



C-3
District Administration Building C
16703 South Clark Avenue
Bellflower, California 90706

October 15, 2024
5:00 P.M.

Regular Meeting Agenda

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. PERSONNEL COMMISSION MEMBERS – COMMUNICATIONS/COMMENTS

6. PUBLIC COMMENTS

This is the time members of the public may address the Personnel Commission on items that are within the subject jurisdiction of the Commission. Under the Brown Act, the Personnel Commission may not deliberate or act on items not on the agenda and generally may only listen, except to ask clarifying questions or refer the matter to staff. Speakers are asked to limit their comments to three (3) minutes in order to allow everyone who wishes to speak the opportunity to do so. Please complete a "Request to Address Personnel Commission" form prior to speaking.

- A. CSEA
- B. District Administration
- C. Audience Members

7. ACTION ITEM:

- A. Approval of Minutes, Regular Meeting of September 17, 2024
- B. Approval of Minutes, Special Meeting of September 27, 2024

8. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

9. ACTION ITEM:

Extension of Eligibility List for Classified Service

10. ACTION ITEM:

Approval of Classification Specifications: HVAC Mechanic

11. ACTION ITEM:

Second Reading and Approval of Amendments to PC Rule 40.200.16

12. ACTION ITEM:

Second Reading and Approval of Amendments to PC Rule 60.700.2

13. NON-ACTION ITEMS

INFORMATION ITEMS

14. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

15. CLOSED SESSION

Pursuant to Government Code 54957;

Appointment of Public Employee: Executive Director, Classified Personnel Commission

16. REPORT FROM CLOSED SESSION

17. ADJOURNMENT OF MEETING

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION

District Administration Building

Tuesday, November 19, 2024 at 5:00 p.m.

**BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES OF THE REGULAR MEETING SEPTEMBER 17, 2024

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Vice Chairperson Sue Berhow at 5:00 p.m. and the Flag Salute was led by Dan Buffington, retired BUSD employee.

ROLL CALL

MEMBERS PRESENT: Sue Berhow, Vice Chairperson
Kathy Guy, Member
Jason Willey, Member

STAFF PRESENT: Philip J. Gordillo, Interim Executive Director
Adrianna Cervantes, Administrative Assistant

APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda as presented for Tuesday, September 17, 2024.

Motion made by: Ms. Kathy Guy
Seconded by: Mr. Jason Willey

Replacement Pages: Agenda Item 15 replacement page was made available to the public.

The Personnel Commission took action to approve the agenda for Tuesday, September 17, 2024.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

None

PUBLIC COMMENT

Brad Crihfield, Board President, welcomed the Personnel Commission to the boardroom. He also stated that there should be an open and transparent process in making a joint commissioner appointee.

Olatdotun Hospidales, CSEA Labor Representative, voiced his dissatisfaction with item 9 of the agenda in reappointing Ms. Guy and would like to move forward with change.

Dr. Ryan Smith, Deputy Superintendent addressed the Personnel Commission by thanking Ms. Guy for all her years of service to the Personnel Commission. He stated he knows the Commission faces a difficult decision with appointing its third member. He also expressed that he is looking forward to continuing with positivity and collaboration with everyone in the district.

Mayra Garza, Board Clerk, welcomed everyone to the boardroom and thanked everyone on the Commission for their years of service, especially Ms. Guy. She stated she was unable to find where to apply for the position of Personnel Commissioner and asked where she could find it. She also stated that the information should be accessible to the community.

Anthony Ramirez, CSEA Chapter 32 Communications Officer, stated he is representing CSEA and voicing their disapproval of reappointing Ms. Guy. He stated that they would like to see the Commission re-evaluate and consider other candidates. He also stated that CSEA has found a candidate that would fulfill the duties of the Commission.

ITEMS FOR ACTION

7. Approval of Minutes

The Personnel Commission took action to Approve the Minutes of the Regular Meeting of August 13, 2024.

Motion made by: Mr. Jason Willey

Seconded by: Ms. Kathy Guy

Roll Call Vote: Yes: 3

No: 0

The motion carried.

8. Certification and Ratification of Eligibility Lists for Classified Service

The Personnel Commission took action to certify and ratify the Eligibility Lists for Classified Service.

Motion made by: Ms. Kathy Guy

Seconded by: Mr. Jason Willey

Mr. Gordillo introduced the item.

Roll Call Vote: Yes: 3

No: 0

The motion carried.

9. Joint Commissioner Appointment to the Personnel Commission

The Personnel Commission took action on the item regarding the Joint Commissioner Appointment to the Personnel Commission.

Motion made by: Mrs. Sue Berhow

Seconded by: Mr. Jason Willey

After discussion, a new motion was made.

Mr. Gordillo reminded the Commission that if no appointment is made by September 30, 2024, he will have to make a report and submit to the state superintendent for further action.

The Personnel Commission took action to open a recruitment process and seek candidates for consideration for appointment to the Personnel Commission as the Joint Appointed Commissioner and calendar a Special Meeting on September 27, 2024 to conduct candidate interviews.

Motion made by: Mrs. Sue Berhow
Seconded by: Mr. Jason Willey

Roll Call Vote: Yes: 2
No: 0
Abstain: 1 (Ms. Kathy Guy)

The motion carried.

10. Personnel Commission Budget Revision

The Personnel Commission took action to approve the revised Personnel Commission Budget for 2024-2025 reallocating funds from the Associate Superintendent position (\$119,812) and the Personnel Manager position (\$111,359) to the Executive Director position (\$182,530). The remaining funds of \$81,784 would be reallocated to Other Services.

Motion made by: Ms. Kathy Guy
Seconded by: Mr. Jason Willey

Mr. Gordillo introduced the item.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

11. First Reading of Amendments to Personnel Commission Rules and Regulations: Rule 60.700.2

The Personnel Commission took action to:

1. Provide a First Reading of the amendment to Rule 60.700.2.
2. Announce a Second Reading of the amendment to be conducted on Rule 60.700.2 at the October 15, 2024, Personnel Commission meeting. The Commission may act following the Second Reading.

Motion made by: Mr. Jason Willey
Seconded by: Ms. Kathy Guy

Mr. Gordillo introduced the item.

Mr. Anthony Ramirez, CSEA Chapter 32 Communications Officer, addressed the Commission by stating that CSEA takes issue with section G of the rule and that it could be further amended.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

12. First Reading of Amendments to Personnel Commission Rules and Regulations: Rule 40.200.16

The Personnel Commission took action to:

1. Provide a First Reading of the amendment to Rule 40.200.16.
2. Announce a Second Reading of the amendment to be conducted on Rule 40.200.16 at the October 15, 2024, Personnel Commission meeting. The Commission may act following the Second Reading.

Motion made by: Mr. Jason Willey

Seconded by: Ms. Kathy Guy

Mr. Gordillo introduced the item.

Roll Call Vote: Yes: 3

No: 0

The motion carried.

13. Approval of Classification Specifications: HVAC Mechanic

The Personnel Commission took action to:

1. Approve the classification specifications for HVAC Mechanic, effective September 17, 2024.
2. Assign the classification of HVAC Mechanic to CSEA Classified Salary Range D-010 (\$5,942.61 - \$7,223.56) effective September 17, 2024.

Motion made by: Mr. Jason Willey

Seconded by: Ms. Kathy Guy

Mr. Gordillo introduced agenda item.

After discussion, a new motion was made.

The Personnel Commission took action to remove from the table agenda item 13, Approval of Classification Specifications: HVAC Mechanic and continue the item to the next regular meeting of the Personnel Commission on October 15, 2024.

Motion made by: Mr. Jason Willey

Seconded by: Mrs. Sue Berhow

Roll Call Vote: Yes: 3

No: 0

The motion carried.

14. Approval of Classification Specifications:

- Instructional Assistant – Media Arts
- Instructional Assistant – VAPA
- Instructional Assistant – Visual Arts

The Personnel Commission took action to:

1. Approve the classification specifications for Instructional Assistant-Media Arts, Instructional Assistant-VAPA, and Instructional Assistant-Visual Arts, effective September 17, 2024.
2. Assign the classifications to CSEA Classified Salary Range I-040 (\$20.65 - \$25.11 hourly) effective September 17, 2024.

Motion made by: Mr. Jason Willey

Seconded by: Ms. Kathy Guy

Mr. Gordillo introduced agenda item.

Roll Call Vote: Yes: 3

No: 0

The motion carried.

15. Approval of Revised Classification Specifications: Transportation Supervisor

The Personnel Commission took action to approve the revised classification specifications for Transportation Supervisor, including a change in title to Manager-Transportation, effective September 17, 2024. Salary Range to remain status quo at Classified Management Range K-080 (\$90,702 - \$111,359).

Motion made by: Mr. Jason Willey

Seconded by: Ms. Kathy Guy

Mr. Gordillo introduced agenda item to the Commission.

The classification specifications approved as revised, by adding *natural gas and electric buses* to the Knowledge of section of the specifications.

Roll Call Vote: Yes: 3

No: 0

The motion carried.

16. NON-ACTION ITEMS

None

17. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Mr. Gordillo shared with the Commission that the first panel for the Executive Director of Classified Personnel Commission is set for Friday, September 20, 2024. There are three candidates, and he hopes to have an eligibility list soon. The next phase would be with a District Advisory Panel, but will be out on hold until the joint appointee for the Personnel Commission is announced. He also shared how he has been working with Dr. Smith on researching staffing issues throughout the district. Mr. Gordillo shared that staff continues to work with recruitment to fill the current vacancies.

18. CLOSED SESSION

None

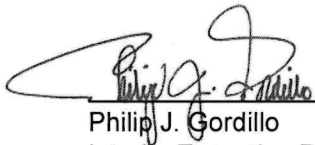
19. REPORT FROM CLOSED SESSION

None

20. ADJOURNMENT

THE SEPTEMBER 17, 2024, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 6:31 P.M.

Respectfully submitted by:


Philip J. Gordillo

Interim Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 27, 2024

CALL TO ORDER IN PUBLIC SESSION

The special meeting was called to order by Vice Chairperson, Sue Berhow at 4:30 p.m. and the Flag Salute was led by Michelle Cuellar, CSEA Chapter 32 President.

ROLL CALL

MEMBERS PRESENT: Sue Berhow, Vice Chairperson
Jason Willey, Member

STAFF PRESENT: Philip J. Gordillo, Interim Executive Director
Adrianna Cervantes, Administrative Assistant

APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda as presented for Friday, September 27, 2024.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Roll Call Vote: Yes: 2
No: 0

The motion carried.

EXECUTIVE DIRECTOR REPORT ON JOINT APPOINTEE PROCEDURES

Mr. Gordillo provided a summary on the events that led to today's special meeting. He reported that at the regular Personnel Commission meeting on August 13, 2024 Commissioner Willey and Commissioner Berhow agreed to reappoint Ms. Guy as the Personnel Commissioner in the jointly appointed seat. The agenda item to officially announce Ms. Guy as the jointly re-appointed Personnel Commissioner for the term of December 1, 2024 to November 30, 2027, was scheduled for action at the regular Personnel Commission meeting on September 17, 2024. After listening to public comments, Commissioner Willey opted to open the Joint-Appointed Commissioner seat for additional candidates; hence, withdrawing his decision to re-appoint Ms. Guy. Commissioner Berhow conceded.

On September 18, 2024, the vacancy for the Jointly Appointed seat for the Personnel Commission of Bellflower Unified School District was announced to the community. The deadline to file was 4:30 p.m. on September 25, 2024. The Personnel Commission agreed to a Special Meeting on Friday, September 27, 2024 to interview potential candidates, engaging in a public hearing on their identified joint appointee and taking its official action to make the appointment. Following general counsel advice, Mr. Gordillo rescheduled the public hearing and the action by the Personnel Commission to appoint the joint appointee to take place on the regularly scheduled Personnel Commission meeting on November 19, 2024.

Mr. Gordillo then proceeded to introduce how the evening's process was going to take place. He explained how each candidate was invited to be present for a public interview and would respond to a set of pre-determined questions. There are three (3) candidates listed on the agenda. While a candidate is being interviewed, the other candidates will be sequestered in a conference room. At the close of the interview portion, the candidates will be invited back to the Boardroom and the Commission will deliberate in public regarding the identification of a joint appointee. Deliberation is limited to the two (2) commission members, the public cannot provide further comment. Once a candidate is agreed

upon, the Commissioners will take action to officially name their joint appointee to the Personnel Commission. Mr. Gordillo further explained that if the Commission fails to agree on a joint appointee, the matter would then be immediately referred to the Office of the State Superintendent for Public Instruction, Mr. Tony Thurman, who would then make the appointment within 30 days.

Mr. Gordillo introduced himself to the audience as the official secretary to the Personnel Commission and stated that he would facilitate the interviews and guide the Commission through the appointment process.

PUBLIC COMMENT

Brad Carihfield, Board President, addressed the Personnel Commission regarding Personnel Commission Candidates' Interviews and offered his support for the process on selecting a joint appointee to the Personnel Commission.

Michelle Cuellar, CSEA Chapter 32 President, thanked the Personnel Commission for having the process for interviews to select a joint appointee to the Personnel Commission and said CSEA has no problem with the process. Ms. Cuellar also stated that CSEA has not changed their position.

Anthony Ramirez, CSEA Chapter 32 Communications Officer, addressed the Personnel Commission and stating a recommendation for candidate Marisa Perez.

PERSONNEL COMMISSION CANDIDATES' INTERVIEWS

Personnel Commissioners Willey and Berhow interviewed the following candidates:

- Jessica Diaz
- Kathy Guy
- Marisa Perez

PERSONNEL COMMISSION DELIBERATIONS REGARDING CANDIDATES

Personnel Commissioners Willey and Berhow deliberated publicly regarding the three (3) candidates that they interviewed. They both stated how impressed they were with all three candidates.

After deliberations, they came to a decision.

ITEM FOR ACTION

9. Announcement of Personnel Commission Joint Appointee

The Personnel Commission took action to make the Announcement of Personnel Commission Joint Appointee, Marisa Perez, effective December 1, 2024 to November 30, 2027.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Roll Call Vote: Yes: 2
No: 0

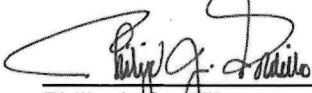
The motion carried.

Mr. Gordillo thanked everyone for their interest and informed the Personnel Commissioners that he will be moving forward with the recruitment of the Executive Director for Classified Personnel Commission.

ADJOURNMENT

THE SEPTEMBER 27, 2024, SPECIAL MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 6:31 P.M.

Respectfully submitted by:

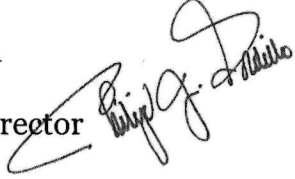
A handwritten signature in black ink, appearing to read "Philip J. Gordillo", written over a horizontal line.

Philip J. Gordillo
Interim Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 8

Date: October 15, 2024

To: Members of the Personnel Commission

From: Philip J. Gordillo, Interim Executive Director
Classified Personnel Commission 

Subject: Certification and Ratification of Eligibility Lists for Classified Service

Background

The Executive Director-Classified Personnel Commission is responsible for preparing eligibility lists of qualified candidates who have successfully passed required examinations and are eligible for employment in the classified service of Bellflower Unified School District.

Recommendation(s)

1. Certify and/or Ratify the Eligibility Lists for Classified Service as follows.

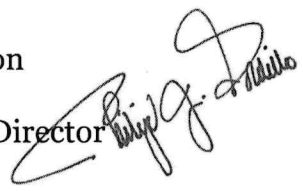
<u>Classification</u>	<u>List Type</u>	<u>List Date</u>	<u>Eligibles</u>	<u>Ranks</u>
Custodial/Security Services Manager	DC	09/19/2024	3	3
Instructional Assistant-Bilingual	OP/PR	09/25/2024	15	7
Executive Director- Classified Personnel Commission	DC	09/20/2024	2	2
Instructional Assistant	OP	09/26/2024	25	10
Administrative Secretary	PR	10/01/2024	9	8
Special Education-Health Assistant	OP/PR	10/01/2024	6	4
Food Service Assistant II	OP	10/04/2024	12	4
Director of Technology	DC	10/10/2024	10	8

DC-Dual Certification
OP-Open
PR-Promotional
UN-Unranked

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 9

Date: October 15, 2024

To: Members of the Personnel Commission

From: Philip J. Gordillo, Interim Executive Director
Classified Personnel Commission 

Subject: Extension of Eligibility List for Classified Service - Plant Manager

Background

Mr. Patrick Turner, Director of Facilities, Maintenance, Operations and Transportation, requested the Personnel Commission to extend the life of the eligibility list for Plant Manager. This eligibility list was originally approved for a life of September 19, 2023, to September 20, 2024.

The interest in the extension stems from a notification of a forthcoming Plant Manager position opening on September 30, 2024. The eligibility list has four (4) remaining ranks. Mr. Turner believes a selection is viable.

Recommendation(s)

Pending a sufficient number of candidates remain interested in the position opening for Plant Manager, the Interim Executive Director recommends the following:

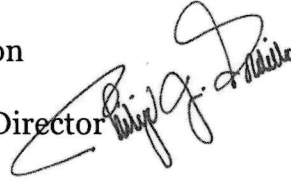
1. Approve a 90-day extension of the eligibility list for Plant Manager ending on December 20, 2024.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 10

Date: October 15, 2024

To: Members of the Personnel Commission

From: Philip J. Gordillo, Interim Executive Director
Classified Personnel Commission



Subject: Approval of Classification Specifications: HVAC Mechanic

Background

On July 24, 2024, Dr Ryan Smith, Deputy Superintendent, notified my office of the Superintendent's request to discontinue approving positions classified as Plumber/HVAC. At the present time, there at 2.0 FTE assigned (1.0 vacant) to the classification of Plumber/HVAC.

The request is to replace the 1.0 vacant Plumber/HVAC position with a 1.0 HVAC Mechanic. The proposed classification specifications for HVAC Mechanic are attached for the Commission's consideration and approval.

Recommendation(s)

1. Approve the classification specifications for HVAC Mechanic, effective, September 17, 2024.
2. Assign the classification of HVAC Mechanic to CSEA Classified Salary Range D-010 (\$5,942.61 - \$7,223.56), effective, September 17, 2024.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: HVAC Mechanic

BASIC FUNCTION:

To perform a variety of highly complex and skilled maintenance work in the installation, repair, regulation, and maintenance of heating, ventilation, refrigeration, and air conditioning equipment and to perform highly skilled maintenance and repair work to other mechanical and electrical equipment as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is responsible the maintenance of heating, ventilation and air conditioning systems. Employees in this classification receive general direction from a supervisory level within a framework of general policies and procedures. Employees in this classification serve in a lead capacity, particularly in the maintenance of the heating, ventilation and air conditioning systems. This job class exercises independent judgment in the selection of methods and procedures used within specialized areas of the building trades. This job class functions at an advanced master mechanic journey level of classification. May be required to be available during off duty hours for emergency situations.

REPRESENTATIVE/ESSENTIAL DUTIES:

- Periodically disassembles and overhauls large centrifugal and reciprocating refrigeration compressors, absorption chillers and related equipment; tests and calibrates equipment to verify proper operation
- Determines and schedules preventive maintenance for all heating, ventilating, and air conditioning systems
- Performs complex repairs on air conditioning units, and ventilating fans
- Performs complex repairs to HVAC compressors, pumps, ventilating fans, burners, air conditioning control systems, air dryers, and air compressors
- Replaces and or repairs sub-assembly units in small and large heating, ventilating and cooling systems
- Performs major repairs on integrated building temperature control panels
- Operates, repairs, and maintains ventilation systems, including thermostats and related pneumatic and electronic control devices
- Cleans, oils, greases, and replaces worn parts on heating and ventilation equipment
- Repairs, packs, and replaces valves, gauges, and fittings
- Installs, repairs, and/or maintains electrical receptacles, switches, controls and lighting system
- Installs and/or modifies power distribution and circuit breaker systems
- Maintains and repairs automatic door locking systems, air compressors, time clocks, electronic security alarm systems, electronic gas dispensing systems and a variety of other mechanical/electrical equipment and systems
- Maintains and repairs power distribution systems and transformers
- Maintains and makes electrical repairs to welders, fluorescent fixtures, photo cells and emergency lighting units and signs
- Upgrades electrical systems to meet new or existing code requirements and standards
- Installs and makes electrical repairs to welders, fluorescent fixtures, photocells and emergency lighting units and signs
- Upgrades electrical systems to meet new or existing code requirements and standards
- Installs and makes routine repairs to electrical wiring, switches, outlets, fixtures, and motors

- Lubricates, oils, adjusts, cleans, and monitors a variety of mechanical equipment including motors and pumps
- Makes routine and emergency repairs and adjustments to plumbing equipment including pipes, washers, and gaskets, faucets, valves, and HVAC water chemical treatment equipment
- Installs, repairs, and maintains locking mechanisms
- Orders parts, supplies, and equipment and maintains inventory
- Prepares cost estimates for assigned project to include time, labor, parts, supplies, and equipment upon request
- Maintains a variety of maintenance records and logs including completed work, inventory, equipment use, maintenance schedules etc. and prepares reports
- Directs and monitors the work of others in a lead capacity
- Recommends changes in procedures, methods, and/or scheduling of preventive maintenance work
- Performs related duties as required.

EMPLOYMENT STANDARDS:

Possession of:

- A valid Class C Driver's License and a driving record that meets the standards of the County Office of Education.
- Within 60 days of employment, employees must obtain the Environmental Protection Agency's required certification for handling refrigerants and related supplies and equipment.

Knowledge of:

- Mechanical principles of heating, ventilation and air conditioning
- Proper methods, procedures, tools and equipment used in the heating, ventilating, and air conditioning equipment as well as plumbing, mechanical, and electrical trades
- Safety rules and regulations applied to the plumbing/mechanical/electrical trades
- General maintenance, operations, procedures, and techniques for a variety of electrical, mechanical, and plumbing equipment systems and facilities
- Safe use and operation of the tools and equipment used in the testing, maintenance and repair of electrical, mechanical and plumbing equipment, systems, and facilities
- Preventive maintenance and efficient energy usage principles and practices

Ability to:

- Provide lead direction over maintenance mechanics in HVAC and electrical work
- Quickly and effectively diagnose basic maintenance and repair problems and take appropriate action to resolve the same
- Disassemble and overhaul large centrifugal and reciprocating refrigeration compressors
- Safely use and operate a variety of hand tools, power tools and equipment used in facility and equipment maintenance
- Operate, repair, and maintain a variety of complex electrical/plumbing/mechanical systems and equipment including heating ventilation, and air conditioning systems, air compressors, security alarm systems, switches, lighting systems, security systems and fire alarm equipment
- Prepare accurate cost and materials estimates for assigned projects
- Read and interpret blueprints, schematics, and diagrams
- Maintain and update a variety of maintenance and repair records and logs
- Perform mathematical calculations using addition, subtraction, multiplication, and division
- Communicate effectively in both oral and written form

- Meet the physical requirements necessary to safely and effectively perform the required duties
- Maintain work pace appropriate to given workload
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Generally, the required knowledge and abilities will have been acquired during sufficient experience to acquire journey-level status as an HVAC mechanic plus two years experience beyond attainment of HVAC journey level status.

WORK ENVIRONMENT:

Indoor and outdoor work environment; subject to noise from equipment operation; regular exposure to fumes, dust, dirt, oil/grease; subject to driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally; standing for extended periods of time; walking over rough or uneven surfaces; lifting heavy objects weighing up to 100 pounds; bending at the waist; kneeling or crouching.

HAZARDS:

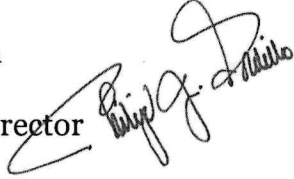
Vapors from paints and solvents; working in a cramped or restrictive work chamber; working with power saws and flying debris; working in heights on ladders or scaffolding; working with electrical power supply.

Personnel Commission Approval:

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 11

Date: October 15, 2024

To: Members of the Personnel Commission

From: Philip J. Gordillo, Interim Executive Director
Classified Personnel Commission 

Subject: Second Reading and Approval of Amendments to Personnel Commission
Rules and Regulations: Rule 40.200.16

Background

On August 13, 2024, the Personnel Commission announced its intent to amend Rule 40.200.16. The Commission authorized staff to proceed with the amendment as described in the attachment.

Recommendation(s)

1. Provide a Second Reading and Approval of the amendment to Rule 40.200.16.

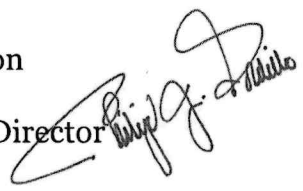
40.200.16 NOTICE OF FINAL SCORE

Each successful competitor shall be notified of his/her score for each portion of the examination, additional veterans' or seniority credits, the total thereof, and his/her standing on the eligibility list, if qualified. ~~Each successful competitor shall, in addition, receive a copy of the eligibility list.~~

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 12

Date: October 15, 2024

To: Members of the Personnel Commission

From: Philip J. Gordillo, Interim Executive Director
Classified Personnel Commission 

Subject: Second Reading and Approval of Amendments to Personnel Commission Rules and Regulations: Rule 60.700.2

Background

On August 13, 2024, the Personnel Commission announced its intent to amend Rule 60.700.2. The Commission authorized staff to proceed with the amendment as described in the attachment.

Recommendation(s)

1. Provide a Second Reading and Approval of the amendment to Rule 60.700.2.

60.700.2 PAID SICK LEAVE

When provisions of these rules and regulations are in conflict with a negotiated contract, the contract shall prevail for employees covered by the contract.

- A. Sick leave is the authorized absence of an employee because of illness or injury or exposure to contagious disease.
- B. A regular classified employee (probationary and permanent) shall earn paid sick leave. Unused sick leave may be accumulated without limit.
- C. At the beginning of each fiscal year, the sick leave "bank" of the employee shall be increased by the number of days of paid sick leave, which he/she would normally earn in the ensuing fiscal year.
- D. Sick leave may be taken at any time provided that new employees with probationary status may only use six days of paid sick leave during their initial probationary periods.
- E. Pay for any day of sick leave shall be the same pay the employee would have received if he/she worked that day, except as provided by Education Code Section 45137 for part-time personnel.
- F. In order to receive compensation while absent on sick leave, the employee must notify his/her supervisor of his/her absence within the first working hour of the first day absent unless conditions make notification impossible. The burden of proof of impossible conditions shall be upon the employee.
- G. At least one day prior to his/her expected return to work, the employee shall notify his/her supervisor in order that any substitute employee may be terminated. If the employee fails to notify his/her supervisor and both the employee and the substitute report, the substitute is entitled to the assignment and the employee shall not receive pay for that day.
- H. A statement by a licensed physician stating the ~~nature~~ and duration of an illness or injury may be required when:
 - 1. An employee is absent for three or more consecutive working days.
 - 2. When the district has reason to question an employee's absence from duty, regardless of the duration of such illness.