

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

AGENDA #11

Regular Meeting
Barbara J. Riley Community Center
7810 Quill Drive, Downey

3:30 p.m.
May 16, 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 – Steve Sampley.
3. Recognize and commend Retiring Classified Employees for their years of service.
4. Present Service Pins to Classified Employees.
5. Roll.
6. **APPROVE** Minutes of the Regular Meeting of April 25, 2012, with amendments. 1-3
7. **RECEIVE** correspondence and refer to the proper order of Business, or to the Human Resources Director for processing.
8. **HEAR** oral communications from members of the Personnel Commission and Human Resources Director.
9. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Senior Instructional Assistant-Severely/Multiply Handicapped eligibility list established May 15, 2012. 4
2. **RATIFY** the establishment of two new Senior Instructional Assistant positions established by the Board of Education, effective April 6, 2012. 5
3. **RATIFY** the establishment of one new limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective April 16, 2012 through December 12, 2012. 6

“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).

4. **RATIFY** the establishment of one new limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective April 16, 2012 through June 21, 2012. 7
 5. **RATIFY** the establishment of one new limited-term Senior Instructional Assistant-Severely/Multiply Challenged position established by the Board of Education, effective April 25, 2012 through November 18, 2012. 8
 6. **APPROVE** changes to class description for the classification of Payroll Technician as submitted, effective May 17, 2012. 9-13
- III. OLD BUSINESS
- DECLARE** a public hearing on 2012-2013 proposed Personnel Commission Budget. 14
- a. Open the hearing
 - b. Close the hearing
- IV. NEW BUSINESS
1. **ADOPT** resolution of commendation recognizing the outstanding contributions of the classified school employees during Classified School Employees' Week, May 21 - 25, 2012. 15
 2. **APPROVE** conduct of classification study of one Intermediate Clerical Assistant Bilingual/Biliterate position assigned to Special Education. 16-17
 3. **APPROVE** classification of Labor Compliance Technician and class description for one new position established by the Board of Education placing the classification on the Unit I Salary Schedule at range 155, \$3,297 - \$4,010 month; and approve the recruitment method for this position to be open/promotional, effective May 17, 2012. 18-23
 4. **APPROVE** re-established classification of Director, Technology and Information Systems, and class description, placing the classification on the Management Salary Schedule at range 139, \$8,403 - \$10,212 per month, effective May 17, 2012. 24-29
- V. NEXT REGULAR MEETING
- June 20, 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