

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

AGENDA #3

Regular Meeting  
Lloyd L. Stromberg Conference Room

4:30 p.m.  
September 23, 2009

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 July 15, 2009. 1-3
5. **APPROVE** Minutes of the Special Meeting of August 26, 2009.
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 Computer/Network Support Technician eligibility list established August 19, 2009. 4
2. **APPROVE** the three-month extension of the Secretary eligibility list.
3. **APPROVE** the six-month extension of the Student Information Systems Operator eligibility list.
4. **RATIFY** classification of one new limited-term Intermediate Clerical Assistant position established by the Board of Education, assigned to Categorical Programs, at range 115, \$15.63 per hour, effective July 13, 2009 through August 14, 2009. 5
5. **RATIFY** classification of one new limited-term Intermediate Clerical Assistant position established by the Board of Education, assigned to Food Services, at range 115, \$15.63 per hour, effective August 24, 2009 through October 16, 2009. 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."

6. **RATIFY** classification of one new Instructional Assistant position established by the Board of Education, assigned to Lewis Elementary School, three hours per day, ten months per year, at range 95, \$2,462 - \$2,990 per month, effective September 22, 2009. 7
7. **RATIFY** classification of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, to be assigned to Carpenter Elementary School, six hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective June 23, 2009. 8
8. **RATIFY** classification of one new Senior Instructional Assistant-Behaviorally Challenged position established by the Board of Education, to be assigned to Rio San Gabriel Elementary School, six hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective June 23, 2009. 9
9. **RATIFY** classification of one new Senior Instructional Assistant position established by the Board of Education, assigned to West Middle School, six and one-half hours per day, ten months per year, at range 105, \$2,582 - \$3,137 per month, effective September 3, 2009. 10
10. **RATIFY** classification of one new Senior Instructional Assistant-Severely/Multiply Handicapped position established by the Board of Education, to be assigned to Downey High School, six and one-half hours per day, ten months per year, at range 115, \$2,709 - \$3,297 per month, effective September 2, 2009. 11
11. **RATIFY** classification of one new limited-term Student Information Systems Operator position established by the Board of Education, assigned to Secondary Education, at range 190, \$22.57 per hour, effective August 17, 2009 through February 16, 2010. 12
12. **APPROVE** changes to class description for the classification of Campus Security Assistant as submitted, effective September 23, 2009. 13-16
13. **APPROVE** changes to class description for the classification of Senior Accounting Assistant as submitted, effective September 23, 2009. 17-21
14. **APPROVE** changes to class description for the classification of Switchboard Operator/Receptionist as submitted, effective September 23, 2009. 22-25

III. OLD BUSINESS

1. **HEAR** second reading of recommended change to Rules and Regulations section 40.100.7 – Veterans' Preference 26

IV. NEW BUSINESS

1. **ANNOUNCE** intent to appoint Dianne Lumsdaine to the Personnel Commission for a three-year term beginning December 1, 2009.

V. NEXT SPECIAL MEETING

Special Hearing, October 1, 2009 at 9:00 a.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

VI. NEXT REGULAR MEETING

October 28, 2009, at 4:30 p.m. in the Lloyd L. Stromberg Conference Room.

VII. CLOSED SESSION

Public employee performance evaluation - Title, Director, Classified Personnel.

VIII. ADJOURNMENT