

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

AGENDA #13

Regular Meeting  
Lloyd L. Stromberg Conference Room

4:00 p.m.  
June 18, 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 April 23, 2025. 1-6
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 2, 2025. 7
2. **RATIFY** certification of Campus Security Assistant list established May 7, 2025. 8
3. **RATIFY** certification of Food Service Assistant list established May 9, 2025. 9
4. **RATIFY** certification of Elementary Campus Assistant list established May 12, 2025. 10
5. **RATIFY** certification of Instructional Media Technician list established May 13, 2025. 11
6. **RATIFY** certification of School Office Manager list established May 13, 2025. 12

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. <b>RATIFY</b> certification of Instructional Assistant - Dental list established May 14, 2025.	13
8. <b>RATIFY</b> certification of College and Career Technician list established May 16, 2025.	14
9. <b>RATIFY</b> certification of Payroll Technician list established May 20, 2025.	15
10. <b>RATIFY</b> certification of Food Service Assistant II list established May 29, 2025.	16
11. <b>RATIFY</b> certification of Lead Food Service Assistant list established May 30, 2025.	17
12. <b>RATIFY</b> certification of Food Service Assistant list established June 6, 2025.	18
13. <b>RATIFY</b> the classification of one Senior Instructional Assistant - Medical position established by the Board of Education, assigned to Downey High School, effective June 11, 2025.	19
14. <b>RATIFY</b> the classification of one Utility Worker position established by the Board of Education, assigned to PACE, effective June 11, 2025.	20
III. OLD BUSINESS	
IV. NEW BUSINESS	
1. <b>APPROVE</b> changes to the class description of Food Service Assistant, effective June 19, 2025.	21-24
2. <b>APPROVE</b> Personnel Commission proposed meeting dates for 2025-2026.	25
V. NEXT REGULAR MEETING	
July 16, 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	

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3. Public Employee Performance Evaluation, Title: Director, Classified Human Resources, in accordance with provisions of the Government Code Section §54957.

## VII. ADJOURNMENT

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

MINUTES

Regular Meeting

April 23, 2025

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, April 23, 2025, at 4:00 p.m. in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#243  
PLEDGE OF  
ALLEGIANCE

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

#244  
ROLL

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

Present:           John Kennedy  
                      Dianne Lumsdaine  
                      Angie Rademaker

#245  
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 Special Meeting of March 6, 2025.

#246  
MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy and the motion carried unanimously, to approve the minutes of the Regular Meeting of March 19, 2025.

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

#247  
CORRESPONDENCE  
RECEIVED

None.

#248  
ORAL  
COMMUNICATIONS

Ms. Rademaker commended the public information team for all the work they do in social media.

Mr. Kennedy shared that he attended the Striking Viking competition, where the team placed 7th overall. He highlighted the variety of tasks the team takes on, including creating brochures, fundraising, selling treats at events and after school, and even designing and making their own T-shirts.

Mr. Kennedy shared that he recently interviewed 54 students for the Stauffer Community College Scholarships.

He enjoyed attending the Saturday Professional Growth Workshop and appreciated the opportunity to stay for the first session.

He also attended this year's SkillsUSA event, held in Ontario, California, and was proud to share that some of our students have qualified to compete at the national level in June.

Mr. Kennedy attended the regular Board of Education meeting and especially enjoyed the presentation by Stauffer Middle School.

He also expressed his appreciation to Dr. Garcia for the invitation to the Police and Fire Luncheon.

During his recent visit to Doty Middle School, he noted that exciting things are happening on campus—with more to come.

Finally, he extended congratulations to Glenn Yamasaki, who was named Air & Space Forces Association (AFA ) STEM High School Teacher of the Year and will now go on to compete at the state level.

Ms. Lumsdaine shared that she participated in Saturday's Professional Growth and was thoroughly enjoyed it. She commended Ana Beth Fishman for a wonderful job. She participated in the group activity and was so impressed by the classified employees.

Ms. Lumsdaine acknowledged the attendance of Dr. John Garcia, Jr., Superintendent; Dr. Robert McEntire, Associate Superintendent, Administrative Services; John Shook, Director, MOT; Chris Nezzar, Chief Director of Technology; Marc Milton, Director, Food Services; Carlos Fornelli, Assistant Director, M.O.T; Wesley Lee, Assistant Director, Finance; Louis Smith, Payroll Supervisor; Marisol Alarid, CSEA Unit I, President; Hismelda Macias, CSEA Unit I Treasurer; Laura Lopez-Hernandez, CSEA Unit I, Communications Officer; John Torres, CSEA Unit II, President; Jose Garcia, CSEA Unit II, Vice President; Jim Walton, CSEA Unit II Chief Job Steward; Morgan Hoel, CSEA Unit II, Chief PR Officer and Maria Carbajal, Supervising Personnel Analyst. She thanked everyone for attending.

Ms. Lopez began by congratulating and thanking all administrative personnel in recognition of National Administrative Professionals Day.

She also extended her appreciation to the school sites that welcomed HR staff during their open house events. She expressed gratitude for their collaboration in sharing job opportunity information with families and the community.

Ms. Lopez highlighted that on March 31, the HR department partnered with Dr. Mir and Ana Beth Fishman to provide CliftonStrengths training to Senior Instructional Assistants. An impressive 46 employees participated—despite it being a non-working day.

On April 5, the Professional Growth Committee hosted the annual Saturday Professional Growth Workshop, which Ms. Lopez described as a fantastic success. She thanked Superintendent Dr. Garcia, Board

President Linda Saldaña, and the Personnel Commissioners for sharing their stories and warmly welcoming participants. She also gave a heartfelt thank you to the Committee for their dedication in organizing such a meaningful and impactful event.

She shared that Jasmin Fornelli and Joshua Castellanos, Senior Personnel Technicians, represented the District at the Cypress College Job Fair, with a focus on recruiting for special education and food services positions.

Ms. Lopez also had the pleasure of visiting Doty Middle School alongside Commissioner Kennedy and Board Member Swenson. She noted it was inspiring to witness the incredible work happening on campus.

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

#249  
PUBLIC HEARD

None

#250  
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 (251-267)

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

#251  
RATIFY CERTIFICATION OF  
EQUIPMENT MECHANIC  
ELIGIBILITY LIST

**RATIFY** certification of Equipment Mechanic list established February 20, 2025.

#252  
RATIFY CERTIFICATION OF  
FOOD SERVICE ASST. LIST

**RATIFY** certification of Food Service Assistant list established March 12, 2025.

#253  
RATIFY CERTIFICATION OF  
MAINTENANCE  
ELECTRICIAN ELIGIBILITY  
LIST

**RATIFY** certification of Maintenance Electrician list established March 21, 2025.

#254  
RATIFY CERTIFICATION OF  
FOOD SERVICE ASST. I  
ELIGIBILITY LIST

**RATIFY** certification of Food Service Assistant I list established March 21, 2025.

#255 RATIFY CERTIFICATION OF SR. INST. ASST. - BEHAVIOR ELIGIBILITY LIST	<b>RATIFY</b> certification of Sr. Instructional Assistant - Behavior list established March 28, 2025.
#256 RATIFY CERTIFICATION OF BUS DRIVER ELIGIBILITY LIST	<b>RATIFY</b> certification of Bus Driver list established April 2, 2025.
#257 RATIFY CERTIFICATION OF SPED. ED. DATA & COMPLIANCE SPEC. ELIGIBILITY LIST	<b>RATIFY</b> certification of Special Education Data and Compliance Specialist list established April 7, 2025.
#258 RATIFY CERTIFICATION OF ELEMENTARY CAMPUS ASST. ELIGIBILITY LIST	<b>RATIFY</b> certification of Elementary Campus Assistant list established April 8, 2025.
#259 RATIFY CERTIFICATION OF FOOD SERVICE ASST. ELIGIBILITY LIST	<b>RATIFY</b> certification of Food Service Assistant list established April 4, 2025.
#260 RATIFY CLASSIFICATION OF THREE FOOD SERVICE ASST. POSITIONS	<b>RATIFY</b> the classification of three Food Service Assistant positions established by the Board of Education, assigned to the Lewis Elementary, effective March 12, 2025.
#261 RATIFY CLASSIFICATION OF THREE FOOD SERVICE ASST. POSITIONS	<b>RATIFY</b> the classification of three Food Service Assistant positions established by the Board of Education, assigned to Gauldin Elementary, effective March 12, 2025.
#262 RATIFY CLASSIFICATION OF THREE FOOD SERVICE ASST. POSITIONS	<b>RATIFY</b> the classification of three Food Service Assistant position established by the Board of Education, assigned to the Rio San Gabriel Elementary, effective March 12, 2025.
#263 RATIFY CLASSIFICATION OF THREE FOOD SERVICE ASST. POSITIONS	<b>RATIFY</b> the classification of three Food Service Assistant positions established by the Board of Education, assigned to Carpenter Elementary, effective March 12, 2025.
#264 RATIFY CLASSIFICATION OF THREE FOOD SERVICE ASST. POSITIONS	<b>RATIFY</b> the classification of three Food Service Assistant positions established by the Board of Education, assigned to Williams Elementary, effective March 12, 2025.

#265  
RATIFY CLASSIFICATION OF  
THREE FOOD SERVICE  
ASST. POSITIONS

**RATIFY** the classification of three Food Service Assistant positions established by the Board of Education, assigned to Rio Hondo Elementary, effective March 12, 2025.

#266  
RATIFY CLASSIFICATION OF  
ONE SPED. ED. DATA &  
COMPLIANCE SPEC.  
POSITION

**RATIFY** the classification of one Special Education Data and Compliance position established by the Board of Education, assigned to Special Education, effective March 12, 2025.

#267  
RATIFY CLASSIFICATION OF  
ONE SCHOOL OFFICE  
MANAGER -  
BILINGUAL/BILIT. POSITION

**RATIFY** the classification of School Office Manager – Bilingual/Biliterate position established by the Board of Education, assigned to PACE/LEAP, effective March 12, 2025.

#268  
OLD BUSINESS

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

#269  
OPEN HEARING ON 2025-  
2026 PERSONNEL  
COMMISSION BUDGET

A Motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to open a public hearing on the proposed 2025-2026 Personnel Commission budget.

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

#270  
HEAR PUBLIC ON 2025-  
2026 PERSONNEL  
COMMISSION BUDGET

No one from the public asked to be heard.

#271  
CLOSE HEARING ON 2025-  
2026 PERSONNEL  
COMMISSION BUDGET

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion carried unanimously to close the public hearing on the proposed 2025-2026 Personnel Commission budget.

#272  
ADOPT 2025-2026  
PERSONNEL COMMISSION  
BUDGET

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

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

#273  
NEW BUSINESS

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



#274  
APPROVE PROPOSED  
NEW CLASSIFICATION  
PERSONNEL TECH.

A motion was made my Ms. Rademaker, seconded by Mr. Kennedy, and the motion was carried unanimously to **APPROVE** the classification of Personnel Technician, as attached, and placement of the classification set at a range 150 (\$4,670-\$5,681 per month) on the Classified Unit I Salary Schedule (AR 5241.1) effective April 24, 2025.

#275  
APPROVE PROPOSED  
NEW CLASSIFICATION  
ASSISTANT DIRECTOR-  
H.R.

A motion was made my Ms. Rademaker, seconded by Mr. Kennedy, and the motion was carried unanimously to **APPROVE** the classification of Assistant Director, Human Resources as attached, and placement of the classification set at a range 133 (\$10,511-\$12,77 per month) on the Classified Management Salary Schedule (AR 5241) effective April 24, 2025.

#276  
APPROVE PROPOSED  
RECLASSIFICATION OF  
PUBLIC INFORMATION  
OFFICER TO DIRECTOR,  
COMMUNICATIONS &  
ENGAGEMENT

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion was carried to **APPROVE** the proposed reclassification of Ashley Catanzano's position from Public Information Officer to Director, Communications and Engagement, including the recommended revision to the Public Information Officer Classification, effective, May 1, 2025.

#277  
NEXT REGULAR  
MEETING

The next Regular Meeting of the Personnel Commission will be May 14, 2025, at 4:00 p.m., in the Lloyd L. Stromberg Conference Room of the Gallegos Administration Center, 11627 Brookshire Ave., Downey, California.

#278  
CLOSED SESSION

The Personnel Commission retired to closed session at 4:39 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#279  
OPEN SESSION

The Personnel Commission returned to open session at 5:16 p.m. There being no reportable actions taken during closed session.

#280  
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned at 5:17 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 June 18, 2025

Eligibility List Established on May 2, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 5/2/2025 – 5/1/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		30
AA Req. met & invited to ESSA Exam:		23
Met ESSA Requirements & Invited to QAI:		12
Took QAI:		11
Passed QAI & Put on Eligibility List		10
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	2
	Rank 3:	4
	Rank 4:	0
	Rank 5:	2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 7, 2025

<b>CAMPUS SECURITY ASSISTANT</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/07/2025 – 05/06/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		117
Passed App. Screen & Invited to Written Exam:		20
Took Written Exam:		11
Passed Written Exam & Invited to QAI:		11
Passed QAI & Put on Eligibility List		11
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	1
	Rank 3:	3
	Rank 4:	5

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 09, 2025

<b>FOOD SERVICE ASSISTANT</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/09/2025 – 05/08/2026</b>		
		<b>Recruitment Process</b>
Applications Received and Screened:		36
Passed Application Screening & invited to QAI:		28
Took QAI:		9
Passed QAI & Put on Eligibility List		6
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		1
Rank 2:		2
Rank 3:		3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 12, 2025

<b>ELEMENTARY CAMPUS ASSISTANT</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/12/2025 - 11/11/2025</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		53
Invited to QAI:		48
Passed QAI & Put on Eligibility List		21
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		1
Rank 2:		4
Rank 3:		5
Rank 4:		5
Rank 5:		4
Rank 6:		2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 13, 2025

<b>INSTRUCTIONAL MEDIA TECHNICIAN</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/13/2025-05/12/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		86
Passed App. Screen & Invited to Written Exam:		44
Took Written Exam:		36
Passed Written Exam & Invited to QAI:		23
Passed QAI & Put on Eligibility List		28
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	1
	Rank 3:	1
	Rank 4:	1
	Rank 5:	23

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 13, 2025

<b>SCHOOL OFFICE MANAGER</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 5/13/2025 – 5/12/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		62
Passed Application Screening & Proceeded to Evaluation of Training and Experience:		29
Invited to Written Exam & Performance:		29
Took Written Exam & Performance:		18
Passed Written:		9
Passed Performance:		7
Passed QAI & Put on Eligibility List		7
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		1
Rank 2:		2
Rank 3:		2
Rank 4:		2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 14, 2025

<b>INSTRUCTIONAL ASSISTANT - DENTAL</b>		<b>OPEN RECRUITMENT</b>
<b>Date Range of Eligibility List: 5/14/2025 – 5/13/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		6
AA Req. met & invited to ESSA Exam:		4
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:	1
	Rank 2:	1
	Rank 3:	1



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 16, 2025

<b>COLLEGE AND CAREER TECHNICIAN</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/16/2025-05/15/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		161
Passed App. Screen & Invited to Written Exam:		47
Took Written Exam:		36
Passed Written Exam & Invited to QAI:		36
Passed QAI & Put on Eligibility List		28
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	2
	Rank 3:	5
	Rank 4:	11
	Rank 5:	4
	Rank 6:	4

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 20, 2025

<b>PAYROLL TECHNICIAN</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/20/2025 – 05/19/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		186
Passed App. Screen & Invited to Written Exam:		35
Took Written Exam:		21
Passed Written Exam & Invited to QAI:		13
Passed QAI & Put on Eligibility List		12
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	1
	Rank 2:	2
	Rank 3:	1
	Rank 4:	2
	Rank 5:	3
	Rank 6:	3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 29, 2025

<b>FOOD SERVICE ASSISTANT II</b>		<b>PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/29/2025 – 05/28/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		81
Passed App. Screen & Invited to Written Exam:		13
Took Written Exam:		12
Passed Written Exam & Invited to QAI:		12
Passed QAI & Put on Eligibility List		9
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	6
	Rank 2:	3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on June 18, 2025

Eligibility List Established on May 30, 2025

<b>LEAD FOOD SERVICE ASSISTANT</b>		<b>PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/30/2025 – 05/29/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		42
Passed App. Screen & Invited to Written Exam:		11
Took Written Exam:		11
Passed Written Exam & Invited to QAI:		11
Passed QAI & Put on Eligibility List		7
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	4
	Rank 2:	3



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

DATE: June 10, 2025  
TO: John A. Garcia, Jr., Ph.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 Magy Gharghoury, 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 medical needs of a students at Downey High School.

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 Downey High School, 32.5 hours per week, ten months per year, at range 115, \$3,934 - \$4,790 per month, effective June 11, 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 Downey High School, 32.5 hours per week, ten months per year, at range 115, \$3,934 - \$4,790 per month, effective June 11, 2025.

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

DATE: June 10, 2025  
TO: John A. Garcia, Jr., Ph.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISHMENT OF ONE NEW POSITION (UTILITY WORKER)

ACTION ITEM

We have received a request from John Shook, Director, Maintenance, Operations and Transportation, to establish one new position with duties corresponding to the current classification of Utility Worker. This new position is created to support the Early Childhood program at PACE.

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 Utility Worker assigned to the PACE, 40 hours per week, twelve months per year, at range 130, \$4,339 - \$5,015 per month, effective June 11, 2025.

SUPERINTENDENT'S RECOMMENDATION

RATIFY the establishment of one new position with duties corresponding to the current classification of Utility Worker assigned to the PACE, 40 hours per week, twelve months per year, at range 130, \$4,339 - \$5,015 per month, effective June 11, 2025.

**DOWNEY UNIFIED SCHOOL DISTRICT**

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

**MEMORANDUM**

**DATE:** June 18, 2025  
**TO:** Personnel Commission  
**FROM:** Ceylida Lopez, Director, Classified Human Resources  
**SUBJECT: RECOMMENDED REVISIONS OF CLASS DESCRIPTION – FOOD  
SERVICE ASSISTANT**

**ACTION ITEM**

Staff met with Marc Milton, Director, Food Service, to update the class description for the Food Service Assistant. The position's duties have been revised to reflect the duties needed for this classification more accurately and to update tasks based on industry standards. A revised statement of duties is attached.

The salary range is appropriate; therefore, there will be no adjustments to the compensation for this classification.

**DIRECTOR'S RECOMMENDATION**

Approve changes to the Food Service Assistant job description, effective June 19, 2025.



**CLASS TITLE: FOOD SERVICE ASSISTANT**

**BASIC FUNCTION:**

Under the direction of a school administrator or designee, provides ~~supervision~~ guidance and assistance to students during mealtime, ~~and~~ assists in food preparation and service, monitoring of the school eating areas to ensure that student safety protocols are observed and school rules and regulations are followed by students.

**REPRESENTATIVE DUTIES:**

Assist in the preparation of food items following standard recipes and procedures. **E**

Monitor and reinforce student behavior expectations in eating areas to ensure activities are conducted in an encouraging and safe school environment with minimal risk of injury to students. **E**

Carry and position food for serving; serve food to students, faculty, and staff; apportion fruits, vegetables and other items according to established guidelines; replenish condiments and supplies for the serving areas. **E**

Report issues of student discipline and other concerns to designated staff according to site approved procedures. **E**

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. **E**

Assure the health and safety of students by following health and safety practices and regulations. **E**

Alert staff or administrators in emergency situations as appropriate. **E**

Reports as needed to ensure a clean and safe eating environment. **E**

Clean dishes, trays, pots, pans, utensils and kitchen equipment; wash serving and food preparation areas. **E**

Administer first aid and CPR as needed to students. **E**

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

Attend professional development, mandated trainings, meetings and workshops as assigned. ***E***

Circulate throughout the designated eating areas during mealtime. Help students by opening packages and milk cartons. Clean up minor spills and provide additional assistance to students as needed. ***E***

Follow and observe all safety and sanitation policies and procedures. ***E***

Assist in storage and inventory of food, food service supplies and equipment. ***E***

May chop, slice, mix, grate and assemble food items for sandwiches, salads and main dishes.

May operate a variety of kitchen equipment including mixer, slicer, steamer, warmer, ovens and others.

Performs 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. This is strictly used in compliance with the Americans with Disabilities Act.*

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Safe practices in lunchroom and eating areas.
- Methods of preparing and serving sandwiches, salads, vegetables and other foods for cooking and consumption.
- Measurements, weights and serving size portions.
- Proper methods of storing equipment, food, and supplies.
- Sanitation and safety practices related to cooking and serving food, including safe and proper temperatures of cold and heated foods.
- Standard kitchen equipment, utensils and measurements.
- Basic methods used in cleaning and sanitizing kitchen equipment, utensils, appliances and facilities.

### **ABILITY TO:**

- Prepare and set-up food for service to students and staff in a fast-paced environment.
- Serve food to students and staff according to established procedures.
- Maintain food service equipment and facilities in clean and sanitary conditions.
- Operate standard kitchen equipment, appliances and utensils in a safe and efficient manner.
- Meet schedules and timelines.
- Operate an email system.
- Follow and observe all safety and sanitation policies and procedures.

- Speak, read, write and understand English at a level required for satisfactory performance.
- Understand and follow oral and written directions.
- Work cooperatively and maintain positive, effective relationships with others.
- Work effectively, both independently and as a member of a team.
- Communicate effectively both orally, in writing and through email, with supervisor, students, coworkers, and faculty.
- Communicate and maintain effective relationships with students and staff.
- Interpersonal skills using tact, patience and courtesy.
- Learn procedures, functions and limitation of assigned duties.
- Monitor, observe and report student's behavior according to approved procedures.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: High School diploma or equivalent preferred, sufficient training and experience to demonstrate the knowledge and abilities listed above and some experience in the care of children in an organized setting is preferred.

## **LICENSES AND OTHER REQUIREMENTS:**

Obtain a valid First Aid and CPR certification within five (5) months of employment issued by an authorized agency, as well as meeting the requirements to keep certificates current.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Incumbents in this classification work indoors and outdoors and/or in changing weather conditions with protection against the elements. Eating areas/lunchroom, food service facility environment. Extended exposure to sun or inclement weather; noise of children at play. Subject to heat from ovens, cold from walk-in refrigerators and freezers.

### **PHYSICAL ABILITIES:**

Standing and walking for extended periods of time. Seeing to monitor student behavior during assignment, hearing and speaking to provide guidance to students and to communicate with staff, dexterity of hands and fingers to participate in various activities with students and operate kitchen equipment, bending at the waist, kneeling, standing and walking for extended periods of time. Carrying, pushing and pulling food trays and carts, reaching overhead, above the shoulders and horizontally. Moderate and frequent lifting and carrying up to 40 pounds, occasionally lifting of up to 60 pounds with assistance.

## **Established:**

# **DOWNEY UNIFIED SCHOOL DISTRICT**

## **Personnel Commission Meeting Dates for 2025 – 2026**

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

**July 16, 2025**

**August 20, 2025**

**September 17, 2025**

**October 15, 2025**

**November 19, 2025**

**December 17, 2025**

**January 21, 2026**

**February 18, 2026**

**March 18, 2026**

**April 22, 2026**

**May 20, 2026**

**May 21, 2026 (3:30 p.m.)**

(Service Pin Awards and Retirement Celebration)  
Location TBD

**May 22, 2026 (9:30 a.m.)**

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

**June 17, 2026**