

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

AGENDA #10

Regular Meeting  
Lloyd L. Stromberg Conference Room

4:00 p.m.  
April 25, 2012

ADDENDUM  
PAGE NO.

I. GENERAL COMMISSION FUNCTIONS

1. Call to order - Dianne Lumsdaine.
2. Renewal of Pledge of Allegiance to the Flag of the United States of America – John Kennedy.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of March 21, 2012. 1-3
5. **RECEIVE** correspondence and refer to the proper order of Business, or to the Personnel Director for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Personnel Director.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Food Service Supervisor/Operations Specialist eligibility list established March 26, 2012. 4
2. **RATIFY** certification of Network Specialist eligibility list established March 28, 2012. 5
3. **RATIFY** certification of Food Service Assistant eligibility list established March 29, 2012. 6
4. **RATIFY** certification of Makeup Artistry Assistant eligibility list established March 29, 2012. 7
5. **RATIFY** establishment of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective January 20, 2012. 8
6. **RATIFY** establishment of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective February 8, 2012. 9

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

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

7. **RATIFY** establishment of one new limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective March 12, 2012 through June 21, 2012. 10
  8. **RATIFY** establishment of one new limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective March 26, 2012 through April 6, 2012. 11
  9. **RATIFY** establishment of one new Campus Security Assistant position established by the Board of Education, effective May 8, 2012 through June 30, 2012. 12
- III. OLD BUSINESS
- APPROVE** recommendation for reclassification of one (1) position of Intermediate Clerical Assistant to the classification of Student Information Systems Operator at range 190, \$3,912-\$4,753 per month; and approve the provisional appointment of Ruth Palacios to the classification of Student Information Systems Operator, effective April 26, 2012. 13-15
- IV. NEW BUSINESS
1. **REVIEW** proposed 2012-2013 Personnel Commission Budget. 16-18
  2. **APPROVE** recommended change in Recruitment Methodology for the classification of Student Information Systems Operator. 19
- V. NEXT REGULAR MEETING
- May 16, 2012 at 4:00 p.m. in the Lloyd L. Stromberg Conference Room.
- VI. CLOSED SESSION
- Public employee performance evaluation - Title, Director, Classified Human Resources
- VII. ADJOURNMENT