

November 19, 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:

Joint Commissioner Appointment to the Personnel Commission

PUBLIC HEARING

Joint Personnel Commissioner Appointee

The Brown Act declares that it is the intent of the law that actions of state agencies be taken openly and that their deliberations be conducted openly and that the legislative body accept public testimony regarding the matter before it. Pursuant of this Act and Education Code 45246, the agenda for the regular meeting, **Tuesday, November 19, 2024 at 5:00 p.m.**, of the Personnel Commission of Bellflower Unified School District hereby contains a Public Hearing to allow public comment on the qualifications of the intended joint appointee of the Personnel Commission. Members of the public, employees, and employee organizations are afforded the opportunity to speak during the discourse of this agenda item. (Education Code 45246).

- A. Open Public Hearing
- B. Comments from CSEA, District Administration & General Public
- C. Close Public Hearing
- D. Appointment of Marisa Perez as the Joint Appointee to the Personnel Commission

8. ACTION ITEM:

- A. Approval of Minutes, Regular Meeting of October 15, 2024
- B. Approval of Minutes, Special Meeting of October 23, 2024

9. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

10. ACTION ITEM:

Approval of Revised Classification Specifications: Food Service Manager I

11. ACTION ITEM:

Approval of Revised Classification Specifications: Senior Accounting Assistant

12. ACTION ITEM:

Approval of Revised Classification Specifications: Coordinator, Data Management and Analysis

13. ACTION ITEM:

First Reading of the Addendum to Personnel Commission Rules and Regulations:
Rule 20.100.9

14. ACTION ITEM:

First Reading of Amendments to Personnel Commission Rules and Regulations:
Rule 20.200.3

15. ACTION ITEM:

Personnel Commission Compensation for Special Meetings

16. NON-ACTION ITEMS

INFORMATION ITEMS

17. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

18. CLOSED SESSION

Pursuant to Government Code 54957;
Appointment of Public Employee: Executive Director, Classified Personnel Commission


19. REPORT FROM CLOSED SESSION

20. ADJOURNMENT OF MEETING

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION

District Administration Building
Tuesday, December 17, 2024 at 5:00 p.m.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 7

Date: November 19, 2024
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Executive Director
Classified Personnel Commission

Subject: Joint Commissioner Appointment to the Personnel Commission

Background

In accordance with Education Codes 45245, 45246 and Merit Rule 20.100.3, on September 27, 2024, Personnel Commissioner, Jason Willey, appointed by the Governing Board of Trustees and Personnel Commissioner, Sue Berhow, agreed to announce Ms. Marisa Perez as their joint appointee to the Bellflower Unified School District Personnel Commission for a term commencing on December 1, 2024, and concluding on November 30, 2027.

A copy of the resume of Ms. Marisa Perez is attached.

Required Action

1. Open and conduct a public hearing on the appointment of Ms. Marisa Perez as the joint appointee to the Bellflower Unified School District Personnel Commission.
 - a. Invite and afford representatives from the district, employee organizations, and the public to make comments on this appointment.
2. Close the public hearing after hearing all (and any) comments.
3. Appoint Ms. Marisa Perez as the joint appointee to the Personnel Commission or make a substitute appointment.

Public Affairs and Government Relations Executive

Senior public affairs professional offering a proven track record of over **25 years** experience improving legislative and organizational changes as well as establishing strategic relations with key policymakers, and industry and community associations; proven leader committed to maintaining a reputation based on exemplary service and uncompromising ethics.

Professional Strengths

- | | | |
|----------------------------------|--------------------------------|---------------------------------|
| ➤ Excellent Time Management | ➤ Social Media Platforms | ➤ Legislative Analysis |
| ➤ Public Policy Advocate | ➤ Website Management | ➤ Grassroots Activities |
| ➤ Research and Analysis | ➤ Strategic Recommendations | ➤ Proven Leadership Skills |
| ➤ Presentation Skills | ➤ Proposal Development | ➤ Managing Multiple Projects |
| ➤ Report/Briefing Development | ➤ Analytical Problem Solver | ➤ Budget Management |
| ➤ Managing Diverse Relationships | ➤ Media Spokesperson | ➤ Establishing Positive Rapport |
| | ➤ Staff Hiring and Supervision | |

Selected Accomplishments

- ♦ Elected 2022-23 President of the California Community College Trustees (CCCT) Board, a 21-member board representing the state's 73 community college districts
- ♦ Quickly became the City of Los Angeles Deputy Mayor's designee, assuming the role of active Deputy Mayor in his absence
- ♦ Influenced City of Los Angeles working groups to place emphasis on the American Recovery and Reinvestment Act transportation projects to create and retain jobs in the city

Professional Work Experience

Executive Deputy to Metro Board Member Fernando Dutra, Gateway Cities Council of Governments (COG), Paramount, CA. 2021-Present

- ♦ Advocate transportation solutions on behalf of the 27 cities in Southeast Los Angeles to Metro and federal and state partners
- ♦ Provide strategic advice to Board Member for Metro Board and Committee meetings, including his role as Construction Committee Chair, and the Executive Director of the COG

Trustee, Cerritos Community College District Board of Trustees, Cerritos, CA 2012-Present

- ♦ Approve annual budget, audit reports, and participates in legal and fiduciary functions
- ♦ Review metrics for evaluating impact and assesses performance and results delivered
- ♦ Lead board meetings (during two terms as Board President) according to Brown Act practices and played a key role in the hiring of the Superintendent-President Dr. Jose Fierro
- ♦ Elected by residents of the community to this position based on proven ability to generate results

Consultant, Board Member Judy Mitchell, Air Quality Management District (AQMD), Diamond Bar, CA 2010-2021

- ♦ Managed governing board member's schedule for AQMD and California Air Resources Board (CARB) public meetings, stakeholder meetings, and public events
- ♦ Prepared governing board member for participation in monthly AQMD and CARB meetings by advising on air quality, environmental justice, and regulatory issues in Southern California

- ♦ Participated in strategic discussions and recommend approaches to achieving policy goals
- ♦ Provided professional representation for governing board member – neighborhood groups, environmental and labor organizations, local businesses, and non-profit entities

Associate Director for Transportation, Mayor Antonio Villaraigosa, City of Los Angeles, CA
2005-2009

- ♦ Participated in the hiring of the Los Angeles Department of Transportation (LADOT) General Manager and Metro CEO
- ♦ Played a role in the facilitation of Measure R countywide half-cent sales tax measures to finance transportation projects
- ♦ Advocated transportation solutions on behalf of the Mayor to Metro and LADOT executives and staff
- ♦ Assisted Deputy Mayor in managing staff of policy analysts, policy assistants and Metro Board Secretary's office in Deputy Mayor's (10 employees)

Director – Office of the Superintendent-President, Long Beach Community College District, CA
2004 to 2005

- ♦ Lobbied federal, state, and local elected officials on behalf of the college
- ♦ Served as technical advisor to the Superintendent-President regarding education and funding
- ♦ Oversaw the day-to-day office activities and staff; approved Board of Trustees meeting minutes, agendas, and budget

Additional Experience

Transportation Policy Specialist, Automobile Club of Southern California, Costa Mesa, CA – 1 Year

Public Policy Manager, Los Angeles Area of Commerce, CA – 1 Year

Associate Director for Domestic Policy, The White House, President George W. Bush, DC – 1 Year

Budget Analyst, Governor's Office of Budget and Planning, TX - 2 Years

Transportation Policy Analyst, Mayor Richard J. Riordan, Los Angeles, CA – 2 Years

Education

Certificate in Education Finance (CEF), McCourt School of Public Policy, Georgetown University

Master of Public Policy, University of Southern California

Bachelor of Science in Bioengineering, Texas A&M University

Professional and Volunteer Affiliations

Member, Cerritos Community College Foundation Board of Directors

USC Price Professional Mentorship Program Mentor

Lifetime Member, National Organization of Latino Elected and Appointed Officials (NALEO)

Graduate, Hispanas Organized for Political Equality (HOPE) Leadership Institute

Former Board Member, Latinas Lead California (formerly known as HOPE PAC)

Former Service Sector Member, Metro Gateway Cities Service Sector Council

Former Member, Bellflower Unified School District Citizens Task Force

Former Member, California Community College Chancellor's Consultation Committee

Selected Honors and Awards

Golden Oak Service Award - Most prestigious California State PTA Award given to an individual or organization that has made significant contributions to the welfare of children in a school or community

2018 Champion of Equity Award – Recognition given by the Campaign for College Opportunity and NALEO for outstanding advocacy as a college trustee related to student equity

**BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES OF THE REGULAR MEETING OCTOBER 15, 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 Member, Jason Willey.

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, October 15, 2024.

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

Replacement Pages: Agenda Item 10 replacement page was made available to the public.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

None

PUBLIC COMMENT

None

ITEMS FOR ACTION

7. Approval of Minutes

The Personnel Commission took action to approve:

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

Ms. Guy requested to have information of how many candidates were hired added to the item for future meetings. Ms. Berhow and Mr. Willey agreed to that information being supportive to the item. Mr. Gordillo stated he will have that information added.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

9. Extension of Eligibility List for Classified Service – Plant Manager

The Personnel Commission took action to approve a 90-day extension of the eligibility list for Plant Manager ending on December 20, 2024.

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

10. 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: Ms. Kathy Guy
Seconded by: Mr. Jason Willey

Mr. Gordillo introduced the item with the history of the last time the item was presented. He also stated that there is no intent to move duties or responsibilities from one position to another and that he would hope that hiring managers would work together in terms of where responsibilities will fall.

Mr. Gordillo introduced the Director of Facilities, Maintenance, Operations and Transportation, Mr. Patrick Turner, who was in attendance to share information about the classification specifications.

Mr. Turner explained the job duties within the position needed of an HVAC Mechanic for the district. He further emphasized the need of this position to have specific knowledge of an HVAC system and the work needed for the system. Mr. Turner also expressed the need to have at least two individuals in this position.

Anthony Ramirez, classified employee, thanked the Personnel Commission for the changes and revisions to the job description. He appreciated the clarifications on the duties of the position.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

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

The Personnel Commission took action to:

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

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.

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

The Personnel Commission took action to:

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

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. NON-ACTION ITEMS

None

Mrs. Berhow asked Mr. Gordillo to bring back an item to update PC RR 20.200.3, stating that it should be updated to change the distribution of the agenda by email instead of by mail. She also asked to have the PC RR include a section for commissioners to be compensated for special meetings that are held and include the reference of the Education Code. She also requested to have an item brought on the next agenda in regards to compensation for the special meetings they have held in the past months.

14. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Mr. Gordillo shared with the Commission that the Advisory Panel for the Executive Director of Classified Personnel Commission candidates is scheduled for October 16, 2024. He also shared that he is working on possibly developing a job description for the Transportation Department, in which an individual has been in an out of class assignment for several years.

Mr. Gordillo also stated that when job descriptions come forward for approval and they are unit positions, they should also be vetted with the union, so that there are no discrepancies and everyone is on the same page.

15. CLOSED SESSION

Pursuant to Government Code 54957;

Appointment of Public Employee: Executive Director, Classified Personnel Commission

The Personnel Commission adjourned to closed session at 5:45 p.m. with no further action taken and reconvened to open session at 6:05 p.m.

16. REPORT FROM CLOSED SESSION

None

17. ADJOURNMENT

THE OCTOBER 15, 2024, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 6:05 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 OCTOBER 23, 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
Kathy Guy, Member
Jason Willey, Member

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

Deputy Superintendent, Dr. Ryan Smith was also present at the meeting.

PUBLIC COMMENTS

None

CLOSED SESSION

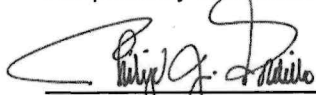
Pursuant to Government Code 54957;
Appointment of Public Employee: Executive Director, Classified Personnel Commission

The Personnel Commission adjourned to closed session at 4:31 p.m. and reconvened to open session at 7:47 p.m.

ADJOURNMENT

THE OCTOBER 23, 2024, SPECIAL MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 7:48 P.M.

Respectfully submitted by:



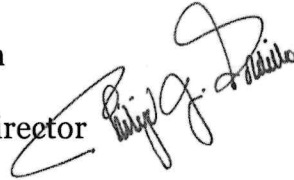
Philip J. Gordillo
Interim Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 9

Date: November 19, 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.

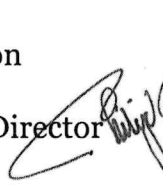
<u>Classification</u>	<u>List Type</u>	<u>List Date</u>	<u>Eligibles</u>	<u>Ranks</u>	<u>Hired</u>
Behavior Intervention Specialist	DC	10/25/2024	7	7	0
Clerical Assistant I	PR/OP	10/23/2024	46	19	0
Clerical Assistant II	PR/OP	10/23/2024	37	16	1
Clerical Assistant I, Bilingual	PR/OP	10/23/2024	14	9	0
Clerical Assistant II, Bilingual	PR/OP	10/23/2024	14	9	0
Community Services Worker	OP	10/31/2024	7	4	1
Instructional Assistant	OP	11/12/2024	20	7	0
Instructional Assistant, Bilingual	PR/OP	11/06/2024	13	7	0
Instructional Assistant, Special Ed	OP	11/06/2024	10	6	0
Project Manager	DC	10/23/2024	3	3	1
Secretary	PR/OP	10/23/2024	25	13	0
Secretary, Bilingual	PR/OP	10/23/2024	6	6	0

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

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 10

Date: November 19, 2024

To: Members of the Personnel Commission

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

Subject: Approval of Revised Classification Specifications:
Food Service Manager I

Background

Ms. Candice Crump, Director – Food Services, requested the classification specifications for Food Service Manager I be revised to comply with CA Retail Food Code Section 113948 requiring employees in food service positions to obtain and maintain a Food Safety Manager's Certificate (ServeSafe or equivalent) within 60 days of employment.

The revised classification specifications are attached for the Commission's consideration and approval.

Recommendation(s)

1. Approve the revised classification specifications for Food Service Manager I, effective, November 20, 2024. Salary range to remain status quo.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICE MANAGER I

BASIC FUNCTION:

Under the direction of the Director, Food Services, plan, organize, and participate in the food service operation at an assigned elementary school kitchen or high school satellite kitchen; assure compliance with established safety and sanitation rules and regulations; train, assign duties of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

Food Service Manager I incumbents lead food service operations at an assigned elementary school kitchen or high school satellite kitchen and are responsible for a smaller food service staff. Food Service Manager II incumbents supervise food service operations and activities of a production kitchen. Incumbents may travel to satellite school locations to assure proper operations and quality food service.

REPRESENTATIVE/ESSENTIAL DUTIES:

Plan, organize, lead and participate in the food service operation at an assigned elementary school kitchen or high school satellite kitchen; assure the preparation, serving and storage of breakfast and lunch foods in accordance with established guidelines and procedures.

Supervise the preparation and service of meals to students, teachers, and other staff; participate in food serving and preparation of main entrees; assure compliance with serving size requirements.

Train and provide input the performance of assigned staff; prepare work schedules and assign duties for assigned personnel; provide input on discipline and other personnel related matters as directed by the Director, Food Service; maintain payroll records according to assigned procedures.

Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.

Prepare and maintain a variety of reports and records including menus, count sheets, free and reduced lists, inventory, requisitions, payroll daily reports, bank deposits and others.

Operate a variety of equipment and machines used in a school cafeteria as required.

Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.

Estimate and order food, produce and milk quantities, equipment and supplies needed; receive and inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.

Process meal applications and issue meal tickets in accordance with established guidelines and procedures; maintain compliance with processing and handling of confidential free and reduced meal applications.

Attend meetings related to food service operations and activities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations of an elementary school kitchen and high school satellite kitchen.
Nutritional requirements of school-aged children.
Principles and methods of quantity food service preparation, serving and storage.
Standard kitchen equipment, utensils and measurements.
Methods of computing food quantities required by weekly or monthly menus.
Sanitation and safety practices related to preparing and serving food.
Record-keeping techniques.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of standard office equipment.

ABILITY TO:

Plan, organize and oversee food service operations at an assigned elementary production kitchen.
Estimate food quantities and requisition proper amounts for economical food service.
Operate standard cafeteria equipment and appliances.
Operate standard office equipment.
Train, lead and assist in the evaluating of assigned staff.
Maintain records and prepare reports.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in quantity food preparation.

LICENSES AND OTHER REQUIREMENTS:

Food Safety Manager's Certificate (ServSafe or equivalent) must be obtained within 60 days from start or work, and maintained throughout employment in this classification.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor kitchen environment.
- Subject to heat from ovens.

PHYSICAL DEMANDS:

- Lifting, carrying, pushing, or pulling moderately heavy objects.
- Standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate kitchen equipment and computerized cash management system.
- Carrying, pushing or pulling food trays, carts, materials and supplies.
- Reaching overhead, above the shoulders and horizontally.
- Walking.
- Bending at the waist, kneeling, crouching or stooping.
- Hearing and speaking to exchange information.

HAZARDS:

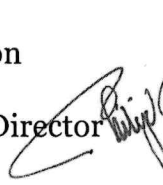
- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers, or other sharp objects.
- Exposure to cleaning chemicals and fumes.

February 2000
Ewing & Company

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 11

Date: November 19, 2024

To: Members of the Personnel Commission

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

Subject: Approval of Revised Classification Specifications:
Senior Accounting Assistant

Background

Ms. Renee Arkus, Chief Business Officer, is requesting the classification specifications of the Senior Accounting Assistant be revised to improve the description and expectations of the position.

The revised classification specifications are attached for the Commission's consideration and approval.

Recommendation(s)

1. Approve the revised classification specifications for Senior Accounting Assistant, effective, November 20, 2024. Salary range to remain status quo.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ACCOUNTING ASSISTANT

BASIC FUNCTION:

Under the direction of the ~~Accounting/Auditing Manager~~ or an assigned supervisor, perform a variety of complex, technical functions relating to assigned areas of accounting; accounting ***related to the preparation, maintenance and review of financial records and accounts in a variety of areas such as general ledger, budget, payroll, employer insurance and voluntary deductions accounts payable and accounts receivable.*** Prepare and maintain State, Federal, and District financial records and reports.

REPRESENTATIVE/ESSENTIAL DUTIES:

- Perform a variety of complex, technical accounting functions relating to at least one major segment of accounting; prepare and maintain State, Federal and District financial records and reports including accounts receivable, accounts payable, contract processing and monitoring and reconciliation of assigned accounts.
- Maintain statistical and financial information with respect to assigned accounts, programs or special records; prepare cost reports for assigned programs, ***such as Special Education, including Special Education Local Plan Area (SELPA), or other program having mandated State and Federal accounting and reporting requirements.***
- Prepare and maintain records of transfer of appropriations, expenditures and distribution of expenditures; coordinate financial transactions with other agencies.
- Assist in the preparation of budget actions including budget transfers and other reports; maintain appropriate financial documentation in order to draft required Federal, State and internal reports in a timely manner.
- Receive and provide information to various District departments and employees regarding interpretation of laws, rules and regulations of assigned programs.
- Maintain health insurance benefit plan for District employees; enroll and terminate employees from the plan; assist employees with inquiries about the plan; reconcile payroll deductions and payments made to plan vendors.
- Maintain records and files related to transactions, benefit payments, new enrollees, retirees, COBRA payments and others.
- Post and verify payroll reports; obtain needed approvals; submit reports to appropriate agency; reconcile accounts.
- Assist in auditing various student body accounts; make appropriate transfers as necessary to correct errors in posting.
- ***Maintain and approve classification of expenditures and income received.***

- Utilize computerized systems to monitor, analyze, control and prepare reports and other materials on financial data; operate a variety of office machines including a calculator, copier, telephone and fax machine.
- ***Audit Accounting records and prepare periodic reimbursement claims; prepare financial statements and projections as requested.***
- ~~Order office supplies as needed; prepare purchase orders; follow up on orders as necessary with purchasing and vendors.~~
- Process travel, conference and mileage claim requests as needed; submit expense claims for approval and reimbursement.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, procedures and terminology used in accounting work.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, maintenance, verification and processing of payroll records.
- Preparation, review and control of assigned accounts.
- General accounting, budget and business functions of a school district.
- Financial and statistical record-keeping techniques,
- Applicable sections of the State Education Code and other applicable laws.
- Generally accepted accounting and auditing principles, practices and procedures.
- Correct business English **usage**, grammar, ~~and composition~~, spelling, punctuation and vocabulary.
- Operation of office machines including computer equipment and specified software, **such as excel.**
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Apply bookkeeping and financial record-keeping practices to the maintenance of assigned accounting records.
- Maintain accurate financial and statistical records.
- Compare numbers and detect errors efficiently.
- Utilize accounting and auditing practices and terminology applicable to public sector accounting.
- Perform technical accounting duties related to assigned fiscal programs and activities.
- Verify, balance and adjust accounts.
- Monitor, adjust and reconcile payroll data.
- Reconcile, balance and audit assigned accounts.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Learn District organization, operations, policies and objectives.
- Operate a variety of office equipment and a computer terminal to enter data, maintain records and generate reports.
- Work independently with little direction.
- ***Meet schedules and timelines.***
- ***Establish and maintain working relationships with others.***

EDUCATION AND EXPERIENCE:

Any combination equivalent to; ~~graduation from high supplemented by course work in bookkeeping and accounting and three years experience in financial record keeping, bookkeeping and accounting~~ **two years of college-level course work in accounting or related field and three years' increasingly responsible clerical accounting experience including at least one year of experience in a school district accounting department.**

WORK CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard **and office equipment.**

Hearing and speaking to exchange information in person or on the telephone.

Carrying, pushing or pulling accounting files.

Sitting for extended periods of time.

Seeing to read a variety of financial materials.

Bending at the waist, kneeling or crouching to reach files.

Reaching overhead, above the shoulders and horizontally.

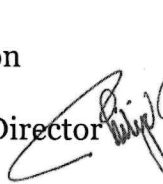
June 1999

Ewing & Company

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 12

Date: November 19, 2024

To: Members of the Personnel Commission

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

Subject: Approval of Revised Classification Specifications:
Coordinator, Data Management and Analysis

Background

Ms. Bonnie Carter, Assistant Superintendent – Instruction and Student Support Services, requested the Personnel Commission revise the classification specifications for Coordinator, Data Management and Analysis, to better describe the duties and expectations of the position.

The revised classification specifications are attached for the Commission's consideration and approval.

Recommendation(s)

1. Approve the revised classification specifications for Coordinator, Data Management and Analysis, effective, November 20, 2024. Salary range to remain status quo.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: COORDINATOR, DATA MANAGEMENT & ANALYSIS

BASIC FUNCTION:

Under administrative direction, the Coordinator of Data Management & Analysis maintains and manages the student information system and other data-related projects. The Coordinator is responsible for planning, coordinating, and implementing local policies and procedures related to the California Longitudinal Pupil Achievement Data System (CALPADS) **and other assigned state and federal reporting systems to ensure compliance with mandated timelines for data reporting, overseeing and maintaining the student information system (Aeries), and overseeing the curriculum platforms, including CLEVER maintenance.** The incumbent also assists other staff in the development, testing, implementation, and modification of all student data **and integration and visualization systems** to monitor and evaluate student progress.

REPRESENTATIVE DUTIES:

Ensure the accuracy and integrity of data entered by system users. *E*

Ensures that assigned student information systems meet legal data confidentiality, audit, and archiving requirements. *E*

Develops procedures and best practices resources related to CALPADS, and other assigned state and federal reporting systems, to assist users with meeting local, state, and federal compliance guidelines. *E*

Develops and delivers trainings to district staff on the operation and maintenance of CALPADS data and data corrections, and other electronic state and federal reporting systems. *E*

Works with internal and external stakeholders to design, develop, and submit data reports and coordinates the review of data and data corrections, and other electronic state and federal reporting systems. *E*

Plan and implement training on all SIS modules, **CLEVER usage, and other local curriculum and or data platforms** using a variety of traditional and digital formats. *E*

Import and export data files to assist personnel with various state and federal reporting needs. *E*

Communicate in oral and written form with end users relative to system status and availability, protocols and policies for systemic use. *E*

Serve as liaison between District personnel, administrators, outside agencies, and governmental organizations concerning assigned data processing and reporting functions and resolve related issues and discrepancies as needed. *E*

Participates in assigned data reporting systems testing, including developing test plans, data, and procedures, to validate the accuracy of system output. *E*

Communicate with sites and departments across the District to exchange information, resolves issues, and coordinate activities, as well as stakeholders regarding all assigned mandated reporting timelines. *E*

Communicate updates, changes, and issues to applicable users. *E*

Organize, prepare, and conduct monthly meetings, trainings, and orientation sessions. *E*

Develop documentation manuals dedicated to the most frequently used SIS modules, such as enrollment, attendance, reports, master schedules and create written procedure manuals to standardize SIS procedures. *E*

Provide assistance and technical support to District and school site users. *E*

Complete various local, state, and federal reports and works with staff in collecting required data. *E*

Prepares a wide variety of written materials for documenting activities, providing reference, conveying information, and complying with established reporting requirements. *E*

Maintains current knowledge of relevant legal and legislative mandated reporting requirements, and reviews and revises reporting policies and procedures to ensure compliance with local, state and federal guidelines. *E*

Monitors CDE and other sources for changing and emerging technical and data requirements, and reviews and revises reporting policies and procedures to ensure compliance with local, state and federal guidelines. *E*

Attend and participate in meetings and conferences to stay abreast of new developments in information systems, particularly in relation to regulations governing students information. *E*

Advises senior management of operational processes necessary for accuracy and recommends policies, procedures, and/or actions on issues that relate to in assigned data reporting systems. *E*

Participate in on-going SIS/technology/**CLEVER and Data Visualization** training and seminars to maintain current knowledge and skills in technological advancements and protocol related to SIS activities. *E*

Assist in the preparation and maintenance of a variety of narrative and statistical reports, records, and files. *E*

Performs other related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, methods, practices, and procedures of all aspects related to student information systems software, **CLEVER protocols**, California Longitudinal Pupil Achievement Data System (CALPADS) reporting requirements and applicable codes.
- State Test Operations Management System (TOMS), Aeries, **CLEVER, CCGI, and Data Integration and Visualization platforms**. Public K-12 school system operations and procedures.
- Information and data systems related to public K-12 school systems.
- Components, capabilities, and trouble-shooting methodologies for information systems software.
- Various departmental functions, district organization, student data needs and student reporting requirements. Federal and state student records requirements, timelines and updates.

- Governmental reporting requirements, guidelines, regulations, and procedures associated with the reporting of student information.
- Principles, methods, practices, and techniques related to research, data collection, analysis, interpretation, and statistical reporting.
- Simple and complex mathematical procedures related to information systems **and experience working with multiple, large datasets.**
- **Proficiency and workplace experience using SQL, or a statistical analysis tool. Demonstrated experience using Power BI, Qualtrics, or another similar data reporting and visualization software.**

Ability to:

- Manage student data collection process specifically required for CALPADS;
- Navigate users, troubleshoot, and ensure efficient use of CALPADS;
- Perform data base extractions using various drivers to compile appropriate representations of information;
- Verify data entered by system users for accuracy and prepare technical written and oral reports;
- Review, audit, and verify data and various reports as required by the District and regulatory agencies;
- Problem solve and troubleshoot simple to complex anomalies in data management systems and relational database systems;
- Communicate effectively and professionally orally and in writing, and work cooperatively with students, co-workers, supervisors, management, and the public;
- Communicate and present information for purposes of training staff, preparing reports, and collaborating with all levels of district staff in the planning, integration and support of student data throughout the District;
- Provide technical support to student information system users with regards to system requirements, input needs, data entry requirements, and reporting requirements/guidelines;
- Identify system needs, requirements and perform tests for system upgrades and enhancements;
- Communicate complex and technical information in a simple and comprehensive manner to a variety of stakeholders;
- Understand and carry out oral and written instructions;
- Manage time effectively and feel comfortable with a large amount of autonomy;
- Maintain flexibility working with frequent interruptions and multiple changing priorities;
- Demonstrate effective interpersonal skills, including tact, patience, and courtesy;
- Establish and maintain effective and cooperative working relationships with others;
- Work effectively independently and as part of a team with minimum supervision;
- Maintain confidentiality with discretion of sensitive information.

EDUCATION AND EXPERIENCE:

Associate degree in Information Systems, Computer Science, or related field, or two (2) years of full-time experience implementing and maintaining data information systems, which includes at least one (1) year of progressively responsible experience managing and maintaining the California Longitudinal Pupil Achievement Data System (CALPADS).

Note: A Bachelor degree in Information Systems, Computer Science or a related field may be substituted for one year of the required experience. One year managing and maintaining CALPADS required.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and insurability by the District for insurance purposes must be maintained at all times.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

Interfaces with a range of district managers, supervisors, staff, students, and both public and private representatives.

PHYSICAL DEMANDS:

Lifting, carrying, pushing, or pulling moderately heavy objects. Sitting, standing and walking for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and to operate standard office equipment. Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone. Pushing and pulling drawers to retrieve and file information.

Bending, stooping, crouching, crawling, kneeling, and reaching.

Lifts and carries reports and records that typically weigh less than 20 pounds.

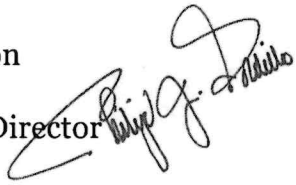
PC Approved: 08/31/2021

BOE Approved: 09/09/2021

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 13

Date: November 19, 2024

To: Members of the Personnel Commission

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

Subject: First Reading of the Addendum to Personnel Commission Rules and Regulations: Rule 20.100.9

Background

On October 15, 2024, the Personnel Commission announced its intent to approve an addendum to its Personnel Rules and Regulations regarding compensation for the Personnel Commission. The addendum Rule 20.100.9 will provide each Commissioner with compensation of \$50.00 per meeting not to exceed \$250.00 per month as described in Education Code 45250.

Recommendation(s)

1. Provide a First Reading of the addendum of Rule 20.100.9
2. Announce a Second Reading of the amendment to be conducted on Rule 20.100.9 at the December 17, 2024, Personnel Commission meeting. The Commission may act following the Second Reading.

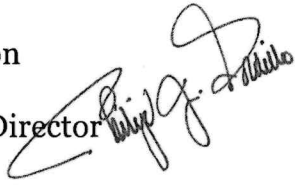
20.100.9 COMPENSATION

- A. *Compensation to members of the commission shall not exceed fifty dollars (\$50) per meeting and shall not to exceed two hundred fifty dollars (\$250) per month (Education Code 45250).***

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 14

Date: November 19, 2024

To: Members of the Personnel Commission

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

Subject: First Reading of Amendments to Personnel Commission Rules and Regulations: Rule 20.200.3

Background

On October 15, 2024, the Personnel Commission announced its intent to amend Rule 20.200.3. The Commission authorized staff to proceed with the amendment as described in the attachment.

Recommendation(s)

1. Provide a First Reading of the amendment to Rule 20.200.3
2. Announce a Second Reading of the amendment to be conducted on Rule 20.200.3 at the December 17, 2024, Personnel Commission meeting. The Commission may act following the Second Reading.

20.200.3 SPECIAL MEETINGS

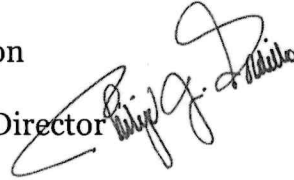
Special meetings may be called at any time by the ***Chairperson*** ~~Chairman~~ or upon the written or oral request of any two members. A written meeting notice shall be ***sent via email***, delivered personally or by mail to each member of the Personnel Commission and all others as listed in Personnel Commission Rule 20.200.1. Such notice must be ***sent via email***, delivered personally or by mail at least 24 hours before the time of such meeting as specified in the notice. A copy of the notice shall be posted on the District's official bulletin board(s) ***and website***. The order shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered or heard at such meeting by the Personnel Commission.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 15

Date: November 19, 2024

To: Members of the Personnel Commission

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



Subject: Personnel Commission Compensation for Special Meetings

Background

On October 15, 2024, the Personnel Commission expressed interest in obtaining compensation of \$50.00 for their participation for each special meeting of the Commission since July 1, 2024. The special meeting dates are as follows:

1. July 8, 2024
2. September 27, 2024
3. October 23, 2024

Recommendation(s)

1. Approve compensation for each Commissioner in the amount of \$50.00 for each special meeting attended as listed above.