

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

AGENDA #2

Regular Meeting  
Lloyd L. Stromberg Conference Room

4:00 p.m.  
August 20, 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 Angie Rademaker.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of July 16, 2025. 1-4
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification Family and Community Engagement Liaison list established May 30, 2025. 5
2. **RATIFY** certification of Senior Clerical Assistant list established July 16, 2025. 6
3. **RATIFY** certification of Early Learning Assistant list established July 18, 2025. 7
4. **RATIFY** certification of Food Service Assistant list established July 21, 2025. 8
5. **RATIFY** certification of Assistant Director, Classified Human Resources list established July 22, 2025. 9
6. **RATIFY** certification of Financial Operations Analyst list established July 24, 2025. 10

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)]

7. **RATIFY** certification of Food Service Assistant I established July 25, 2025. 11
8. **RATIFY** certification of Senior Instructional Assistant - Behavior list established July 29, 2025. 12
9. **RATIFY** certification of Food Service Assistant list established July 31, 2025. 13
10. **RATIFY** certification of Instructional Assistant - Nursing list established August 11, 2025. 14
11. **RATIFY** the classification of one Lead Food Service Assistant position established by the Board of Education, assigned to PACE School, effective August 6, 2025. 15
12. **RATIFY** the classification of one Senior Instructional Assistant - Medical position established by the Board of Education, assigned to Price School, effective August 6, 2025. 16

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** changes to the class description of Facilities Construction Manager, effective August 21, 2025. 17-23
2. **APPROVE** the proposed new classification of Food Service Warehouse Worker, as attached, and placement of the classification set at Range 150 (\$4,782 - \$5,818 per month) on the Classified Salary Schedule (AR 5241.2), effective August 21, 2025. 24-28

V. NEXT REGULAR MEETING

September 17, 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

Regular Meeting

July 16, 2025

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, July 16, 2025, at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#1  
PLEDGE OF  
ALLEGIANCE

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

#2  
ROLL

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

Present:           John Kennedy  
                      Dianne Lumsdaine  
                      Angie Rademaker

#3  
MINUTES OF SPECIAL  
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 June 18, 2025.

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

#4  
CORRESPONDENCE  
RECEIVED

Ms. Lopez, shared correspondence.

#5  
ORAL  
COMMUNICATIONS

Ms. Rademaker thanked John Torres and his board for the invitation to the Taco Party.

She also commented on Dr. Garcia's final board meeting, where Mayor Sosa and other city officials presented him with certificates in recognition of his service to our district.

Lastly, she expressed her appreciation to all of DUSD for the work they do, noting that their efforts are greatly valued.

Mr. Kennedy congratulated Dr. Brossmer on becoming Superintendent, Dr. Birch on her appointment as Assistant Superintendent of Secondary Education, and Dr. Kathy Estevez on becoming Director of Secondary Curriculum, Instruction, and Assessment.

He shared that he attended the Board of Education retreat and thoroughly enjoyed hearing from the students of the Superintendent's Advisory Committee.

Mr. Kennedy also attended the CSEA Unit II Taco Party, which he greatly enjoyed, and was invited to the Unit II CliftonStrengths training, which he found both interesting and engaging.

He attended the July Board meeting and was pleased to hear the many positive comments about Dr. Garcia, agreeing wholeheartedly with all of them. He noted Dr. Garcia's ability to connect with the community, bring in key positions, and host the State of the School gathering—efforts that he felt were invaluable in keeping others informed.

Ms. Lumdaine shared that she enjoyed attending the Taco Party and expressed her gratitude to Unit II for their warm welcome and hospitality.

She also attended Dr. Garcia's retirement celebration, noting that it was a lovely event to be part of. She added that he will be greatly missed.

Ms. Lumsdaine acknowledged the attendance of Dr. Roger Brossmer, Superintendent, Dr. John Garcia, Jr., Superintendent; Dr. Robert McEntire, Associate Superintendent, Business Services. Dr. Alyda Mir, Superintendent, Certificated Human Resources; Dr. Anthony Zegarra, Administrator, Business Services; Chris Nezzar, Chief Director of Technology; Marc Milton, Director, Food Services; Michael Martinez, Senior Director, Budget and Finance; Wesley Lee, Assistant Director, Finance; Louis Smith, Payroll Supervisor; Hismelda Macias, CSEA Unit I Treasurer; John Torres, CSEA Unit II, President; Jimmy Walton, CSEA, Unit II, Chief Stewart; Morgan Hoel, CSEA Unit II, Chief PR Officer. She thanked everyone for attending.

Ms. Lopez began by formally recognizing and welcoming our new Superintendent, Dr. Roger Brossmer.

Ms. Lopez also thanked Dr. Garcia for his continued support, noting that she thoroughly enjoyed working with and learning from him.

She provided an update on substitute coverage for vacant SIA positions. In addition to using our own substitute pool, the District will be utilizing the Swing Education platform.

Lastly, Ms. Lopez reviewed and responded to questions regarding the July Vacancy and Recruitment Status Report.

#6  
PUBLIC HEARD

Dr. Garcia thanked the commissioners for their work, noting that it has been a distinct pleasure to collaborate with them. He also expressed his gratitude to Ms. Lopez and Ms. Carbajal for their dedication and contributions.

Mr. Torres thanked everyone for attending the Taco Party. He expressed that it makes him happy to see the commissioners and district administration engaging in conversation with his members.

#7  
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 (8-17))

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

#8  
RATIFY CERTIFICATION OF  
SR. INST. ASST. - BEHAVIOR  
ELIGIBILITY LIST

**RATIFY** certification of Senior Instructional Assistant - Behavior list  
established May 30, 2025.

#9  
RATIFY CERTIFICATION OF  
FOOD SERVICE ASST. LIST

**RATIFY** certification of Food Service Assistant list established June 27,  
2025.

#10  
RATIFY CERTIFICATION OF  
ELEMENTARY CAMPUS  
ASST. ELIGIBILITY LIST

**RATIFY** certification of Elementary Campus Assistant list established  
June 18, 2025.

#11  
RATIFY CERTIFICATION OF  
PERSONNEL TECHNICIAN  
ELIGIBILITY LIST

**RATIFY** certification of Personnel Technician list established June 24,  
2025.

#12  
RATIFY CERTIFICATION OF  
SR. INTS. ASST. - MEDICAL  
ELIGIBILITY LIST

**RATIFY** certification of Senior Instructional Assistant - Medical list  
established June 24, 2025.

#13  
RATIFY CERTIFICATION OF  
SR. INST. ASST.-  
BEHAVIOR ELIGIBILITY  
LIST

**RATIFY** certification of Senior Instructional Assistant - Behavior list  
established June 24, 2025.

#14  
RATIFY CERTIFICATION OF  
SR. DIRECTOR, FAC.  
PLANNING AND DEV.  
ELIGIBILITY LIST

**RATIFY** certification of Senior Director, Facilities Planning and  
Development list established July 8, 2025.

#15  
RATIFY CERTIFICATION OF  
SR. INST. ASST. –  
BEHAVIOR ELIGIBILITY LIST

**RATIFY** certification of Senior Instructional Assistant - Behavior list  
established July 8, 2025.

#16 RATIFY  
CERTIFICATION OF  
SR. INST. ASST. – MEDICAL  
ELIGIBILITY LIST

**RATIFY** certification of Senior Instructional Assistant - Medical list  
established July 8, 2025.

- #17  
RATIFY CLASSIFICATION OF  
SR. INST. ASST. - BEHAVIOR  
POSITION
- #18  
OLD BUSINESS
- #19  
NEW BUSINESS
- #20  
APPROVE CHANGES TO  
THE ACCESS CONTROL  
TECHNICIAN CLASS  
DESCRIPTION.
- #21  
APPROVE PROPOSED  
NEW CLASSIFICATION OF  
SPECIALIZED PROGRAM  
COORDINATOR.
- #22  
NEXT REGULAR  
MEETING
- #23  
CLOSED SESSION
- #24  
OPEN SESSION
- #25  
ADJOURNMENT

**RATIFY** the classification of one Senior Instructional Assistant - Behavior position established by the Board of Education, assigned to Alameda School, effective July 8, 2025.

None

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

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to **APPROVE** the changes to the class description of Access Control Technician.

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to **APPROVE** the proposed new classification of Specialized Program Coordinator, as attached, and placement of the classification set at Range 120 (\$7,650-\$9,302 per month) on the Classified Management Salary Schedule, effective July 17, 2025.

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

The next Regular Meeting of the Personnel Commission will be August 20, 2025, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Ave., Downey, California.

The Personnel Commission retired to closed session at 4:29 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

The Personnel Commission returned to open session at 4:53 p.m. There being no reportable actions taken during closed session.

The Regular meeting of the Personnel Commission was declared adjourned at 4:53 p.m. with the consent of the members.

Personnel Commission  
DOWNEY UNIFIED SCHOOL DISTRICT

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Dianne Lumsdaine, Chair

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Ceylida Lopez, Director

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on May 30, 2025

<b>FAMILY AND COMMUNITY ENGAGEMENT (FACE) LIAISON</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 5/30/25 – 5/29/26</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		172
Passed App. Screen & Invited to Written Exam:		42
Took Written Exam:		27
Passed Written Exam & Invited to QAI:		25
Passed QAI & Put on Eligibility List		9
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		2
Rank 2:		5
Rank 3:		2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on July 16, 2025

<b>SENIOR CLERICAL ASSISTANT</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 07/16/2025 – 07/15/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		137
Passed App. Screen & Invited to Written Exam:		63
Took Written Exam:		49
Passed Written Exam & Invited to QAI:		22
Passed QAI & Put on Eligibility List		19
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	1
	Rank 2:	1
	Rank 3:	3
	Rank 4:	4
	Rank 5:	7
	Rank 6:	3



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on July 18, 2025

<b>EARLY LEARNING ASSISTANT</b>		<b>OPEN RECRUITMENT</b>
<b>Date Range of Eligibility List: 07/18/2025 – 07/17/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		119
Passed App. Screen & Invited to Written Exam:		43
Took Written Exam:		20
Passed Written Exam & Invited to QAI:		16
Passed QAI & Put on Eligibility List		10
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	6
	Rank 2:	4

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on July 21, 2025

<b>FOOD SERVICE ASSISTANT</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 7/21/2025 – 1/20/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		102
Passed App. Screen & Invited to Oral Exam:		41
Took Oral Exam:		11
Passed QAI & Put on Eligibility List		7
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		7

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on July 22, 2025

<b>ASSISTANT DIRECTOR, CLASSIFIED HUMAN RESOURCES</b>		<b>PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 07/22/2025 – 07/21/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		52
Passed Application Screening & Proceeded to Evaluation of Training & Experience:		1
Passed Evaluation of Training & Experience & Invited to QAI:		1
Took QAI:		1
Passed QAI & Put on Eligibility List		1
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		1
Rank 2:		
Rank 3:		
Rank 4:		

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on July 24, 2025

<b>FINANCIAL OPERATIONS ANALYST</b>		<b>PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 07/24/25-07/23/26</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		64
Passed Application Screening & Proceeded to Evaluation of Training & Experience:		3
Passed Evaluation of Training & Experience & Invited to QAI:		3
Took QAI:		3
Passed QAI & Put on Eligibility List		3
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		1
Rank 2:		2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on July 25, 2025

<b>FOOD SERVICE ASSISTANT I</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 7/25/2025 – 1/24/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		207
Passed App. Screen & Invited to Written Exam:		73
Took Written Exam:		32
Passed Written Exam & Invited to QAI:		28
Passed QAI & Put on Eligibility List		23
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		12
Rank 2:		7
Rank 3:		4

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on July 29, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 7/29/2025 – 7/28/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		99
AA Req. met & invited to ESSA Exam:		18
Met ESSA Requirements & Invited to QAI:		22
Took QAI:		17
Passed QAI & Put on Eligibility List		12
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	4
	Rank 3:	3
	Rank 4:	3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on July 31, 2025

<b>FOOD SERVICE ASSISTANT</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 7/31/2025 – 1/30/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		88
Passed App. Screen & Invited to Oral Exam:		81
Took Oral Exam:		19
Passed Oral & Put on Eligibility List		15
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		8
Rank 2:		7

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on August 20, 2025

Eligibility List Established on August 11, 2025

<b>INSTRUCTIONAL ASSISTANT - NURSING</b>		<b>OPEN RECRUITMENT</b>
<b>Date Range of Eligibility List: 8/11/2025 – 8/10/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		21
AA Req. met & invited to ESSA Exam:		3
Met ESSA Requirements & Invited to QAI:		3
Took QAI:		3
Passed QAI & Put on Eligibility List		3
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	1
	Rank 3:	0



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

DATE: August 5, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (LEAD FOOD SERVICE ASSISTANT)

ACTION ITEM

We have received a request from Marc Milton, Director, Food Services, to establish one new position with duties corresponding to the current classification of Lead Food Service Assistant. This new position is created to support the meal service at Pace for EC and Leap.

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 Lead Food Service Assistant assigned to the Pace Elementary, 35 hours per week, ten months per year, at range 240, \$3,640 - \$4,425 per month, effective August 6, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Lead Food Service Assistant, assigned to Pace Elementary, 35 hours per week, ten months per year, at range 240, \$3,640 - \$4,425 per month, effective August 6, 2025.

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

DATE: August 5, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (SENIOR INSTRUCTIONAL ASSISTANT - MEDICAL)

ACTION ITEM

We have received a request from Dr. Stephanie Minardi, Program Administrator, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant – Medical. This new position is created to support the medical needs of students at Price Elementary.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant – Medical assigned to the Price Elementary, 32.5 hours per week, ten months per year, at range 115, \$3,934 - \$4,790 per month, effective August 6, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant - Medical, assigned to Price Elementary, 32.5 hours per week, ten months per year, at range 115, \$3,934 - \$4,790 per month, effective August 6, 2025.

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

**DATE:** August 20, 2025  
**TO:** Personnel Commission  
**FROM:** Ceylida Lopez, Director, Classified Human Resources  
Prepared by Maria Carbajal, Assistant Director, Classified Human Resources  
**SUBJECT: RECOMMENDED REVISIONS OF CLASS DESCRIPTION – FACILITIES  
CONSTRUCTION MANAGER**

**ACTION ITEM**

Staff met with Ms. Annie Aung, Director of Facilities Planning and Development, to update the class description for the Facilities Construction Manager position in preparation for an upcoming recruitment. The duties have been revised to more accurately reflect the actual responsibilities of the role and the needs of the department.

The updated class description now reflects current responsibilities. References to the District's energy management program have been removed, as it is no longer applicable. Additionally, maintenance-related duties have been removed, as these fall under the responsibilities of the Maintenance, Operations, and Transportation (MOT) department.

The current salary range remains appropriate; therefore, no changes to the compensation for this classification are being proposed.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the Facilities Construction Manager job description, effective August 21, 2025.

**CLASS TITLE: FACILITIES CONSTRUCTION MANAGER**

**BASIC FUNCTION:**

Under the direction of the Director, Facilities Planning and Development, manage a program of District-wide facilities development and improvement; plan, organize and supervise maintenance activities, prioritizing, scheduling assigning and inspecting daily work projects; perform a variety of responsible duties related to the supervision of staff and contractors; ~~manage the District's energy management program;~~ inspect and develop reports on projects; assists in the coordination of the District's labor compliance.

**REPRESENTATIVE DUTIES:**

Plan, organize, coordinate, direct and supervise ~~maintenance~~ facilities activities and major District projects involving staff and contractors; drive a vehicle to visit work sites to review and inspect work in progress by District staff and contractors, and determining appropriate course of action to achieve District needs while assuring compliance with related Federal, State and District requirements. **E**

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

Prepare and maintain various records, files, logs, and reports related to personnel, inventory, supplies, work requests, work performed, and safety issues for contractors on site. **E**

Develop and track budget expenditures, recommending priorities in budget development. **E**

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

Coordinate and inform ~~Interact with~~ District personnel regarding construction projects on site and give consistent updates on projects via written communication ~~maintenance needs, projects and work order status.~~ **E**

## REPRESENTATIVE DUTIES: (Continued)

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

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

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

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

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

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

Provide required information and reports to District administrators and the Board of Education. **E**

Prepare written materials for use in bid advertisements, pre-bid job walks, and pre-construction meetings; review plans and specifications prior to bidding to ensure District standards are met. **E**

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

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

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

Implement and enforce the District's labor compliance program to ensure contractors are aware of mandatory labor code requirements, including labor compliance. **E**

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

Coordinate responses to emergency calls. **E**

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

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

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

Perform related duties as required.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Methods, materials, and equipment used in the various building maintenance trades including carpentry, plumbing, painting, electrical, heating and ventilating, air conditioning and sprinkler installations.
- Architectural drawing and various plans.
- Electronic energy management systems.
- Current energy efficient equipment and practices.
- Health and safety regulations; safety precautions and procedures.
- ~~Federal, State, County and City laws, codes and regulations related to energy and maintenance operations, and energy usage/consumption.~~
- Principles of school planning, architectural and building design; equipment; and construction practices, trends and statistics affecting public school planning.
- Characteristics and cost of various methods of construction, architectural features, and building design.
- ~~Policies, practices, and procedures related to the maintenance, repair, and operation of buildings.~~
- Building trades rules and regulations, building codes, ordinances, and regulations of state and local authorities, especially in relation to school planning, maintenance, and operations.
- Principles and practices of managing large, complex construction and repair programs from project inception to completion.

- Principles and practices of personnel administration, including training, supervision, and organization of work.
- Principles and methods of effective oral and written communications.
- Regulations and enforcement methods of the Labor Compliance Program.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer, standard office equipment, and a two way-radio.
- Laws as they relate to driving a motor vehicle.
- Defensive driving methods.
- Effective public relations and interpersonal relations methods using tact, patience, and courtesy.

#### ABILITY TO:

- Plan, organize, and supervise various maintenance activities.
- Coordinate and administer the planning, property management, construction/renovation, capital improvement projects, and acquisition of District facilities and fixtures in a cost-efficient manner.
- Coordinate preparation of District facilities' construction design, building plans, specifications, and architectural engineering drawings.
- Understand and interpret architectural drawings and various plans.
- Inspect construction activities and buildings for maintenance and repair needs, and safety or health hazards such as asbestos containing building materials.
- ~~Develop and implement preventative maintenance procedures.~~
- Manage an electronic energy management system.
- Monitor quality assurance, and compliance with contract, and enforce conformance to local, state and federal laws, ordinances and regulations.
- ~~Perform a variety of responsible duties related to the supervision of energy management.~~
- Conduct meetings and presentations.
- Estimate cost of materials and labor.
- Meet schedules and time lines.
- Train, supervise and evaluate the performance of assigned staff.
- Communicate effectively in writing and orally, to both groups and individuals.
- Administer the Labor Compliance Program.
- Operate a personal computer, calculator, telephone, surveyors leveling instrument, and tools used in the planning and preparation of construction design, building plans, and specifications.
- Supervise and train personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with general guidance.
- Operate motor vehicle safely within California Vehicle Code parameters.
- Demonstrate behavior that is professional and responsible.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Be motivated to produce high quality work product.

- Work within stressful situations.
- Maintain a work pace appropriate to a given workload.
- Work a flexible schedule which may include working days, nights, weekends and holidays.
- Relate to others beyond giving and receiving instructions and influence people on a consistent basis.
- Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Demonstrate integrity and ethical behavior.

## **EDUCATION AND EXPERIENCE:**

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

## **LICENSES AND OTHER REQUIREMENTS:**

Must have and maintain a valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate. ~~Professional designation of Certified Energy Manager (CEM) is desirable.~~

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

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

### **PHYSICAL ABILITIES:**

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

### **HAZARDS:**

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



**Revised:**

**August 2025, D.U.S.D.**

**September 2015, D.U.S.D.**

**September 2010, D.U.S.D.**

**September 2007, D.U.S.D.**

**January 2006, D.U.S.D.**

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

**DATE:** August 20, 2025  
**TO:** Personnel Commission  
**FROM:** Ceylida Lopez, Director, Classified Human Resources  
Prepared by Maria Carbajal, Assistant Director, Classified Human Resources  
**SUBJECT: NEW CLASSIFICATION – FOOD SERVICE WAREHOUSE WORKER**

**ACTION ITEM**

Mr. Marc Milton, Director, Food Services, has requested the creation of a new classification to support the operational needs of the food service warehouse. This position will be responsible for performing storekeeping duties, including receiving, inspecting, storing, rotating, safeguarding, and distributing food, equipment, and supplies to District satellite locations. To ensure compliance with food safety standards, the position will require the incumbent to obtain a Safe Food Handler Certificate within five (5) months of employment.

Pending the approval of the duties by the Board on August 5, 2025, staff recommends that the Personnel Commission accept the duties and classify the position and salary placement of this new classification as Range 150 (\$4,782 - \$5,818 per month) on the Classified Salary Schedule (AR 5241.2).

**DIRECTOR'S RECOMMENDATION**

Approve the proposed new classification of Food Service Warehouse Worker, as attached, and placement of the classification set at Range 150 (\$4,782 - \$5,818 per month) on the Classified Salary Schedule (AR 5241.2).

**CLASS TITLE: FOOD SERVICES WAREHOUSE WORKER**

**BASIC FUNCTION:**

Under the direction of the Director, Food Service or assigned supervisor, performs a variety of storekeeping duties including receiving, inspecting, storing, rotating, safekeeping, and distributing food, equipment, and supplies to District satellite locations. Monitors shelf life of stock and ensures proper storage, and temperatures are maintained. Assists in other areas, including food preparation, serving, and cleaning.

**DISTINGUISHING CHARACTERISTICS:**

Warehouse Worker incumbents perform general duties in filling stock requisitions and assist with collecting, processing and delivering District and U.S. mail. A Food Service Warehouse Worker performs food service warehouse functions in support of food service operations.

**REPRESENTATIVE DUTIES:**

Count and load required number of meals, food and supplies into District vehicle and unload at satellite locations daily according to prescribed scheduled route; communicate errors related to deliveries. **E**

Receive and processes daily requisitions from school sites; reviews and fills orders according to established procedures; pick and stage food and supply orders for timely delivery to sites. **E**

Receive foodstuffs, materials, equipment, and supplies delivered; inspect vendor deliveries for damage and conformity to order specifications, report shortages, damaged goods, spoilage, unwholesomeness, or other discrepancies to the supervisor. **E**

Research discrepancies on orders and/or invoices, including overages, shortages, duplicate deliveries, etc., to correct errors and/or return damaged/incorrect items. **E**

Store items in appropriate storage areas; place food items and supplies on racks, pallets or shelving; rotate perishable and non-perishable inventory as needed. **E**

Utilizes first in, first out (FIFO) inventory system to ensure rotation of stock for optimal food safety and quality. **E**

Maintain storage areas, refrigerators, and freezers in a safe, clean and orderly condition as assigned. ***E***

Conduct periodic physical and/or perpetual inventory of foods, supplies and equipment as assigned. ***E***

Communicate with District personnel for the purpose of resolving issues regarding shipping, receiving and delivery of inventory. ***E***

Operate a variety of warehouse equipment, including forklifts, pallet jacks, and other equipment. ***E***

Monitor warehouse conditions, including safety, cleanliness, and food storage to ensure compliance with food and safety laws and regulations. ***E***

Maintain compliance with established food safety standard operating procedures and regulations; maintain time and temperature logs related to the Department's written HACCP plan. ***E***

Participate in general cafeteria operations, including production, serving and cleaning. ***E***

Maintain manual and electronic files and records related to food items and to document activities and provide information. ***E***

Drive a vehicle to transport food and other materials. ***E***

May participate in site kitchen activities; prepare, heat food items; set up serving area and serve food to students; utilize a point of sale system (POS), receive money and make change.

May assist in District special functions as needed.

Operate a satellite location as needed.

Perform other 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:**

Warehouse practices, safety, security, and sanitation procedures.

Proper methods of receiving, storing and handling food, supplies and equipment.

Basic math skills.

Proper methods of lifting.

Methods and procedures of storing supplies and equipment.

State and local traffic laws, ordinances, and health laws.  
Kitchen equipment and utensils.

**ABILITY TO:**

Load, unload, and carry heavy objects.  
Operate a District vehicle skillfully and safely.  
Calculate bulk amounts required for daily food services at assigned satellite locations.  
Verify quantities for an accurate count.  
Assist in preparing and serving food as needed in food service facilities.  
Learn and remember locations and routes.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Meet scheduled timelines.  
Maintain records related to food and supplies delivered.  
Add, subtract, multiply, and divide quickly and accurately.  
Perform cashier duties and accurately make change.  
Communicate effectively orally.  
Work independently with little direction.  
Perform clerical duties involved in packing, storing supplies.  
Operate a computer and related equipment.  
Establish and maintain cooperative and effective working relationships with others and work effectively with all levels of personnel and vendors.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above, including two years of experience in receiving, storing, and delivering.

**LICENSES AND OTHER REQUIREMENTS:**

Must have and maintain a valid California driver's license. Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.

Possession of a Safe Food Handlers Certificate within five (5) months of employment, as well as meeting requirements to keep the certificate current.

Forklift certification is desirable.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse, kitchen and outdoor environment, subject to seasonal heat and cold; subject to extreme temperature variations by entering walk-in refrigerators or freezers; subject to driving a vehicle to conduct work, and regular exposure to fumes, dust and odors.

**PHYSICAL ABILITIES:**

Lifting, carrying, pushing and pulling items weighing up to 100 pounds with frequent lifting and carrying objects weighing up to 50 pounds to load and unload trucks; bending at the waist; reaching overhead, above the shoulders and horizontally; standing for extended periods of time; walking; dexterity of hands and fingers to operate a computer and related equipment and vehicles; hearing and speaking to exchange information; and seeing to read purchase orders and verify accuracy.

**HAZARDS:**

Driving a vehicle during adverse weather conditions. Working around and with machinery having moving parts. Exposure to cold from cooler and subzero temperatures in freezer.

Established  
8/2025 D.U.S.D.