

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

AGENDA #12

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
June 20, 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 May 16, 2012. 1-4
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

8. **RATIFY** certification of Student Information Systems Operator eligibility list established June 6, 2012. 5
9. **RATIFY** certification of Attendance/Records Clerk (Bilingual) eligibility list established June 7, 2012. 6
10. **RATIFY** the establishment of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective May 14, 2012. 7
11. **RATIFY** the establishment of one new Payroll Technician position established by the Board of Education, effective June 1, 2012. 8
12. **APPROVE** the establishment of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective September 5, 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).

13. **RATIFY** the establishment of one new limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective May 2, 2012 through December 2, 2012. 10
14. **APPROVE** the establishment of two new limited-term Student Helper positions established by the Board of Education, effective June 25, 2012 through July 26, 2012. 11-12
15. **APPROVE** the establishment of four new limited-term Student Helper positions established by the Board of Education, effective June 25, 2012 through August 31, 2012. 13-14
16. **APPROVE** the establishment of four new limited-term Lead Custodian positions established by the Board of Education, effective June 25, 2012 through August 31, 2012. 15
17. **APPROVE** the establishment of one new limited-term Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, effective September 5, 2012 through February 5, 2013. 16
18. **APPROVE** changes to class description for the classification of Senior Accounting Technician as submitted, effective June 21, 2012. 17-21
19. **APPROVE** changes to class description for the classification of Senior Secretary as submitted, effective June 21, 2012. 22-26
20. **APPROVE** changes to class description for the classification of Budget/Financial Analyst as submitted, effective June 27, 2012. 27-32
21. **APPROVE** changes to class description for the classification of Lead Food Service Assistant as submitted, effective June 27, 2012. 33-37
22. **APPROVE** changes to class description for the classification of Skilled Trades Assistant as submitted, effective June 27, 2012. 38-41

III. OLD BUSINESS

None.

IV. NEW BUSINESS

1. **APPROVE** conduct of classification study of one Instructional Assistant position assigned to Downey Adult School. 42-43
2. **APPROVE** conduct of classification study of one Instructional Assistant position assigned to Warren High School. 44-45
3. **APPROVE** conduct of classification study of one Instructional Assistant position assigned to West Middle School. 46-47
4. **APPROVE** conduct of classification study of one Senior Secretary (Confidential) position assigned to Certificated Personnel Services. 48-49
5. **APPROVE** Personnel Commission proposed meeting dates for 2012-2013. 50

V. NEXT REGULAR MEETING

July 18, 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