

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

AGENDA #11

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

4:00 p.m.  
May 20, 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 April 22, 2026. 1 – 5
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Lead Computer/Network Support Technician list established April 17, 2026. 6
2. **RATIFY** certification of Senior Instructional Assistant - Behavior list established April 13, 2026. 7
3. **RATIFY** certification of Instructional Assistant – Esthetician list established April 22, 2026. 8
4. **RATIFY** certification of Maintenance Plumber list established April 22, 2026. 9
5. **RATIFY** certification of Dispatcher/State Certified Bus Driver Instructor list established April 23, 2026. 10
6. **RATIFY** certification of Food Service Supervisor - I list established May 1, 2026. 11

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

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

- |                          |  |       |
|--------------------------|--|-------|
| 7.                       | <b>RATIFY</b> certification of Attendance-Records Clerk list established May 6, 2026.  | 12    |
| 8.                       | <b>RATIFY</b> certification of Plant Grounds Worker list established May 8, 2026.  | 13    |
| 9.                       | <b>RATIFY</b> the classification of six (6) Elementary Campus Assistant positions established by the Board of Education, assigned as roving positions, effective May 13, 2026.   | 14    |
| 10.                      | <b>RATIFY</b> the classification of two (2) Instructional Assistant – Adult School positions established by the Board of Education, assigned to Downey Adult School, effective May 13, 2026.   | 15    |
| III. NEW BUSINESS        |  |       |
| 1.                       | <b>ADOPT</b> resolution of commendation recognizing the outstanding contributions of the classified school employees during Classified School Employees’ Week, May 17-23, 2026.  | 16    |
| 2.                       | <b>APPROVE</b> recommended changes to the class description – Food Service Assistant II, as attached, effective May 21, 2026.  | 17-20 |
| 3.                       | <b>APPROVE</b> the proposed new classification of Senior Director, Business, Maintenance, Operations and Transportation as attached and placement on the Classified Management Salary Schedule at Range 145 (\$14,374-\$17,478 per month), effective May 21, 2026. | 21-25 |
| 4.                       | <b>APPROVE</b> Personnel Commission proposed meeting dates for 2026-2027.  | 26    |
| IV. NEXT REGULAR MEETING |  |       |
|                          | June 17, 2026, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241.   |       |
| V. 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.   |       |

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## VI. ADJOURNMENT

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

MINUTES  
Regular Meeting

April 22, 2026

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, April 22, 2026, at 4:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#219  
PLEDGE OF  
ALLEGIANCE

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

#220  
ROLL

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

Present: John Kennedy  
Dianne Lumsdaine

Absent: Angie Rademaker

#221  
MINUTES OF  
MEETING APPROVED

A motion was made by Mr. Kennedy and seconded by Ms. Lumsdaine and the motion carried unanimously, to approve the minutes of the Regular Meeting with the recommended amendments of March 18, 2026.

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

#222  
CORRESPONDENCE  
RECEIVED

None

#223  
ORAL  
COMMUNICATIONS

Mr. Kennedy shared that he recently visited three elementary schools—Rio Hondo, Rio San Gabriel, and Old River. Two of the schools are currently undergoing construction, and he was pleased to see that the work has not disrupted the educational environment. At each school, he observed many positive things, including strong teaching and highly attentive students. He especially enjoyed visiting the wellness centers and innovation labs.

Mr. Kennedy also reported that he joined Wendy McKensy and Lesley Jones in interviewing 14 Downey High School students for the Linda Kennedy Scholarship. Scholarship recipients will be notified during Senior Night.

In addition, he attended the Apple Distinguished School celebration at Stauffer Middle School and noted how much he appreciated Dr. Box's enthusiasm.

He attended several robotics competitions and was impressed by the students' dedication and achievements.

Mr. Kennedy also participated in interviews for the Stauffer Community College Scholarship, meeting with 46 students. He shared that the committee is looking for students who are committed to continuing their education and believes that many of the applicants will ultimately receive scholarships.

He attended the "Hadestown" play and appreciated seeing the Downey Patriot highlight the talents of the students involved.

During spring break, Mr. Kennedy attended the Striking Vikings competition in Las Vegas, where students competed against international teams. He noted what a valuable and enriching experience this was for students.

He attended the School Board meeting, he enjoyed the presentations, particularly the ACSA recognition of Dr. Xochitl Ortiz and Dr. Anthony Zegarra, as well as the International Baccalaureate (IB) presentation.

He also attended a Stauffer Foundation luncheon honoring volunteers and expressed appreciation for their contributions.

Mr. Kennedy visited Downey High School and remarked on the outstanding opportunities available to students, noting that the same is true at Warren High School. He was particularly impressed by the co-teaching classrooms.

He also visited Griffiths Middle School, where he observed excellent opportunities for students and commended Dr. Bedolla for the wonderful work taking place there.

Finally, Mr. Kennedy commented on the recruitment process to replace Angel Kellogg and shared that he was very impressed by the strong number of applications received.

Ms. Lumsdaine shared that she attended the Femineer Gala at Warren High School and was deeply impressed by the talent, confidence, and capabilities of the young women participating in the program.

She also attended the recent Board of Education meeting and expressed her appreciation for the Board's thoughtful approach to addressing complex issues. In particular, she noted that the discussion regarding the International Baccalaureate (IB) program gave her a renewed appreciation for the many considerations involved in making such important decisions.

Finally, Ms. Lumsdaine recognized Administrative Professionals Day and extended her gratitude to all administrative professionals for their

dedication and the essential support they provide to the District and its schools every day.

Ms. Lumsdaine also acknowledged the attendance of Dr. Roger Brossmer, Superintendent; Dr. Alyda Mir, Deputy Superintendent; Dr. Rebekah Ruswick, Director, Special Education; John Shook, Director, MOT; Chris Nezza; Chief Technology Information Officer; Hismelda Macias, President CSEA Unit I; Jimmy Walton, Chief Job Stewart, CSEA Unit II; Morgen Hoel, Chief Public Relations Officer, CSEA Unit II; Kaley Cobb, new Administrative Secretary to Business Service; thanking them all for their attendance.

Ms. Lopez expressed her appreciation to all administrative professionals in recognition of Administrative Professionals Day, thanking them for everything they do to keep the District running smoothly.

She also attended the recent visit to Downey High School and thanked Mr. Houts for his warm hospitality and for providing an excellent tour of the campus.

Ms. Lopez provided an update on the Classified Professional Growth Program, announcing that 83 employees have registered to participate.

Finally, Ms. Lopez thanked Ms. Macias for the invitation to the Unit I membership meeting, where she and Ms. Maria Carbajal, Assistant Director of Human Resources, presented helpful tips and guidance on the recruitment process, from completing the application through the final interview.

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

#224  
PUBLIC HEARD

Dr. Roger Brossmer announced the upcoming light remodel of the Board Room and provided the Commissioners with an overview of the schedule for upcoming Commission meetings.

Ms. Macias, President of Unit I, thanked Director Lopez and Assistant Director Maria Carbajal for attending the recent membership meeting. She shared that the meeting was well attended and that employees were very appreciative of the informative presentation. She also announced that the California School Employees Association scholarship selected recipients. The unit awarded \$3,000 in scholarships to the dependents of its members.

#225  
CONSENT AGENDA

A motion was made by Mr. Kennedy and seconded by Ms. Lumsdaine, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action item (226-233)).

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

#226  
RATIFY CERTIFICATION OF  
SR. ACCT. ASST. ELIGIBILITY  
LIST

**RATIFY** certification of Senior Accounting Assistant list established March 5, 2026.

#227  
RATIFY CERTIFICATION OF  
ACCESS CONTROL TECH.  
ELGIBILITY LIST

**RATIFY** certification of Access Control Technician list established March 10, 2026.

#228  
RATIFY CERTIFICATION OF  
CAMPUS SEC. ASST.  
ELGIBILITY LIST

**RATIFY** certification of Campus Security Assistant list established March 17, 2026.

#229  
RATIFY CERTIFICATION OF  
ADMIN. SECRETARY –  
CONF. ELGIBILITY LIST

**RATIFY** certification of Administrative Secretary- Confidential list established March 18, 2026.

#230  
RATIFY CERTIFICATION OF  
FOOD SRV. ASST. I  
ELGIBILITY LIST

**RATIFY** certification of Food Service Assistant - I list established March 20, 2026.

#231  
RATIFY CERTIFICATION OF  
EARLY LEARNING INST.  
ELGIBILITY LIST

**RATIFY** certification of Early Learning Instructor list established March 24, 2026.

#232  
RATIFY CERTIFICATION OF  
BUS DRIVER ELGIBILITY  
LIST

**RATIFY** certification of Bus Driver list established March 25, 2026.

#233  
RATIFY CERTIFICATION OF  
SR. PERSONNEL TECH.  
ELGIBILITY LIST

**RATIFY** certification of Senior Personnel Technician list established April 13, 2026.

#234  
OLD BUSINESS

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

#235  
OPEN HEARING ON 2026-  
2027 PERSONNEL  
COMMISSION BUDGET

A motion was made by Mr. Kennedy, seconded by Ms. Lumsdaine, and the motion carried unanimously to open a public hearing on the proposed 2026-2027 Personnel Commission budget.

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

#236  
HEAR PUBLIC ON 2026-  
2027 PERSONNEL  
COMMISSION BUDGET

No one from the public asked to be heard.

#237  
CLOSE HEARING ON 2026-  
2027 PERSONNEL  
COMMISSION BUDGET

A motion was made by Mr. Kennedy, seconded by Ms. Lumsdaine, and the motion carried unanimously to close the public hearing on the proposed 2026-2027 Personnel Commission budget.

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

#238  
ADOPT 2026-2027  
PERSONNEL COMMISSION  
BUDGET

A motion was made by Mr. Kennedy, seconded by Ms. Lumsdaine, and the motion carried unanimously to **ADOPT** the 2026-2027 Personnel Commission Budget.

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

#239  
NEW BUSINESS

None

#240  
NEXT REGULAR  
MEETING

May 20, 2026 at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241.

#241  
CLOSED SESSION

The Personnel Commission retired to closed session at 4:25 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#242  
OPEN SESSION

The Personnel Commission returned to open session at 5:25 p.m. There being no reportable actions taken during closed session.

#243  
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned at 5:25 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 May 20, 2026

Eligibility List Established on April 17, 2026

<b>LEAD COMPUTER/NETWORK SUPPORT TECHNICIAN</b>	<b>PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 4/17/2026 – 04/16/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	97
Passed Application Screening & Proceeded to Evaluation of Training & Experience:	5
Passed Evaluation of Training & Experience & Invited to QAI:	5
Took QAI:	4
Passed QAI & Put on Eligibility List	4
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on May 20, 2026

Eligibility List Established on April 13, 2026

<b>SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR</b>	<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 4/13/2026 – 4/12/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	88
AA Req. met & invited to ESSA Exam:	19
Met ESSA Requirements & Invited to QAI:	17
Took QAI:	14
Passed QAI & Put on Eligibility List	13
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	6
Rank 2:	5
Rank 3:	2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on May 20, 2026

Eligibility List Established on April 22, 2026

<b>INSTRUCTIONAL ASSISTANT - ESTHETICIAN</b>	<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 4/22/2026 – 4/21/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	29
AA Req. met & invited to ESSA Exam:	26
Met ESSA Requirements & Invited to QAI:	17
Took QAI:	12
Passed QAI & Put on Eligibility List	7
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	2
Rank 2:	1
Rank 3:	2
Rank 4:	2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on May 20, 2026

Eligibility List Established on April 22, 2026

<b>MAINTENANCE PLUMBER</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 4/22/2026 – 4/21/2027</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		79
Passed Application Screening & Proceeded to Evaluation of Training & Experience:		41
Invited to Written Exam:		38
Took Written Exam:		20
Passed Written & Invited to QAI & Performance:		12
Took QAI & Performance:		11
Passed QAI & Put on Eligibility List		3
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	1
	Rank 2:	2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on May 20, 2026

Eligibility List Established on April 23, 2026

<b>DISPATCHER/STATE CERTIFIED BUS DRIVER INSTRUCTOR</b>		<b>PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 04/23/2026 – 04/22/2027</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:	10	
Passed Application Screening & invited to QAI:	1	
Took QAI:	1	
Passed QAI & Put on Eligibility List	1	
<b>Number of Eligible Candidates per Rank</b>		
Rank 1:	1	



**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on May 20, 2026

Eligibility List Established on May 6, 2026

<b>ATTENDANCE/RECORDS CLERK</b>	<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/06/2026 – 05/05/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	462
Passed App. Screen & Invited to Written Exam:	86
Took Written Exam:	64
Passed Written Exam & Invited to QAI:	42
Passed QAI & Put on Eligibility List	42
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	8
Rank 2:	16
Rank 3:	15
Rank 4:	2
Rank 5:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on May 20, 2026

Eligibility List Established on May 8, 2026

<b>PLANT GROUNDS WORKER</b>	<b>PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 05/08/2026 – 05/07/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	106
Passed App. Screen & Invited to Written Exam:	7
Took Written Exam:	5
Passed Written Exam & Invited to QAI:	3
Passed QAI & Put on Eligibility List	3
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	0
Rank 3:	2

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

DATE: May 12, 2026  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH SIX NEW POSITIONS – ELEMENTARY CAMPUS ASSISTANT

ACTION ITEM

We have received a request from Dr. Alyda R. Mir, Deputy Superintendent Elementary, and Certified Human Resources, to establish six (6) new permanent roving positions with duties corresponding to the current classification of Elementary Campus Assistant. These new positions are being created to provide additional supervision of students to ensure safe practices for sites going through construction and are intended to be distributed among sites in need. They will be placed as follows; two (2) at Garcia Elementary School, two (2) at Rio Hondo Elementary School, and two (2) at Rio San Gabriel Elementary School.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of six (6) new positions with duties corresponding to the current classification of Elementary Campus Assistant assigned to Garcia Elementary School, Rio Hondo Elementary School, and Rio San Gabriel 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 six (6) new positions with duties corresponding to the current classification of Elementary Campus Assistant assigned to Garcia Elementary School, Rio Hondo Elementary School, and Rio San Gabriel 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 May 13, 2026.

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

DATE: May 12, 2026  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH OF TWO (2) NEW POSITIONS – INSTRUCTIONAL ASSISTANT- ADULT SCHOOL

ACTION ITEM

We have received a request from Blanca Rochin, Principal at Downey Adult School, to establish two (2) new positions with duties corresponding to the current classification of Instructional Assistant – Adult School. These new positions are being created for Court Reporting program support on the campus of Downey School, due to the growing number of students.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of two (2) new positions with duties corresponding to the current classification of Instructional Assistant – Adult School assigned to the Downey Adult School, 20 hours per week, 12 months per year, at range 95 (\$3,647.00 - \$4,300.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of two (2) new positions with duties corresponding to the classification of the Instructional Assistant – Adult School assigned to the Downey Adult School, 20 hours per week, 12 months per year, at range 95 (\$3,647.00 - \$4,300.00 per month) on the Salary Schedule effective May 13, 2026.

**Downey Unified School District  
Personnel Commission**

**Resolutions of Commendation  
Classified School Employee's Week**

**WHEREAS** the California State Legislature adopted a resolution in 1986 declaring the third full week of May of each year as Classified School Employees' Week recognizing the many outstanding contributions and services provided by Classified school employees; and

**WHEREAS** Classified school employees provide the invaluable support network of services to the schools and students of the Downey Unified School District; and

**WHEREAS** Classified school employees are responsible for those activities of the school district that support the instructional programs and make it possible for the teachers to teach and the students to learn in a clean, safe and orderly environment; and

**WHEREAS** Classified school employees, in their role as a support network for the instruction of students provide services in the classroom, in clerical and office support, in cleaning and maintaining grounds, buildings and surrounding areas, in nutritional meals and snacks for students and staff, in transportation to and from school and for other extra-curricular activities, in the management of departments and systems; and

**WHEREAS** through their professionalism and skill Classified school employees contribute to the establishment and promotion of a positive environment for learning and always strive for excellence in all their many jobs; and

**WHEREAS** the Personnel Commission of the Downey Unified School District is proud to be the body responsible for the administration of the Classified employee human resource function.

**NOW THEREFORE, BE IT RESOLVED**, that the Personnel Commission of the Downey Unified School District hereby recognizes the professionalism of and wishes to honor the contributions of the Classified employees of the Downey Unified School District and recognizes the week of May 17–23, 2026, as Classified School Employees' Week in the Downey Unified School District.

**ADOPTED, this 20th day of May 2026.**

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Chair, Personnel Commission

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Vice-Chair, Personnel Commission

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Member, Personnel Commission

**DOWNEY UNIFIED SCHOOL DISTRICT**

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

**MEMORANDUM**

**DATE:** May 20, 2026  
**TO:** Personnel Commission  
**FROM:** Ceylida Lopez, Director, Classified Human Resources  
**SUBJECT: RECOMMENDED REVISIONS OF CLASS DESCRIPTION – FOOD SERVICE ASSISTANT II**

**ACTION ITEM**

With the recent recruitment for Food Service Assistant II, staff noticed that when the Food Service Assistant and Food Service Assistant I were last revised, the minimum qualifications for the Food Service Assistant II were not updated accordingly. The current language reads:

“Any combination equivalent to: High school diploma or equivalent preferred and a minimum of one year’s experience working as a Downey Unified Food Service Assistant. Possession of Safe Food Handlers Certificate within six (6) months of employment, as well as meeting requirements to keep certificate current.”

Staff recommends updating the minimum qualifications above by adding “I” so that it reads “Food Service Assistant I,” as this was the original intent of the language rather than referring to the newer Food Service Assistant classification.

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 Assistant II job description, effective May 21, 2026.

**CLASS TITLE: FOOD SERVICE ASSISTANT II**

**BASIC FUNCTION:**

Under the direction of an assigned food service supervisor, prepare and serve food items at an assigned school cafeteria or snack bar; clean and sanitize food service equipment, utensils and serving areas; do basic cashiering duties.

**REPRESENTATIVE DUTIES:**

Follows recipes and serving guidelines to promote healthy eating. **E**

Chop, slice, mix, grate and assemble food items for sandwiches, salads and main dishes. **E**

Prepare entrees; bake and cook menu items. Check recipes and estimate or measure quantities needed. Thaw foods as necessary. **E**

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

Organize the serving line for optimum efficiency. **E**

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

Perform cashiering duties as assigned; receive cash and make change. **E**

Operate computer programs such as software for point-of-sale revenues, inventory management and electronic mail programs, and perform the duties of the Lead Food Service Assistant or Food Service Supervisor in the absence of the Leadworker, Supervisor or as assigned. **E**

Keep records of food and beverages sold. **E**

Operate a variety of kitchen equipment including mixer, slicer, steamer, steam kettle, warmer, ovens and others. **E**

Assist in storage and inventory of food service supplies and materials. Record and store deliveries, maintain records of cooler and food temperatures in accordance with regulations. **E**

May be required to deliver food products to a school site. **E**

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

- Methods of preparing and serving sandwiches, salads, vegetables and other foods for cooking and consumption.
- Measurements, weights and serving size portions.
- Proper methods of storing equipment, materials and supplies.
- Sanitation and safety practices related to cooking and serving food, including safe and proper temperatures of heated foods.
- Standard kitchen equipment, utensils and measurements.
- Basic methods used in cleaning and sanitizing kitchen equipment, utensils, appliances and facilities.
- Basic record keeping techniques.
- Basic math.
- Computerized point-of-sale and electronic mail system.

### ABILITY TO:

- Prepare and set-up food for service to students and staff in a fast-paced environment.
- Serve food to students and staff according to established procedures.
- Maintain food service equipment and facilities in clean and sanitary conditions. Operate standard kitchen equipment, appliances and utensils in a safe and efficient manner.
- Add and subtract quickly and accurately; count money and make change.
- Operate a point-of-sale and electronic mail system.
- Meet schedules and time lines.
- Follow and observe all safety and sanitation policies and procedures.
- Work effectively, both independently and as a member of a team.
- Integrate principles of work flow and work simplification.
- Make evaluations and appropriate decisions.
- Speak, read, write and understand English at a level required for satisfactory performance.

- Understand and follow oral and written directions.
- Work cooperatively and maintain effective and positive relationships with others.
- Communicate effectively, both orally, in writing and through email, with supervisor, students, coworkers, and faculty and communicate through email.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: High school diploma or equivalent preferred and a minimum of one year's experience working as a Downey Unified Food Service Assistant I. Possession of Safe Food Handlers Certificate within six (6) months of employment, as well as meeting requirements to keep certificate current.

## **LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may require a valid California driver's license.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Incumbents in this classification work indoors and outdoors and/or in changing weather conditions with protection against the elements. Food service facility environment; subject to heat from ovens, cold from walk-in refrigerators and freezers.

### **PHYSICAL ABILITIES:**

Standing and walking for extended periods of time; moderate and frequent lifting and carrying up to 40 pounds; occasional lifting of up to 60 pounds with assistance; dexterity of hands and fingers to operate kitchen equipment, repetitively use fingers and wrists and/or hands in a twisting motion or while applying pressure; carrying, pushing or pulling food trays and carts; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; and stooping and bending at the waist.

### **HAZARDS:**

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

Revised:

January 2024, D.U.S.D.

September 2008, D.U.S.D.

**DOWNEY UNIFIED SCHOOL DISTRICT**

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

**MEMORANDUM**

**DATE:** May 20, 2026  
**TO:** Personnel Commission  
**FROM:** Ceylida Lopez, Director, Classified Human Resources  
**SUBJECT: NEW CLASSIFICATION – SENIOR DIRECTOR, BUSINESS, MAINTENANCE, OPERATIONS AND TRANSPORTATION**

**ACTION ITEM**

Dr. McEntire, Associate Superintendent of Administrative Services, has requested the creation of a new classification to support the Business, Maintenance, Operations, and Transportation departments.

This position will be responsible for planning, organizing, directing, and implementing assigned business services functions, including maintenance, grounds, operations, transportation, and facility use. The role will also advise the Superintendent and Associate Superintendent of Business Services on matters related to program enrollment, fiscal management, and budget development for assigned areas.

Additionally, the position will provide leadership to improve operational efficiency, maximize resources, expand enrollment opportunities, and enhance fiscal sustainability in alignment with District goals and priorities.

This classification will perform senior management duties, including budget development and monitoring, policy development and maintenance, public relations, employee supervision and management, and special project analysis.

Pending the approval of the duties by the Board on May 12, 2026, staff recommends that the Personnel Commission accept the duties and classify the position and salary placement of this new classification as Range 145 (\$14,374 - \$17,478 per month) on the Classified Management Salary Schedule.

**DIRECTOR'S RECOMMENDATION**

Approve the proposed new classification of Senior Director, Business, Maintenance, Operations and Transportation as attached and placement of the classification set at Range 145 (\$14,374 - \$17,478 per month) on the Classified Management Salary Schedule.

**CLASS TITLE: SENIOR DIRECTOR, BUSINESS, MAINTENANCE,  
OPERATIONS & TRANSPORTATION**

**BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Business Services, plan, organize, direct, and implement assigned business services functions, including maintenance, grounds, operations, transportation, and facility use. Advises the Superintendent and Associate Superintendent of Business Services in matters related to new program enrollment, fiscal, and budget development for assigned functions. Provides leadership to improve operational efficiency, maximize resources, increase enrollment opportunities, and enhance fiscal sustainability in alignment with District goals and priorities. Performs senior management duties including budget development and monitoring, policy maintenance, public relations, employee supervision and management, and special project analysis.

**REPRESENTATIVE DUTIES:**

Provides leadership, administrative oversight, plans, implements, organizes, and directs the work of the maintenance, operations, grounds, and transportation department. **E**

Assist in the development and implementation of innovative, high-leverage programs and strategic initiatives that increase the District's enrollment, generate revenue, improve efficiency, and enhance long-term fiscal sustainability. **E**

Oversees and approves all non-DUSD facility use requests and civic center activities; ensures compliance with District policies and regulations. **E**

Assists the business services division by acting as a liaison with school sites; attends meetings to provide updates and coordination support, including graduations and promotions. **E**

Serves as a participant in the analysis of economic forecasts, legislation, and fiscal and financial reviews. **E**

Responds to the Williams Complaint process as it relates to District facilities and operations, attends inspections, and submits reports. **E**

Acts as a liaison with all facility users and city representatives related to district facilities and usage. **E**

Serves as a participant in the District enrollment of new programs and timelines. **E**

Assures proper care, cleaning, maintenance, and repair of grounds, building, and facilities, as well as vehicle maintenance, bus routing, training, and safety precautions; partners with Risk Manager to develop training and ensure safety compliance. **E**

Develops and implements plans and programs to improve District grounds, facilities, and transportation, increase departmental efficiency, and reduce the cost of wear on buildings, equipment, and vehicles; recommends contingency plans, allocates resources and personnel in emergencies. **E**

Assess the District's need for repair, maintenance, cleaning, and general upkeep of building, equipment, grounds, and vehicles; oversees the use of district vehicles by site personnel, ensuring appropriate training. **E**

Establishes priorities for maintenance, operations, grounds, and transportation projects and directs the development of cleaning and repair schedules. **E**

Develops the department's budget and controls expenditures. Allocates funds, labor, and materials to sites and projects as appropriate. **E**

Plans and directs comprehensive facilities, operations, and grounds energy management and integrated pest management plan. **E**

Directs the District's planned and predictive maintenance plan; remains current concerning pending and existing state legislation. **E**

Establishes and maintains liaison with architects, engineers, contractors, and state officials regarding facilities projects. **E**

Interviews, selects, trains, supervises, and evaluates the performance of assigned personnel; prepares and recommends discipline for assigned employees. **E**

Analyzes workload distribution, equipment, labor, and material cost, and work methods to develop and improve efficiency and cost-effectiveness. **E**

Negotiates and oversees service contracts. Makes recommendations regarding contracting out. **E**

Assures compliance with established health and safety practices, board policies, and collective bargaining agreements. **E**

Oversees/approves all overnight fieldtrips, ensuring all proper paperwork, supervision, etc. **E**

Develops, implements, and oversees District regulations, forms, and procedures for efficient operations. **E**

Directs the preparation and maintenance of operational and fiscal records. **E**

Interprets legal codes and advises District staff on law and regulations; attends board meetings to support and explain agenda items. **E**

Serves as a direct advisor to the Associate Superintendent, Business Services in the development and implementation of strategic fiscal and operational initiatives. *E*

Prepares communication and activities with District departments and staff. *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:

Methods, materials, and equipment used in the various building maintenance, custodial, and grounds specialties.

School business management, including enrollment systems and facility oversight.

Transportation routing, scheduling, and regulatory requirements.

Building construction, modernization, and renovation procedures.

Environmental standards and hazardous waste management.

Fiscal management, including budget development and cost analysis.

Applicable laws, regulations, and governmental codes.

Computer software programs related to scheduling, planning, designing, reporting, word processing, spreadsheet creation, and energy conservation.

Personnel management, supervision, and disciplinary practices and provisions of a collective bargaining agreement.

### ABILITY TO:

Read, interpret, and work from drawings, blueprints, and operate various related computer systems and software programs.

School business management, including but not limited to enrollment, facilities, and facility use.

Methods and means of estimating material and labor costs.

Prepare and present comprehensive reports.

Establish a positive and cooperative rapport, and maintain effective relationships with staff, administrators, school and office personnel, contractors, architects, engineers, and related governmental entities.

Supervise, train, and evaluate technical and support staff.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Operate motor vehicle safely within California Vehicle Code parameters.

Demonstrate behavior that is professional and responsible.

Be motivated to produce high-quality work product.

Make evaluations or decisions without immediate supervision.

Accept and carry out responsibility for directions, control, and planning.

Relate to others beyond giving and receiving instructions, and influencing people on a consistent basis.

Demonstrate leadership to promote positive teamwork.

Demonstrate leadership, integrity, and fiscal accountability.

Exhibit integrity, ethical behavior, and strength of character.

Work independently and manage time effectively and flexibly to carry out tasks and respond to frequent emergencies.

Manage multiple simultaneous projects.

Demonstrate attendance sufficient to complete the duties of the position as required.

Demonstrate behavior in line with CHARACTER COUNTS! principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Master's degree in business administration, engineering, or related field, five years of increasingly responsible experience directing or managing maintenance, operations, and/or transportation, including three years of experience in a supervisory capacity.

Or

Master's degree in business administration, engineering, or related field, five years of increasingly responsible experience directing or managing business operations, including three years of experience in a supervisory capacity.

Additional years of experience can be substituted for the required education on a year-for-year basis.

## **LICENSES AND OTHER REQUIREMENTS:**

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

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor, outdoor, office, shop environment; subject to driving a vehicle to conduct work; occasional work in the field where noise is at times loud, and the employee may be exposed to hot and cold conditions, inclement weather, or traffic hazards.

### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information and make presentations; and walking, sitting, reaching, stooping, bending, and standing for extended periods of time. Push, pull, reach, and lift materials and objects up to 25 lbs. Vision within normal range including color vision with or without correction.

**DOWNEY UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**Meeting Dates for 2026-2027**

All meetings are held at 4:00 p.m. Grace E. Horney Board Room of the Gallegos Administration Building Center, 11627 Brookshire Avenue, Downey, California, unless otherwise noted below.

**July 22, 2026**

Gallegos Administration Building Center  
DCC-A Conference Room  
11627 Brookshire Avenue, Downey

**August 19, 2026**

**September 16, 2026**

**October 21, 2026**

**November 18, 2026**

**December 16, 2026**

**January 20, 2027**

**February 24, 2027**

**March 17, 2027**

**April 21, 2027**

**May 12, 2027**

**May 19, 2027 (3:30 p.m.)**

*(Service Pin Awards and Retirement Celebration)*

Location TBD

**May 20, 2027 (9:30 a.m.)**

*(Service Pin Awards and Retirement Celebration for Transportation Personnel)*

Transportation Department  
12330 Woodruff Avenue, Downey

**June 16, 2027**