

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

AGENDA #1

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
July 16, 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 Regular Meeting of June 18, 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 Senior Instructional Assistant - Behavior list established May 30, 2025. 6
2. **RATIFY** certification of Food Service Assistant list established June 27, 2025. 7
3. **RATIFY** certification of Elementary Campus Assistant list established June 18, 2025. 8
4. **RATIFY** certification of Personnel Technician list established June 24, 2025. 9
5. **RATIFY** certification of Senior Instructional Assistant - Medical list established June 24, 2025. 10
6. **RATIFY** certification of Senior Instructional Assistant - Behavior list established June 24, 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)]

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| 7. RATIFY certification of Senior Director, Facilities Planning and Development list established July 8, 2025. | 12 |
| 8. RATIFY certification of Senior Instructional Assistant - Behavior list established July 8, 2025. | 13 |
| 9. RATIFY certification of Senior Instructional Assistant - Medical list established July 8, 2025. | 14 |
| 10. RATIFY the classification of one Senior Instructional Assistant - Behavior position established by the Board of Education, assigned to Alameda School, effective July 9, 2025. | 15 |
| III. OLD BUSINESS | |
| IV. NEW BUSINESS | |
| 1. APPROVE changes to the class description of Access Control Technician, effective July 17, 2025. | 16-19 |
| 2. 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. | 20-24 |
| V. NEXT REGULAR MEETING | |
| August 20, 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

June 18, 2025

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, June 18, 2025, at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#281
PLEDGE OF
ALLEGIANCE

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

#282
ROLL

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

Present: John Kennedy
Dianne Lumsdaine
Angie Rademaker

#283
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 April 23, 2025.

#284
MINUTES OF REGULAR
MEETING APPROVED

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

#285
CORRESPONDENCE
RECEIVED

None.

#286
ORAL
COMMUNICATIONS

Ms. Rademaker commended staff for organizing a wonderful pin ceremony and expressed her appreciation to Mr. Milton, Director of Food Services, for the delicious food.

She also thanked Dr. Garcia, Superintendent, for all he has done—and continues to do—to make the District better.

Additionally, Ms. Rademaker congratulated Dr. Brossmer on his appointment as the incoming Superintendent.

Mr. Kennedy shared that he has been very active over the past two months, visiting schools and attending graduations, promotion ceremonies, and Scholarship Night at Downey High School.

Ms. Lumsdaine also commended staff for doing an outstanding job with the pin ceremony, noting that the addition of the student ensemble was a wonderful touch.

She shared that she attended the recent Board meeting and gave a special shout-out to Lisa Rawling and Jeff Giles for their excellent presentation on the VAPA program.

Ms. Lumsdaine also had the opportunity to attend Griffiths Middle School's production of *Sundown Alley*. She expressed her appreciation for the staff and everyone involved in creating such a memorable theater experience for the students.

Finally, she echoed the comments made about Dr. Garcia, stating that it has been a pleasure working with him and expressing her excitement for the next chapter in his life. He will be greatly missed.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Dr. Alyda Mir, Superintendent, Certificated Human Resources; Chris Nezzar, Chief Director of Technology; Marc Milton, Director, Food Services; Wesley Lee, Assistant Director, Finance; Louis Smith, Payroll Supervisor; Amy Worthington, Senior Secretary; Elvira Calderon, Financial Operations Analyst; Hismelda Macias, CSEA Unit I Treasurer; Morgan Hoel, CSEA Unit II, Chief PR Officer and Maria Carbajal, Supervising Personnel Analyst. She thanked everyone for attending.

Ms. Lopez began by wishing everyone a happy summer.

She thanked everyone who attended this year's Pin Ceremony, noting that 91 employees received pins at the event, while an additional 78 were distributed to those who were unable to attend. She shared that the department has received a great deal of positive feedback from employees. As always, the success of the event was a team effort—not only within Human Resources, but also with the support of school sites and departments that helped create a meaningful experience for staff.

Ms. Lopez provided an update on the Bus Trainee Program. In collaboration with the Transportation Department, the program was launched to offer internal employees interested in transitioning into transportation roles the opportunity to receive training and become licensed. Currently, 12 employees are participating in the program.

She also shared the upcoming training lineup for the next school year, which includes CPR and First Aid certification, Strengths training, and discipline and investigation training for management staff.

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

#287
PUBLIC HEARD

Dr. Garcia thanked the commissioners for their kind words, stating that it has been an absolute pleasure and honor to work with them over the past 12-plus years. He acknowledged the Commission's ongoing dedication to upholding the principles of the Merit System.

He expressed deep gratitude for the special recognition he received at the Pin Ceremony.

Dr. Garcia also congratulated Elvira Calderon on her promotion and new opportunity with another school district, noting that this would be her final meeting.

He closed by wishing everyone a wonderful summer.

#288
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 (289-311))

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

#289
RATIFY CERTIFICATION OF
SR. INST. ASST. - BEHAVIOR
ELIGIBILITY LIST

RATIFY certification of Senior Instructional Assistant - Behavior list established May 2, 2025.

#290
RATIFY CERTIFICATION OF
CAMPUS SECURITY ASST.
LIST

RATIFY certification of Campus Security Assistant list established May 7, 2025.

#300
RATIFY CERTIFICATION OF
FOOD SERVICE ASST.
ELIGIBILITY LIST

RATIFY certification of Food Service Assistant list established May 9, 2025.

#301
RATIFY CERTIFICATION OF
ELEMENTARY CAMPUS
ASST. ELIGIBILITY LIST

RATIFY certification of Elementary Campus Assistant list established May 12, 2025.

#302
RATIFY CERTIFICATION OF
INST. MEDIA TECH.
ELIGIBILITY LIST

RATIFY certification of Instructional Media Technician list established May 13, 2025.

#303 RATIFY CERTIFICATION OF SCHOOL OFFICE MANAGER ELIGIBILITY LIST	RATIFY certification of School Office Manager list established May 13, 2025.
#304 RATIFY CERTIFICATION OF INST. ASST. - DENTAL ELIGIBILITY LIST	RATIFY certification of Instructional Assistant – Dental list established May 14, 2025.
#305 RATIFY CERTIFICATION OF COLLEGE CAREER TECH> ELIGIBILITY LIST	RATIFY certification of College and Career Technician list established May 16, 2025.
#306 RATIFY CERTIFICATION OF PAYROLL TECH. ELIGIBILITY LIST	RATIFY certification of Payroll Technician list established May 20, 2025.
#307 RATIFY CERTIFICATION OF FOOD SERVICE ASST. II ELIGIBILITY LIST	RATIFY certification of Food Service Assistant II list established May 29, 2025.
#308 RATIFY CERTIFICATION OF LEAD FOOD SERVICE ASST. ELIGIBILITY LIST	RATIFY certification of Lead Food Service Assistant list established May 30, 2025.
#309 RATIFY CERTIFICATION OF FOOD SERVICE ASST. ELIGIBILITY LIST	RATIFY certification of Food Service Assistant list established June 6, 2025.
#310 RATIFY CLASSIFICATION OF SR. INST. ASST. - MEDICAL POSITION	RATIFY the classification of one Senior Instructional Assistant - Medical position established by the Board of Education, assigned to Downey High School, effective June 11, 2025.
#311 RATIFY CLASSIFICATION OF UTILITY WORKER POSITION	RATIFY the classification of one Utility Worker position established by the Board of Education, assigned to PACE, effective June 11, 2025.
#312 OLD BUSINESS	None
#313 NEW BUSINESS	Each of the following recommendation was reviewed by Director Lopez prior to approval:

#314
APPROVE CHANGES TO
THE FOOD SERVICE
ASSISTANT CLASS
DESCRIPTION.

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 Food Service Assistant.

#315
APPROVE PERSONNEL
COMMISSION MEETING
DATES 2025-26.

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to **APPROVE** the 2025-2026 Personnel Commission meeting dates.

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

#316
NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission will be July 16, 2025, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Ave., Downey, California.

#317
CLOSED SESSION

The Personnel Commission retired to closed session at 4:35 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#318
OPEN SESSION

The Personnel Commission returned to open session at 4:58 p.m. There being no reportable actions taken during closed session.

#319
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned at 4:58 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**

Submitted for Ratification on July 16, 2025

Eligibility List Established on May 30, 2025

SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 5/30/2025 – 5/29/2026		
Recruitment Process		
Applications Received and Screened:		51
AA Req. met & invited to ESSA Exam:		18
Met ESSA Requirements & Invited to QAI:		13
Took QAI:		10
Passed QAI & Put on Eligibility List		9
Number of Eligible Candidates per Rank		
	Rank 1:	1
	Rank 2:	3
	Rank 3:	5

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on July 16, 2025

Eligibility List Established on June 18, 2025

ELEMENTARY CAMPUS ASSISTANT		OPEN/CONTINUOUS RECRUITMENT
Date Range of Eligibility List: 06/18/2025 - 12/17/2025		
Recruitment Process		
Applications Received and Screened:		101
Invited to QAI:		34
Passed QAI & Put on Eligibility List		13
Number of Eligible Candidates per Rank		
Rank 1:		2
Rank 2:		3
Rank 3:		4
Rank 4:		4

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on July 16, 2025

Eligibility List Established on June 24, 2025

PERSONNEL TECHNICIAN		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 6/24/2025 – 6/23/2026		
Recruitment Process		
Applications Received and Screened:		109
Invited to Written Exam & Performance:		55
Took Written Exam & Performance:		37
Passed Written:		35
Passed Performance:		13
Passed QAI & Put on Eligibility List		11
Number of Eligible Candidates per Rank		
Rank 1:		1
Rank 2:		4
Rank 3:		6

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on July 16, 2025

Eligibility List Established on June 24, 2025

SENIOR INSTRUCTIONAL ASSISTANT - MEDICAL		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 6/24/2025 – 6/23/2026		
Recruitment Process		
Applications Received and Screened:		23
AA Req. met & invited to ESSA Exam:		9
Met ESSA Requirements & Invited to QAI:		3
Took QAI:		1
Passed QAI & Put on Eligibility List		1
Number of Eligible Candidates per Rank		
	Rank 1:	1
	Rank 2:	0
	Rank 3:	0

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on July 16, 2025

Eligibility List Established on June 24, 2025

SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 6/24/2025 – 6/23/2026		
Recruitment Process		
Applications Received and Screened:		18
AA Req. met & invited to ESSA Exam:		7
Met ESSA Requirements & Invited to QAI:		7
Took QAI:		5
Passed QAI & Put on Eligibility List		4
Number of Eligible Candidates per Rank		
	Rank 1:	2
	Rank 2:	2
	Rank 3:	0

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on July 16, 2025

Eligibility List Established on July 8, 2025

SENIOR DIRECTOR, FACILITIES PLANNING & DEVELOPMENT		OPEN RECRUITMENT
Date Range of Eligibility List: 07/08/2025-07/07/2026		
Recruitment Process		
Applications Received and Screened:		28
Passed Application Screening & Proceeded to Evaluation of Training & Experience:		10
Passed Evaluation of Training & Experience & Invited to QAI:		7
Took QAI:		5
Passed QAI & Put on Eligibility List		3
Number of Eligible Candidates per Rank		
Rank 1:		3

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on July 16, 2025

Eligibility List Established on July 8, 2025

SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 7/8/2025 – 7/7/2026		
Recruitment Process		
Applications Received and Screened:		40
AA Req. met & invited to ESSA Exam:		19
Met ESSA Requirements & Invited to QAI:		9
Took QAI:		9
Passed QAI & Put on Eligibility List		6
Number of Eligible Candidates per Rank		
	Rank 1:	2
	Rank 2:	2
	Rank 3:	2

**Downey Unified School District
PERSONNEL COMMISSION**

Submitted for Ratification on July 16, 2025

Eligibility List Established on July 8, 2025

SENIOR INSTRUCTIONAL ASSISTANT - MEDICAL		OPEN/PROMO RECRUITMENT
Date Range of Eligibility List: 7/8/2025 – 7/7/2026		
Recruitment Process		
Applications Received and Screened:		8
AA Req. met & invited to ESSA Exam:		4
Met ESSA Requirements & Invited to QAI:		4
Took QAI:		2
Passed QAI & Put on Eligibility List		2
Number of Eligible Candidates per Rank		
Rank 1:		1
Rank 2:		0
Rank 3:		1

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

DATE: July 8, 2025
TO: Roger Brossmer, Ed.D., Superintendent
FROM: Ceylida J. Lopez, Director, Classified Human Resources

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

ACTION ITEM

We have received a request from Jennifer Fisher, Program Administrator, to establish one new position with duties corresponding to the current classification of Senior Instructional Assistant – Behavior. This new position is created to support the behavioral needs of students at Alameda 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 – Behavior assigned to the Alameda Elementary, 32.5 hours per week, ten months per year, at range 115, \$3,934 - \$4,790 per month, effective July 8, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Senior Instructional Assistant - Behavior, assigned to Alameda Elementary, 32.5 hours per week, ten months per year, at range 115, \$3,934 - \$4,790 per month, effective July 8, 2025.

DOWNEY UNIFIED SCHOOL DISTRICT

Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: July 16, 2025
TO: Personnel Commission
FROM: Ceylida Lopez, Director, Classified Human Resources
Prepared by Maria Carbajal, Supervising Personnel Analyst
SUBJECT: RECOMMENDED REVISIONS OF CLASS DESCRIPTION – ACCESS CONTROL TECHNICIAN

ACTION ITEM

Staff met with the Maintenance, Operations, and Transportation team to update the class description for the Access Control Technician position. As part of this process, staff is recommending revisions to the education and experience requirements to broaden the candidate pool and allow applicants to qualify through multiple pathways.

This position has proven difficult to fill, with two recent recruitments resulting in no qualified candidates. The proposed changes are intended to increase interest and improve the chances of a successful hire.

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 Access Control Technician job description, effective July 17, 2025.

CLASS TITLE: ACCESS CONTROL TECHNICIAN

BASIC FUNCTION:

Under the direction of the assigned supervisor, perform skilled duties in the installation, repair and maintenance of mechanical and electronic locks and access control systems, panic exit hardware, door closures, and related parts; make and duplicate keys; maintain master key systems.

REPRESENTATIVE DUTIES:

Install, repair, open, and remove mechanical and electronic locks and associated hardware, wiring and related devices; repair, open and remove locks; disassemble locks; clear keyways of obstructions; repair, replace and alter worn tumblers, springs and other parts; repair panic exit hardware, door closures, etc. **E**

Operate key-cutting machines to make or duplicate new keys as required. **E**

Change lock combinations as directed; maintain, repair, re-pin and re-combine cylinders as required. **E**

Maintain master key systems including but not limited to wireless/electronic access; maintain records and security of duplicate keys. **E**

Utilize software programs and online systems to configure, set up, and install access control components. **E**

Use software programs along with online systems for pin and core combination control, master and submaster systems and individual room key records. **E**

Maintain electronic and hard copy records. **E**

Work with the required department(s) to assist with door replacement and installation.

Operate a variety of equipment, tools and machines such as saws, grinders, drills and hand tools. **E**

Plan and lay out locksmithing tasks, order parts and supplies as needed; work with vendors on major re-key projects; maintain routine records; maintain inventory and requisition or buy new parts, extra locks and materials according to established guidelines and procedures. **E**

REPRESENTATIVE DUTIES: (Continued)

Respond to emergency key needs when keys are lost, or locks are broken. *E*

Overhaul, adjust and install door closers; calibrate door closures to meet handicapped requirements. *E*

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

Assist other maintenance personnel as necessary.

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:

- Proper methods, materials, tools and equipment used in locksmithing trade.
- Variety of locks and hardware available and proper use for each type.
- Shop mathematics applicable to the locksmithing trade.
- Electronic access control systems and associated software and hardware.
- Key code systems.
- Wired and wireless locks.
- Low voltage as it pertains to access control systems.
- Applicable codes and regulations.
- Appropriate safety precautions and procedures.
- Basic record keeping techniques.

ABILITY TO:

- Use the tools, equipment and materials of the locksmithing trade safely and effectively.
- Install access control equipment.
- Diagnose malfunctions, maintain, and repair a variety of locks and related hardware including electronic locks and associated equipment.
- Perform shop mathematics applicable to the locksmithing trade.
- Plan and lay out locksmithing work.
- Work from blueprints, shop drawings and sketches.
- Maintain various records.
- Operate personal computer and assigned software.
- Maintain tools and equipment in safe, clean and proper working condition.
- Communicate effectively with others.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices.

KNOWLEDGE AND ABILITIES: (Continued)

- Work cooperatively with others.
- Overhaul, install and adjust door closers.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of journey-level experience in the locksmithing trade, or a valid locksmith license. - ~~and/or a~~ Access control systems experience is highly preferred.

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; subject to emergency call-out and driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to dismantle and repair lock systems and set new combinations and to operate hand and power tools; reaching overhead, above the shoulders and horizontally; seeing to install, repair and maintain locks, and to maintain electronic and hard copy records; bending at the waist; lifting and carrying objects weighing up to 50 pounds; climbing on roofs; may crawl under buildings; and standing and walking for extended periods of time.

HAZARDS:

Exposure to electrical power supply and low voltage; may work in a cramped or restrictive work chamber.

Established:

Revised July 2025, D.U.S.D.

February 2023, D.U.S.D.

DOWNEY UNIFIED SCHOOL DISTRICT

Office of Classified Human Resources / Personnel Commission

MEMORANDUM

DATE: July 16, 2025
TO: Personnel Commission
FROM: Ceylida Lopez, Director, Classified Human Resources
Prepared by Maria Carbajal, Supervising Personnel Analyst
SUBJECT: NEW CLASSIFICATION – SPECIALIZED PROGRAM COORDINATOR

ACTION ITEM

Dr. Anthony Zegarra, Administrator of Business Services, has requested the creation of a new classification that is crucial to the success of the District's elite athletics program. This position will coordinate and organize the program, including serving as the architect and liaison between stakeholders and the district. The coordinator will also support student success in the program and promote program visibility. It will recruit and retain students to sustain and grow the program.

Pending the approval of the duties by the Board on July 8, 2025, staff recommend that the Personnel Commission accept the duties and classify the position and salary placement of this new classification as Range 120 (\$7,650-\$9,302 per month) on the Classified Management salary schedule.

DIRECTOR'S RECOMMENDATION

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.

CLASS TITLE: SPECIALIZED PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of the Director, Secondary Education or assigned administrator, coordinates and organizes the operations of a specialized academic program (e.g., STEM academy, visual/performing arts, or athletics-based program). Serve as the architect of the specialized program and liaison between stakeholders and the District. Coordinate the implementation and alignment of the program in the District. Coordinates program logistics, supports student success, and promotes program visibility. Recruit and retain students to sustain and grow the program.

REPRESENTATIVE DUTIES:

Plan, organize, and execute student recruitment activities, including but not limited to meeting facilitation, planning sessions with existing and prospective participants, conducting informational sessions, campus tours, classroom presentations, and parent outreach events. **E**

Develop and implement strategies to support student retention, including connecting with families to support student progress in the program and coordinating of enrichment or academic support. **E**

Serve as a liaison between district departments, school sites, students, and families to ensure alignment and collaboration across program activities. **E**

Collaborate with staff and site administration to ensure alignment, expansion, and continuous improvement of services. **E**

Design and implement training opportunities for the program. **E**

Maintain accurate and up-to-date records for enrollment, attendance, and student participation in the program. **E**

Supports the performance of the program through communication of performance, expectations, observations, documents actionable feedback, assistance and

provides guidance when necessary. ***E***

Assist in the coordination of program logistics, including scheduling transportation, materials, and site-based support. ***E***

Monitor student progress and support strategies in collaboration with site and district staff. ***E***

Develop and distribute program communications, including newsletters, promotional flyers, website updates, and social media content. ***E***

Track and report data related to outreach, enrollment, student engagement, and outcomes. ***E***

Develop program policies and procedures and recommend changes that impact department or program goals. ***E***

Supervise, coordinate, train and evaluate the performance of assigned department or program staff. ***E***

Attend relevant trainings, conferences, and meetings to stay professionally current in the field of the program's focus. ***E***

Support budget tracking, allocation of resources and purchasing processes related to program needs. ***E***

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

Prepares documents, logs, and performs records maintenance. ***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:

Program survey, basic research, analysis and methodology and assessment tools.

Recruitment and retention practices within K-12 education environments.

Communication and public engagement tools and strategies.

Program Development, budget administration, and support for specialized student populations.

Digital tools for data management, communications and outreach.
Applicable Federal, State and District policies, laws, procedures and regulations.
Modern office practices, procedures and equipment.
Principles of student engagement and support.
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:

Plan, organize and coordinate specialized academic programs.
Perform computations for aggregation of data.
Prepare, review and analyze statistical data.
Stay organized and follow plans,
Prioritize critical tasks.
Operate office equipment, including computers, supporting software, and databases.
Establish and maintain effective working relationships with both internal and external contacts.
Handle multiple tasks on an ongoing basis.
Communicate clearly and concisely, both orally and in writing.
Take initiative and personal responsibility.
Collaborate and make decisions with a diverse group of teammates.
Work independently with little direction.
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.
Plan, manage events and initiatives independently.
Maintain professionalism and growth mindset through ongoing learning.
Manage multiple projects with attention and detail and deadlines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's degree in public policy, public administration, communications, social services, education, school counseling or a related field. Three years of experience working with youth in a high-performing or specialized-focused program.

An additional four years of the required experience may be used to supplement for the Bachelor's degree.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver license and availability of private transportation or ability to obtain transportation between job sites is required.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work predominantly with some office environment; some work will be done at various district sites. Contact with district staff, students, and administration.

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. Stand, sit, walk, kneel, repeated bending, lift and carry up to 15 pounds. Speak clearly, and hear normal voice conversation. See small details, including depth and color.

Established July 2025, D.U.S.D.