

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

AGENDA #4

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

4:00 p.m.  
October 15, 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 September 17, 2025. 1-4
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification Food Service Assistant list established September 10, 2025. 5
2. **RATIFY** certification of Senior Instructional Assistant - Behavior list established September 11, 2025. 6
3. **RATIFY** certification of Senior Instructional Assistant - Medical list established September 11, 2025. 7
4. **RATIFY** certification of Utility Worker list established September 13, 2025. 8
5. **RATIFY** certification of Registered Behavior Technician list established September 18, 2025. 9
6. **RATIFY** certification of Elementary Campus Assistant list established September 22, 2025. 10

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

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

7. **RATIFY** certification of Budget/Financial Analyst list established September 23, 2025. 11
8. **RATIFY** the classification of two Family and Community Engagement (FACE) Specialist, Bilingual/Biliterate positions established by the Board of Education, assigned to Community Schools Program, effective October 15, 2025. 12
9. **RATIFY** the classification of one Facilities Construction Coordinator position established by the Board of Education, assigned to Facilities, effective October 15, 2025. 13
10. **RATIFY** the classification of one Food Service Warehouse Worker position established by the Board of Education, assigned to Food Service Operations, effective October 15, 2025. 14
11. **RATIFY** the classification of one Instructional Assistant - Nursing position established by the Board of Education, assigned to Adult School, effective October 15, 2025. 15
12. **RATIFY** the classification of one Registered Behavior Technician position established by the Board of Education, assigned to Special Education, effective October 15, 2025. 16
13. **RATIFY** the classification of one Student/Support Services Technician Bilingual/Biliterate position established by the Board of Education, assigned to the Superintendent's Office, effective October 15, 2025. 17
14. **RATIFY** the classification of one Senior Instructional Assistant- Behavior position established by the Board of Education, assigned to Ward Elementary School, effective October 15, 2025. 18
15. **RATIFY** the classification of one Senior Instructional Assistant- Behavior position established by the Board of Education, assigned to Ward Elementary School (TK/K), effective October 15, 2025. 19
16. **RATIFY** the classification of one Senior Instructional Assistant- Behavior position established by the Board of Education, assigned to Rio Hondo Elementary School, effective October 15, 2025. 20
17. **RATIFY** the classification of one Senior Instructional Assistant- Sign Language position established by the Board of Education, assigned to DHH Program/Gauldin Elementary School, effective October 15, 2025. 21

### III. OLD BUSINESS

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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#### IV. NEW BUSINESS

1. **RECEIVE** and **APPROVE** the 59th Annual Report of the Personnel Commission to the Board of Education. 22 – 29
2. **DISCUSS** and **APPROVE** the revised Personnel Commission Meeting Dates 2025-2026. 30

#### V. NEXT REGULAR MEETING

November 19, 2025, at 5:00 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

September 17, 2025

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, September 17, 2025, at 4:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#52  
PLEDGE OF  
ALLEGIANCE

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

#53  
ROLL

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

Present:        John Kennedy  
                     Dianne Lumsdaine  
                     Angie Rademaker

#54  
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 August 20, 2025.

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

#55  
CORRESPONDENCE  
RECEIVED

None

#56  
ORAL  
COMMUNICATIONS

Ms. Rademaker expressed her condolences on the passing of Board Member Barbara "Bobbie" Samperi, noting that she will be deeply missed.

She congratulated the CIF coaches who received awards and recognized the students of Columbus High School for their graduation accomplishments.

Ms. Rademaker also commended the students of Sussman Middle School for their outstanding performance of the national anthem at an Angels game in front of a large crowd.

She shared her admiration for the Downey Jazz Choir, congratulating them on earning third place at the World Competition.

Lastly, Mr. Rademaker gave a special thanks to Dr. Brossmer for the meeting room and the welcoming them.



Mr. Kennedy shared that he attended a luncheon at Stauffer Foundation, where discussions centered on the upcoming program implementation, including teacher and district-level grants that will be released soon. They also discussed the 529 grants available for middle school students. He expressed enthusiasm for the initiatives planned for the fall. He also attended the Downey High School Open House, where he visited several classrooms and spoke with teachers.

Mr. Kennedy noted that he is looking forward to the upcoming Commissioner's Conference next week.

Lastly, he shared a few heartfelt words about Board Member Barbara "Bobbie" Samperi. Over the years, he had come to know her well, as she was also a close friend of his wife, Linda Kennedy. He shared that he became a Commissioner because of Bobbie, who recommended him for the position, later approved by the Board. Mr. Kennedy reflected on how supportive Bobbie was—always inviting him to visit schools and keeping him informed about District events. He described her as a valuable asset to both the District and the community, and said she will be deeply missed.

Ms. Lumsdaine shared that she was saddened to hear about the passing of Board Member Barbara "Bobbie" Samperi. Bobbie began serving on the Board around the same time Ms. Lumsdaine joined the Commission in 1993–1994. She was known for her positive attitude, cheerful spirit, and insightful perspective. Bobbie had a special way of making people feel comfortable and valued. She is deeply appreciated for all she has done for the District. The meeting was closed in her honor.

Ms. Lumsdaine acknowledged the attendance of Dr. Roger Brossmer, Superintendent; Dr. Alyda Mir, Assistant Superintendent, Certificated Human Resources; John Shook, Director of MOT; Chris Nezzar, Chief Technology Officer; Wesley Lee, Assistant Director, Finance; Louis Smith, Payroll Supervisor; Marisol Alarid, CSEA Unit I, President; John Torres, CSEA Unit II, President; Jimmy Walton, CSEA Unit II, Job Stewart; Morgan Hoel, CSEA Unit II, Chief PR Officer; Maria Carbajal, Assistant Director, Classified HR; and Special guest Joe Lumsdaine. She thanked everyone for attending.

Ms. Lopez also offered her condolences on the passing of Board Member Barbara "Bobbie" Samperi. Although they worked together for only two years, Bobbie always showed a genuine interest in Classified Human Resources. Ms. Lopez shared that she was honored to host Bobbie during a department visit, where Bobbie asked thoughtful, respectful, and honest questions. Ms. Lopez expressed her deep appreciation for those qualities and remarked that Bobbie will be greatly missed.

Ms. Lopez also mentioned that the Commissioners, along with herself and the Human Resources team, will be attending a conference titled "*The Value of Merit*" the following week. She noted that this conference provides an excellent opportunity for staff to participate and stay informed about current topics and best practices related to the Merit System.

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

#57  
PUBLIC HEARD

None

#58  
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 (59-63).

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

#59  
RATIFY CERTIFICATION OF  
ELEMENTARY CAMPUS  
ASST. ELIGIBILITY LIST

**RATIFY** certification Elementary Campus Assistant list established August 7, 2025.

#60  
RATIFY CERTIFICATION OF  
SPECIALIZED PROGRAM  
COORD. LIST

**RATIFY** certification of Specialized Program Coordinator list established August 11, 2025.

#61  
RATIFY CERTIFICATION OF  
SR. INST. ASST. -  
BEHAVIOR ELIGIBILITY LIST

**RATIFY** certification of Senior Instructional Assistant - Behavior list established August 21, 2025.

#62  
RATIFY CLASSIFICATION OF  
SR. INST. ASST. - MEDICAL  
POSITION

**RATIFY** the classification of Senior Instructional Assistant - Medical established by the Board of Education, assigned to Downey High School, effective September 10, 2025

#63  
RATIFY CLASSIFICATION OF  
TWO SPECIALIZED  
PROGRAM COORD.  
POSITIONS

**RATIFY** the classification of two Specialized Program Coordinator positions established by the Board of Education, assigned to Stauffer Middle School, effective September 10, 2025.

#64  
OLD BUSINESS

None

#65  
NEW BUSINESS

None

#66  
NEXT REGULAR  
MEETING

The next Regular Meeting of the Personnel Commission will be October 15, 2025, at 4:00 p.m., in Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Ave., Downey, California.

#67  
CLOSED SESSION

The Personnel Commission retired to closed session at 4:17 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#68  
OPEN SESSION

The Personnel Commission returned to open session at 4:41 p.m. There being no reportable actions taken during closed session.

#69  
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned in memory of Barbara "Bobbie" Samperi at 4:41 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 October 15, 2025

Eligibility List Established on September 10, 2025

<b>FOOD SERVICE ASSISTANT</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 9/10/2025 – 3/09/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		55
Passed App. Screen & Invited to Oral Exam:		47
Took Oral Exam:		18
Passed Oral & Put on Eligibility List		13
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		3
Rank 2:		10

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on October 15, 2025

Eligibility List Established on September 11, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 9/11/2025 – 9/10/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		36
AA Req. met & invited to ESSA Exam:		19
Met ESSA Requirements & Invited to QAI:		9
Took QAI:		9
Passed QAI & Put on Eligibility List		7
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	3
	Rank 2:	2
	Rank 3:	1
	Rank 4:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on October 15, 2025

Eligibility List Established on September 11, 2025

<b>SENIOR INSTRUCTIONAL ASSISTANT - MEDICAL</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 9/11/2025 – 9/10/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		18
AA Req. met & invited to ESSA Exam:		6
Met ESSA Requirements & Invited to QAI:		4
Took QAI:		3
Passed QAI & Put on Eligibility List		2
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	1
	Rank 2:	0
	Rank 3:	0
	Rank 4:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on October 15, 2025

Eligibility List Established on September 13, 2025

<b>UTILITY WORKER</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 09/13/2025 – 09/12/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		83
Passed App. Screening & Invited to Performance & QAI Exam:		29
Took Performance & QAI Exam:		19
Passed Performance Exam & QAI Exam		5
Put on Eligibility List		5
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	2
	Rank 2:	1
	Rank 3:	1
	Rank 4:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on October 15, 2025

Eligibility List Established on September 18, 2025

<b>REGISTERED BEHAVIOR TECHNICIAN</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 9/18/2025 – 9/17/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		36
Passed Supplemental Review & Invited to QAI:		14
Took QAI:		11
Passed QAI & Put on Eligibility List		11
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		1
Rank 2:		6
Rank 3:		4
Rank 4:		0



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on October 15, 2025

Eligibility List Established on September 22, 2025

<b>ELEMENTARY CAMPUS ASSISTANT</b>		<b>OPEN/CONTINUOUS RECRUITMENT</b>
<b>Date Range of Eligibility List: 09/22/2025 - 3/21/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		43
Invited to QAI:		40
Passed QAI & Put on Eligibility List		12
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		3
Rank 2:		4
Rank 3:		4
Rank 4:		1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on October 15, 2025

Eligibility List Established on September 23, 2025

<b>BUDGET/FINANCIAL ANALYST</b>		<b>OPEN RECRUITMENT</b>
<b>Date Range of Eligibility List: 09/23/2025 – 09/22/2026</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		59
Passed Application Screening & Proceeded to Evaluation of Training & Experience:		24
Passed Evaluation of Training & Experience & Invited to QAI:		16
Took QAI:		10
Passed QAI & Put on Eligibility List		7
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:		1
Rank 2:		3
Rank 3:		3

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

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF TWO NEW POSITIONS – FAMILY AND COMMUNITY  
ENGAGEMENT (FACE) SPECIALIST, BILINGUAL/BILITERATE

ACTION ITEM

We have received a request from Elida Sanchez, Program Administrator Community Schools, to establish a new position with duties corresponding to the current classification of Family and Community Engagement (FACE) Specialist, bilingual/biliterate. This new position is being created to support Community Schools program.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of two new positions with duties corresponding to the current classification of Family and Community Engagement (FACE) Specialist, bilingual/biliterate, assigned to the Community Schools program, 40 hours per week, 12 months per year, at range 815 (\$6,732.00 - \$8,184.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of two new positions with duties corresponding to the classification of the Family and Community Engagement (FACE) Specialist, bilingual/biliterate, assigned to Community Schools, 40 hours per week, 12 months per year, at range 815 (\$6,732.00 - \$8,184.00 per month) on the Salary Schedule effective October 15, 2025.

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

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – FACILITIES CONSTRUCTION  
COORDINATOR

ACTION ITEM

We have received a request from Annie Aung, Director of Facilities, to establish a new position with duties corresponding to the current classification of Facilities Construction Coordinator. With DSA approval in place, construction projects are set to ramp up, creating the need for this position to support the increased volume of work. In addition, the RFP for construction management services is scheduled to close on October 7, 2025. This new position is being created to assist.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of a new position with duties corresponding to the current classification of Facilities Construction Coordinator assigned to Facilities, 40 hours per week, 12 months per year, at range 120 (\$7,650.00 - \$9,302.00 per month) on the Salary Schedule (AR 5241.2).

**SUPERINTENDENT'S RECOMMENDATION:**

RATIFY the establishment of a new position with duties corresponding to the classification of the Facilities Construction Coordinator assigned to Facilities, 40 hours per week, 12 months per year, at range 120 (\$7,650.00 - \$9,302.00 per month) on the Salary Schedule effective October 15, 2025.

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

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – FOOD SERVICE WAREHOUSE  
WORKER

ACTION ITEM

We have received a request from Marc Milton, Director of Food Services, to establish a new position with duties corresponding to the current classification of Food Service Warehouse Worker. This new position is being created to support Food Service Operations day-to-day procedures.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of a new position with duties corresponding to the current classification of Food Service Warehouse Worker assigned to Food Service, 40 hours per week, 12 months per year, at range 150 (\$4,782.00 - \$5,818.00 per month) on the Salary Schedule (AR 5241.2).

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of a new position with duties corresponding to the classification of the Food Service Warehouse Worker assigned to Food Service Operations, 40 hours per week, 12 months per year, at range 150 (\$4,782.00 - \$5,818.00 per month) on the Salary Schedule effective October 15, 2025.

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

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION –INSTRUCTIONAL ASSISTANT –  
NURSING

ACTION ITEM

We have received a request from Blanca Rochin, Principal, to establish a new position with duties corresponding to the current classification of Instructional Assistant - Nursing. This new position is being created to meet the needs of all the medical classes, including day and evening classes.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of a new position with duties corresponding to the current classification of Instructional Assistant - Nursing assigned to Downey Adult School, 12 hours per week, 11 months per year, at range 95 (\$3,575.00 - \$4,343.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of a new position with duties corresponding to the classification of the Instructional Assistant - Nursing assigned to Downey Adult School, 12 hours per week, 11 months per year, at range 95 (\$3,575.00 - \$4,343.00 per month) on the Salary Schedule effective October 15, 2025.

DOWNEY UNIFIED SCHOOL DISTRICT

Office of Classified Human Resources / Personnel Commission

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – REGISTERED BEHAVIOR  
TECHNICIAN

ACTION ITEM

We have received a request from Dr. Rebekah Ruswick, Director, Special Education, to establish a new position with duties corresponding to the current classification of Registered Behavior Technician. This new position is being created to support students with behavioral needs.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of a new position with duties corresponding to the current classification of Registered Behavior Technician assigned to Special Education, 32.5 hours per week, 10 months per year, at range 165 (\$5,025 - \$6,107 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of a new position with duties corresponding to the classification of the Registered Behavior Technician assigned to Special Education, 32.5 hours per week, 10 months per year, at range 165 (\$5,025 - \$6,107 per month) on the Salary Schedule, effective October 15, 2025.

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

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – STUDENT/SUPPORT  
SERVICES TECHNICIAN BILINGUAL/BILITERATE

ACTION ITEM

We have received a request from Ashley Catanzano, Director of Communications and Engagement, to establish a new position with duties corresponding to the current classification of Student/Support Services Technician, Bilingual/Biliterate. This new position is being created to support in the Superintendent's Office under the supervision of the Director of Communication and Engagement.

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 Student/Support Services Technician, Bilingual/Biliterate, assigned to the Superintendent's Office, 40 hours per week, 12 months per year, at range 765 (\$5,276.00 - \$6,413.00 per month) on the Salary Schedule (AR 5241.1).

**SUPERINTENDENT'S RECOMMENDATION:**

RATIFY the establishment of a new position with duties corresponding to the classification of the Student/Support Services Technician, Bilingual/Biliterate, assigned to Superintendent's Office, 40 hours per week, 12 months per year, at range 765 (\$5,276.00 - \$6,413.00 per month) on the Salary Schedule effective October 15, 2025.



DOWNEY UNIFIED SCHOOL DISTRICT

Office of Classified Human Resources / Personnel Commission

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – SENIOR INSTRUCTIONAL  
ASSISTANT – BEHAVIOR

ACTION ITEM

We have received a request from Yaneli Mascorro, Program Administrator, to establish a new position with duties corresponding to the current classification of Senior Instructional Assistant - Behavior. This new position is being created to support the new Mild/Mod SDC on the campus of Ward Elementary School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of a new position with duties corresponding to the current classification of Senior Instructional Assistant - Behavior assigned to Ward Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of a new position with duties corresponding to the classification of the Senior Instructional Assistant - Behavior assigned to Ward Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule effective October 15, 2025.

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

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – SENIOR INSTRUCTIONAL  
ASSISTANT – BEHAVIOR

ACTION ITEM

We have received a request from Yaneli Mascorro, Program Administrator, to establish a new position with duties corresponding to the current classification of Senior Instructional Assistant - Behavior. This new position is being created to support the new Mild/Mod SDC related to the TK/K class being opened on the campus of Ward Elementary School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of a new position with duties corresponding to the current classification of Senior Instructional Assistant - Behavior assigned to Ward Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of a new position with duties corresponding to the classification of the Senior Instructional Assistant - Behavior assigned to Ward Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule effective October 15, 2025.

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

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – SENIOR INSTRUCTIONAL  
ASSISTANT – BEHAVIOR

ACTION ITEM

We have received a request from Yaneli Mascorro, Program Administrator, to establish a new position with duties corresponding to the current classification of Senior Instructional Assistant - Behavior. This new position is being created to support general education TK/K students on the campus of Rio Hondo Elementary School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of a new position with duties corresponding to the current classification of Senior Instructional Assistant - Behavior assigned to Ward Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of a new position with duties corresponding to the classification of the Senior Instructional Assistant - Behavior assigned to Rio Hondo Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule effective October 15, 2025.

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

DATE: October 14, 2025  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF ONE NEW POSITION – SENIOR INSTRUCTIONAL  
ASSISTANT – SIGN LANGUAGE

ACTION ITEM

We have received a request from Heather Princiotta, Program Administrator, to establish a new position with duties corresponding to the current classification of Senior Instructional Assistant - Sign Language. This new position is being created for classroom support on the campus of DHH Program/Gauldin Elementary School.

Therefore, it is recommended that the Board of Education be requested to ratify the establishment of a new position with duties corresponding to the current classification of Senior Instructional Assistant - Sign Language assigned to the DHH Program/Gauldin Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

RATIFY the establishment of a new position with duties corresponding to the classification of the Senior Instructional Assistant - Sign Language assigned to DHH Program/Gauldin Elementary School, 32.5 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$4,790.00 per month) on the Salary Schedule effective October 15, 2025.

## PERSONNEL COMMISSION

Prepared by Ceylida J. Lopez, Secretary to the Personnel Commission and  
Director, Classified Human Resources

This is the 59<sup>th</sup> annual report of the Personnel Commission to the Board of Education, covering the period July 1, 2024, through June 30, 2025, in conformance with Education Code Section 45266, which states in part:

“The personnel director shall be responsible to the commission for carrying out all procedures in the administration of the classified personnel in conformity with this article and the rules of the commission . . . He or she shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board. . .”

### MERIT SYSTEM AND PERSONNEL COMMISSION

As one of approximately 95 merit system districts in California, encompassing approximately 60% of all classified employees, Downey Unified School District is committed to the goal of fair and equitable employment practices in the administration of the classified personnel program. An effective merit system operation ensures fairness and equality in school district employee selection processes. The members of the Downey Unified School District Personnel Commission serve as an oversight board over the mandated functions outlined in the California Education Code. Each of the three members is appointed to the Commission by a different method. Ms. Angelita Rademaker is the appointee of the classified bargaining unit with the greatest number of represented employees, which is C.S.E.A. Chapter 248 (Unit I). Ms. Rademaker has been serving on the Personnel Commission since December 2013. Mr. John Kennedy is the appointee of the Governing Board. Mr. Kennedy has been with the Personnel Commission since December 2008. Ms. Dianne Lumsdaine is the joint appointee of the other two Personnel Commissioners. Ms. Lumsdaine has been serving on the Personnel Commission since May 1994. Ms. Lumsdaine serves as Chair, and Mr. Kennedy serves as Vice-Chair. The Commission held a total of 12 meetings this year.

The five principles of the merit system are 1) employment and promotion on the basis of merit as shown by competitive examination; 2) encouragement of career service in the classified service; 3) ensuring like pay for like service; 4) prohibition of discrimination in employment; and 5) impartial hearing of appeals from disciplinary actions.

### MISSION, BELIEFS AND ETHICS

The Personnel Commission has formally articulated the mission, beliefs and ethics of the classified human resources activities of the District, in support of the educational mission of the District.

### Mission Statement

"The Mission of the Personnel Commission of the Downey Unified School District is to ensure that, in support of the excellent education of the students of this District and through an effective and efficient merit system of employment, employees in the classified service are well-qualified, properly classified and paid, treated fairly, and are hired through processes that are objective and free from favoritism in compliance with federal and state laws."

### Beliefs Statement

"We, the Personnel Commissioners and staff of the Personnel Commission of the Downey Unified School District shall honor and support the goals of the Board of Education;

We will enrich the educational program of this District by recruiting and providing to the District the most qualified classified employees possible;

We will strive to ensure diversity in the candidates available for selection, recognizing that equal employment opportunity is a keystone of the merit system principles, and a diverse workplace is important in fostering strong relationships among people of different cultures; and

We will fulfill our responsibility to the constituencies we serve (students, parents, community, District) to provide the best possible, caring service."

### Ethics Statement

"We will implement the merit system with a blind eye to any particular group, reinforcing the principle that favoritism shall not enter into any decisions made by staff or the Personnel Commission;

We will safeguard the public confidence in the integrity of the merit system and public service by making all decisions impartially, free from prejudice or conflicts of interest, and use our positions to advance public interest, not for personal gain;

We will ensure the efficiency of the classified service through well-defined, impartial processes in recruiting, testing, selecting, promoting, and retaining qualified employees;

We will conduct all business openly so the public can make informed judgments and hold commissioners and staff accountable;

We will honor and respect democratic principles; observe the letter and spirit of the law, carry out in good faith all rules and regulations of the Personnel Commission and policies and administrative regulations of the Board of Education in the mutual interest of the employees, students, and the community we serve; and

We will treat all persons fairly, with respect and dignity; we will honor our responsibilities by behaving in a trustworthy and responsible manner; and we will conduct ourselves ethically and, in a manner, befitting public officials, and public employees at all times.”

## **PERSONNEL COMMISSION STAFF AND ACTIVITIES**

All functions related to administering the personnel program for classified employees are performed in the Personnel Commission/Classified Human Resources office. Serving the classified staff human resources needs of the District are Ceylida J. Lopez, Director; Maria Carbajal, Assistant Director, Classified Human Resources; Senior Personnel Technicians: Alison Arroyave, Lesley Bojorquez, Joshua Castellanos, Jasmin Fornelli, and Andrea Romero Zardeneta. The team has continued to be innovative during the examination process to ensure the quantity and quality of the eligibility lists. Staff continues their dedication to meeting the needs of the District and providing excellent customer service.

### **Classification of Positions**

During this reporting period, the Board of Education established 181 new positions. The Personnel Commission "classified" these positions, which included:

Assistant Director, Classified Human Resources (1)  
Assistant to Superintendent/Board of Education - Biliterate (1)  
Buyer (1)  
Communications Specialist (2)  
Early Learning Assistant (3)  
Early Learning Instructor (1)  
Elementary Campus Assistant (7)  
FACE Liaison (9)  
Food Service Assistant (39)  
Food Service Assistant I (7)  
Intermediate Clerical Assistant (1)  
Lead Occupational Therapist (1)  
Personnel Technician (1)  
School Office Manager (1)  
Senior Accounting Assistant (1)  
Senior Buyer (1)  
Special Education Data & Compliance Specialist (1)  
Speech Language Pathology Assistant (3)  
Senior Instructional Assistant (4)  
Senior Instructional Assistant – Behavior (24)  
Senior Instructional Assistant – Medical (5)  
Senior Instructional Assistant – Sign Language (1)  
Utility Worker (3)

**Six classification descriptions were revised:**

College Career Technician  
Communications Specialist  
Equipment Mechanic  
Elementary Campus Assistant  
Food Service Assistant I  
Instructional Media Technician

**Seven new classifications were established:**

Assistant Director, Classified Human Resources  
Director, Communications and Engagement  
Family and Community Engagement Liaison  
Food Service Assistant  
Lead Occupational Therapist  
Personnel Technician  
Senior Buyer

**Reclassifications:**

Two positions were reclassified:

- In the Special Education Department, the Occupational Therapist position was reclassified to Lead Occupational Therapist.
- In the Communications Department, the Public Information Officer position was reclassified to Director, Communications and Engagement

**Title Changes:**

One classification had a title change from Food Service Assistant to Food Service Assistant I.

**Recruitment & Testing**

Classified Human Resources is committed to supporting the District's goal of hiring the best staff. One of Downey's Shared Values is "Best Staff and High Standards," and the department has worked to demonstrate this value. The goal of continuously providing highly qualified candidates for the eligibility list remains complex.

This year we implemented streamlined screening tools and expanded testing schedules. We continue to explore innovative strategies to enhance candidate experience, maintain compliance, and efficiently fill positions.

The current workforce landscape remains consistent with last year; however, we continue to see a growing demand for positions requiring specialized skills. Increased competition across industries has led to higher compensation expectations and greater turnover—particularly in key areas such as Food Services, Maintenance and



Operations, and Special Education. Despite these challenges, we continue to see strong interest in other classifications, resulting in robust candidate pools and increased competition among applicants in those areas.

### **Eligibility Lists Established & Certified**

This year we received approximately 7029 applications for our recruitments. This resulted in 88 eligibility lists and 773 candidates eligible for employment. The eligibility lists were for:

Adult School Registrar  
Benefits Technician  
Bus Driver (2)  
Buyer  
Campus Security Assistant (2)  
College and Career Technician  
Communications Specialist  
Custodian  
Director, Purchasing & Warehouse (2)  
Early Learning Assistant  
Early Learning Instructor  
Elementary Campus Assistant (5)  
Equipment Mechanic (2)  
Family and Community Engagement (FACE) Liaison (2)  
Floor Maintenance Worker  
Food Service Assistant (9)  
Food Service Assistant I (4)  
Food Service Assistant II  
Food Service Supervisor I  
Food Service Supervisor II  
General Maintenance Worker  
Grounds Equipment Operator  
Groundskeeper  
Instructional Assistant – Computer  
Instructional Assistant - Dental  
Instructional Media Technician (2)  
Lead Electrical Worker  
Lead Food Service Assistant  
Maintenance Electrician  
Maintenance Supervisor  
Network Specialist  
Payroll Technician  
Personnel Technician  
Risk Manager  
School Office Manager (2)  
Senior Accounting Assistant

Senior Accounting Technician  
Senior Buyer  
Senior Clerical Assistant  
Senior Instructional Assistant  
Senior Instructional Assistant – Behavior (15)  
Senior Instructional Assistant - Medical (4)  
Senior Instructional Assistant-Sign Language  
Skilled Trades Assistant  
Special Education Data & Compliance Specialist  
Speech-Language Pathology Assistant  
Strength and Conditioning Coach  
Utility Worker (2)

### **Assignment Transactions**

The Commission staff is tasked to ensure that assignment transactions of all classified and unclassified staff are in compliance with Education Code provisions, Personnel Commission Rules and Regulations, collective bargaining agreements, and District policies and procedures. In total, there were 2,271 assignment transactions completed by staff in the 2024-25 school year.

### **HIGHLIGHTS AND ACCOMPLISHMENTS**

Classified Human Resources is dedicated to supporting the District's objective of hiring the best staff. To ensure our recruitment and selection processes are fair and effective, we have conducted a comprehensive review of our current testing tools. This review aimed to assess the validity and relevance of the tools for the specific job classifications for which they are used. We evaluated the content to ensure it aligns with job requirements and determined whether the tools accurately reflect the skills and competencies needed for success in the job roles. Based on our findings, we are currently revamping the tests by updating the content, improving fairness and inclusivity, and incorporating new technologies where appropriate. Our goal is to enhance the effectiveness of our selection tools in collaboration with hiring managers and subject matter experts. We are confident that these improvements will result in a more robust and effective recruitment process, ensuring we select the most highly qualified candidates for our District.

- Our staff actively participated in several recruitment events, including Open House events at our elementary and middle schools. These events provided valuable opportunities to connect with families, share information about job openings within the District, and strengthen our engagement with the community. In addition, staff represented the District at the Cypress College Career Fair, with a focus on recruiting for Senior Instructional Assistant and Food Service Assistant positions. This event allowed us to connect with prospective candidates and highlight the rewarding career opportunities available in our schools.

- Our Service Pin and Retirement Ceremony was held on May 21, 2025, at Doty Middle School. It was a heartfelt celebration of the dedication and hard work of our current employees and retiring staff. The event was made possible by all who contributed their time, resources, and support.

We honored eleven retirees who have collectively dedicated 250 years of service to our District. Retirees present received a certificate of appreciation recognizing their invaluable contributions to our District and students. In addition, 179 employees were recognized for their years of service, ranging from 5-35 years, equaling a combined total of 2,145 years of service to our students and community.

- The Professional Growth Saturday Workshop was held on April 5, 2025, at the PACE Training Center. This year, participants were invited to read *Who Moved My Cheese?*—a simple yet powerful parable about change and how individuals respond to it. The story follows four characters—Sniff, Scurry, Hem, and Haw—who live in a maze and search for “cheese,” a metaphor for what we seek in life, such as a job, success, relationships, or security.

We were thrilled to welcome 63 attendees, making the event a fantastic success! Anna Beth Fishman, along with all the participants, led a thoughtful and engaging discussion on change management. This year's focus was on encouraging employees to reflect on their personal responses to change—whether it's adapting to new leadership, updating processes, or taking on shifting responsibilities—and to explore how being more flexible, proactive, and open-minded can lead to greater resilience and job satisfaction.

The feedback from attendees was overwhelmingly positive. We gained valuable insights into how employees are navigating change and how we, as a district, can continue to support their growth through transitions.

The success of the event was made possible by the hard work and commitment of the committee members, who include Rosie Abrego (Senior School Office Manager), Ashley Cook (Senior Instructional Assistant), Jose Belmonte (Lead Computer/Network Support Technician), Karla Flores (Food Service Supervisor II), Jonathan Madrid (Maintenance Painter), Maria Carbajal (Supervising Personnel Analyst), and Darryl Browning (Director, Innovative Ed. Programs).

## 2025-26 GOALS OF THE PERSONNEL COMMISSION AND CLASSIFIED HUMAN RESOURCES DIVISION

1. Continue our work within the guidelines of the California Education Code, Board Policies and Administrative Regulations, and Personnel Commission Rules and Regulations of the Classified Service and state and federal laws, and review and streamline classified human resources internal and external processes to maximize efficiencies to best serve the stakeholders of the Downey Unified School District

Personnel Commission and Classified Human Resources.

2. Work collaboratively with school administrators, staff, employees and applicants in recruitment, classification, salary recommendations and employee relations.
3. Continue to work with stakeholders to recognize and appreciate the work of classified employees.
4. Develop and improve recruitment and selection processes to hire the most qualified candidates for the District.
5. Develop new hire onboarding and orientation programs.
6. Continue developing training and preparation workshops for classified employees to work towards promotion.

**DOWNEY UNIFIED SCHOOL DISTRICT**  
**Personnel Commission Revised Meeting Dates for**

**2025 – 2026**

All meetings are held at 4:00 p.m. in the **Grace E. Horney Board 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, (5:00 p.m.)**

**December 17, 2025**

**January 21, 2026**

**February 25, 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**



# GOALS OF THE PERSONNEL COMMISSION

- Continue operating in alignment with the Education Code, Board Policies, and Personnel Commission Rules while streamlining classified HR processes to maximize efficiency and better serve all Downey Unified School District stakeholders.
- Work collaboratively with administrators, employees and applicants in recruitment, classification, salary recommendations and employee relations.
- Continue to work with stakeholders to recognize and appreciate the work of classified employees.
- Develop and improve recruitment and selection processes to hire the most qualified candidates for the District.
- Develop new hire onboarding and orientation programs.
- Continue developing training and preparation workshops for classified employees to work towards promotion.



## Serving the classified staff human resources needs of the District:



**Ceylida J. Lopez**  
Director,  
Classified HR



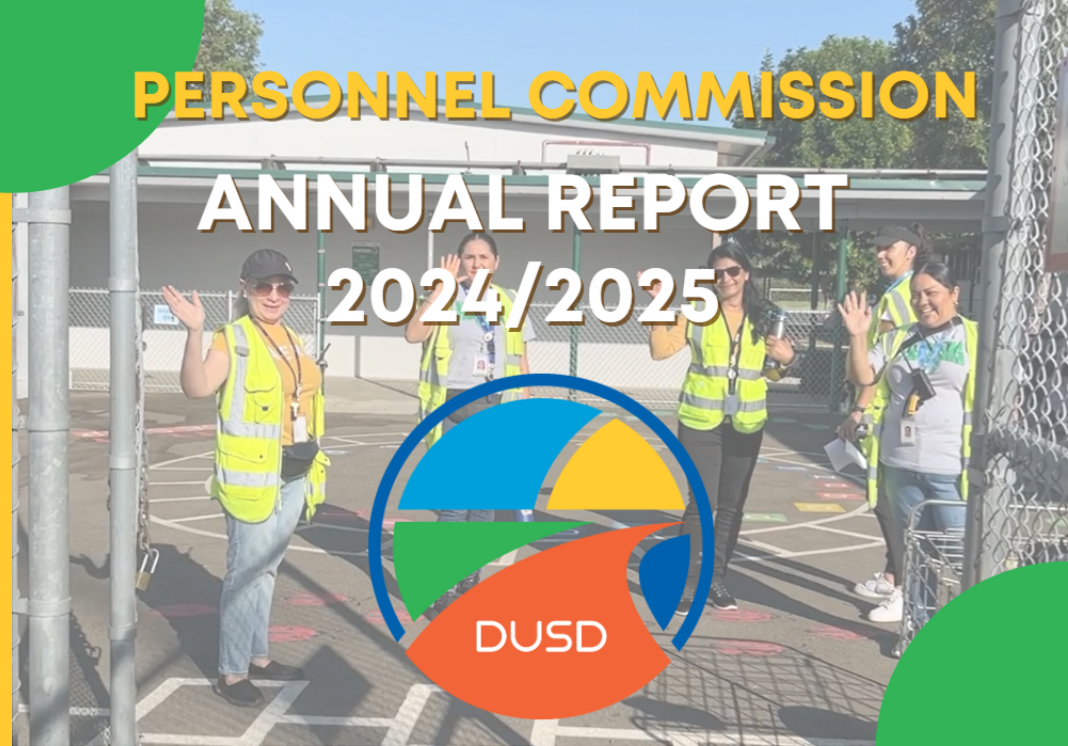
**Maria I. Carbajal**  
Assistant  
Director,  
Classified HR



Lesley Bojorquez  
Jasmin Fornelli  
Andrea Romero Zardenata  
Alison Arroyave  
Martha Espinoza Nguyen  
Joshua Castellanos

# PERSONNEL COMMISSION

## ANNUAL REPORT 2024/2025



**Driven by Integrity, Powered by Precision**



## MISSION

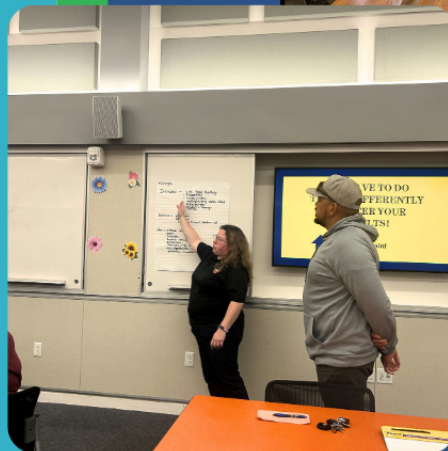
The Mission of the Personnel Commission of the Downey Unified School District is to ensure that, in support of the excellent education of the students of this District and through an effective and efficient merit system of employment, employees in the classified service are well-qualified, properly classified and paid, treated fairly, and are hired through processes that are objective and free from favoritism in compliance with federal and state laws.

## THE MERIT SYSTEM

Downey Unified School District is committed to the goal of fair and equitable employment practices.

The Personnel Commission is the core of the Merit System. It is an independent body composed of three citizens who reside within District boundaries, who are appointed for staggered three-year terms. The Commission is endowed with the responsibility for overseeing the administration of the Merit System.

The dedication of each of the Personnel Commissioners and their willingness to serve the interests of the District is vital to the success of the Merit System.



**Our Kids  
Deserve  
the Best!**

## FIVE PRINCIPLES OF THE MERIT SYSTEM

- Employment and promotion on the basis of merit as shown by competitive examinations.
- Encouragement of career service.
- Ensuring like pay, for like work.
- Impartial hearing of appeals from disciplinary actions.
- Prohibition of discrimination in employment actions.

## COMMISSIONERS



**Angie Rademaker**  
Member  
Appointed by the  
Employee's Union



**Dianne Lumsdaine**  
Chair  
Joint Appointee



**John Kennedy**  
Vice Chair  
Appointed by the Board





## CLASSIFICATION ACTIVITIES

In a merit school district, classification ensures that every position is accurately defined by its duties, responsibilities, and required qualifications. This process promotes fairness and consistency by aligning employees' work with established job descriptions, salary ranges, and standards under the Merit System Rules and the California Education Code.

### 2024-2025

6

Six classification descriptions were revised:

- College Career Technician
- Communications Specialist
- Equipment Mechanic
- Elementary Campus Assistant
- Food Service Assistant I
- Instructional Media Technician

Seven new classifications were established:

- Assistant Director, Classified Human Resources
- Director, Communications and Engagement
- Family and Community Engagement Liaison
- Food Service Assistant
- Lead Occupational Therapist
- Personnel Technician
- Senior Buyer

7

2

Two positions were reclassified:

- Occupational Therapist position was reclassified to Lead Occupational Therapist.
- Public Information Officer position was reclassified to Director, Communications and Engagement.

181

**The Board of Education established 181 new positions. The Personnel Commission "Classified" these positions.**

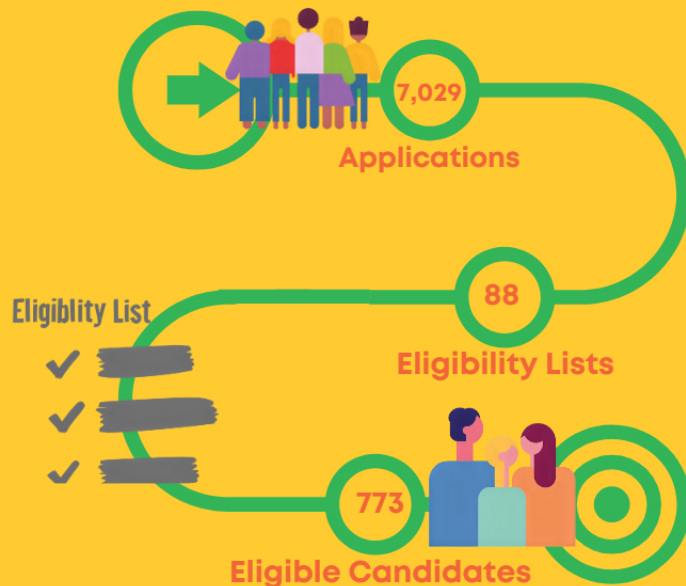
Assistant Director, Classified Human Resources (1)	School Office Manager (1)
Assistant to Superintendent/Board of Education - Biliterate (1)	Senior Accounting Assistant (1)
Buyer (1)	Senior Buyer (1)
Communications Specialist (2)	Special Education Data & Compliance Specialist (1)
Early Learning Assistant (3)	Speech Language Pathology Assistant (3)
Early Learning Instructor (1)	Senior Instructional Assistant (4)
Elementary Campus Assistant (7)	Senior Instructional Assistant – Behavior (24)
FACE Liaison (9)	Senior Instructional Assistant – Medical (5)
Food Service Assistant (39)	Senior Instructional Assistant – Sign Language (1)
Food Service Assistant I (7)	Utility Worker (3)
Intermediate Clerical Assistant (1)	
Lead Occupational Therapist (1)	
Personnel Technician (1)	





## RECRUITMENT ACTIVITIES

The recruitment process takes strong coordination and a customer-service mindset. Our Personnel Commission team works closely with hiring managers to set recruitment strategies, design outreach and mentorship programs, and select advertising outlets. We prepare and distribute job postings and other recruitment materials, oversee application screening, and establish exam pass points. We also ensure interview questions align with equal employment opportunity standards and job classifications. In addition, we manage hiring lists, prepare statistical reports, and handle appeals or protests related to test results. All recruitment activities are carried out in full compliance with Merit Rules, the and California Education Code.



## Eligibility Lists Established and Certified

Adult School Registrar  
 Benefits Technician  
 Bus Driver (2)  
 Buyer  
 Campus Security Assistant (2)  
 College and Career Technician  
 Communications Specialist  
 Custodian  
 Director, Purchasing & Warehouse (2)  
 Early Learning Assistant  
 Early Learning Instructor  
 Elementary Campus Assistant (5)  
 Equipment Mechanic (2)  
 Family and Community Engagement (FACE) Liaison (2)  
 Floor Maintenance Worker  
 Food Service Assistant (9)  
 Food Service Assistant I (4)  
 Food Service Assistant II  
 Food Service Supervisor I  
 Food Service Supervisor II  
 Food Service Supervisor I  
 Food Service Supervisor II  
 General Maintenance Worker  
 Grounds Equipment Operator  
 Groundskeeper  
 Instructional Assistant – Computer  
 Instructional Assistant - Dental

Instructional Media Technician (2)  
 Lead Electrical Worker  
 Lead Food Service Assistant  
 Maintenance Electrician  
 Maintenance Supervisor  
 Network Specialist  
 Payroll Technician  
 Personnel Technician  
 Risk Manager  
 School Office Manager (2)  
 Senior Accounting Assistant  
 Senior Accounting Technician  
 Senior Buyer  
 Senior Clerical Assistant  
 Senior Instructional Assistant  
 Senior Instructional Assistant – Behavior (15)  
 Senior Instructional Assistant – Medical (4)  
 Senior Instructional Assistant-Sign Language  
 Skilled Trades Assistant  
 Special Education Data & Compliance Specialist  
 Speech-Language Pathology Assistant  
 Strength and Conditioning Coach  
 Utility Worker (2)



## ASSIGNMENT TRANSACTIONS

The Commission staff is tasked to ensure that assignment transactions of all classified and unclassified staff are in compliance with Education Code provisions, Personnel Commission Rules and Regulations, Collective Bargaining agreements, and District policies and procedures. In total, there were 2,271 assignment transactions completed by staff in the 2024-2025 school year. This total includes the following transactions:

- Address/Phone number change
- Anniversary Increments Change
- Leave of Absence Paid and Unpaid
- Change in Hours/Months
- Change in Position Number/Funding
- Discharge/Probationary Release
- Disciplinary Suspension
- Expiration of Assignment
- Extra Duty
- Job Abandonment
- Limited-Term Assignments
- Longevity
- Name Change
- New Employment - Full-Time and Part-Time
- Paid Administrative Leave
- PERS Enrollment
- Promotions
- Reemployments
- Resignations
- Retirements
- Substitute Processing
- Summer School
- Temporary (Coach/Music Specialist, VAPA, Tutor)
- Transfers
- Work Out-Of-Classification



## HIGHLIGHTS AND ACCOMPLISHMENTS

### RECRUITMENT

Our staff participated in several recruitment events, including school Open Houses and the Cypress College Career Fair, connecting with families and potential candidates to promote District job opportunities—particularly for Senior Instructional Assistant and Food Service Assistant positions—and strengthen community engagement.



### TLC 5K

Commission Staff showed their support for True Lasting Connections Family Resource Center (TLC) by participating in the 5K run.

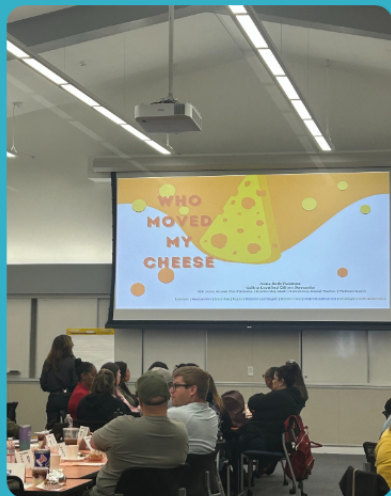
By running, our team not only raises awareness, but also demonstrates our commitment to the health, resilience, and long-term success of the children and families in our community.





## HIGHLIGHTS AND ACCOMPLISHMENTS

### WHO MOVED MY CHEESE

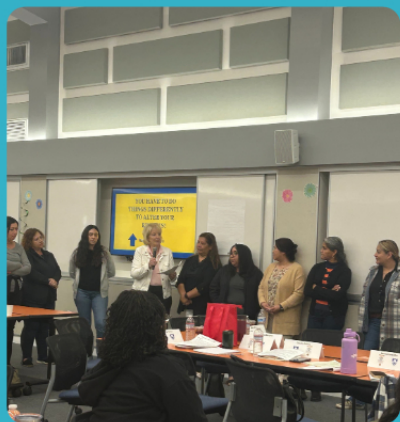


The Professional Growth Saturday Workshop was held on April 5, 2025, at the PACE Training Center. This year, participants were invited to read *Who Moved My Cheese?*—a simple yet powerful parable about change and how individuals respond to it. The story follows four characters—Sniff, Scurry, Hem, and Haw—who live in a maze and search for “cheese,” a metaphor for what we seek in life, such as a job, success, relationships, or security.



We were thrilled to welcome 63 attendees, making the event a fantastic success! Anna Beth Fishman, along with all the participants, led a thoughtful and engaging discussion on change management. This year's focus was on encouraging employees to reflect on their personal responses to change—whether it's adapting to new leadership, updating processes, or taking on shifting responsibilities—and to explore how being more flexible, proactive, and open-minded can lead to greater resilience and job satisfaction.

A big thank you to Anna Beth Fishman for her commitment to Classified staff.



## HIGHLIGHTS AND ACCOMPLISHMENTS

### SERVICE PIN & RETIREMENT CEREMONY

Our Service Pin and Retirement Ceremony was held on May 21, 2025, at Doty Middle School. It was a heartfelt celebration of the dedication and hard work of our current employees and retiring staff. The event was made possible by all who contributed their time, resources, and support.



We honored eleven retirees who have collectively dedicated 250 years of service to our District. Retirees present received a certificate of appreciation recognizing their invaluable contributions to our District and students. In addition, 179 employees were recognized for their years of service, ranging from 5-35 years, equaling a combined total of 2,145 years of service to our students and community.