



C-1
District Administration Building C
16703 South Clark Avenue
Bellflower, California 90706

December 17, 2024
5:00 P.M.

Regular Meeting Agenda

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. OATH OF OFFICE – MS. MARISA PEREZ
5. APPROVAL OF AGENDA
6. PERSONNEL COMMISSION MEMBERS – COMMUNICATIONS/COMMENTS
7. 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

8. ACTION ITEM:
Election of Personnel Commission Officers
9. ACTION ITEM:
Personnel Commission Meeting Calendar
10. ACTION ITEM:
Approval of Minutes, Regular Meeting of November 19, 2024
11. ACTION ITEM:
Certification and Ratification of Eligibility Lists for Classified Service
12. ACTION ITEM:
Second Reading and Approval of Amendments to Personnel Commission Rules and Regulations:
Rule 20.200.3

13. ACTION ITEM:

Approval of Classification Specifications: Transportation Specialist

14. ACTION ITEM:

Approval of Classification Specifications: Food Warehouse Supervisor

15. NON-ACTION ITEMS

INFORMATION ITEMS

16. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION


17. ADJOURNMENT OF MEETING

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION

District Administration Building
Tuesday, January 14, 2025 at 5:00 p.m.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 8

Date: December 17, 2024
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Executive Director
Classified Personnel Commission
Subject: Election of Personnel Commission Officers



Background

In accordance with Personnel Commission Rules and Regulations 20.100.4, the Personnel Commission shall organize by electing a chairperson, a vice-chairperson, and a member from among its members. The officers are elected by a majority of the Personnel Commission as the result of a roll call vote and shall serve until December 1, 2025.

Required Action

1. Organize by electing officers; a chairperson, a vice-chairperson, and a member from among its members.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 9

Date: December 17, 2024
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Executive Director
Classified Personnel Commission
Subject: Personnel Commission Meeting Calendar



Background

In accordance with Personnel Commission Rules and Regulations 20.200.1 (a), the Personnel Commission shall adopt a meeting schedule, that shall indicate the day of the month, the time, and the place for all regular meetings.

Required Action

1. Approve the dates, time, and the place for its regular meetings for 2025.

Regular meetings of the Personnel Commission are held at the District Administration Building located at 16703 South Clark Avenue, Bellflower, California. Regular meetings will be held at 5:00 p.m. on selected Tuesdays unless indicated otherwise on the calendar.

<u>Personnel Commission</u> <u>Meeting Calendar 2025</u>
January 14, 2025
February 11, 2025
March 11, 2025
April 8, 2025
May 13, 2025
June 10, 2025
July 8, 2025
August 12, 2025
September 9, 2025
October 7, 2025
November 4, 2025
December 9, 2025

**BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES OF THE REGULAR MEETING NOVEMBER 19, 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 Superintendent, Lisa Azevedo.

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, November 19, 2024.

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

Mr. Gordillo recommended that items 13 and 15 be pulled from the agenda as presented, but advised to hold a discussion on the next steps for Personnel Commission compensation.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

None

PUBLIC COMMENT

None

ITEMS FOR ACTION

7. Joint Commissioner Appointment to the Personnel Commission

The Personnel Commission took action to 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.

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

Mr. Gordillo provided context and history of the item.

Board Member, Ms. Garza thanked the Personnel Commission for the process of appointing a joint commissioner and appreciates the overall support.

CSEA Chapter 32 President, Ms. Cuellar thanked the Personnel Commission for the process of appointing a joint commissioner and is appreciative of the decision.

The Personnel Commission took action to close the public hearing.

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

The Personnel Commission took action to appoint Ms. Marisa Perez as the joint appointee to the Personnel Commission.

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

8. Approval of Minutes

The Personnel Commission took action to approve:

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

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

10. Approval of Revised Classification Specifications: Food Service Manager I

The Personnel Commission took action to approve the revised classification specifications for Food Service Manager I, effective November 20, 2024. Salary range to remain status quo.

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

Mr. Gordillo introduced the item and stated that Ms. Candice Crump, Director of Food Services was present at the meeting for any questions the Commission might have. Ms. Berhow asked about the certificate requirement and Ms. Crump provided clarification. Ms. Berhow thanked Ms. Crump for coming to the meeting.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

11. Approval of Revised Classification Specifications: Senior Accounting Assistant

The Personnel Commission took action to approve the revised classification specifications for Senior Accounting Assistant, effective November 20, 2024. Salary range to remain status quo.

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

Mr. Gordillo introduced the item and stated that Ms. Renee Arkus, CBO was present at the meeting for any questions the Commission might have. Ms. Berhow expressed her appreciation of Ms. Arkus coming to the meeting and providing information.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

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

The Personnel Commission took action to approve the revised classification specifications for Coordinator, Data Management and Analysis, effective November 20, 2024. Salary range to remain status quo.

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

Mr. Gordillo introduced the item and stated that Ms. Bonnie Carter, Assistant Superintendent was present at the meeting for any questions the Commission might have.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

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

The Personnel Commission took action to:

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

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

Mr. Gordillo stated that this item should be pulled as he stated earlier. He shared that he should have consulted with Deputy Superintendent Dr. Smith before having this item before the Commission because it appears that the board policy needs to be looked at first.

Board member Ms. Garza addressed the Commission by stating that the entire board policy should be brought forward for revisions to accurately reflect up to date information.

The Personnel Commission motioned to table this item for a future meeting.

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

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

The Personnel Commission took action to:

3. Provide a First Reading of the amendments to Rule 20.200.3.
4. Announce a Second Reading of the amendments to be conducted on Rule 20.200.3 at the December 17, 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.

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

This item was previously pulled under the approval of the agenda.

16. NON-ACTION ITEMS

None

17. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Mr. Gordillo shared that it has been a pleasure supporting the Personnel Commission and staff during these past months. He also shared that the annual CSPCA Conference is coming up in March 2025 and will be taking place in Napa Valley.

18. CLOSED SESSION

Pursuant to Government Code 54957;

Appointment of Public Employee: Executive Director, Classified Personnel Commission

The Personnel Commission adjourned to closed session at 5:24 p.m. Dr. Ryan Smith, Deputy Superintendent was invited to join the closed session. The Personnel Commission reconvened to open session at 5:53 p.m.

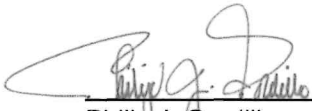
19. REPORT FROM CLOSED SESSION

The Personnel Commission voted unanimously 3-0, to appoint Dr. Olmos to the position and he will be placed at step 4 of the salary schedule. Ms. Berhow announced that Dr. Frank Olmos has accepted the position of Executive Director of Classified Personnel Commission for Bellflower Unified School District. She congratulated and welcomed Dr. Olmos aboard. Dr. Olmos thanked the commission for the selection and appointment, and stated that he is fully committed in establishing a partnership to serve to the fullest of his capacity.

20. ADJOURNMENT

THE NOVEMBER 19, 2024, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 5:55 P.M.

Respectfully submitted by:

A handwritten signature in dark ink, appearing to read 'Philip J. Gordillo', is written over a horizontal line.


Philip J. Gordillo

Interim Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 11

Date: December 17, 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>
Computer Repair Technician	PR/OP	11/21/2024	21	12	1
Instructional Assistant	OP	12/09/2024	30	7	1
Instructional Assistant-Bilingual (Spanish)	PR/OP	12/10/2024	16	6	
Instructional Assistant, Child Care	OP	11/21/2024	3	3	
Instructional Assistant-Media Arts	OP	12/10/2024	1	1	
Instructional Assistant-Special Ed	OP	12/10/2024	8	5	
Instructional Assistant-Visual Arts	OP	12/10/2024	4	4	
Instructional Assistant-Visual & Performing Arts	OP	12/09/2024	6	6	
Library/Media Assistant	PR/OP	12/03/2024	11	6	

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

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 12

Date: December 17, 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 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 amendments as described in the attachment.

Recommendation(s)

1. Provide a Second Reading and Approval of the amendments to Rule 20.200.3

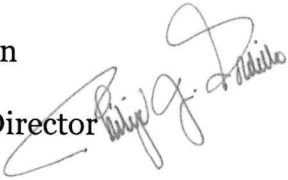
20.200.3 SPECIAL MEETINGS

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: 13

Date: December 17, 2024

To: Members of the Personnel Commission

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

Subject: Approval of Classification Specifications: Transportation Specialist

Background

The Bellflower Unified School District administration performed a review of all work out-of-class assignments in the District. The Interim Executive Director was requested to address an extended work out-of-class assignment in the Transportation Department. Upon further investigation, the Interim Executive Director determined that a new classification would need to be established to define and describe the work performed.

The proposed classification specifications of Transportation Specialist are attached for the consideration and approval by the Personnel Commission. Based on the internal allocation of classifications, the recommended salary range is CSEA Classified Unit, Range O-005 \$61,999-\$75,392 (Base Salary).

Recommendation(s)

1. Approve the classification specifications for Transportation Specialist, effective, December 18, 2024.
2. Assign the classification of Transportation Specialist to CSEA Classified Salary Range O-005 (\$61,999 - \$75,392), effective, December 18, 2024.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSPORTATION SPECIALIST

BASIC FUNCTION:

Under general supervision, assists in the operation, planning, coordination, development and implementation of Transportation Services; serves as a liaison between District Transportation personnel, parents, students, the public, and partner districts to assess, evaluate, interpret, and explain policies and regulations for school transportation issues; seeks resolutions to problems, issues, and concerns brought forth by administration, parents, staff, partner districts and the public; and performs related duties as assigned.

REPRESENTATIVE/ESSENTIAL DUTIES:

- Ensures proper coverage of assignments; ensures maximum efficiency of all routes and operations including to coordinate buses with charter companies as needed.
- Interprets District policies, regulations, practices and procedures to other district personnel, parents, students, partner districts and public as it pertains to busing eligibility school boundaries, and safe walk paths; recommends changes as necessary.
- Assists in preparing correspondence and other communications to staff and parents regarding transportation complaints and concerns.
- Serves as a liaison between the Transportation Department, public entities, and the public regarding student safe walk paths to school or bus stops.
- Processes and disseminates bus tickets and discipline suggestions to administration and partner districts.
- Resolves issues and concerns related to the bus pass office.
- Assists in the establishment, evaluation, documentation, and recommendations for appropriate selections of bus stops.
- Prepares and distributes information regarding schedules and other bus information.
- Responds to transportation inquiries by phone, takes messages, and/or redirects calls as appropriate.
- Communicates effectively via the 2-way radio system.
- Processes internal incident reports and disseminates as necessary.
- Assists bus drivers with operational problems as necessary.
- Maintains records for activity trip accounting and specialized programs.
- Assigns district vehicles as required or necessary.
- Operates a wide variety of office equipment.

OTHER:

- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Possession of:

- A valid Class C Driver's License during the course of employment.
- Have an acceptable driving record.
- Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

Knowledge of:

- California Motor Vehicle Code, Education Codes, applicable laws, ordinances, regulations, policies and procedures pertaining to the transportation of students.
- District and partner district policies, regulations, practices and procedures related to student transportation; and the ability to apply to various situations.
- Global positioning system (GPS).
- District geography including school and facility locations.
- Standard reporting procedures.
- Modern office methods and procedures and office equipment operation.
- Communication techniques both in-person and by phone.
- Bus routes and dispatching.
- Safe Driving practices.

Ability to:

- Schedule and direct bus routes and communicate effectively orally and in writing.
- Organize tasks, set priorities, and meet deadlines.
- Use office equipment and supplies.
- Work independently with little direction.
- Perform repetitive tasks and manage multiple tasks.
- Read, analyze, and interpret documents.
- Work rapidly and accurately.
- Find resolutions and resolve complaints; document information and prepare accurate and concise written reports.
- Interpret map scales and electronic maps.
- Establish and meet schedules and timelines.
- Maintain security of confidential information.
- Make independent decisions.
- Respond appropriately to direction and change in work setting.
- Evaluate situations and determine priorities.
- Exercise judgment and work independently.
- Operate a computer and other office equipment.
- Present a positive image of the school district to the public.
- Establish and maintain effective work relationships with individuals encountered in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

Generally, the required knowledge and abilities will have been acquired by a high school or general education diploma and three (3) years of responsible office level experience, including public contact, preferably including experience in a school transportation department setting.

WORK ENVIRONMENT:

Transportation office and outdoors. Exposure to inside/outside temperatures fluctuations (30 F to 100 F), dust, wind, sun, and noise.

PHYSICAL DEMANDS:


Reach, bend, stand, walk, look up/down (frequently); sitting (up to continuously); stoop, squat, kneel, climb, push, pull, handwriting, phone, twist (occasionally); crawl, lay down (infrequently); lift/carry office supplies up to 10 pounds (occasionally); lift/carry up to 25 pounds (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

Personnel Commission Approval:

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 14

Date: December 17, 2024

To: Members of the Personnel Commission

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

Subject: Approval of Classification Specifications: Food Warehouse Supervisor

Background

Ms. Candice Crump, Director – Nutrition Services, requested Classified Personnel Commission to develop classification specifications for a supervisory position responsible for the inventory, storage and delivery operations of the food warehouse.

The proposed classification specifications of Food Warehouse Supervisor are attached for the consideration and approval by the Personnel Commission. Based on the internal allocation of classifications, the recommended salary range is Classified Management, Range K-082 \$81,320-\$99,829 (Base Salary).

Recommendation(s)

1. Approve the classification specifications for Food Warehouse Supervisor, effective, December 18, 2024.
2. Assign the classification of Food Warehouse Supervisor to Classified Management Salary Range K-082 (\$81,320 - \$99,829), effective, December 18, 2024.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD WAREHOUSE SUPERVISOR

DEFINITION:

Under general direction of the Food Services Director, to supervise and participate in the operation of the Food Services Department warehouse and to perform other related duties as required.

PERFORMANCE RESPONSIBILITIES:

- Oversees daily operations, including the planning, organizing, receiving, storing, distributing, transporting and delivering of all department products while ensuring proper inventory management and food safety compliance.
- Establishes food storage keeping standards and procedures and ensures compliance with Food Service Department procedures, consults with immediate supervisor as necessary.
- Supervises and participates in the inspection of food shipments received for conformity to purchase order specifications.
- Process and monitor incoming shipments, rejecting and documenting spoiled or damaged food items to ensure only quality foods are received and accepted.
- Maintains accurate inventory records, reviewing and approving pick tickets, monitoring equipment repairs and ensuring adherence to state and federal health codes regulations within the warehouse coolers and freezers.
- Plan and participate in the salvage and disposal activities of the district.
- Supervises and participates in periodic or special inventory and stock control programs for equipment and supplies.
- Maintains the warehouse, freezers, coolers, and operating equipment throughout the district in a clean, orderly, safe, and secure condition, and establish a system of preventative maintenance for the equipment.
- Operates forklifts, pallet jacks, and assigned vehicles.
- Takes necessary action to prepare materials for shipment.
- Maintains a safety program.
- Supervise, train, and assist in evaluation of kitchen employees.
- Manages site kitchen needs, makes equipment recommendations to enhance food quality and follow-up on the maintenance and repair of department equipment.

- Assist in various projects as assigned by the department to enhance food service warehouse and kitchen operations.
- May be required to prepare Board of Education items, correspondence, and reports.

EMPLOYMENT STANDARDS:

Knowledge of:

- Food warehousing and stock control methods and procedures.
- Methods of receiving, inspecting, and issuing food item materials utilized in a Food Services Department.
- Commercial food preparation equipment.

Ability to:

- Interpret federal, state, and local regulations on food production, sanitation, and nutrition.
- Organize and operate a food warehouse
- Maintain accurate and current records of food inventory transactions
- Lift, move, sort, and store food related objects of medium weight
- Operate a forklift
- Organize food warehouse activities.
- Supervise and train staff in a professional manner.
- Prioritize multiple tasks simultaneously.
- Remain abreast of procurement trends related to responsibilities.
- Work cooperatively with others

EDUCATION AND EXPERIENCE:

Equivalency of graduation from high school is required.

Four years of experience in food storage or warehouse operations including one year of experience at a supervisory level and some inventory control experience using a information system is required. Any combination of education and experience that may provide the necessary knowledge, skills, and abilities may be qualifying.

Other:

Certified Forklift Operator License required. A Food Manager Certificate is desirable. Must provide the district with a Department of Motor Vehicles report as proof of an acceptable driving record prior to employment with the district and must always maintain insurability by the district's carrier at the standard good driver rate during employment with the district.

Must successfully pass a physical examination by a physician of the district's choice prior to employment.

PC Approved: