

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

AGENDA #9

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

4:00 p.m.  
March 18, 2026

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 February 25, 2026. 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 January 30, 2026. 7
2. **RATIFY** certification Instructional Assistant – Nursing list established March 5, 2026. 8
3. **RATIFY** the classification of one (1) Elementary Campus Assistant position established by the Board of Education, assigned to Old River Elementary School, effective March 11, 2026. 9
4. **RATIFY** the classification of one (1) Financial Aid Technician position established by the Board of Education, assigned to Downey Adult School, effective March 11, 2026. 10

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.

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)]

IV. NEW BUSINESS

1. **APPROVE** changes to the Plant Grounds Assistant job description, as attached, effective March 19, 2026. 11 - 15
2. **APPROVE** changes to the Physical Therapist job description, as attached, effective March 19, 2026. 16 - 22
3. **APPROVE** changes to the Food Service Supervisor I job description, as attached, effective March 19, 2026. 23 - 28
4. **FIRST REVIEW** of proposed 2026-2027 Personnel Commission Budget. 29 - 33

V. NEXT REGULAR MEETING

April 22, 2026, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241.

VI. CLOSED SESSION

1. Potential Litigation
2. Classified Employee Discipline/Dismissal/Release
3. Public Employee Performance Evaluation, Title: Director, Classified Human Resources, in accordance with provisions of the Government Code Section §54957.

VII. ADJOURNMENT

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

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)]

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

MINUTES

Regular Meeting

February 25, 2026

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, February 25, 2026, at 4:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#172  
PLEDGE OF  
ALLEGIANCE

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

#173  
ROLL

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

Present:           John Kennedy  
                          Dianne Lumsdaine  
                          Angie Rademaker

#174  
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 January 21, 2026.

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

#175  
CORRESPONDENCE  
RECEIVED

None

#176  
ORAL  
COMMUNICATIONS

Mr. Kennedy visited Ward Elementary, which was a particularly meaningful visit for him, as his wife previously served as principal there. During his time on campus, he shared historical context about Rockwell's adoption of Ward, noting the positive impact of the astronaut team—especially the representation of two women—which was a source of pride for the Ward community. He also presented Principal Gladys Diaz with photographs from that time. In addition, he expressed how impressed he was with the school's Innovation Lab and Wellness Center.

He shared that he attended the recent Robolympics and described it as an outstanding production. He was especially pleased to see the robotics teams from Downey and Warren High Schools providing demonstrations and engaging with attendees by answering questions.

Mr. Kennedy also visited Columbus and Woodruff, as he does periodically, to receive campus updates.

He attended Warren High School's presentation of *Murder on the Orient Express* and commended the students and drama teacher, Kyle Deichman, for an excellent performance. He remarked on how impressive it is that students are able to memorize and perform so many lines.

In addition, he attended the Board of Education meeting and particularly enjoyed the Unified Sports presentation. He also noted the brief presentations on the Dashboard and the LCAP.

Mr. Kennedy visited Carpenter and appreciated observing both the Dual Language and IB programs in action. At Gauldin, he enjoyed seeing a balance of traditional paper-and-pencil instruction alongside the use of iPads. As a former special education teacher, he was especially pleased to see the inclusion of special education students.

He also visited Alameda and was impressed by the high level of student engagement across grade levels.

Lastly, he attended the Board of Education Special Meeting and enjoyed the presentation.

He closed by wishing everyone a wonderful time walking or running in this weekend's TLC 5K.

Ms. Rademaker shared that she made a donation to support the TLC 5K Run and expressed her appreciation to CSEA for walking on her behalf.

She noted how much she enjoyed the Unified Sports presentation and was especially impressed by the students' poise during their presentations.

Ms. Rademaker also acknowledged Griffiths and Stauffer Middle Schools for earning recognition as Apple Schools.

She attended the Board of Education Special Meeting and shared that she enjoyed the Facilities presentation.

In closing, she thanked everyone for their hard work and dedication, stating how proud she is to be part of the Downey Unified School District, and she expressed appreciation to all who attended the meeting.

Ms. Lumsdaine welcomed the newest board member Joseph Manacmul and thanked him for attending the meeting.

Ms. Lumsdaine also acknowledged the attendance of Dr. Roger Brossmer, Superintendent; Dr. Robert McEntire, Associate Superintendent of Business Services; John Shook, Director, MOT, Michael Martinez, Senior Director, Financial Services; Louis Smith, Payroll; John Torres, President, Unit II; Morgen Hoel, Chief Public Relations Officer, Unit II; Jose Garcia, Vice President Unit II; and Maria Carbajal, Assistant Director of Classified Human Resources, thanking them all for their attendance. She also acknowledges special guest Tracy Foreman, Vice Principal, Downey Adult School and Ana Beth Fishman, CliftonStrengths trainer and Teacher on Special Assignment.

Ms. Lumsdaine shared that she is looking forward to this year's TLC Walk and was pleased to sponsor several runners.

She also attended the Board of Education Special Meeting and appreciated the presentation detailing the complexities and challenges addressed by Dr. McEntire's team and Annie Aung, Director of Facilities Planning and Development. She expressed her enthusiasm for seeing the completion of all the Kinder Villages.

She reported that the Campus Security training was a success, with 45 participants in attendance, including current Campus Security Assistants, SIAs, ECAs, and clerical staff. She noted that she received very positive feedback from attendees.

Ms. Lopez announced that the Summer School application for classified employees is now open, with a submission deadline of March 6.

She also announced that the nomination period for Classified School Employee of the Year is currently open, with nominations due by March 3.

Ms. Lopez shared that she attended the visits to Ward and Alameda Elementary Schools. She extended her appreciation to Principals Stanley and Diaz for the warm welcome and for taking the time to highlight the outstanding work taking place at their campuses.

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

Mr. John Torres, President of CSEA Unit II, expressed his appreciation to all three labor unions, the School Board, the Personnel Commission, Downey Adult School, Certificated and Classified Human Resources, District Administration, and the many individuals who donated and formed teams for this year's TLC 5K. He noted that the strong participation and collaboration truly demonstrate how exceptional Downey Unified is as a community.

Ms. Mayra Reyna, Intermediate Clerical Assistant, addressed the Personnel Commission regarding the recent reclassification study conducted at Downey Adult School. She submitted a formal request for the Commission to reconsider the determination as it pertains to her position.

Ana Beth Fishman, Teacher on Special Assignment, presented Mr. John Kennedy with a token of appreciation for the grant that enabled the training of classified staff in CliftonStrengths. The first session was held at Alameda, and she presented Mr. Kennedy with a photo of the inaugural group of classified staff who participated.

#177  
PUBLIC HEARD

#178  
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 (179-189).

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

#179  
RATIFY CERTIFICATION OF  
INTERMEDIATE CLERICAL  
ASST. – SIGN LANGUAGE OR  
SPANISH ELIGIBILITY LIST

**RATIFY** certification of Intermediate Clerical Assistant – Sign Language or Spanish list established December 23, 2025.

#180  
RATIFY CERTIFICATION OF  
FACILITIES  
CONSTRUCTION  
COORDINATOR ELGIBILITY  
LIST

**RATIFY** certification of Facilities Construction Coordinator list established January 5, 2026.

#181  
RATIFY CERTIFICATION OF  
SR. INST. ASST. -  
BEHAVIOR. ELIGIBILITY  
LIST

**RATIFY** certification of Senior Instructional Assistant - Behavior list established January 5, 2026.

#182  
RATIFY CERTIFICATION OF  
STUDENT/SUPPORT  
SERVICES TECH.  
ELIGIBILITY LIST

**RATIFY** certification of Student/Support Services Technician Specialist list established January 8, 2026.

#183  
RATIFY CERTIFICATION OF  
FOOD SERV. ASST. II  
ELIGIBILITY LIST

**RATIFY** certification of Food Service Assistant II list established January 30, 2026.

#184  
ASST. DIRECTOR,  
FACILITIES PLANNING AND  
DEVELOPMENT ELIGIBILITY  
LIST

**RATIFY** certification of Assistant Director, Facilities, Planning and Development list established February 9, 2026.

#185  
RATIFY CLASSIFICATION  
OF CAMPUS SEC. ASST.  
POSITION

**RATIFY** the classification of four (4) Campus Security Assistant position established by the Board of Education, assigned to Downey High School, effective February 11, 2026.

#186  
RATIFY CLASSIFICATION  
OF CAMPUS SEC. ASST.  
POSITION

**RATIFY** the classification of two (2) Campus Security Assistant position established by the Board of Education, assigned to Warren High School, effective February 11, 2026.

#187  
RATIFY CLASSIFICATION  
OF EARLY LEARNING  
INSTRUCTOR-BILINGUAL &  
BILIT. POSITION

**RATIFY** the classification of one (1) Early Learning Instructor – Bilingual & Biliterate position established by the Board of Education, assigned to Pace Education Center, effective February 11, 2026.

#188  
RATIFY CLASSIFICATION  
OF INST. ASST. -  
ESTHETICIAN. POSITION

**RATIFY** the classification of one (1) Instructional Assistant - Esthetician position established by the Board of Education, assigned to Downey Adult School, effective February 11, 2026.

#189  
RATIFY CLASSIFICATION  
OF INTERMEDIATE  
CLERICAL ASST. POSITION

**RATIFY** the classification of one (1) Intermediate Clerical Assistant position established by the Board of Education, assigned to Gallatin Elementary School, effective February 11, 2026.

#190  
OLD BUSINESS

None

#191  
NEW BUSINESS

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

#192  
APPROVE THE NEW  
CLASSIFICATION OF INST.  
ASST. - ESTHETICIAN

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy and the motion carried unanimously, to **APPROVE** the new class description of Instructional Assistant - Esthetician, effective February 11, 2026.

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

#193  
APPROVE THE PROPOSED  
RECLASSIFICATION OF  
INTERMEDIATE CLERICAL  
ASST. TO SENIOR  
CLERICAL ASST.

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy and the motion carried unanimously, to **APPROVE** the reclassification of Amalia Gonzalez, Maria R. Lopez, Tiffany Ann Petus, Quintana Rose Sigler, and Alejandro Velencia from Intermediate Clerical Assistant to Senior Clerical Assistant, effective March 1, 2026.

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

#194  
NEXT REGULAR  
MEETING

March 18, 2026, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241.

#195  
CLOSED SESSION

The Personnel Commission retired to closed session at 5:36 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#196  
OPEN SESSION

The Personnel Commission returned to open session at 5:21 p.m. There being no reportable actions taken during closed session.

#197  
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned at 5:21 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 March 18, 2026

Eligibility List Established on January 30, 2026

<b>SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR</b>	<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 1/30/2026 – 1/29/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	35
AA Req. met & invited to ESSA Exam:	18
Met ESSA Requirements & Invited to QAI:	16
Took QAI:	14
Passed QAI & Put on Eligibility List	13
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	7
Rank 2:	4
Rank 3:	2
Rank 4:	0

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on March 18, 2026

Eligibility List Established on March 5, 2026

<b>INSTRUCTIONAL ASSISTANT - NURSING</b>	<b>OPEN RECRUITMENT</b>
<b>Date Range of Eligibility List: 3/5/2026 – 3/4/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	12
AA Req. met & invited to ESSA Exam:	4
Met ESSA Requirements & Invited to QAI:	2
Took QAI:	2
Passed QAI & Put on Eligibility List	1
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	0
Rank 3:	0

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

DATE: March 10, 2026  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH ONE NEW POSITION – ELEMENTARY CAMPUS ASSISTANT

ACTION ITEM

We have received a request from Caryn Jasich, Principal of Old River Elementary School, to establish a new position with duties corresponding to the current classification of Elementary Campus Assistant. This new position is being created to provide additional supervision of students to ensure safe practices on the newly expanded outdoor space, with the addition of a new fenced play area and soccer/futsal area on the campus of Old River Elementary School.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of a new position with duties corresponding to the current classification of Elementary Campus Assistant assigned to the Old River Elementary School, 3.5 hours per week, 10 months per year, at range 840 (\$17.00 - \$20.66 per hour) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of a new position with duties corresponding to the classification of Elementary Campus Assistant assigned to the Old River Elementary School, 3.5 hours per week, 10 months per year, at range 840 (\$17.00 - \$20.66 per hour) on the Salary Schedule effective March 11, 2026.

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

DATE: March 10, 2026  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH ONE NEW POSITION – FINANCIAL AID TECHNICIAN

ACTION ITEM

We have received a request from Blanca Rochin, Principal of Downey Adult School, to establish a new position with duties corresponding to the current classification of Financial Aid Technician. This new position is being created to provide additional assistance needed in the Financial Aid Department of Downey Adult School.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of a new position with duties corresponding to the current classification of Financial Aid Technician assigned to the Downey Adult School, 40 hours per week, 12 months per year, at range 165 (\$5,025.00 - \$6,107.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of a new position with duties corresponding to the classification of Financial Aid Technician assigned to the Downey Adult School, 40 hours per week, 12 months per year, at range 165 (\$5,025.00 - \$6,107.00 per month) on the Salary Schedule effective March 11, 2026.

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

**DATE:** March 18, 2026  
**TO:** Personnel Commission  
**FROM:** Ceylida Lopez, Director, Classified Human Resources  
Prepared by Maria Carbajal, Assistant Director, Classified Human Resources  
**SUBJECT: RECOMMENDED REVISIONS OF CLASS DESCRIPTION – PLANT  
GROUNDS ASSISTANT**

**ACTION ITEM**

Staff met with District administration from the high schools to update the class description for the Plant Grounds Assistant position in preparation for an upcoming recruitment. The position's duties and classification title have been revised to reflect the duties needed for this classification more accurately and update tasks based on industry standards.

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

**DIRECTOR'S RECOMMENDATION**

Approve changes to the Plant Grounds Worker job description, effective March 19, 2026, 2026.

CLASS TITLE: PLANT GROUNDS WORKERASSISTANT

**BASIC FUNCTION:**

Under the direction of an assigned supervisor or administrator, develop and implement work schedule and perform groundskeeping duties to maintain landscaped and other areas of an assigned high school; determine appropriate types of plant material to utilize taking into account physical placement, plant characteristics and budgetary limitations.

**REPRESENTATIVE DUTIES:**

Develop and implement work schedule and perform groundskeeping duties to maintain landscaped and other areas of an assigned high school. **E**

Determine appropriate types of plant material for assigned high school taking into account physical placement and budgetary limitations; prepare ground around plants and shrubs, including mixing and applying fertilizers; plant trees, grass, flowers, plants and shrubs. **E**

Perform regular maintenance of synthetic turf by sweeping and cleaning to remove debris, leaves, dirt, and other foreign materials. Ensure the surface remains safe, clean, and visually appealing, and report any damage or wear that may require repair or replacement. **E**

Control vertebrate pests and/or crawling insects on campus using traps or approved baits. **E**

Prune trees and shrubs; trim small trees to maintain height. **E**

Rake leaves and lawns; sweep sidewalks; pick up rubbish and paper and perform general grounds cleaning. **E**

Operate small and large lawn mowers, edgers, sweepers, turf vac, blowers, weed whip and paint sprayer. **E**

Check grounds for safety and maintenance issues such as broken glass, holes and vandalism; report concerns and hazards to appropriate personnel. **E**

Prepare athletic fields for events; mark and line fields using diagrams when needed. **E**

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

Maintain and utilize the appropriate personal protective equipment used in groundskeeping work. *E*

Operate a District vehicle to conduct work; clean and service assigned vehicle. *E*

Adjust and replace sprinkler heads, making minor repairs as necessary. *E*

[Operates and monitors irrigation system controllers to ensure proper scheduling and efficient watering of landscaped areas.](#) *E*

Train and provide work direction and guidance to student workers as assigned.

Maintain routine records as assigned.

Perform related duties as assigned.

*Note: At the end of some of the duty statements there is there is an italicized "E" which identifies essential duties required of the classification.*

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Methods used in planting, cultivating, pruning and caring for plants, flowers, shrubs, trees and lawns.

[Knowledge of methods, materials, tools, and equipment used in the maintenance and care of synthetic turf fields](#)

A wide variety of plant types and related planting techniques including proper soil, sunlight, food and water.

Tools and equipment utilized in groundskeeping duties.

Methods of preparing athletic fields for various sports including reading and understanding diagrams to determine appropriate dimensions to mark and line fields.

Requirements of maintaining school grounds in a safe, clean and orderly condition.

Laws as they relate to driving a motor vehicle.

Defensive driving methods.

Health and safety regulations.

Traps and approved baits used to control vertebrae pests and insects.

Maintain routine records.

### ABILITY TO:

Develop and implement work schedule and perform gardening duties to maintain landscaped and other areas of an assigned high school.

[Clean, groom, sweep, and maintain synthetic turf using specialized equipment and](#)

## tools

Determine appropriate plant material to utilize taking into account physical placement and budgetary limitations.

Operate small and large lawn mowers, edgers, sweepers, turf vacs, blowers, weed whip and paint sprayer.

Learn to program, operate, and adjust irrigation system controllers to ensure proper watering schedules.

Operate a District vehicle to conduct work.

Utilize traps and approved baits for the control of vertebrae pests and insects.

Recognize and correct or report potential health and safety hazards.

Work cooperatively with others. Meet schedules and time lines.

Work independently with little direction. Communicate effectively.

Understand and follow oral and written directions.

Demonstrate mental acuity sufficient to perform the essential functions of the position.

Be motivated to produce high quality work product.

Work within stressful situations.

Must demonstrate ability to accept and carry out responsibility for directions, control and planning.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years' experience in grounds work in a large institutional or multi-facility setting.

## **LICENSES AND OTHER REQUIREMENTS:**

May require a valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites. May be required to drive between sites.

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

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Outdoor work environment, subject to seasonal heat and cold or adverse weather conditions; subject to noise from equipment operation, regular exposure to fumes, dust and odors, and driving a vehicle to conduct work.

### **PHYSICAL ABILITIES:**

Standing for extended periods of time; bending at the waist; climbing; heavy lifting

and carrying items weighing up to 45-100 pounds; dexterity of hands and fingers to operate grounds maintenance hand and power tools and equipment; kneeling or crouching; digging; and walking over rough or uneven surfaces.

HAZARDS:

Exhaust vapors from power equipment, chemical vapors, dust, pollen, working at heights, and working around and with machinery having moving parts.

[Revised March 2026 D.U.S.D.](#)

October 2005, D.U.S.D.

May 2005, D.U.S.D.

June 1989, Ewing & Company

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

**DATE:** March 18, 2026  
**TO:** Personnel Commission  
**FROM:** Ceylida Lopez, Director, Classified Human Resources  
Prepared by Maria Carbajal, Assistant Director, Classified Human Resources  
**SUBJECT: RECOMMENDED REVISIONS OF CLASS DESCRIPTION – PHYSICAL THERAPIST**

**ACTION ITEM**

Staff met with Rebekah Ruswick to update the class description for the Physical Therapist position in preparation for an upcoming recruitment. The position's duties and classification title were revised to more accurately reflect the responsibilities of the role and to align the description with current industry standards.

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

**DIRECTOR'S RECOMMENDATION**

Approve changes to the Physical Therapist – Special Education job description, effective March 19, 2026.

**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Management**



**CLASS TITLE:      PHYSICAL THERAPIST - SPECIAL EDUCATION**

**BASIC FUNCTION:**

Under the general direction of the Director of Special Education or designee, the Physical Therapist (PT) serves as a related service provider and integral member of the Individualized Education Program (IEP) Team. The Physical Therapist assesses and addresses the gross motor, mobility, posture, access, and functional movement needs of students ages 3–22 with orthopedic impairments and/or other disabilities when physical therapy is required for the student to benefit from their educational program. The Physical Therapist provides educationally relevant, IEP goal-driven supports and consultation designed to ensure students can safely access, participate in, and make progress within their instructional environment in the least restrictive environment (LRE).

~~Under general direction of the Director Special Education, or other assigned supervisor, this position serves as an integral member of the Individualized Education Program (IEP) Team by assessing the needs of students with orthopedic impairments and/or additional needs in which the service of school-based physical therapy is necessary for students ages 3 to 22. This position implements IEP goal-directed intervention and highly specialized therapy utilizing a variety of applicable and educationally related treatment modalities. The physical therapist collaborates with families and District staff members by providing consultation services and training as relevant to support the educational needs of students in a comprehensive manner.~~

**DISTINGUISHING CHARACTERISTICS:**

The Physical Therapist shall adhere to all statutes, regulations, ethical standards, and practice guidelines established by the Physical Therapy Board of California and the American Physical Therapy Association (APTA), while also ensuring compliance with the Individuals with Disabilities Education Act (IDEA), California Education Code, Section 504 of the Rehabilitation Act when applicable, District Board Policies, and Special Education procedural safeguards. Services shall be delivered within the educational framework, emphasizing access to curriculum, school participation, and functional independence rather than medical rehabilitation. The Physical Therapist will also ensure their licensure and certification is always current.

**REPRESENTATIVE DUTIES:**

Conduct comprehensive, educationally relevant physical therapy assessments to determine students' functional motor performance, mobility, posture, strength, endurance, range of motion, sensory-motor integration, and access to school environments. **E**

Interpret evaluation data and prepare legally compliant written reports aligned with IDEA and California Education Code eligibility criteria and educational need. **E**

Develop measurable, educationally relevant IEP goals in collaboration with the IEP Team. **E**

Provide direct physical therapy services and/or consultative services as specified in the IEP to support student access, safety, and participation in instructional and school-related activities. **E**

Collaborate with teachers, administrators, related service providers, paraprofessionals, and families to implement motor strategies within classroom routines and school environments. **E**

Participate in IEP meetings, multidisciplinary team meetings, manifestation determination meetings, and other student-centered planning meetings. **E**

Ensure services are delivered in accordance with IEP timelines, service minutes, and procedural safeguards required under IDEA and California Education Code. **E**

Maintain accurate, timely, and legally defensible documentation including assessment reports, service logs, progress reports, and case notes in compliance with federal and state laws, District policy, and professional governing body requirements. **E**

Provide training and consultation to District staff regarding safe transfers, positioning, mobility supports, adaptive equipment, and physical access needs. **E**

Evaluate, recommend, and monitor adaptive equipment, orthotics, mobility devices, and environmental modifications necessary for school access. **E**

Review and analyze Independent Educational Evaluations (IEEs) and outside therapy reports, integrating relevant findings into the educational context. **E**

Monitor student progress toward IEP goals and provide written progress updates consistent with reporting periods. **E**

Support compliance with Least Restrictive Environment (LRE) mandates by promoting inclusive practices and participation in general education settings whenever appropriate. **E**

Utilize District data systems, student information systems, electronic health record software, and technology platforms to input, track, and retrieve service documentation, student data, and IEP related information. *E*

Travel between school sites to provide services as assigned. *E*

~~Plan, administer and conduct physical therapy assessments that will include assessing muscle power, evaluating range of motion, sensation, and developmental levels. *E*~~

~~Perform and utilize diagnostic and assessment methods to restore function, improve mobility and gross motor skills, relieve pain, and accommodate permanent physical disabilities. *E*~~

~~Maintain clear and accurate clinical notes and records; prepare case histories, reports, and diagnostic service plans. *E*~~

~~Provide direct service to students and provide consultation and collaboration with families, care givers and identified staff. *E*~~

~~Participate in case conferences and meetings with staff to review service plans. *E*~~

~~Input and access data with a variety of programs using a computer. *E*~~

~~Maintain accurate records as required by law, Board policies, administrative regulations and the Special Education Department. *E*~~

~~Collaborate with and provide education and training to District staff to ensure the needs of students who have physical restrictions are met in an appropriate manner. *E*~~

~~Analyze outside of District conducted Independent Educational Evaluations in the area of Physical Therapy, Motor Coordination and Physical Fitness. *E*~~

~~Attend and participate in IEP meetings. *E*~~

Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification.*

## **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Principles, methods, and practices of physical therapy.

Child growth and development, including motor development and neuromuscular functioning.

Educationally relevant assessment tools and assessment tools for functional mobility equipment.

IDEA, California Education Code, and procedural safeguards related to special education.

Least Restrictive Environment (LRE) principles and inclusion practices.

Ethical standards and practice regulations established by the Physical Therapy Board of California and APTA.

Adaptive equipment, assistive technology, and environmental accessibility standards.

Documentation standards required in school-based practice.

- ~~— Objectives and methods of physical therapy; testing and evaluating developmental, muscular and neural function and dysfunction.~~
- ~~— Skeletal anatomy, kinesiology and basic pathology of the physically disabled.~~
- ~~— The basic construction, use and care of orthopedic appliances and equipment.~~
- ~~— Problems needs and attitudes of individuals with physical disabilities and their families.~~
- ~~— Pertinent State laws and regulations regarding health service programs and public special education.~~
- ~~— Normal growth and development of children and educational and developmental needs of children with special needs.~~
- ~~— Applicable treatment modalities and theory.~~

#### ABILITY TO:

Differentiate between medical model therapy and educationally relevant school-based services.

Develop measurable, legally defensible IEP goals aligned to functional school performance.

Synthesize complex assessment data and present findings clearly to multidisciplinary teams.

Maintain confidentiality in compliance District policy and standards.

Collaborate effectively in a team-based educational setting.

Provide professional training to staff in a clear, practical manner.

Manage competing timelines and caseload demands.

Prepare thorough, compliant documentation within mandated timelines.

Document thoroughly service logs related to treatment sessions, consultations, and assessments.

Communicate technical information in understandable language to families and staff.

Adapt service delivery models (direct, consultative, push-in, collaborative) based on student need.

Maintain compliance with all professional standards, ethical obligations, and scope-of-practice regulations as defined by their governing body, while simultaneously adhering to federal and state educational mandates governing related services in public schools.

Operate specialized adaptive equipment

- ~~—Synthesize complex or diverse information; collect and research data; use intuition and experience to complement data. Gather and analyze information skillfully.~~
- ~~—Identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem solving situations.~~
- ~~—Respond promptly to the needs of the position.~~
- ~~—Work independently and efficiently with minimal direction.~~
- ~~—Maintain confidentiality.~~
- ~~—Change approach or method to best fit the situation.~~
- ~~—Use English to speak, read, and write fluently, clearly, informatively, and persuasively; be able to read and interpret written information; communicate effectively in both oral and written form, expressing complex and technical terminology and concepts in an understandable manner; listen and seek clarification.~~
- ~~—Contribute to building a positive team spirit; approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; participate in meetings.~~
- ~~—Work within strict timelines and stressful situations.~~
- ~~—Use equipment and materials properly.~~
- ~~—Assess and diagnose actions and problems, develop and implement effective and appropriate plans.~~
- ~~—Establish and maintain a variety of case notes, client records and other required documentation.~~
- ~~—Pay attention to detail with a high level of accuracy.~~

## **EDUCATION AND EXPERIENCE:**

Must have a Bachelor's Degree or higher in Physical Therapy from an accredited program recognized by the Commission on Accreditation in Physical Therapy Education (CAPTE) institution or Physical Therapy Program licensed by the APTA Commission on Accreditation. Experience working with children and youth ages (3-22 years old) with orthopedic ~~disabilities~~impairments or complex and physical therapy needs ~~within the educational setting~~ is highly desirable. Experience in school-based setting is strongly preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid and current license issued by the Physical Therapy Board of California.

Compliance with all continuing education requirements necessary to maintain licensure.

Valid First Aid and CPR certification~~first aid and BLS certification, as well as meeting requirements to keep license and certificates current.~~

Valid California Driver's license and Aability to travel throughout the District. ~~to multiple sites and locations.~~

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

~~Indoor and outdoor environment.~~School-based indoor and outdoor environments; may include classrooms, playgrounds, therapy spaces, community-based instruction settings, and multiple school sites within the same work day.

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

Stand and walk for extended periods of time. Vision to monitor students during classroom activities; hearing and speaking to exchange information and provide assistance to students; bending at the waist; kneeling, crouching and reaching; ~~walking and standing for extended periods of time;~~ dexterity of hands and fingers to operate specialized equipment and instructional equipment; and lifting, positioning, and transferring students~~heavy students~~ weighing up to 50 pounds.

##### **HAZARDS:**

May possibly encounter aggressive behavior of students.

Revised March 2026-D.U.S.D.  
May 2016, D.U.S.D.

**DOWNEY UNIFIED SCHOOL DISTRICT**

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

**MEMORANDUM**

**DATE:** March 18, 2026

**TO:** Personnel Commission

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

Prepared by Maria Carbajal, Assistant Director, Classified Human Resources

**SUBJECT: RECOMMENDED REVISIONS OF CLASS DESCRIPTION – FOOD SERVICE SUPERVISOR I**

**ACTION ITEM**

Staff met with Marc Milton, Director of Food Services, to update the class description for the Food Service Supervisor I position in preparation for an upcoming recruitment. As part of this process, staff is recommending revisions to clarify the minimum qualifications to reflect prior lead experience.

By revising the minimum qualifications to include lead-level experience, the District will be able to better screen for candidates who have already demonstrated the ability to guide staff, support daily operations, and exercise increased responsibility within a food service environment. This change will help ensure a stronger and more qualified applicant pool for the position.

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

**DIRECTOR'S RECOMMENDATION**

Approve changes to the Food Service Supervisor I job description, effective March 19, 2026.

**CLASS TITLE: FOOD SERVICE SUPERVISOR I**

**BASIC FUNCTION:**

Under the direction of the Director, Food Services, or his/her designee, plan, organize, supervise and participate in the operation of a school cafeteria; prepare food, supervise and assist in the serving and storage of food and the cleaning and maintenance of equipment, utensils and work areas; train, supervise and evaluate the performance of assigned food service assistants and food service helpers; order and inventory supplies and prepare and maintain records and reports.

**DISTINGUISHING CHARACTERISTICS:**

Food Service Supervisor I incumbents are assigned to cafeterias where services include reimbursable lunches, breakfasts, and snacks. Incumbents in this classification supervise from one to five employees and oversee up to two Points of Sale. Food Service Supervisor II incumbents are assigned to cafeterias where services include reimbursable lunches, breakfasts, after-school snacks and snack bar. Incumbents in this classification supervise from six to twelve employees and oversee three to twelve Points of Sale. Food Service Supervisor III incumbents are assigned to cafeterias where duties performed are more complex due to an expanded snack bar operation and number of employees supervised. Incumbents in this classification supervise a minimum of thirteen employees and oversee at least thirteen Points of Sale.

**REPRESENTATIVE DUTIES:**

Plan, organize, supervise and participate in the operation of an assigned food service operation. **E**

Comply with all federal, state and local laws, regulations and policies in regard to food service operations. **E**

Assure the preparation, cooking and baking of menu items; cook and assist in serving food; maintain standards of efficiency, food safety and sanitation in large quantity food preparation. **E**

Schedule, supervise, and evaluate performance of assigned food service assistants; train assigned employees as necessary; supervise substitutes. **E**

Estimate and order required quantities of food; inspect items received for quality and quantity; oversee and assist with proper storage and efficient use of foods and supplies. ***E***

Maintain necessary records including daily sales, cash deposits, time reports, inventory, and menu production sheets. ***E***

Responsible for proper account maintenance of student and staff monies; deposit monies; perform cashiering duties. ***E***

Assure that food is prepared and served in a timely manner according to school schedules; coordinate cafeteria operation with school programs. ***E***

Operate computer terminals using software for Point of Sale revenues, inventory management and electronic mail programs. ***E***

Prepare and maintain a variety of records and reports; ensure documentation in accordance with federal, state and local laws and policies. ***E***

Process meal application records for the National Lunch and Breakfast Program. ***E***

Reviews quality and portion control, and the wrapping, arranging and storage of food to ensure the efficient use of food and supplies. ***E***

Maintains food service equipment in a clean, safe and sanitary condition. ***E***

Implements food safety and sanitation program (HACCP) procedures in food service operations. ***E***

Maintains food service program's nutritional integrity through production of meals which meet current nutritional standards and meal pattern requirements. ***E***

Complies with all energy conservation principles.

May assist in the planning and preparation of catering refreshments, snacks and meals.

Attend meetings and training workshops as assigned.

Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification.*

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Principles and methods of quantity food service preparation, serving and storage.
- Principles and practices of supervision and training.
- Sanitation and safety practices related to cooking and serving food (HACCP).
- Standard kitchen equipment, utensils and measurements.
- Record keeping techniques.
- Policies and procedures for National School Meal Programs.
- Interpersonal skills using tact, patience and courtesy.

### ABILITY TO:

- Plan, organize, supervise and participate in the operation of a school cafeteria.
- Prepare food, supervise and assist in the serving and storage of food and the cleaning and maintenance of equipment, utensils and work areas.
- Train, supervise and evaluate performance of assigned food service assistants and food service helpers.
- Operate a computer terminal.
- Order and inventory supplies and prepare and maintain records and reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively, both orally and in writing.
- Add, subtract, multiply and divide quickly and accurately.
- Meet schedules and timelines.
- Assign and review the work of others.
- Maximize human resources to accomplish tasks efficiently.
- Create an atmosphere for employee productivity and satisfaction.
- Establish and maintain cooperative and effective working relationships with others.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Work independently with little direction.
- Accept and implement instructions and give instructions in a positive, cooperative manner.
- Adapt to frequent changes in job duties from managing to food preparation.
- Make evaluations and appropriate decisions without immediate supervision.
- Accept and carry out responsibilities, including planning, coordinating, and directing the work of others.
- Relate to others in a cooperative and effective manner, influencing people in a positive way on a consistent basis.
- Demonstrate mental acuity sufficient to perform the essential functions of the position.
- Reason in the abstract, process information, make appropriate decisions, and make accurate calculations.

ABILITY TO: (Cont'd.)

- Drive a District vehicle, as required, to complete the duties of the position.
- Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three (3) years' increasingly responsible experience in preparing food in a quantity food service operation, including experience as a Downey Unified Food Service Assistant II, Lead Food Service Assistant, or in a lead or supervisory capacity. Possession of Serve Safe Certificate within six (6) months' of employment, as well as meeting requirements to keep certificate current.

**LICENSES AND OTHER REQUIREMENTS:**

May require a valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites. May be required to drive between sites. ~~Must be, and remain, insurable under the District's vehicle driver's insurance policy at the standard rate.~~

**WORKING CONDITIONS:**

ENVIRONMENT:

School cafeteria environment frequented by students; subject to heat from ovens and cold from walk-in refrigerators and freezers.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; seeing to inspect food and assure proper quantities; bending at the waist; reaching overhead, above the shoulders and horizontally; ability to lift 40 pounds, and occasional lifting of up to 50 pounds with assistance.

HAZARDS:

Exposure to very hot foods, equipment, and metal objects used in cooking and baking; exposure to sharp knives and slicers.

Revised:

March 2026, D.U.S.D.

December 2022, D.U.S.D.

July 2015, D.U.S.D.

July 2013, D.U.S.D.

May 2013, D.U.S.D.

April 2008, D.U.S.D.

January 2004, D.U.S.D.

November 2002, D.U.S.D.

December 2001, D.U.S.D.

December 2000, D.U.S.D.  
August 1999, D.U.S.D.  
June 1989, Ewing & Company

## DOWNEY UNIFIED SCHOOL DISTRICT

### Office of Classified Human Resources / Personnel Commission

#### MEMORANDUM

**DATE:** March 18, 2026  
**TO:** Personnel Commission  
**FROM:** Ceylida Lopez, Director, Classified Human Resources  
**SUBJECT: FIRST REVIEW 2026-27 PERSONNEL COMMISSION BUDGET**

#### **INFORMATION ITEM**

The Personnel Commission's budget is part of the District's General Budget. The Director collaborates with the District to meet its goals and provide well-qualified classified support throughout the District. We are mindful of being good stewards of the resources that are provided to us.

The proposed Personnel Commission budget for the 2026-27 school year is \$1,153,124, which represents a decrease of \$97,002 over last year's budget due to salaries and operating expenditures. The decrease is due to an adjustment in management staffing from 25-26, which includes a vacant Supervising Personnel Analyst position.

This year, the proposed changes are being recommended to provide continued support to the district. This year's budget proposes increases in the following areas:

- The Classified Employee Pin and Retirement Ceremony has grown into a meaningful celebration that our classified staff look forward to each year. It provides an opportunity to recognize years of service and honor employees who have dedicated their careers to supporting our students and schools. The proposed budget increase reflects the larger number of employees projected to be recognized in 2027. The requested amount will cover the cost of service pin inventory as well as event-related expenses such as food and rentals. The budget is proposed to increase from \$10,000 to \$25,546.75 to ensure the District can properly recognize and celebrate these employees.
- Another item that is being proposed to increase is Travel and Conference from \$5,000 to \$6,847. This reflects the anticipated cost of registration, hotel accommodations, and airfare for the Commissioners and Director to attend the annual conference hosted by the California School Personnel Commissioners Association (CSPCA). The Commission participates in this conference once per year to stay informed on best practices, legal updates, and trends affecting personnel commissions and merit system districts.

- The Software and Support Upgrades budget is recommended to increase from \$25,000 to \$29,000. This increase is primarily due to rising costs associated with NEOGOV, the District's applicant tracking system, and the remote testing software used to support recruitment and examination processes. These systems are essential tools that allow the District to efficiently manage applications, administer exams, and maintain an effective hiring process.

The two attachments included with this information item are the proposed Personnel Commission Budget and the History of the Personnel Commission Budget since 2001.

The proposed budget is anticipated to meet the district's demands. The Personnel Commission staff will continue to be conservative in our spending habits, limiting expenditures to those necessary to fulfill the roles of the Classified Human Resources Department and Personnel Commission Office.

**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
2026-27 Budget - Submitted for First Review March 2026**

Acct No.	Description	2026-27 (Proposed)	2025-26	2024-25	Variance
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**2000 Classified Salaries**

2301	Personnel Commission	2,400	2,400	2,400	0
2303	*Personnel Director	209,712	195,763	187,448	13,949
	*Assistant Director, Classified Human Resources	148,406	126,132	-	22,274
	* Supervising Personnel Analyst	-	129,288	129,888	0
2404	Staff:				
	* Personnel Technician	66,206	61,776	-	4,430
	* Sr. Personnel Technician (2.7)	191,763	185,952	188,771	5,811
	* Personnel Assistant	-	-	0	0
	* Sr. Secretary	-	-	89,940	0
	Substitute and Special Assignments	4,500	4,500	4,500	0

**3000 Employee Benefits**

3212	* Retirement – PERS	164,898	201,013	167,619	-36,115
3312	* OASDI	38,429	43,878	37,383	-5,449
3332	* Medicare	8,988	10,262	8,743	-1,274
3342	* APPLE Plan for Subs	-	90	113	0
3412	Health Insurance	156,547	150,431	167,072	6,116
3512	* Unemployment Insurance	308	356	301	-48
3612	* Worker’s Compensation Insurance	9,870	11,395	9,647	-1,525

**4000 Books, Supplies & Other Equipment**

4310	Supplies, Equipment (under \$500) & Printing	8,600	8,600	8,600	0
	Employee Recognition Program	25,547	10,000	10,000	0
4400	Equipment - non-capitalized (\$500-\$4999)	3,900	3,900	3,900	0

**5000 Contracted Services**

5215	Mileage	1500	1,500	1,500	0
5216	Mileage / Raters	200	200	200	0
5250	Travel/Conference	6,847	5,000	5,000	1,847
	Staff Development-Pers. Comm. Employees	1,500	1,500	1,500	0
5310	Memberships	6,290	6,290	6,290	0
5612	Service Agreements	2,400	2,400	2,400	0
5630	Repairs, Equipment	1,000	1,000	1,000	0
5715	Duplication Costs – Communications Center	500	500	500	0
5804	Consultants	6,000	6,000	6,000	0
5815	Software Support and Upgrade	29,000	25,000	25,000	4,000
5830	Personnel Advertising	1,000	1,000	1,000	0
5860	Fingerprinting	25,000	25,000	25,000	0
5861	Medical Examinations	20,000	20,000	20,000	0
5862	TB Screening	1,000	1,000	1,000	0
5890	Professional Assistance	2,000	2,000	2,000	0
	District Inservice Education – Prof. Growth	1,500	1,500	1,500	0
	Training and Development	2,000	2,000	2,000	0
5891	Panel / Rater Expenditures	2,500	2,500	2,500	0
<b>TOTAL:</b>		<b>1,150,311</b>	<b>1,250,125</b>	<b>1,120,715</b>	<b>-99,814</b>

\*NOTE: Due to possible future cost of living changes, salary and health and welfare costs are indefinite.

Downey Unified School District  
Personnel Commission / Office of Classified Personnel Services

Personnel Commission Budget

History of the P.C. Budget

<i>Year</i>	<i>Preliminary Review</i>	<i>Public Hearing</i>	<i>Adoption</i>	<i>Specific Comments</i>
2001	March	April	May	Zero increase
2002	March	April	May	Zero increase
2003	April	May	June	10% reduction in operation expenses incl. Reduction of mileage for Director – a reduction of \$3,011
2004	March	April	May	Loss of one Sr. Personnel Asst. position; reduction of \$54,501
2005	April	May	June	Zero increase
2006	March	April	May	Zero increase
2007	April	May	Sept.	Zero increase
2008	Feb.	March	April	\$2,278 increase due to change in insurance enrollment
2009	March	April	May	Reduction of \$6,857
2010	March	April	May	\$8,285 increase due to change in insurance enrollment and change in Unemployment Insurance and PERS costs.
2011	April	May	June	\$72 decrease due to changes in staff and increases in insurance enrollment, unemployment insurance, medical examinations / drug screening, and mandated fingerprinting.
2012	April	May	May	Proposed \$895 increase due to correction of staff salary levels and increases in employee medical benefits while adjusting for costs to fingerprinting and medical examinations.
2013	April	May	May	Proposed \$2,100 increase due to increases in employee medical benefits and increases to the Employee Recognition Program.
2014	April	May	May	Proposed \$59,723 increase due to negotiated salary increases; increased medical benefit contributions; and an increase in the Workers Compensation Rate.
2015	April	May	May	Proposed \$50,907 increase due to negotiated salary increases;

				increased medical benefit contributions; increases in the number of employee fingerprinting and medical examination rates; and an increase in the PERS rate.
2016	April	May	May	Proposed \$4,015 increase due to an 8% anticipated increase in the employee benefits and negotiated salary increases. The budget increase would have been more but there were 3 new hires this year that are lower on the salary schedule than their predecessors.
2017	April	May	May	Proposed \$6,016 increase due to negotiated salary increase, step advancements, increased employer contribution to CalPERS.
2018	April	May	May	Proposed \$31,827 increase due to staff step advancements and increased employer contribution to CalPERS
2019	April	May	May	Proposed \$31,564 increase due to CalPERS increases and projected health insurance (with new hires with families)
2020	April	May	May	Proposed increase \$26,133 due to salary & associated benefits
2021	April	May	May	Reflects increase of \$2,756 due to anticipated salary & benefits and actual costs
2022	April	May	May	Increase \$31,109 due to salary and associated benefits. Other items have remained status quo for several years.
2023	April	May	May	Proposed increase \$102,082 due to upgraded positions, negotiated salary increases & associated benefits, and increased costs of doing business.
2024	April	May	May	Proposed increase of \$43,286 due to operating cost and other cost associated with employee benefits and salaries.
2025	March	April	April	Proposed increase of \$129,411 due to added position and restructure of positions & associated benefits and increase cost of operations.
2026	March	April	April	<i>\$99,814 decrease due to changes in staff from 25-26. Realignment of positions that are unfilled.</i>