

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

AGENDA #8

Regular Meeting
Lloyd L. Stromberg Conference Room

4:30 p.m.
February 17, 2010

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. Roll.
4. **APPROVE** Minutes of the Regular Meeting of January 27, 2010. 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 P.E. & Athletic Equipment Attendant eligibility list established January 22, 2010. 4
2. **RATIFY** classification of limited-term positions established by the Board of Education as follows: 5
 - Senior Instructional Assistant
 - 1 Imperial Effective: 10/14/09 – 04/01/10
 - Senior Instructional Assistant – Behaviorally Challenged
 - 1 Alameda Effective: 01/04/10 – 06/18/10
 - Senior Instructional Assistant – Severely/Multiply Handicapped
 - 1 Griffiths Effective: 01/04/10 – 03/01/10
 - 1 Price Effective: 01/04/10 – 03/27/10
 - 1 Unsworth Effective: 12/04/09 – 06/18/10
 - 1 West Effective: 01/04/10 – 06/18/10
3. **RATIFY** classification of one new limited-term Intermediate Clerical Assistant position established by the Board of Education, assigned to the TLC Center, effective February 2, 2010 through June 30, 2010. 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.”

4. **RATIFY** classification of one new limited-term Student Information Systems Operator position established by the Board of Education, assigned to Secondary Education, effective February 18, 2010 through June 30, 2010. 7
 5. **APPROVE** changes to class description for the classification of Bus Driver as submitted, effective February 18, 2010. 8-12
 6. **APPROVE** changes to class descriptions for the classifications of Food Service Operations Coordinator and Food Service Supervisor-Middle School as submitted, effective February 18, 2010. 13-24
 7. **APPROVE** changes to class description for the classification of Nursing Program Assistant as submitted, effective February 18, 2010. 25-28
- III. OLD BUSINESS
1. **APPROVE** changes to class description for the classification of Director, Classified Personnel. 29-33
- IV. NEW BUSINESS
1. **APPROVE** classification of Food Service Supervisor/Operations Specialist and class description for one new position established by the Board of Education, placing the classification on the Management Salary Schedule at range 112, \$4,345 - \$5,282 per month, effective July 1, 2010. 34-40
 2. **APPROVE** classification of Grounds Team Leader and class description for one new position established by the Board of Education, placing the classification on the Unit II Salary Schedule at range 155, \$3,388 - \$4,112 per month, effective February 18, 2010. 41-44
- V. NEXT REGULAR MEETING
- March 17, 2010 at 4:30 p.m. in the Lloyd L. Stromberg Conference Room.
- VI. CLOSED SESSION
1. Public employee performance evaluation - Title, Director, Classified Personnel.
- VII. ADJOURNMENT