

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

AGENDA #6

Regular Meeting  
Grace E. Horney Board Room  
of the Gallegos Administration Center

4:00 p.m.  
December 17, 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 November 19, 2025. 1-5
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Intermediate Clerical Assistant list established October 24, 2025. 6
2. **RATIFY** certification of Senior Instructional Assistant - Behavior list established November 5, 2025. 7
3. **RATIFY** certification of Elementary Campus Assistant list established November 13, 2025. 8
4. **RATIFY** certification of Senior Instructional Assistant – Sign Language list established December 1, 2025. 9
5. **RATIFY** certification of Senior Instructional Assistant - Behavior list established December 3, 2025. 10
6. **RATIFY** certification of Senior Instructional Assistant - Medical list established December 3, 2025. 11

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 Speech-Language Pathology Assistant list established December 4, 2025. 12
  8. **RATIFY** the classification of one Intermediate Clerical Assistant position established by the Board of Education, assigned to Williams Elementary School, effective December 10, 2025. 13
- III. OLD BUSINESS
- IV. NEW BUSINESS
1. **SEATING OF COMMISSIONER:** Installation of the Union Appointee to the Personnel Commission. Ms. Angelita Rademaker has been re-appointed to a three-year term commencing December 1, 2025, through December 1, 2028. 14
  2. **ELECTION** of Officers of the Personnel Commission.
  3. **APPROVE** the proposed reclassification of Tarek Israwi position from Assistant Director, Technology and Information System Director to Director, Technology and Information Systems including the recommended revisions to the Director, Technology and Information System classification and realignment of salary on the Management Salary Schedule, Range 140 (\$12,469-\$15,154 monthly), effective January 1, 2026. 15-21
  4. **APPROVE** the changes of the Assistant Director, Facilities Planning and Development job description, as attached effective December 18, 2025. 22-27
- V. NEXT REGULAR MEETING
- January 21, 2026, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 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

November 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, November 19, 2025, at 5:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#102  
PLEDGE OF  
ALLEGIANCE

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

#103  
ROLL

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

Present: John Kennedy  
Dianne Lumsdaine  
Angie Rademaker

#104  
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 October 15, 2025.

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

#105  
CORRESPONDENCE  
RECEIVED

None

#106  
ORAL  
COMMUNICATIONS

Mr. Kennedy thanked Dr. Rebekah Ruswick for hosting a tour of PACE, noting what a beautiful and supportive space it is for students. He was particularly impressed with the gym, and most notably the assessment room featuring a two-way mirror. He also highlighted Ms. Houts' classroom and was pleased to see her excitement about the new equipment.

He attended the Downey Hall of Fame ceremony, where Mr. Houts was inducted, and expressed how meaningful it was to see him recognized.

Mr. Kennedy also attended the Downey vs. Warren football game at the Galaxy facility, commenting on how impressive the venue was.

Additionally, he visited the robotics competition at Stauffer Middle School. He shared that the program has grown significantly and that it was wonderful to see elementary students participate and gain early competition experience at the middle school level.

He reported attending the special Board Meeting where Mr. Manacmul was selected as a member of the Board of Education.

Mr. Kennedy also attended the State of the City luncheon and found the discussion of the city's budget particularly informative.

He attended the Columbus Festival, noting how much the students enjoyed the event and how much he appreciated being there.

At the Stauffer 529 Scholarship presentation, Doty and Sussman students were recognized at Downey High School, while Griffiths and Stauffer students received their awards at Warren High School. Students were presented with \$150 scholarships to support their college plans.

He also attended the most recent Board Meeting where Mr. Manacmul was officially sworn in. He enjoyed the CTE presentation and remarked on the extensive opportunities available to students, with 31 CTE pathways offered.

Lastly, he shared that it was wonderful to see the various Veteran's Day celebrations across the district.

Ms. Rademaker attended the Downey vs. Warren football game and proudly cheered for Warren, the school her children attended.

She expressed her appreciation to CSEA for hosting a wonderful Thanksgiving dinner.

She also participated in the State of the Schools event and was delighted by the delicious food prepared by students.

Additionally, she shared her excitement about Mr. Manacmul joining the Board of Education.

Ms. Rademaker closed by thanking everyone for all that they do.

Ms. Rademaker gave a special acknowledgement and thank you to Dr. Ruswick for her work the Special Education and the classified staff.

Ms. Lumsdaine acknowledged the Stauffer Foundation and the 529 awards, noting how much students appreciated the recognition of their hard work—along with that of their teachers.

She was delighted to see Unified Sports highlighted in a recent PBS special. A quote that resonated with her was, *"There's a place for everyone, and it's with each other."* She shared that this sentiment truly reflects what makes Downey Unified so special.

She congratulated Ms. Rademaker on her reappointment to the Commission and thanked CSEA and the Board for approving and ratifying the action.

Ms. Lumsdaine also welcomed Mr. Manacmul to the Board of Education and extended an invitation for him to attend a Personnel Commission meeting.

She expressed her gratitude to CSEA for the wonderful dinner presented tonight and thanked Johnny Zegara and everyone involved in putting it together.

Ms. Lumsdaine acknowledged the attendance of Nancy Swenson, Board Member, Dr. Roger Brossmer, Superintendent, Dr. Robert McEntire, Associate Superintendent, Business Services; Dr. Alyda Mir, Assistant Superintendent, Certificated Human Resources; John Shook, Director of MOT; Chris Nezzar, Chief Technology Officer; Michael Martinez, Senior Director, Budget and Finance; Wesley Lee, Assistant Director, Budget and Finance; Louis Smith, Payroll Supervisor; Dr. Rebekah Ruswick, Director, Special Education; Kelly Neist, Secretary, CSEA Unit I. She thanked everyone for attending.

Ms. Lopez shared that she attended the PACE site visit with Mr. Kennedy. She expressed how inspired she felt and thanked Dr. Ruswick and her team for welcoming them into their space. She noted that she is always eager to share these experiences with staff because they serve as a powerful reminder of why we do the work we do—so the exceptional efforts happening at our sites can continue.

She thanked CSEA Unit I and CSEA Unit II for partnering with the department to provide a wonderful Thanksgiving dinner, adding that it has truly become a cherished tradition.

Ms. Lopez concluded by wishing everyone a happy Thanksgiving.

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

#107  
PUBLIC HEARD

None

#108  
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 (109-118).

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

#109  
RATIFY CERTIFICATION OF  
COMMS. SPECIALIST  
ELIGIBILITY LIST

**RATIFY** certification Communications Specialist list established August 25, 2025.

#110 RATIFY CERTIFICATION OF SR. INST. ASST. – BEHAVIOR ELGIBILITY LIST	<b>RATIFY</b> certification of Senior Instructional Assistant - Behavior list established October 2, 2025.
#111 RATIFY CERTIFICATION OF SR. INST. ASST. - MEDICAL ELIGIBILITY LIST	<b>RATIFY</b> certification of Senior Instructional Assistant - Medical list established October 2, 2025.
#112 RATIFY CERTIFICATION OF FOOD SERVICE ASST. ELIGIBILITY LIST	<b>RATIFY</b> certification of Food Service Assistant list established October 8, 2025.
#113 RATIFY CERTIFICATION OF SR. INST. ASST - BEHAVIOR ELIGIBILITY LIST	<b>RATIFY</b> certification Senior Instructional Assistant - Behavior list established October 9, 2025.
#114 RATIFY CERTIFICATION OF FACILITIES CONSTRUCTION MANAGER ELIGIBILITY LIST	<b>RATIFY</b> certification of Facilities Construction Manager list established October 20, 2025.
#115 RATIFY CERTIFICATION OF ELEMENTARY CAMPUS ASST. ELIGIBILITY LIST	<b>RATIFY</b> certification of Elementary Campus Assistant list established October 23, 2025.
#116 RATIFY CERTIFICATION OF FOOD SERVICE ASST. I ELIGIBILITY LIST	<b>RATIFY</b> certification of Food Service Assistant I list established October 27, 2025.
#117 RATIFY FOOD SERVICE ASST. ELIGIBILITY LIST	<b>RATIFY</b> certification of Food Service Assistant list established October 30, 2025.
#118 RATIFY CLASSIFICATION OF SR. INST. ASST. – SIGN LANG. POSITION	<b>RATIFY</b> the classification of one Senior Instructional Assistant – Sign Language position established by the Board of Education, assigned to DHH Program/Gauldin Elementary School, effective November 13, 2025.
#119 OLD BUSINESS	None
#120 NEW BUSINESS	Each of the following recommendations was reviewed by Director Lopez prior to approval:

#121  
RATIFY THE SALARY  
REALIGNMENT FOR BUS  
DRIVER

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy and the motion carried unanimously, to approve the realignment of Bus Driver to Range 280 (\$29.302 - \$35.619 per hour) on the Classified Salary Schedule (AR 5241.2), effective July 1, 2025.

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

#122  
NEXT REGULAR  
MEETING

December 17, 2025, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241

#123  
CLOSED SESSION

The Personnel Commission retired to closed session at 5:23p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#124  
OPEN SESSION

The Personnel Commission returned to open session at 5:45 p.m. There being no reportable actions taken during closed session.

#125  
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned at 5:45 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 December 17, 2025

Eligibility List Established on October 24, 2025

<b>INTERMEDIATE CLERICAL ASSISTANT</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 10/24/2025 – 10/23/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		332
Passed App. Screen & Invited to Written Exam:		101
Took Written Exam:		70
Passed Written Exam & Invited to QAI:		64
Passed QAI & Put on Eligibility List		56
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	19
	Rank 2:	20
	Rank 3:	14
	Rank 4:	3



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on December 17, 2025

Eligibility List Established on November 5, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 11/5/2025 – 11/4/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		41
AA Req. met & invited to ESSA Exam:		25
Met ESSA Requirements & Invited to QAI:		15
Took QAI:		10
Passed QAI & Put on Eligibility List		8
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	3
	Rank 2:	0
	Rank 3:	1
	Rank 4:	3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on December 17, 2025

Eligibility List Established on November 13, 2025

<b>ELEMENTARY CAMPUS ASSISTANT</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 11/13/2025 - 5/12/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		28
Invited to QAI:		27
Passed QAI & Put on Eligibility List		6
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		3
Rank 2:		2
Rank 3:		1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on December 17, 2025

Eligibility List Established on December 1, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT – SIGN LANGUAGE</b>		<b>PROMO/OPEN RECRUITMENT</b>
<b>Date Range of Eligibility List: 12/01/2025 – 11/30/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		11
AA Req. met & invited to ESSA Exam:		8
Met ESSA Requirements & Invited to Performance Exam:		8
Passed Performance & Invited to QAI:		2
Took QAI:		2
Passed QAI & Put on Eligibility List		2
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		2
Rank 2:		
Rank 3:		

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on December 17, 2025

Eligibility List Established on December 3, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 12/3/2025 – 12/2/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		31
AA Req. met & invited to ESSA Exam:		16
Met ESSA Requirements & Invited to QAI:		13
Took QAI:		13
Passed QAI & Put on Eligibility List		11
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		2
Rank 2:		4
Rank 3:		0
Rank 4:		2
Rank 5:		3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on December 17, 2025

Eligibility List Established on December 3, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT - MEDICAL</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 12/3/2025 – 12/2/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		31
AA Req. met & invited to ESSA Exam:		5
Met ESSA Requirements & Invited to QAI:		4
Took QAI:		2
Passed QAI & Put on Eligibility List		2
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		1
Rank 2:		0
Rank 3:		1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on December 17, 2024

Eligibility List Established on December 4, 2024

<b>SPEECH-LANGUAGE PATHOLOGY ASSISTANT</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 12/4/2025 – 12/3/2026</b>		
<b>Recruitment Process</b>		
Applications Received & Screened:		40
Passed Supplemental:		19
Invited to QAI:		19
Took QAI:		18
Passed QAI & Put on Eligibility List		14
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	5
	Rank 3:	2
	Rank 4:	5

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

DATE: December 9, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – INTERMEDIATE CLERICAL  
ASSISTANT

ACTION ITEM

We have received a request from Billie Barrios, Principal of Williams, to establish a new position with duties corresponding to the current classification of Intermediate Clerical Assistant. This new position is being created for office support on the campus of Williams Elementary School.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of a new position with duties corresponding to the current classification of Intermediate Clerical Assistant assigned to the Williams Elementary School, 40 hours per week, 11 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of a new position with duties corresponding to the classification of the Intermediate Clerical Assistant assigned to Williams Elementary School, 40 hours per week, 11 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule effective December 10, 2025.

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

**DATE:** December 17, 2025

**TO:** Personnel Commission

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

**SUBJECT: SEATING OF UNION COMMISSIONER – ANGELITA RADEMAKER**

**ACTION ITEM**

Pursuant to Education Code §45245, the Board of Education has approved the reappointment of Angelita Rademaker to a three-year term as the California School Employees Association (CSEA) appointee to the Downey Unified School District Personnel Commission, effective December 1, 2025, through December 1, 2028.

Prior to assuming the duties of this appointment, Ms. Rademaker will take the Oath of Allegiance, as required under California Constitution Article XX, Section 3, which will be administered by Mr. William Rademaker.



## **DOWNEY UNIFIED SCHOOL DISTRICT**

### **Office of Classified Human Resources / Personnel Commission**

#### **MEMORANDUM**

**DATE:** December 17, 2025

**TO:** Personnel Commission

**FROM:** Ceylida Lopez, Director, Classified Human Resources  
Prepared by Maria Carbajal, Assistant Director, Classified Human Resources

**SUBJECT: RECLASSIFICATION OF ONE POSITION TO DIRECTOR, TECHNOLOGY AND INFORMATION SYSTEMS AND REVISION OF CLASS DESCRIPTION OF DIRECTOR, TECHNOLOGY AND INFORMATION SYSTEMS**

#### **ACTION ITEM**

Staff was asked to conduct a job audit of employee Mr. Tarek Israwi from the Technology and Student Information Systems department. Tarek's position was brought to the attention of Commission staff by Chris Nezzar, Chief Technology Officer. Mr. Israwi is currently serving as Assistant Director, Technology and Information Systems. Since his promotion from Network Administrator, he has consistently demonstrated performance beyond his current job classification, taking on duties that have significantly expanded due to the district's focus on data-driven initiatives, such as the data dashboard system, USC data project, A–G and graduation tracking, alternate schedule development, and attendance improvement measures. His role has evolved from a lead technical advisor to a decision maker on internal technology direction and policy. He works directly with executive staff on various needs, from confidential requests to district initiatives.

#### **OVERVIEW:**

Over the past 4 years, Mr. Israwi'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 his expanded duties and alignment with the expectations of a Director, Technology and Information Systems.

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 Mr. Israwi has been performing. During his permanency, he has consistently demonstrated

technology and data initiatives. His role has evolved well beyond the scope of his current classification and now includes:

- Oversight of all day-to-day operations of the Technology and Information Systems Department.
- Leadership and supervision of Network Administrators, Assistant Network Administrators, Network Specialists, Computer Network Support Technicians (CNSTs), and Maintenance Electronic Technicians (METs).
- Department-level budgeting, planning, and resource allocation responsibilities.
- Coordination and leadership of districtwide technology initiatives and data management systems.
- Acting as a liaison with site administrators, teachers, and district departments to ensure responsive and effective delivery.
- Strategic planning and policy development, including standards and policies for district-wide use.
- Implementing and supporting instructional technology tools and training.
- Maintaining computer systems, networks, and connectivity across all sites.
- Ensuring data protection, compliance, and risk management.
- Managing student data systems for reporting.
- Overseeing network services, telecommunication, and systems upgrades.
- Deployment and support of all computers, peripherals, and AV systems.
- Maintaining policy adherence and ensuring digital and physical security.

These expanded responsibilities align more closely with the duties and scope typically assigned to a Director-level classification, requiring a higher degree of autonomy, decision-making authority, and strategic leadership.

### **Demonstrated Leadership in Key Initiatives**

Over the past several years, Mr. Israwi has led several high-impact initiatives that highlight his ability to manage district-wide technology efforts:

- Successfully restructured the IT Help Desk and implemented a comprehensive training and mentorship program for new METs.
- Directed the full lifecycle of a major Cisco infrastructure upgrade, including equipment selection, procurement, budget control, and ensuring seamless integrations of phones, wiring, network switches, cameras, and paging speakers.
- Managed the District's critical cloud infrastructure, supporting the uninterrupted delivery of instructional technology, secure data services, and essential operational systems across all school sites and departments.
- Executed a sustainable device replacement plan, including vendor selection, a cost recovery buy-back program, and the transition to iPads for 11 and 12

grades, while coordinating districtwide to ensure smooth instruction and critical rollout.

- Functioned as the primary authority for District crisis management and security systems, directing the deployment and maintenance of cameras, paging speakers, and classroom emergency buttons, as well as overseeing the implementation planning and user training.

Mr. Israwi has been working since 2021 as the Assistant Director, Technology and Information Systems. He has gradually but completely assumed the specific roles outlined in the classification description of Director, Technology and Information Systems for over two years.

The role Mr. Israwi has played is critical in ensuring the district meets its rapidly evolving technology needs. The District's continued need for this role is necessary to oversee the planning, implementation, and management of all instructional and operations technology systems, ensuring they are secure, reliable, and scalable to support high expectations for innovation and continuous improvement.

Based on the expanded scope of responsibilities Mr. Israwi has undertaken over the last 3 years, his successful track record in leading key technology initiatives, and to align his position with the significant duties and leadership, staff recommends that Mr. Israwi be reclassified to Director, Technology and Information Systems.

### **DIRECTOR'S RECOMMENDATION**

Approve the proposed reclassification of Tarek Israwi position from Assistant Director, Technology and Information Systems to Director, Technology and Information Systems including the recommended revisions to the Director, Technology and Information Systems classification and realignment of salary on the Management Salary Schedule, Range 140 (\$12,469-\$15,154 monthly), effective January 1, 2026

**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MANAGEMENT**



**CLASS TITLE: DIRECTOR, TECHNOLOGY AND INFORMATION SYSTEMS**

**BASIC FUNCTION:**

Under the direction of the ~~Assistant Superintendent, Business Services~~ Chief Technology officer or designee, plans, recommends, organizes, coordinates and directs the technology and information systems of the District; supervises lower level staff assigned to the Information Technology Department and the Student Information Systems Department; serves as technical advisor to other District divisions, departments, schools, educators and administrators regarding computer technology and information processing.

**REPRESENTATIVE DUTIES:**

~~Coordinate~~ Directs, communicate and provide information to administrators, other employees and the public regarding the development of District policies, standards and plans for the use of computers, student information systems, telecommunications, multimedia services and other technology for academic, educational support and administrative purposes; interpret and explain District rules, regulations, policies and procedures related to technology. **E**

Plan, organize and direct the selection, development, implementation, training and support of educational technology and administrative computer systems for the District's instructional program. **E**

~~Coordinate~~ Directs support, maintenance and repair of all District computer, telecommunications and multimedia equipment used in administrative, business and educational settings. **E**

Communicate with various District departments and personnel to answer questions and resolve issues; provide information concerning department functions; consult with department managers to develop system solutions consistent with organizational objectives. **E**

Evaluate service requests and determine departmental ability to provide services internally or through outside service maintenance, meeting periodically with department and school administrators to ensure satisfaction with support.

**E**

Develop equipment and software capacity plans, upgrade and replacement schedules. **E**

Supervise the design, maintenance, installation and implementation of District/school site Local Area Network (LAN)/Wide Area Network (WAN), administrative and instructional delivery systems, District electronic mail, and Internet access and applications. **E**

Ensure that District-wide needs are assessed, that available hardware, software, staff and services are utilized efficiently, and that District computer users are supported and trained. ***E***

Meet with Certificated staff and other school personnel regarding computerized instruction technology issues and information technology trends to ensure that technology supports the educational goals of the District. ***E***

Recommend hardware purchases, software acquisitions/development and the utilization of contract services. ***E***

Maintain a system for backing up administrative, student, and educational data for disaster recovery. ***E***

Select, train, assign, set standards of performance, and evaluate assigned staff. ***E***

Formulate and administer departmental budget, and coordinate departmental expenditures with District modernization projects. ***E***

Prepare agenda materials, staff reports and maintain necessary records. ***E***

Analyze and report on advances in technology as they may apply to the business of the District. ***E***

Administer the federal E-Rate funding program. ***E***

Write and assist in writing proposals to fund technology 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:**

- Network server systems such as Apple OS X, Microsoft Windows or Linux. Server operating systems, such as Microsoft Windows, Linux and Macintosh OS. Communications equipment operating systems, such as Cisco Internet Operating System (IOS).
- Relevant governmental requirements for school district data reporting.
- Data policy and privacy issues associated with student data and school districts. Theory and practical use of technology in education and administration.
- Theory and practice of management information systems, telecommunications and computer networks.
- Los Angeles County Office of Education Human Resources system.
- Software such as Excel, Access, SQL Server Management Studio, and

Zangle SIS. Current industry-leading programming languages, network operating systems, related hardware and software.

- Electronic mail and the Internet.
- Budget preparation and control.
- Principles and practices of personnel administration, including training, supervision, and organization of work.
- Principles, procedures, and techniques of research, including planning studies and investigations, determining variables and application of statistics in operations and systems analysis.
- Principles and methods of effective oral and written communications.

#### **ABILITY TO:**

- Present District technology needs as well as capabilities of state-of-the-art and proven technologies in clear and simple forms to decision-makers.
  - Plan, organize, coordinate and direct a variety of technological applications related to the District's needs.
  - Develop strategic business plans.
  - Analyze, recommend and select hardware and software appropriate to the District's information processing requirements and to demonstrate its potential efficiency and cost-effectiveness.
  - Manage network implementation projects.
  - Perform advanced professional-level work in management information systems. Prepare grant proposals for technology projects.
  - Provide strong leadership skills to technology department management team and staff.
  - Supervise, train and evaluate technical and support staff.
  - Communicate effectively both orally and in writing.
  - Establish and maintain effective working relationships with others.
  - 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 independently and manage time effectively and flexibly to carry out routine tasks and respond to frequent emergencies.
  - Manage multiple simultaneous projects.
- Demonstrate attendance sufficient to complete the duties of the position as required.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to: Bachelor's Degree in information systems, computer science, business, public administration, or related field, and five years of analytical or administrative experience in a complex computer systems environment, including at least two years at a supervisory level.

#### **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.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

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

##### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a variety of specialized equipment; standing for extended periods of time; mobility to move to locations within the District; bending at the waist; moderate lifting up to 25 pounds; carrying, pushing or pulling; and seeing to proofread completed work.

##### **HAZARDS:**

Various printing chemicals and associated fumes and working around and with machinery having moving parts, moving across rough and uneven surfaces, traveling to locations within the District.

Revised December 2025, D.U.S.D.

May 2012, D.U.S.D.

April 1998, D.U.S.D.

**DOWNEY UNIFIED SCHOOL DISTRICT**

**Office of Classified Human Resources / Personnel Commission**

**MEMORANDUM**

**DATE:** December 17, 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 – ASSISTANT DIRECTOR, FACILITIES PLANNING AND DEVELOPMENT**

**ACTION ITEM**

Staff met with Ms. Annie Aung, Director of Facilities Planning and Development, to update the class description for the Assistant Director, Facilities Planning and Development position in preparation for an upcoming recruitment.

The Education and Experience requirements have been revised to allow additional experience beyond the minimum required as a substitution for education. This position functions in a highly technical, field-driven environment, and day-to-day coordination with contractors, architects, and school sites. These skills are gained through hands-on experience in facilities and public works, not typical of a traditional academic pathway.

Many strong candidates in this industry come up through the trades, inspection, or project management routes and have deep knowledge of how school construction operates in the field. Requiring a degree narrows the applicant pool and may exclude individuals who are highly qualified and highly experienced.

The updated class description will allow the District to focus on screening applicants who have demonstrated experience and education to handle responsibilities, including construction, project oversight, and navigation of complex sites and compliance issues. The update criteria will still maintain high standards while reflecting skill sets needed to support the District's bond program and daily facilities operations.

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 Assistant Director, Facilities Planning and Development job description, effective December 18, 2025.



**CLASS TITLE: ASSISTANT DIRECTOR, FACILITIES PLANNING AND  
DEVELOPMENT**

**BASIC FUNCTION:**

Under the direction of the Senior Director, Facilities, Planning and Development, assists with maintaining, updating, and implementing the District Master Plan for construction and modernization and assists with overseeing aspects of facility planning, design, construction, and modernization; assists with coordinating inspections, consults with contractors working on construction projects, and represents the District in such matters; performs management duties including assisting with budget development and monitoring, policy maintenance, public relations, employee supervision and management, and special project analysis.

**REPRESENTATIVE DUTIES:**

Assists the Senior Director with providing administrative oversight, planning, implementing, organizing, and directing the work of the Facilities Department for the District's facility renovation, modernization, and new construction programs, including assisting with analyzing needs and recommending building programs and priorities. **E**

Assists with directing the design, development, and analysis of school building construction and modernization projects including assisting with implementing quality control for validating construction cost value engineering, constructability of construction modernization projects, bid alternatives, and bid analysis. **E**

Assists with coordinating activities associated with the construction of new schools, modernization, and additions to existing schools, renovation of and improvements to existing structures and temporary classroom buildings, moving and demolition of buildings, use of existing facilities, facilities/construction emergencies, and assists with other matters related to school facilities. **E**

Provides technical expertise to the Senior Director regarding assigned functions and participates in the formulation of and recommends policies, procedures, and programs. **E**

Assists with directing the selection of and monitoring the work of construction management and project management teams, architects, engineers, contractors, vendors, inspectors, and others to monitor status, quality, and adequacy of a variety of projects. **E**

## **REPRESENTATIVE DUTIES: (Continued)**

Assists with ensuring that modernization and construction project planning, drawings, and specifications are coordinated with and reviewed by Information Technology, Food Service, Maintenance, and other appropriate departments and site personnel to conform with District standards and to ensure preferences are considered. **E**

Reviews and recommends appropriate actions to the Senior Director regarding constructability reviews, RFIs, change order processing, submittal processing, and project scheduling; coordinates district's construction program procurement documents (administer AIA contracts, general conditions, supplementary conditions, etc.); writes specifications and works with engineers and architects to secure bids for outside contracts; confers with the Director of Purchasing and Warehouse in the development of public works contract bids. **E**

Assists and coordinates with other departments in developing District standards; assists with monitoring compliance with state school facilities program guidelines; assists with developing and maintaining up to date comprehensive inventory and control of all record drawings for the District. **E**

Assists employees and contractors in the planning of projects and ensures work products for conformity with code regulations, District standards, and adherence to blueprints. **E**

Assists with assuring compliance by contractors with construction documents and specifications, approval and reporting of completed punch list(s), approval of progress payments, and completion and closeout documentation, ensuring DSA close of file and certification of related projects and protection of community investment. **E**

Assists with ensuring compliance for bond oversight, preparing the agenda, and assists with facilitating all aspects of the Citizen's Bond Oversight Committee on behalf of the District. **E**

Supervises the maintenance of construction and modernization project records. **E**

Assists with coordinating the estimates of costs of building and renovation projects in cooperation with technical personnel; assists with monitoring costs of construction projects for budget containment. **E**

Assists the Senior Director in matters related to budget, cost estimates, and cash flow related to implementing the priorities of the District's facility master plan. **E**

Attends meetings to maintain current knowledge of legislation, legal codes, and requirements; coordinates with District legal team as needed. **E**

Interviews and provides recommendations to the Senior Director on selections; trains, evaluates, motivates, counsels, and disciplines employees. **E**

## **REPRESENTATIVE DUTIES: (Continued)**

Assists with the preparation of reports, conducts meetings, and makes presentations to school sites, community and governmental meetings, and other stakeholders. **E**

Assists with overseeing the district's Energy Conservation program. **E**

May be required on occasion to perform any of the duties of the Senior Director in their absence. **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:**

- Financial analysis, reporting, and protection techniques related to the implementation of the facilities master plan.
- Management principles/techniques, including planning, budgeting principles, and project management.
- Laws, rules, regulations, Building Codes, policies, and procedures pertaining to the construction, repair, and maintenance of school facilities.
- Methods, practices, modern theories, equipment, and materials used in construction, design, maintenance, and operations of school facilities.
- State facilities funding opportunities.
- Architectural design.
- Laws, rules, regulations, policies, and procedures pertaining to hazardous materials.
- Board Policies and Administrative Regulations, Education Code provisions, collective bargaining agreement sections, and Personnel Commission rules.
- Legal contracts and other binding agreements.
- Applicable facilities, maintenance, and operations requirements.
- Computerized data, information, management, and work order systems.
- Public relations principles.
- Interpersonal skills using tact, patience and courtesy.
- Supervisory principles and practices.
- Safe working practices and procedures.
- Correct English grammar use.

### **ABILITY TO:**

- Manage and direct assigned functions relating to facilities planning and implementation.
- Conduct studies, analyze complex facilities issues, and prepare clear concise oral and written reports.

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

- Develop, control, and monitor facilities budgets and accounts.
- Gather, read, and analyze data and situations accurately to recommend and implement effective courses of action.
- Prepare and make presentations to groups.
- Respond to facilities and construction related emergencies.
- Read and interpret architectural drawings and blueprints.
- Assemble engineering and construction reports.
- Assemble construction plans, specifications, and schedules.
- Accurately estimate costs of school construction work.
- Exercise good judgment.
- Plan and organize work for self and others.
- Direct, supervise, train, motivate, discipline, and evaluate personnel.
- Communicate effectively both orally and in writing.
- Maintain current knowledge of advances in the field.
- Meet schedules and timelines.
- Establish a positive and cooperative rapport, and maintain effective relationships with staff, administrators, school, and office personnel, contractors, architects, engineers, and related governmental entities.
- 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.
- Make evaluations or decisions without immediate supervision.
- Accept and carry out responsibility for directions, control, and planning.
- Relate to others beyond giving and receiving instructions, influencing people on a consistent basis.
- Demonstrate leadership to promote positive teamwork.
- Exhibit integrity, ethical behavior, and strength of character.
- Work independently and manage time effectively and flexibly to carry out tasks and respond to frequent emergencies.
- Manage multiple simultaneous projects.
- Easily adapt to situations and changes.
- 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 business administration, engineering, architecture, facilities planning, construction management, or other directly related field, and four years of full-time school district or public agency experience in some phase of architecture, construction, or facilities management. At least two years of the experience must have been in a supervisory capacity.

[Additional related experience may be substituted for the education requirement on the basis of one year of experience for one year of college.](#)

## **LICENSES AND OTHER REQUIREMENTS:**

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

## **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; operating a keyboard; pulling and pushing; carrying up to 25 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, and to observe safety issues.

### **HAZARDS:**

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

### **Established:**

Revised December 2025, D.U.S.D.  
February 2023, D.U.S.D.