Personnel Commission
BELLFLOWER
Unified School District

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

March 11, 2025
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, Special Meeting of February 10, 2025
   B. Approval of Minutes, Regular Meeting of February 11, 2025
   C. Approval of Minutes, Special Meeting of February 11, 2025

8. **ACTION ITEM:**
   Certification and Ratification of Eligibility Lists for Classified Service

9. **ACTION ITEM:**
   Approval of Revised Classification Specifications: Communications Security Manager

10. **ACTION ITEM:**
    Approval of Revised Classification Specifications: Senior Accounting Assistant

11. **NON-ACTION ITEMS**
    INFORMATION ITEMS
    A. NEOED Insight Applicant Tracking System Implementation
    B. Introduction of BUSD Personnel Commission Classification Specification Style Guide

12. **REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION**

13. **CLOSED SESSION**
    PURSUANT TO GOVERNMENT CODE 54957(b)(1);
    EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION:
    PUBLIC EMPLOYEE PERFORMANCE EVALUATION

14. **ADJOURNMENT OF MEETING**

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION
District Administration Building
Tuesday, April 8, 2025 at 5:00 p.m.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from Personnel Services, 16703 South Clark Ave, Bellflower, CA 90706.
Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Services Office at 562-866-9011 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)1.)

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE SPECIAL MEETING OF FEBRUARY 10, 2025

CALL TO ORDER IN PUBLIC SESSION
The special meeting was called to order by Chairperson, Jason Willey at 1:02 p.m. and the Flag Salute was led by Dr. Olmos.

ROLL CALL

MEMBERS PRESENT:	Jason Willey, Chairperson Sue Berhow, Vice Chairperson Marisa Perez, Member
STAFF PRESENT:	Dr. Frank Olmos, Executive Director Adrianna Cervantes, Administrative Assistant

PUBLIC COMMENTS
None

Chairperson Mr. Willey reordered the agenda to begin with Item 6 Study Session/Retreat and follow with Item 5 Closed Session.

Motion made by:		Ms. Marisa Perez
Seconded by:		Mrs. Sue Berhow
Roll Call Vote:	Yes:	3
	No:	0

The motion carried.

Study Session/Retreat:
Merit System Foundations, Commission Roles/Responsibilities, and Operations

The Personnel Commission adjourned to closed session at 2:28 p.m. with no further action taken and reconvened to open session at 3:39 p.m.

Closed Session
Pursuant to Government Code 54957(b)(1); Executive Director, Classified Personnel Commission
Discussion of Duties, Responsibilities, and Merit System Administration

ADJOURNMENT

THE FEBRUARY 10, 2025, SPECIAL MEETING OF THE PERSONNEL COMMISSION ADJOURNED AT 4:07 P.M.

Respectfully submitted by:

Dr. Frank Olmos
Executive Director, Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING FEBRUARY 11, 2025

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Jason Willey at 5:02 p.m. and the Flag Salute was led by Vice Chairperson, Sue Berhow.

ROLL CALL

MEMBERS PRESENT:	Jason Willey, Chairperson Sue Berhow, Vice Chairperson
MEMBERS ABSENT:	Marisa Perez, Member
STAFF PRESENT:	Dr. Frank Olmos, Executive Director Adrianna Cervantes, Administrative Assistant

APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda as presented for Tuesday, February 11, 2025.

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

Roll Call Vote: Yes: 2
No: 0
Absent: 1

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Mrs. Berhow thanked Dr. Olmos for a terrific Study Session/Retreat. She stated that there was great information about the merit system and that she is looking forward to the changes suggested by Dr. Olmos.

Mr. Willey echoed Mrs. Berhow's comments and stated that it was very informative, especially for someone new like himself. He stated that he learned a lot during the session.

PUBLIC COMMENT

None

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of January 21, 2025

The Personnel Commission took action to approve the minutes of the regular meeting of January 21, 2025.

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

Roll Call Vote: Yes: 2
No: 0
Absent: 1

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

Mrs. Berhow said that it was interesting to see the number of applicants and eligible for the lists.

Roll Call Vote: Yes: 2
No: 0
Absent: 1

The motion carried.

9. NON-ACTION ITEMS

None

10. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos reported to the commissioners that at the Board meeting of February 10th, there were presentations from four superintendent search firms. After the presentations, the Board deliberated and finally selected Leadership Associates to conduct the search for the District.

Dr. Olmos stated that he also felt that the Personnel Commission's retreat of February 10th went very well. He thanked the commissioners for their involvement and appreciated the opportunity to get to know one another.

Dr. Olmos closed by reminding everyone of the upcoming Job Fair scheduled for February 22nd at the Bellflower Middle/High School campus, from 9:00 a.m. to 1:00 p.m.

11. ADJOURNMENT

THE FEBRUARY 11, 2024, REGULAR MEETING OF THE PERSONNEL COMMISSION ADJOURNED AT 5:10 P.M.

Respectfully submitted by:

Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE SPECIAL MEETING OF FEBRUARY 11, 2025

CALL TO ORDER IN PUBLIC SESSION
The special meeting was called to order by Chairperson, Jason Willey at 5:31 p.m.

ROLL CALL

MEMBERS PRESENT:	Jason Willey, Chairperson Sue Berhow, Vice Chairperson
MEMBERS ABSENT:	Marisa Perez, Member
STAFF PRESENT:	Dr. Frank Olmos, Executive Director Adrianna Cervantes, Administrative Assistant

PUBLIC COMMENTS
None

Chairperson Mr. Willey reordered the agenda to begin with Item 6 Study Session/Retreat and follow with Item 5 Closed Session.

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

Roll Call Vote:	Yes:	2
	No:	0
	Absent:	1

The motion carried.

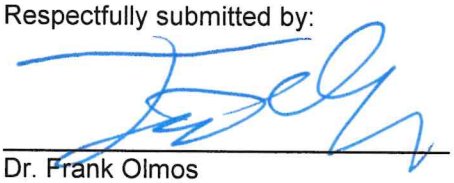
Study Session/Retreat:
Merit System Foundations, Commission Roles/Responsibilities, and Operations

Closed Session:
No Closed Session was held.

ADJOURNMENT

THE FEBRUARY 11, 2025, SPECIAL MEETING OF THE PERSONNEL COMMISSION ADJOURNED AT 6:02 P.M.

Respectfully submitted by:



Dr. Frank Olmos
Executive Director, Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 8

Date: March 11, 2025

To: Members of the Personnel Commission

From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission

Subject: Certification and Ratification of Eligibility Lists for Classified Service

---

Background
The Executive Director of 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.

Classification	List Date	List Type	Ranks	Eligibles	Applicants	Tested
Instructional Assistant (Merged)	02/13/2025	OP	10	40	39	27
Instructional Assistant, Bilingual (Merged)	02/18/2025	OP	6	23	15	10
Instructional Assistant, Child Care (Merged)	02/19/2025	OP	2	4	8	3

DC-Dual Certification
OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 9

Date: March 11, 2025

To: Members of the Personnel Commission

From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission

Subject: Approval of Revised Classification Specifications: Communications Security Manager

---

Background

At the request of Christian Caceres, Director of Technology, a revision to the Communications Security Manager classification specifications is proposed to reflect current technological advancements since its last update in 2016. The revised classification specifications are attached for the Commission's consideration and approval.

Recommendation(s)

1. Approve the revised classification specifications for Communications Security Manager, effective March 12, 2025.

Summary of Key Updates

The specifications have been updated to align with current technological requirements and industry standards. Key updates include enhanced language regarding network security responsibilities, cloud-based systems management, and virtual infrastructure oversight.

Minimum qualifications have been revised to focus on relevant technical certifications and an associate's degree, with bachelor's degree equivalency options, alongside updated experience requirements that emphasize communication, security, and network systems skills, and including lead or supervisory capacity as desired. This ensures the job’s critical competencies are met through verifiable, position-specific education and credentials without creating unnecessary barriers to entry.

Revisions align with the Personnel Commission's style guide and have been reformatted with refined role definitions and more precise language, ensuring consistency and transparency regarding essential duties and requirements.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMMUNICATIONS SECURITY MANAGER

BASIC FUNCTION

Under Administrative direction, responsible for the design, repair and Installation of telecommunication systems, information technology security systems and security, smoke and fire detection systems and various electronic equipment. Supervises and performs skilled and semiskilled labor; performs other related duties as assigned and required.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from other technical positions by its responsibility for overseeing all aspects of communications and security systems infrastructure, including the design, implementation, and maintenance of integrated technology solutions that protect district assets and ensure reliable communications.

SUPERVISION RECEIVED AND EXERCISED

Under administrative direction from the Director of Technology. Exercises technical and functional supervision over assigned technical staff.

REPRESENTATIVE/ESSENTIAL DUTIES- Duties may include, but are not limited to, the following:

- Install**s**, configure**s** and maintain**s** a variety of complex, multi-vendor hardware and software in a network environment. ***E***
- Supervises the installation and maintenance of electronic and audio-visual equipment including public address systems, projectors, monitors and clocks. ***E***
- Oversees, monitors, and maintains an integrated workforce management system. ***E***
- Designs, installs and repairs **digital and analog** telephone systems. ***E***
- Designs, installs, and maintains devices for voice and data circuits. ***E***
- Design**s**, install**s** and manage**s** security mechanisms that protect networks and information systems. ***E***
- Supervises and participates in the installation, repair and maintenance of security, smoke and fire systems. ***E***
- Coordinates, monitors and responds to security, fire and smoke systems. ***E***
- **Installs, configures and maintains security cameras, paging systems, and digital communications systems.**
- Installs various types of cabling and wiring. ***E***
- Estimates labor and material cost. ***E***
- Process**es** and coordinate**s** work orders. ***E***
- Provide**s** in service training for District personnel regarding the use of electronic and various telecommunication equipment. ***E***
- **Collaborates with IT and facilities departments to align security initiatives and conducts staff training on security protocols and best practices.**

- **Plans, implements, and troubleshoots complex technical operations across mainframe, client-server, and networking environments to ensure optimal system performance, security, and cross-platform integration.**
- **Develops and implements security protocols for networked security systems to prevent unauthorized access and data breaches.**
- **Manages the lifecycle of security equipment, including scheduling maintenance, upgrades, and replacements to ensure operational readiness.**
- Responsible for the coordination of repairs for various electronic equipment. ~~***E***~~
- Supervises the work of others and conducts performance evaluations. ~~***E***~~
- Maintains various types of files and records. ~~***E***~~
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Communication systems, analog and digital.~~
- **Digital communication systems and networked technologies, including VoIP, IP-based telephony, and video conferencing platforms, in addition to traditional analog systems.**
- **Understanding of physical communication systems (e.g., intercoms, security systems), web-based communication platforms (e.g., web conferencing tools, email systems), and audio communication technologies (e.g., public address systems, audio-visual equipment).**
- **IP-based security systems, cloud-managed surveillance, and IoT-enabled devices for site security.**
- Local and Wide Area Networks, Fiber Optics, T-1 and Integrated Services and Digital Networks.
- Security and fire detection systems.
- Methods and procedures used to maintain, repair and troubleshoot electronic equipment.
- Codes and laws governing various types of safety and practice issues.
- **Local, state, and federal compliance standards related to privacy, safety, and security system operations.**

Ability to:

- Interact on behalf of the District with the telephone utility companies.
- Interpret and implement decisions and rulings by the California Public Utilities Commission and the Federal Communications Commission.
- ~~Perform technical duties related to the operation and maintenance in a mainframe, client-server, and networking environment.~~
- Identify, Isolate, and resolve operational and technical problems.
- Learn and effectively use hardware and software specific to District needs.
- Read, comprehend and apply general instructions and related technical program information
- Communicate verbally and in writing with users, technical staff, managers and vendors
- Work from blueprints, plans, schematics, diagrams and specifications
- Supervise and evaluate personnel

- Estimate labor and material cost
- Establish and maintain effective working relationships
- **Model communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures**

~~EDUCATION AND EXPERIENCE~~ MINIMUM REQUIREMENTS - The following are the minimum qualifications and requirements:~~:~~

~~Any combination of experience and education equivalent to:~~

Experience:
Five years of increasingly responsible experience installing, configuring, and maintaining communications, security, and network systems, including system design, implementation, troubleshooting of electronic equipment, and hardware/software installations. Experience in a lead or supervisory capacity is desired.

Education:
Associate's degree in computer information systems, telecommunications, or closely related field from an institution of higher learning recognized by the Council of Higher Education Accreditation AND completion of specialized technical certifications in two or more of the following areas: Network security administration, Systems administration, Telecommunications systems, Information security, or Electronic security systems

The certifications must be current and from industry-recognized providers (such as CompTIA Security+, Cisco CCNA, Microsoft Certified Solutions Expert, or comparable professional certifications).

Equivalency Provision:
A bachelor's degree in computer information systems, information technology, cybersecurity, telecommunications, or other closely related field may substitute for the associate's degree and technical certifications requirement.
~~A bachelor's degree or equivalent technical school certification in computer information systems or closely related field or verifiable specialized classes, training courses, seminars, workshops, and/or certificate programs in the areas of networking, operating systems, programming and electronics that would provide the qualifications needed by the district is required.~~

~~A minimum of five years of progressively responsible experience in the computer technology field installing, maintaining, supporting, and analyzing operating systems, networks, and electronic circuitry, and in the installation, repair, upgrade, and troubleshooting of various hardware and software is required.~~

~~LICENSES AND OTHER REQUIREMENTS:~~¶
~~Valid California driver's license and a driving record acceptable to the District for insurance purposes.~~

WORKING CONDITIONS AND PHYSICAL DEMANDS – This summary provides examples of the work conditions and typical physical demands of this classification.

WORKING CONDITIONS:

~~ENVIRONMENT:¶~~

- ~~Indoor and outdoor work environment. Driving a vehicle to conduct work.¶~~
- ~~Noise from equipment operation.¶~~
- ~~Occasional exposure to gas fumes and insulation dust.~~
- **Indoor and outdoor work environment**
- **Travel between work sites**
- **Exposure to noise from equipment operation**
- **Working with electrical power supply and high voltage equipment**
- **Working in cramped or restrictive work spaces**
- **Working at heights**
- **Exposure to varying weather conditions**
- **Occasional exposure to gas fumes and insulation dust**

PHYSICAL DEMANDS:

- **Visual acuity sufficient to read detailed diagrams and perform equipment repairs**
- **Hearing and speaking to exchange technical information and conduct training**
- **Dexterity of hands and fingers to operate hand tools, computer keyboards and other equipment**
- **Reaching overhead, above shoulders and horizontally**
- **Maintaining balance and coordination while climbing ladders and working at heights**
- **Sitting or standing for extended periods of time**
- **Physical strength and ability to lifting and carry objects up to 50 pounds**
- **Bending at the waist, kneeling, crouching and crawling**
- **Carrying, pushing, and pulling electronic and audio-visual equipment**
- **Working in confined spaces requiring physical agility**

- ~~Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment.¶~~
- ~~Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights.¶~~
- ~~Sitting or standing for extended periods of time. Lifting and carrying moderately heavy objects.¶~~
- ~~Bending at the waist, kneeling, crouching and crawling.¶~~
- ~~Carrying, pushing, or pulling electronic or audio-visual equipment. Seeing to diagnose and perform appropriate repairs.¶~~
- ~~Hearing and speaking to exchange information and make presentations.~~

~~HAZARDS~~ ¶

- ~~Electrical power supply and high voltage.¶~~
- ~~Working in a cramped or restrictive work chamber.¶~~
- ~~Working on ladders or at heights.¶~~

- ~~Occasional exposure to gas fumes and insulation dust.~~

ADDITIONAL REQUIREMENTS/INFORMATION

- **Valid California driver's license and a driving record acceptable to the District for insurance purposes, and the ability to obtain transportation between job sites is required**
- **May be required to work evening, weekend, or variable hours**
- **Must be available to respond to emergency situations outside of regular work hours**
- **May be required to attend technical training and maintain current certifications**
- **Must maintain safe working practices around electrical systems and equipment**

CLASSIFICATION PROPOSED TO PERSONNEL COMMISSION ON:

March 11, 2025

CLASSIFICATION APPROVED BY PERSONNEL COMMISSION ON:

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 10

Date: March 11, 2025

To: Members of the Personnel Commission

From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission

Subject: Approval of Revised Classification Specifications: Senior Accounting Assistant

---

Background

Recent recruitment efforts for the Senior Accounting Assistant position yielded limited qualified applicants. In consultation with Renee Arkus, Chief Business Officer, the Executive Director recommends revisions to expand the applicant pool while maintaining appropriate minimum qualifications.

Recommendation(s)

1. Approve the revised classification specifications for Senior Accounting Assistant, effective March 12, 2025.

Summary of Key Updates

Experience requirements now focus on "public sector experience desired" rather than requiring "school district accounting experience" to broaden recruitment while maintaining qualification standards.

Additional revisions were made to align with the Personnel Commission's style guide and have been reformatted with refined role definitions and more precise language, ensuring consistency and transparency regarding essential duties and requirements.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ACCOUNTING ASSISTANT

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of complex, technical 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.

DISTINGUISHING CHARACTERISTICS
This classification is distinguished from the Accounting Assistant classification by the performance of relatively more complex accounting duties requiring greater technical knowledge and independent judgment. The Senior Accounting Assistant performs technical accounting work in specialized areas and may provide work direction to other accounting staff. This position requires relatively more in-depth knowledge of accounting principles, practices, and procedures than the Accounting Assistant classification.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from an assigned supervisor or manager. May provide work direction to other accounting support staff.

REPRESENTATIVE/ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- 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.

- 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 English usage, grammar, 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.
- **Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.**

~~**EDUCATION AND EXPERIENCE:¶**~~
~~Any combination equivalent to; 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.~~

EXPERIENCE AND EDUCATION - The following are the minimum qualifications and requirements:

Experience: Three years of increasingly responsible clerical accounting experience. Public sector accounting experience desired.

Education: Two years of college-level coursework in accounting or related field from an institution of higher learning recognized by the Council of Higher Education Accreditation.

WORKING CONDITIONS AND PHYSICAL DEMANDS – This summary provides examples of the work conditions and typical physical demands of this classification.

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.

ADDITIONAL REQUIREMENTS/INFORMATION
A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites may be required.

June 1999
Ewing & Company

PC Revised: 11/19/2024

CLASSIFICATION PROPOSED TO PERSONNEL COMMISSION ON:

March 11, 2025

CLASSIFICATION APPROVED BY PERSONNEL COMMISSION ON:

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Information Item: 11A

Date: March 11, 2025

To: Members of the Personnel Commission

From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission

Subject: NEOED Insight Applicant Tracking System Implementation

---

NEOED Insight is an applicant tracking system designed for educational institutions. The system offers functionality that addresses recruitment process automation, applicant tracking, and hiring committee coordination. Implementation requires a 12-week timeline with dedicated consultant support and includes setup, training, and system validation phases.

The proposed three-year contract for our district involves the following financial commitments:

- Year 1: $19,935.00 total
- Year 2: $15,981.00 total
- Year 3: $16,742.00 total

The system includes the following key functions:

- Comprehensive digital applicant management featuring eligibility lists, rating matrices, and automated evaluation tools that streamline committee reviews and maintain qualified candidate pools
- End-to-end recruitment workflow automation including requisition management with approval routing, candidate self-scheduling, and mass communication capabilities
- Enhanced documentation and compliance features with detailed records of assessment methods, evaluation criteria, and all candidate interactions for audit purposes
- Integration with SchoolJobs.com combined with robust analytics and reporting tools to track metrics, monitor EEO data, and optimize recruitment strategies
- Scalable platform architecture with available add-on modules for future needs including performance management, onboarding, and learning management

Data from comparable organizations indicates potential outcomes of implementation may include reduced time-to-hire and decreased administrative burden on HR staff.

NEOED

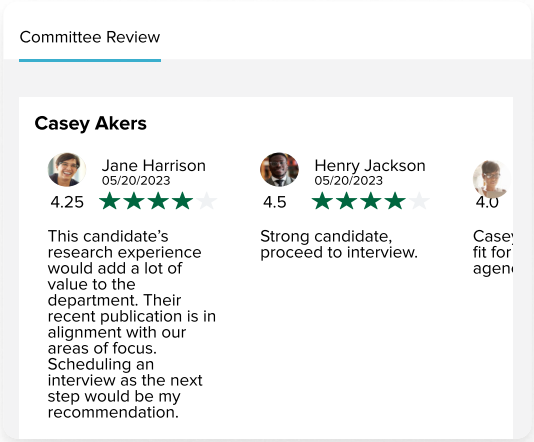
INSIGHT | Overview

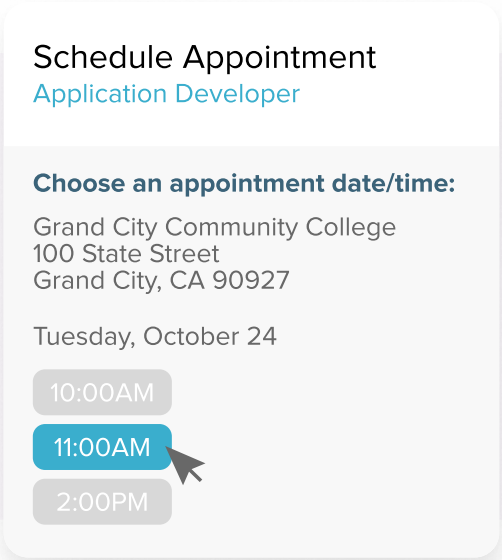
IN

An applicant tracking system that simplifies complex education hiring processes.

Score applicants fast

Eliminate manual calculations to make applicant reviews a breeze for search committees. Easily score candidates with rating matrices, store all rater feedback in one place, and confidentially check references to **speed up your time-to-hire.**



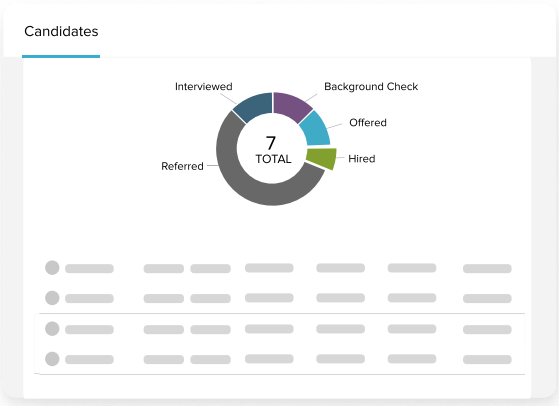


Streamline the candidate experience

Meet applicant expectations by providing the **modern experience they want.** Let them self-schedule interviews, automate text message updates on their application, and send digital offer letters to **make the entire process smooth and efficient.**

Manage all your hiring in one place

Feel at ease with a solution that **supports all your nuanced hiring needs.** Build and post new requisitions, keep track of applicants at all stages, and access real-time data and reports to **get a clear view of your hiring processes.**



NEOED

Why **INSIGHT?**

57% of job seekers lose interest in a role when faced with a long hiring process.[1]

In today's competitive job market, faster hiring is crucial. Every 30 days a position remains unfilled, your organization loses thousands of dollars.[2] The Insight applicant tracking system streamlines and modernizes even the most complex hiring processes so you can **reduce your time to hire.**

Configures to Your Needs

Feel confident using a solution **built for the unique needs of the education sector** – no manipulation necessary.

Reduces Hiring Bias

Make bias a thing of the past with **PII blinding and EEO reporting** to support diversity and equity in hiring.

Integrates with SJobs

Stop wasting time manually posting to job boards. **Automatically post jobs** to SchoolJobs.com.

"We have been able to **decrease the time-to-hire by more than 500%** over the past year. I am very excited about the progress that we have been able to experience."

Education Management Customer, G2 Online Review

Key Features

Rating matrices
Enable search committees to easily score candidates, submit feedback, and auto-calculate scores in one place.

e-References
Create custom questionnaires for different roles to gather information from applicant references at any stage.

Specialty career pages
Create unlimited career sites with custom branding for various jobs types, campuses, and/or departments.

Community resource library
Access a global library of resources, like salaries, job descriptions, etc. to benchmark with other institutions.

Applicant communication and self-scheduling
Update applicants with automated emails and texts, and let them schedule their preferred interview time.

Reporting and analytics
View real-time hiring analytics, and build and export custom and out-of-the-box reports.

1. Robert Half, 2016 2. LinkedIn, 2021

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Information Item: 11B

Date: March 11, 2025

To: Members of the Personnel Commission

From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission

Subject: Introduction of BUSD Personnel Commission Classification Specification Style Guide

---

Attached is the Bellflower Unified School District - Personnel Commission Classification Specification Style Guide for informational purposes. This guide outlines clear, standardized formatting and content requirements for creating or revising classification specifications, ensuring consistency, clarity, and alignment with best practices across all district job classifications.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: [CLASSIFICATION TITLE]

BASIC FUNCTION
The Definition section should be written in the singular present tense and contain information about the specific purpose of the classification. This section should not contain specific job duties but rather the purpose for which the job exists.

DISTINGUISHING CHARACTERISTICS
Provide enough information to differentiate the level of responsibility from classifications immediately above and below as well as specific content areas that differentiate the classification from lateral positions.

SUPERVISION RECEIVED AND EXERCISED
Supervision responsibilities should be stated to determine if the position has full supervisory responsibilities or provides general work direction and state if these responsibilities are assigned to all or some positions in the class. Supervision responsibilities should be stated to determine if the position has full supervisory responsibilities or provides general work direction and state if these responsibilities are assigned to all or some positions in the class. Terms, “administrative direction,” “general supervision”, and “immediate supervision” should be used precisely.

For supervision exercised, provide the level of positions supervised:
Director and above: Supervises managerial, professional, technical, and clerical staff
Manager: Supervises supervisory, professional, technical, and clerical staff
Professional/Technical supervision: Supervises professional, technical and clerical staff
Skilled supervision: Supervises skilled trade positions
Administrative supervision: Supervises clerical and/or administrative support staff.

REPRESENTATIVE/ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Each duty statement should provide significant and unique information about the position and any redundant duty statements should be consolidated whenever possible
- The order in which duties are listed should reflect the importance of each duty for job performance, such that duties which are an essential and major part of the job are listed before those that are less important and are performed less frequently
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The list should be bulleted
- The list should have no periods
- Professional and Technical Expertise areas are listed first followed by Legal and Regulatory Navigation areas.
- Listing within areas should be in order of importance or magnitude.

For supervisory positions include the following bullet last

- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

Ability to:
Abilities should be stated in broad terms, not as the ability to perform a specific job duty; items listed should draw from the level statements of the competency dictionary; and list abilities that carry more weight in the competency modeling first.This section should always end with the following phrase: and model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

MINIMUM REQUIREMENTS - The following are the minimum qualifications and requirements:

Experience:
Clearly define the type, level, and duration of work experience required for entry into the classification, ensuring it directly relates to the position's essential duties and competencies. Indicate any supervisory or lead responsibilities if applicable, clarify whether volunteer or unpaid experience can qualify, and specify how—if at all—education or certifications may substitute for some portion of the stated experience.

Education:
Education qualifications that require a degree should always end with the phrase, "from an institution of higher learning recognized by the Council of Higher Education Accreditation." Also, use the phrase, "or other fields closely related to the job requirements of this classification" if consideration beyond named degrees will be given.

Equivalency Provision:
The provision should be stated such that education may substitute for experience year-for-year to limit, or a specified degree or equivalent units.

WORKING CONDITIONS AND PHYSICAL DEMANDS – This summary provides examples of the work conditions and typical physical demands of this classification.

WORKING CONDITIONS:
Provide a concise overview of the environment in which the work is performed (e.g., standard office setting, fieldwork conditions, exposure to temperature extremes, noise, or chemicals). Indicate whether travel, offsite visits, or irregular work hours (weekends, evenings) may be required. This section should accurately reflect the typical settings and demands of the classification so candidates understand the conditions they will routinely encounter.

PHYSICAL DEMANDS:
Briefly describe any significant physical activities or movements integral to performing the job's essential functions (e.g., prolonged sitting or standing, lifting weight limits, repetitive motion, visual or auditory acuity). If certain positions in the classification vary in physical demands, clarify these distinctions. The statements should be specific enough to guide the reasonable accommodation process while remaining aligned with Americans with Disabilities Act (ADA) requirements.

Additional Requirements/Information:
Provide specific information about the classification that has not been presented elsewhere in the class spec.

When a license is or may be required use: A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites is (or "may be") required. List here any specific physical requirement necessary to perform essential job functions. State here any requirements for selective certification where "some positions may require…" bilingual proficiency testing, driver license, special certification.

APPROVED BY PERSONNEL COMMISSION:
Put meeting date here AFTER the meeting
Revision: Put meeting date here

Proposed to Personnel Commission:
Put meeting date here Month, Day, Year