 4:	

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 23, 2025

Eligibility List Established on April 2, 2025

BUS DRIVER		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 04/02/2025 – 04/01/2026		
Recruitment Process		
Applications Received and Screened:		14
Passed Application Screening & invited to QAI:		4
Took QAI:		2
Passed QAI & Put on Eligibility List		2
Number of Eligible Candidates per Rank		
	Rank 1:	2

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 23, 2025

Eligibility List Established on April 07, 2025

SPECIAL EDUCATION DATA & COMPLIANCE SPECIALIST		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 04/07/2025 – 04/06/2026		
Recruitment Process		
Applications Received and Screened:		67
Passed App. Screen & Invited to Written Exam:		6
Took Written Exam:		6
Passed Written Exam & Invited to QAI:		5
Passed QAI & Put on Eligibility List		5
Number of Eligible Candidates per Rank		
	Rank 1:	1
	Rank 2:	3
	Rank 3:	1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 23, 2025

Eligibility List Established on April 8, 2025

ELEMENTARY CAMPUS ASSISTANT		OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 04/08/2025 - 10/07/2025		
Recruitment Process		
Applications Received and Screened:		42
Invited to QAI:		29
Passed QAI & Put on Eligibility List		16
Number of Eligible Candidates per Rank		
Rank 1:		3
Rank 2:		5
Rank 3:		7
Rank 4:		1

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on April 23, 2025

Eligibility List Established on April 04, 2025

FOOD SERVICE ASSISTANT		OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 04/04/2025 – 10/03/2025		
Recruitment Process		
Applications Received and Screened:		28
Passed Application Screening & invited to QAI:		28
Took QAI:		8
Passed QAI & Put on Eligibility List		8
Number of Eligible Candidates per Rank		
Rank 1:		1
Rank 2:		5
Rank 3:		1
Rank 4:		1

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

DATE: March 11, 2025
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Tami Francis, Principal – Lewis, to establish three new positions with duties corresponding to the current classification of Food Service Assistant. These new positions are being requested to provide mealtime support at Lewis Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Lewis Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Lewis Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

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

DATE: March 11, 2025
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Sylvia Estrella, Principal – Gauldin, to establish three new positions with duties corresponding to the current classification of Food Service Assistant. These new positions are being requested to provide mealtime support at Gauldin Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Gauldin Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Gauldin Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

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

DATE: March 11, 2025
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Rose Zeisel, Principal – Rio San Gabriel, to establish three new positions with duties corresponding to the current classification of Food Service Assistant. These new positions are being requested to provide mealtime support at Rio San Gabriel Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Rio San Gabriel Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Rio San Gabriel Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

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

DATE: March 11, 2025
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Diana Verduzco, Principal – Carpenter, to establish three new positions with duties corresponding to the current classification of Food Service Assistant. These new positions are being requested to provide mealtime support at Carpenter Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Carpenter Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Carpenter Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

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

DATE: March 11, 2025
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Billie Barrios, Principal – Williams, to establish three new positions with duties corresponding to the current classification of Food Service Assistant. These new positions are being requested to provide mealtime support at Williams Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Williams Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Williams Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

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

DATE: March 11, 2025
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF THREE NEW POSITIONS (FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Dr. Michael Williams, Principal – Rio Hondo Elementary, to establish three new positions with duties corresponding to the current classification of Food Service Assistant. These new positions are being requested to provide mealtime support at Rio Hondo Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Rio Hondo Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of three new positions with duties corresponding to the current classification of Food Service Assistant, assigned to Rio Hondo Elementary, 17.5 hours per week, ten months per year, at range 250, \$18.00 - \$21.88 per hour, effective March 12, 2025.

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

DATE: March 11, 2025
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SPECIAL EDUCATION
DATA & COMPLIANCE SPECIALIST)

ACTION ITEM

We have received a request from Dr. Rebekah Ruswick, Director, Special Education, to establish one new position with duties corresponding to the current classification of Special Education Data & Compliance Specialist. This new position is being requested to support the Children and Youth Behavioral Health Incentive (CYBHI) program.

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 Special Education Data & Compliance Specialist, assigned to Special Education, 40 hours per week, twelve months per year, at range 165, \$5,025- \$6,107 per month, effective March 12, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Special Education Data & Compliance Specialist, assigned to Special Education, 40 hours per week, twelve months per year, at range 165, \$5,025- \$6,107 per month, effective March 12, 2025.

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

DATE: April 8, 2025
TO: John A. Garcia, Jr., Ph.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SCHOOL OFFICE
MANAGER – BILINGUAL BILITERATE)

ACTION ITEM

We have received a request from Dr. Charlene Shimada, Coordinator II, ED/EL, to establish one new position with duties corresponding to the current classification of School Office Manager – Bilingual Biliterate. This new position is being created to provide support at the Leap main office in response to the expansion of the Early Education Program to the Leap site.

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 School Office Manager – Bilingual Biliterate, assigned to Leap, 40 hours per week, eleven months per year, at range 750, \$4,905 - \$5,966 per month, effective April 9, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of School Office Manager, assigned to Leap, 40 hours per week, eleven months per year, at range 750, \$4,905 - \$5,966 per month, effective April 9, 2025.

DOWNEY UNIFIED SCHOOL DISTRICT

Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: April 23, 2025
TO: Personnel Commission
FROM: Ceylida Lopez, Director, Classified Human Resources
**SUBJECT: SECOND REVIEW AND APPROVAL 2025-26 PERSONNEL
COMMISSION BUDGET**

INFORMATION ITEM

The proposed Personnel Commission Budget for 2025-2026 was presented at the March 19, 2025, Personnel Commission Meeting.

The proposed budget is anticipated to meet the district's demands. The Personnel Commission staff will continue to be conservative in our spending habits, limiting expenditures to those necessary to fulfill the role of the Classified Human Resources Department and Personnel Commission Office.

DIRECTOR'S RECOMMENDATION

Approve the 2025-2026 Personnel Commission budget, effective July 1, 2025.

Downey Unified School District
Personnel Commission / Office of Classified Personnel Services

Personnel Commission Budget

History of the P.C. Budget

<i>Year</i>	<i>Preliminary Review</i>	<i>Public Hearing</i>	<i>Adoption</i>	<i>Specific Comments</i>
2001	March	April	May	Zero increase
2002	March	April	May	Zero increase
2003	April	May	June	10% reduction in operation expenses incl. Reduction of mileage for Director – a reduction of \$3,011
2004	March	April	May	Loss of one Sr. Personnel Asst. position; reduction of \$54,501
2005	April	May	June	Zero increase
2006	March	April	May	Zero increase
2007	April	May	Sept.	Zero increase
2008	Feb.	March	April	\$2,278 increase due to change in insurance enrollment
2009	March	April	May	Reduction of \$6,857
2010	March	April	May	\$8,285 increase due to change in insurance enrollment and change in Unemployment Insurance and PERS costs.
2011	April	May	June	\$72 decrease due to changes in staff and increases in insurance enrollment, unemployment insurance, medical examinations / drug screening, and mandated fingerprinting.
2012	April	May	May	Proposed \$895 increase due to correction of staff salary levels and increases in employee medical benefits while adjusting for costs to fingerprinting and medical examinations.
2013	April	May	May	Proposed \$2,100 increase due to increases in employee medical benefits and increases to the Employee Recognition Program.
2014	April	May	May	Proposed \$59,723 increase due to negotiated salary increases; increased medical benefit contributions; and an increase in the Workers Compensation Rate.
2015	April	May	May	Proposed \$50,907 increase due to negotiated salary increases;

				increased medical benefit contributions; increases in the number of employee fingerprinting and medical examination rates; and an increase in the PERS rate.
2016	April	May	May	Proposed \$4,015 increase due to an 8% anticipated increase in the employee benefits and negotiated salary increases. The budget increase would have been more but there were 3 new hires this year that are lower on the salary schedule than their predecessors.
2017	April	May	May	Proposed \$6,016 increase due to negotiated salary increase, step advancements, increased employer contribution to CalPERS.
2018	April	May	May	Proposed \$31,827 increase due to staff step advancements and increased employer contribution to CalPERS
2019	April	May	May	Proposed \$31,564 increase due to CalPERS increases and projected health insurance (with new hires with families)
2020	April	May	May	Proposed increase \$26,133 due to salary & associated benefits
2021	April	May	May	Reflects increase of \$2,756 due to anticipated salary & benefits and actual costs
2022	April	May	May	Increase \$31,109 due to salary and associated benefits. Other items have remained status quo for several years.
2023	April	May	May	Proposed increase \$102,082 due to upgraded positions, negotiated salary increases & associated benefits, and increased costs of doing business.
2024	April	May	May	Proposed increase of \$43,286 due to operating cost and other cost associated with employee benefits and salaries.
2025	March	April	April	<i>Proposed increase of \$129, 411 due to added position and restructure of positions & associated benefits and increase cost of operations.</i>

DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
2025-26 Budget - Submitted Public Hearing and Adoption April 2025

Acct No.	Description	2025-26 (Proposed)	2024-25	Variance
2000 Classified Salaries				
2301	Personnel Commission	2,400	2,400	0
2303	*Personnel Director	195,763	187,448	8,315
	*Assistant Director, Classified Human Resources	126,132	-	0
	* Supervising Personnel Analyst	129,288	129,888	-600
2404	Staff:			0
	* Personnel Technician	61,776	-	0
	* Sr. Personnel Technician (2.7)	185,952	188,771	-2,819
	* Personnel Assistant	-	0	0
	* Sr. Secretary	-	89,940	-89,940
	Substitute and Special Assignments	4,500	4,500	0
3000 Employee Benefits				
3212	* Retirement – PERS	201,013	167,619	33,394
3312	* OASDI	43,878	37,383	6,495
3332	* Medicare	10,262	8,743	1,519
3342	* APPLE Plan for Subs	90	113	-23
3412	Health Insurance	150,431	167,072	-16,641
3512	* Unemployment Insurance	356	301	55
3612	* Worker's Compensation Insurance	11,395	9,647	1,748
4000 Books, Supplies & Other Equipment				
4310	Supplies, Equipment (under \$500) & Printing	8,600	8,600	0
	Employee Recognition Program	10,000	10,000	0
4400	Equipment - non-capitalized (\$500-\$4999)	3,900	3,900	0
5000 Contracted Services				
5215	Mileage	1,500	1,500	0
5216	Mileage / Raters	200	200	0
5250	Travel/Conference	5,000	5,000	0
	Staff Development-Pers. Comm. Employees	1,500	1,500	0
5310	Memberships	6,290	6,290	0
5612	Service Agreements	2,400	2,400	0
5630	Repairs, Equipment	1,000	1,000	0
5715	Duplication Costs – Communications Center	500	500	0
5804	Consultants	6,000	6,000	0
5815	Software Support and Upgrade	25,000	25,000	0
5830	Personnel Advertising	1,000	1,000	0
5860	Fingerprinting	25,000	25,000	0
5861	Medical Examinations	20,000	20,000	0
5862	TB Screening	1,000	1,000	0
5890	Professional Assistance	2,000	2,000	0
	District Inservice Education – Prof. Growth	1,500	1,500	0
	Training and Development	2,000	2,000	0
5891	Panel / Rater Expenditures	2,500	2,500	0
TOTAL:		1,250,126	1,120,715	-58,497

*NOTE: Due to possible future cost of living changes, salary and health and welfare costs are indefinite.

Prepared March 2025

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

MEMORANDUM

DATE: April 23, 2025

TO: Personnel Commission

FROM: Ceylida Lopez, Director, Classified Human Resources

**SUBJECT: ESTABLISH DUTIES FOR PROPOSED NEW CLASSIFICATION –
PERSONNEL TECHNICIAN**

ACTION ITEM

Staff is proposing the creation of a new position of Personnel Technician. The addition will allow for a distribution of tasks within the department to create a stronger infrastructure to support future needs.

This position will provide overall support to the department in different areas, including recruitment, selection, and personnel file management. The recent vacancy has created an opportunity to better align support and resources with operational needs.

It is recommended that the Personnel Commission accept the duties and classify the position and the salary placement of this new classification be set at Range 150 (\$4,670 - \$5,681 per month) on the Classified Unit I Salary Schedule (AR 5241.1).

DIRECTOR'S RECOMMENDATION:

Approve the proposed new classification of Personnel Technician and placement of the classification on the Unit I Salary Schedule at range 150, \$4,670 - \$5,681 per month) effective April 24, 2025.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CSEA UNIT I**



CLASS TITLE: PERSONNEL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Classified or Certificated Personnel Administrator, perform a wide variety of technical and responsible personnel and secretarial work in the Human Resources Department in areas of recruitment, substitute employees, orientation, selection, personnel record-keeping, and worker's compensation; prepare and maintain personnel records, files, and related reports; provide information and assistance in person and on the telephone to District personnel, staff, and the public regarding personnel matters.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Personnel Technician classification perform a wide variety of technical and responsible personnel and secretarial duties in support of the department's overall activities. Incumbents in the Senior Personnel Technician classification perform complex personnel-related duties in the areas of recruitment, examination, placement, orientation, worker's compensation, and maintenance of personnel records and files.

REPRESENTATIVE DUTIES:

Assist in the preparation of the Personnel Commission agenda, minutes and board items. **E**

Prepare, compute, and distribute payroll, and maintain related records. **E**

Perform a wide variety of technical and responsible personnel and clerical duties related to recruitment, placement of substitute employees, orientation, selection, personnel record-keeping, and worker's compensation. **E**

Provide information and assistance to District personnel, staff, and the public regarding a variety of personnel matters such as position vacancies, fringe benefits, voluntary deductions, personnel regulations, policies, and procedures. **E**

Assist District personnel and staff in troubleshooting the substitute management system, run reports, and provide guidance regarding substitute assignments in the system. **E**

Assist proctoring examination throughout the various stages of the recruitment and examination process; check in applicants for oral and written examinations; monitor applicants during examinations. **E**

Assist placing advertisements for substitute, classified, and certificated personnel; place ads in appropriate resources. **E**

Assist with the new employee orientation, send notices and track attendance; provide necessary information. **E**

Assist maintaining employee files according to District policies and procedures; maintains files, and variety of records. ***E***

Prepare, type, update, maintain, and process a variety of logs, forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations and laws; verify and post information as necessary to assure completeness and accuracy. ***E***

Compose and type letters, memoranda, lists, and other materials according to established procedures. ***E***

Assist maintaining department budget and records; prepare and submit purchase requisitions, invoices, and reimbursements. ***E***

Order and maintain office supply inventories. ***E***

Send, open, time stamp, and distribute office mail. ***E***

Assist the department in coordinating events, projects and employee training. ***E***

May attend job fairs and support recruitment outreach.

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:

Personnel office methods, practices and procedures.
District organization, operations, policies and objectives relating to personnel activities.
Standard office equipment, software applications, databases and peripherals.
Record keeping techniques. Operation of computer terminal.
Oral and written communication skills.
Telephone techniques, interpersonal skills and courteous office etiquette.
Basic personnel-related rules and regulations governing operations of recruitment, examination, and collective bargaining agreements.
District organization, operations, policies and procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform technical and responsible personnel and secretarial duties in the areas of recruitment, placement, workers' compensation and maintenance of personnel records and files and the preparation of related reports.
Learn and apply rules and regulations involved in assigned activities.
Learn and apply applicable sections of State Education Code and other applicable laws.
Maintain the security of confidential materials.

Appropriately apply personnel rules and related procedures.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Deal tactfully and patiently with the public.
Meet schedules and timelines.
Work independently with little direction.
Demonstrate empathy, friendliness, patience and responsibility.
Comprehend and follow directions.
Maintain a work pace appropriate to the position.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years of responsible clerical and secretarial experience. One year of responsible personnel office experience is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Incumbents in this classification work indoors and outdoors with direct contact with the public and District staff. Regularly works in an office environment; continuously changing priorities and subject to considerable distraction and noise from constant interruptions and office activities. This role routinely uses standard office equipment such as computers, phones, and copy machines. may be required to work some weekends.

PHYSICAL ABILITIES:

Employees in this classification stand, walk, sit, and lift up to 15 pounds. Sitting and viewing a computer monitor for extended periods; dexterity of hands and fingers to operate a computer and office equipment; reaching overhead, above the shoulders and horizontally; bending at the waist; and hearing and speaking to communicate and provide information to others on the telephone or in person.

Established April 2025, D.U.S.D.

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

MEMORANDUM

DATE: April 23, 2025

TO: Personnel Commission

FROM: Ceylida J. Lopez, Director, Classified Human Resources

**SUBJECT: ESTABLISH DUTIES FOR PROPOSED NEW CLASSIFICATION –
ASSISTANT DIRECTOR, CLASSIFIED HUMAN RESOURCES**

ACTION ITEM

Staff is proposing the creation of a new position, Assistant Director of Classified Human Resources. The addition will allow the department to provide greater support to the district. Over the past years, there has been an increased demand and evolving needs within the Human Resources Department. We are recommending the addition of an Assistant Director of Human Resources to enhance overall efficiency, compliance, investigations, accommodations, and progressive discipline. Adding the Assistant Director of Human Resources will allow the department to provide more focused leadership and strategic oversight, ensuring the District remains proactive and responsive to both employees and the organization.

It is recommended to the Personnel Commission to accept the duties and classify the position and the salary placement of this new classification be set at Range 133 (\$10,511 - \$12,777 per month) on the Classified Management Salary Schedule (AR 5241).

DIRECTOR'S RECOMMENDATION:

Approve the proposed new classification of the Assistant Director, Classified Human Resources and placement on the Classified Management Salary Schedule, range 133 (\$10,511 - \$12,777 per month), effective April 24, 2025.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Management**



CLASS TITLE: ASSISTANT DIRECTOR, CLASSIFIED HUMAN RESOURCES

BASIC FUNCTION:

Under general direction of the Director, Classified Human Resources, assist in the planning, organization, and administration of the district's overall personnel program and daily operations of the department; supervises, trains and evaluates assigned staff; performs responsible and complex generalist and specialized personnel work relating to recruitment, selection, classification, compensation, examinations, test analysis and construction and employee transactions; assists in the administration of a comprehensive and diversified human resources program for classified employees.

REPRESENTATIVE DUTIES:

Assists in the planning, organization, and supervision of the human resources functions in compliance with the Merit System and appropriate laws, codes, policies, and regulations. **E**

Assists in the development of and provides guidance to staff regarding proper standards and procedures required in the processing of personnel transactions, and examination procedures; communicates provisions of State and Federal laws as well as District rules and policies. **E**

Assist in technical aspects of employer/employee relations, including investigations involving discipline and grievances. **E**

Assist Director, Classified Human Resources investigating appeals of examinations, disqualifications, and other selection actions. **E**

Assist in the preparation, research, and drafting of the initial proposal in collective bargaining activities. **E**

Conduct position classification studies; prepare and revise class specifications; prepare study findings and implementation report for submission to the Personnel Commission. **E**

Design statistical analysis of outcomes, for the purpose of ensuring applicability and relevance to the District's jobs and their levels; develop and implement validation methods to ensure reliability and consistency. **E**

Directs and maintains the timelines of employee evaluations, reasonable assurance process, employee required training and TB monitoring. **E**

Provides guidance to supervisors and administrators regarding evaluation and progressive discipline procedures. **E**

Develop, design, construct and administer job-related selection procedures and guides, including, but not limited to, application reviews, training and experience exams, written and performance tests, oral exams, and other assessment techniques. **E**

Design and conduct salary surveys and compensation studies; collect and analyze data and prepare reports for review and submission to the Personnel Commission. **E**

Coordinates compliance with Americans with Disability Act; leads the interactive process and reasonable accommodations meetings. **E**

Acts as the District representative in contact regarding unemployment claims. **E**

Monitors employee leave of absence and develops procedures to ensure proper notification and compliance with applicable laws and collective bargaining agreements. **E**

Supervises, coordinates, trains and evaluates the performance of assigned department staff. **E**

Represents the Personnel Commission at meetings, conferences, and workshops, as directed. Acts as the Personnel Commission Secretary in the absence of the Director. **E**

Assist with the development, oversight, management and monitoring of the Personnel Commission Budget. **E**

Prepare, compile and maintain a variety of reports, statistical analysis, records, lists and files. **E**

Apply interpretations of rules, regulations, policies and merit system education code provisions to respond to questions from district administrators, employees, and bargaining units. **E**

Attend Personnel Commission meetings, conferences and workshops to keep

informed of trends and practices in the personnel field. *E*

Assist in preparing recommendations to the Personnel Commission for revising and/or developing new Merit System Rules and regulations to ensure the efficiency of the classified service. *E*

Serve as the administrative liaison for the Professional Growth Committee. *E*

Assist in the planning and implementation of long and short-term goals, programs, and activities of the department. *E*

Acts as a liaison with the Payroll department. *E*

Assist the Commission and Director in planning and coordination of special projects. *E*

Perform related duties as assigned.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices as related to recruitment and selection, classification and compensation and supervision.
- Principles of the Merit System.
- Laws, rules and regulations involved in assigned activities.
- Job analysis methodologies and techniques.
- Design, development, administration and scoring of tests for employment selection.
- Progressive discipline and investigation techniques.
- Laws, rules, regulations involved in test creation and validation, recruitment, compensation and classification activities.
- Technical aspects of test creation, classification studies and salary surveys.
- Research methods and report writing techniques.
- Applicable sections of State Education Code and other applicable laws.
- Modern office practices, procedures and equipment.
- Statistical record keeping techniques.
- Operation of office equipment including a computer terminal and assigned software.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of training and providing work direction to others.

ABILITY TO:

- Perform responsible and complex personnel work relating to recruitment, classification, compensation, examinations, test analysis, construction and employee evaluation.
- Design, develop and implement recruitment, examination and selection strategies and prepare applicable rating guides, forms, supplemental applications and exam materials.
- Serve as a resource to District personnel, applicants, and others concerning personnel policies, procedures, laws, codes, rules and regulations.
- Interpret, apply, and explain applicable laws, codes, rules and regulations.
- Maintain records and prepare reports.
- Operate a computer terminal and maintain/modify human resource information systems.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
- Add, subtract, multiply and divide quickly and accurately.
- Plan and organize work.
- Travel to various sites in the District, to conferences, seminars and workshops.
- Meet schedules and timelines.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality of sensitive and privileged information.
- Work flexible hours, depending upon workload requirements.
- Demonstrate behavior applying principles of trustworthiness, respect, responsibility, fairness, caring and citizenship.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public or business administration, industrial relations, or a closely related field and four years of recent experience in personnel management, including recruitment, testing, classification, and compensation. Two years of experience in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and use of own automobile.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment predominantly; some work will be done at various district sites.

PHYSICAL ABILITIES:

Sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter and computer keyboard; reaching to retrieve and maintain files and records; bending at the waist; and hearing and speaking to communicate with others.

Established: April 2025, D.U.S.D.

DOWNEY UNIFIED SCHOOL DISTRICT

Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: April 23, 2025

TO: Personnel Commission

FROM: Ceylida Lopez, Director, Classified Human Resources
Prepared by Maria Carbajal, Supervising Personnel Analyst

**SUBJECT: RECLASSIFICATION OF ONE POSITION TO DIRECTOR,
COMMUNICATIONS AND ENGAGEMENT AND PROPOSED
REVISIONS TO THE CLASSIFICATION**

ACTION ITEM

Staff was asked to conduct a job audit on employee, Mrs. Ashley Catanzano, from the Superintendent's Department. Ashley's position was brought to the attention of Commission staff by Dr. John Garcia, Superintendent. Ashley is currently serving as Public Information Officer (PIO). Since her reclassification from Public Information Coordinator in 2020, Ashley has consistently demonstrated performance beyond her current job classification, taking on duties that are more complex, strategic, and aligned with the responsibilities of a Director, Communications and Engagement.

Over the past 4-5 years, Ashley's role has evolved to encompass the broader scope of responsibilities typically associated with a director-level position. This report outlines the justification for the reclassification based on her expanded duties and alignment with the expectations of a Director, Communications and Engagement.

Staff followed up on the request with a job audit that included a comprehensive job analysis to collect information about the types of duties and responsibilities Ashley has been performing. A key finding was the extent to which Ashley, over time, began to take on more and more responsibility in the following areas:

1. Increased Scope of Responsibilities

Since her reclassification to PIO, Mrs. Catanzano has taken on several higher-level tasks typically performed by a Director, Communications & Engagement. These include:

- **Strategic Communications Planning:** Ashley has been directly involved in long-term communications strategy development and execution. She has worked with senior leadership to craft district-wide communications

strategies that align with organizational goals, increase community engagement, and manage crisis communications.

- **Crisis and Media Management:** Ashley has been the lead on managing media relations during emergencies or significant district events. Her ability to handle high-pressure situations, craft key messages, and represent the district in public forums has been instrumental in maintaining the district's reputation.
- **Brand Management:** Ashley has spearheaded the district's branding initiatives, ensuring that all communications materials and public-facing platforms (including the website and social media) align with the district's core values, mission, and vision.
- **Supervision and Leadership:** Over the past few years, Ashley has gradually taken on supervisory roles, managing teams involved in content creation, social media, and public outreach efforts. She has demonstrated effective leadership in guiding these teams to meet department goals.

2. Expanded Operational Leadership

In her current role as PIO, Ashley has demonstrated leadership and operational oversight that exceed the scope of a traditional PIO role:

- **Team Management and Mentorship:** Ashley has taken on responsibilities related to training and mentoring junior staff, assisting with the professional development of team members in communications and media relations.
- **Budget Oversight and Resource Allocation:** She has assumed oversight for budget planning related to communications projects, ensuring that resources are allocated effectively for district-wide initiatives. This is a responsibility typically seen in director-level roles.
- **Stakeholder Engagement:** Ashley regularly interacts with internal and external stakeholders, including local government agencies, education partners, and community organizations, to ensure that communications align with district priorities and community expectations.

3. Demonstrated Leadership in Key Initiatives

Over the past several years, Ashley has led several high-impact initiatives that highlight her ability to manage district-wide communication efforts:

- **Crisis Communications:** In the face of multiple high-stakes crises that tested the resilience and responsiveness of our entire district, Ashley

consistently emerged as the central figure in managing public relations and media communications. From the most recent widespread wildfires that severely impacted regional air quality and forced us to weigh emergency school closures, to the looming threat of a hurricane a few years ago that led to a complete shutdown of the Los Angeles Unified School District while Downey Unified made the bold decision to remain open, Ashley maintained calm, clarity, and control. She has navigated numerous school lockdowns due to potentially dangerous threats, each requiring immediate and accurate information flow to families, staff, and media outlets. Most notably, during the unprecedented and high-risk incident in which one of our high school soccer teams was left stranded overnight on top of Mount Baldy—with two students initially unaccounted for—Ashley played a vital leadership role. She served as the district's voice and liaison with the sheriff's department, ensuring the delivery of real-time, accurate information during a rapidly evolving and emotionally charged situation.

- **Social Media Growth and Engagement:** Ashley has led the district's social media efforts, increasing engagement and followers across platforms. She has utilized data-driven strategies to improve outreach and messaging, contributing to a stronger public image for the district.
- **Community Engagement Campaigns:** She has led campaigns aimed at increasing community engagement and student involvement, ultimately supporting our enrollment efforts, using various communication channels to reach diverse audiences, particularly in underserved communities.

4. Alignment with Director, Communications and Engagement Role

The duties and responsibilities Ashley has assumed in her role align directly with those of a Director, Communications and Engagement, including:

- Development and execution of comprehensive communications plans
- Overseeing the district's public relations strategy and media relations
- Managing internal and external communications efforts
- Leading crisis communication strategies and responding to public relations issues
- Direct involvement in the development of district policies related to communications
- Mentoring and leading communications teams and other staff

As a result of the job audit, staff recommends that Mrs. Ashley Catanzano's position as Public Information Officer be reclassified to Director, Communications and Engagement. Mrs. Ashley Catanzano has been working since 2020 as the Public Information Officer, gradually but completely assuming the specific roles outlined in the classification description of Director, Communications and Engagement for over two years.

Based on the expanded scope of responsibilities Ashley has undertaken over the last 4-5 years, her successful track record in leading key communications initiatives, and to align her position with the significant duties and leadership, staff recommends that Mrs. Ashley Catanzano be reclassified to Director, Communications and Engagement.

DIRECTOR'S RECOMMENDATION

Approve the proposed reclassification of Ashley Catanzano's position from Public Information Officer to Director, Communications & Engagement, including the recommended revisions to the Public Information Officer classification and placement on the Management Salary Schedule, Range 140 (\$12,469-\$15,154 monthly), effective May 1, 2025.

**DOWNEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MANAGEMENT**



CLASS TITLE: ~~PUBLIC INFORMATION OFFICER~~DIRECTOR, COMMUNICATIONS & ENGAGEMENT

BASIC FUNCTION:

Under the direction of the Superintendent, the Director, Communications & Engagement is responsible for leading and executing ~~plans, develops, and implements~~ a comprehensive communications and public relations strategy aligned with the District's mission and goals. The Director ensures consistent and effective messaging across internal and external platforms, manages media and public relations, oversees marketing initiatives, and strengthens community engagement and outreach. Develops communication and community engagement strategies; advises the Superintendent and/or administration on communication issues; serves as the District's media liaison on district-wide events and issues; and facilitates proactive relationships between the district and the community. ~~information and communications program in strategic alignment with District vision and mission; develops and maintains effective media, community, and public relations; manages marketing and internal/external outreach strategies; and coordinates special events.~~

REPRESENTATIVE DUTIES:

Directs the District's communication strategy, including media relations, marketing, digital platforms, public engagement, and crisis communication. **E**

Develops, implements, and directs the District's internal and external communications, marketing, and media relations, and community engagement programs; assures District communications are in alignment with the mission, vision, and values of the Board of Education and Superintendent. **E**

Develops, Aadministers and oversees strategic, diverse and inclusive ~~the District~~ Public Relations, Information, and Communications programs and activities. **E**

; provides strategic advice to Superintendent and Board of Education regarding media relations, marketing, and community outreach; leads all District public relations and marketing plans or projects including oversight of associated District personnel and contractors as necessary. **E**

Directs a comprehensive and visible marketing and media plan, including press releases, media relations, community outreach, social media, websites, and other communication outlets. **E**

Lead and direct internal and external communication campaigns, events, and initiatives. **E**

Monitor public sentiment and respond appropriately across media platforms. E

Serves as liaison between the Office of the Superintendent and other interoffice staff, external agencies, and media organizations. **E**

Collaborates and consults with members of the Superintendent's cabinet, department heads including Food Services, District staff, and stakeholders regarding public communications and public relations. **E**

Coordinates the release of information to the media and the public; advocates for the District's position and initiatives; issues or directs the issuance of official statements on behalf of the District; conducts press conferences. E

Coordinate and implement the District's crisis communication plan; respond to situations as they occur; ensure a responsive, coordinated effort is communicated internally and externally to the media and stakeholders. E

Manages and monitors all social media platforms daily to gauge public perception and concerns as it is related to the District; responds to and communicates with stakeholders through these platforms in alignment with the District's core values.

Develops, edits, and manages content and correspondence for District publications such as web pages, social media, publicity materials, official documents, advertising and marketing materials. **E**

Coordinates district photography, video productions, and interviews for marketing and advertising campaigns and initiatives as well as social media platforms.

Lead multimedia projects, including photography, videography, and graphic design for marketing purposes. E

Maintains photo, video, and graphic archive databases of various publicity/informational materials and content for internal and external use. **E**

~~Composes and~~Writes, edits, written and oral communications ~~and distributes various documents,~~ including speeches, press~~news~~ releases, articles, and opinion pieces, and website content that are technically correct and error-free, convey information in accordance with district policies and procedures; maintains confidentiality of sensitive and privileged information. ~~to appropriate media and outlets. E~~

~~Writes and edits speeches and recognition event scripts. E~~

Direct the implementation of strategic marketing programs that elevates the District's image to enhance engagement and interest to generate increased enrollment; develop and maintain brand positioning and messaging for the district. E
~~Creates, designs, and executes high-quality major publications including the development of templates and layout of copy for information brochures, pamphlets, maps, catalogs, newsletters, web pages, and other related materials to align with the District brand. E~~

Direct the development and implementation of strategies for community engagement and stakeholder relations. **E**

Manage brand consistency and oversee the design and production of promotional materials and publications. **E**

Serves as spokesperson for the District and liaison with the media; attends and participates in a variety of meetings, conferences, and trainings; serves on assigned committees; presents information regarding District programs. **E**

Establish and maintain cooperative and effective working relationships with members of the media and the community. **E**

Attends Superintendent's Cabinet meetings, as needed; gathers information, verifies accuracy, informs the Superintendent and others on emerging situations, and recommends an appropriate communication strategy. **E**

Directs a vision-focused, service-oriented, cohesive team in all aspects of media, internal and external communications, community outreach, web design, public relations, and marketing. **E**

Provide training for the Board, site administrators, and other staff members regarding relations with news media. **E**

Develop and launch strategies for student outreach, including parent outreach initiatives and permit-related communications. **E**

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

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

Monitors local, state and national public opinions related to education and the District; proactively collaborates with other industry professionals, networks, and organizations to remain current with latest education and community relations trends and practices.

Fosters and maintains relationships with local media outlets both print and digital; maintains and revises media lists. **E**

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

Manage communication-related contracts, supplies and budgets. **E**

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

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

Coordinates and advises on the planning and preparation of District functions and special events. ***E***

Directs the work of others as required. ***E***

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; plan, coordinate, and arrange for appropriate staff training in support of professional learning. ***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:

- Strategic communication planning and execution.
- Public relations, journalism, and marketing principles.
- Crisis communication and reputation management.
- Social media platforms and digital content creation.
- Graphic design and publishing tools.
- Media relations and community outreach strategies.
- Principles, techniques, and practices of public relations, information, and communication, journalism, marketing, and advertising methods and techniques.
- Research and interview techniques, methods, and procedures.
- Publication design, editing and writing.
- Technical principals of web page publishing and social media authoring.
- General organization and services provided by public agencies, particularly in the area of education.
- General principles of print processes, techniques and procedures.
- Media operations and procedures in the context of information dissemination.
- Media contacts appropriate to news and feature stories.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Operation of a computer, digital camera and other specialized software utilized for print and web publications.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Develop and deliver consistent, effective messaging.
- Write, edit, and produce high-quality materials for various

audiences.

- Analyze public opinion and recommend communication strategies.
- Lead the communications team and collaborate cross-functionally.
- Maintain strong relationships with media and community stakeholders.
- Handle sensitive situations with discretion and diplomacy
- Represent the District professionally and ethically.
- Coordinate news releases and publications to inform the public, and participants of the programs, services and events.
- Write, assemble, and edit a variety of materials that are creative, descriptive, technical, and factual.
- Operate a computer, digital camera and related office equipment such as a copier, fax machine, and printer.
- Respond to sensitive matters with discretion and tact.
- Interpret and apply rules, laws, codes, and policies pertaining to Downey Unified School District.
- Remain abreast of the emerging and changing social media technologies.
- Analyze situations accurately and recommend an effective course of action.
- Communicate effectively, both in oral and written form.
- Plan, prioritize, and organize work within established timelines.
- Work independently with minimal direction.
- Direct the work of others as required.
- Establish and maintain a cooperative relationship with those contacted in the course of assigned duties.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Demonstrate empathy, friendliness, patience and responsibility.
- Be motivated to produce high quality work product.
- Comprehend and follow directions.
- Maintain a work pace appropriate to the position.
- Work within strict time lines and stressful situations.
- Reason in the abstract, process information, make appropriate decisions, and make accurate calculations.
- Be motivated to excel, be participative and energetic.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in Communications, English, Journalism, Public Relations, Marketing or a closely related field. Four years' experience performing professional-level duties in public information, public relations, or related media services demonstrating mastery of communications skills. Experience working or volunteering in public schools is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid State of California Class C driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate. -Accreditation in Public Relations [\(APR\)](#) is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

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

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