

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

AGENDA #4

Regular Meeting
Lloyd L. Stromberg Conference Room

4:00 p.m.
October 24, 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 September 19, 2012. 1-4
5. **APPROVE** Minutes of the Special Meeting of October 11, 2012. 5
6. **RECEIVE** correspondence and refer to the proper order of Business, or to the Personnel Director for processing.
7. **HEAR** oral communications from members of the Personnel Commission and Personnel Director.
8. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Budget/Financial Analyst eligibility list established September 26, 2012. 6
2. **RATIFY** certification of Custodian eligibility list established October 3, 2012. 7
3. **RATIFY** certification of Food Service Assistant eligibility list established October 8, 2012. 8
4. **RATIFY** certification of HVAC/Refrigeration Mechanic eligibility list established October 5, 2012. 9
5. **RATIFY** certification of Labor Compliance Technician eligibility list established September 19, 2012. 10
6. **RATIFY** certification of Senior Director, Budget & Finance eligibility list established September 27, 2012. 11
7. **RATIFY** certification of Senior Secretary eligibility list established September 20, 2012. 12

“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.”

8. **RATIFY** classification of one new limited-term position of Administrative Secretary established by the Board of Education, effective September 21, 2012 through March 21, 2013. 13
9. **RATIFY** classification of one new limited-term position of Attendance/Records Clerk established by the Board of Education, effective September 10, 2012 through October 31, 2012. 14
10. **RATIFY** classification of one new limited-term position of Campus Security Assistant established by the Board of Education, effective September 24, 2012 through March 22, 2013. 15
11. **RATIFY** extension of one limited-term position of Intermediate Clerical Assistant established by the Board of Education, effective October 1, 2012 through October 19, 2012. 16
12. **RATIFY** classification of one new limited-term position of Intermediate Clerical Assistant established by the Board of Education, effective September 17, 2012 through October 12, 2012. 17
13. **RATIFY** classification of one new limited-term position of School Health Technician established by the Board of Education, effective September 10, 2012 through December 21, 2012. 18
14. **RATIFY** classification of one new position of Senior Instructional Assistant established by the Board of Education, effective September 24, 2012. 19
15. **RATIFY** classification of one new limited-term position of Senior Instructional Assistant-Behaviorally Challenged established by the Board of Education, effective September 5, 2012 through March 5, 2013. 20
16. **RATIFY** classification of one new limited-term position of Senior Instructional Assistant-Behaviorally Challenged established by the Board of Education, effective September 5, 2012 through January 31, 2013. 21
17. **RATIFY** classification of one new position of Senior Instructional Assistant-Behaviorally Challenged established by the Board of Education, effective September 24, 2012. 22
18. **RATIFY** classification of one new position of Senior Instructional Assistant-Behaviorally Challenged established by the Board of Education, effective September 6, 2012. 23
19. **APPROVE** changes to class description for the classification of Senior Instructional Assistant as submitted, effective October 25, 2012. 24-28
20. **APPROVE** changes to class description for the classification of Senior Instructional Assistant-Severely/Multiply Handicapped as submitted, effective October 25, 2012. 29-33

III. OLD BUSINESS

1. **DECLARE** a public hearing to hear public in the matter of the appointment of Dianne Lumsdaine to the Personnel Commission for a three-year term commencing December 1, 2012.
 - a. Open the hearing
 - b. Close the hearing
2. **APPROVE** the appointment of Dianne Lumsdaine to the Personnel Commission for a three-year term commencing December 1 2012.
3. **APPROVE** the classification of Assistant Buyer and class description and **APPROVE** recommendation for reclassification of one (1) position of Purchasing Assistant reclassifying the incumbent, Karla Lopez with the position, to the new classification of Assistant Buyer at range 170, \$3,545 - \$4,307 per month on the Unit I Salary schedule, effective October 25, 2012. 34-39

IV. NEW BUSINESS

1. **APPROVE** attendance and registration fee for Kenneth Kato, John Kennedy and Steve Sampley at the CSPCA Conference in Anaheim, February 21-24, 2013; and **APPROVE** attendance and registration fee for Sally Hoffman, Susan Phillips, Linda Ratzlaff, and Candy Thompson at the CSPCA Conference Staff Development in Anaheim, February 21, 2013.
2. **RECEIVE** the Forty-sixth Annual Report of the Personnel Commission to the Board of Education. 40-45
3. **APPROVE** recommended change in Recruitment Methodology for the classification of Senior Secretary. 46
4. **APPROVE** salary adjustment of the position of Assistant Director, Budget and Finance, on the Management salary schedule to range 129, \$6,580 - \$8,005 per month, effective October 25, 2012. 47

V. NEXT REGULAR MEETING

November 14, 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