



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

April 8, 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:

Approval of Minutes, Regular Meeting of March 11, 2025

8. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

9. ACTION ITEM:

Approval of Revised Classification Specifications: Director of Fiscal Services

10. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

11. CLOSED SESSION

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

12. ADJOURNMENT OF MEETING

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION
District Administration Building
Tuesday, May 13, 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 REGULAR MEETING MARCH 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 Chairperson, Jason Willey.

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

APPROVAL OF AGENDA

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

Motion made by: Mrs. Sue Berhow
Seconded by: Ms. Marisa Perez

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Mrs. Berhow shared that she attended the job fair and was very impressed. She stated that it went very well and had a lot of people in attendance. She thanked staff and complimented everyone on a great job.

Mr. Willey stated that he was happy to hear that the job fair had a great turn out and that it was a successful event.

Ms. Perez congratulated everyone on a successful job fair and shared that she really enjoyed the event. She also stated that she saw the superintendent search for the district is beginning and that she will be submitting a letter as a parent of the community. Ms. Perez was also happy to share that she is supporting Mayfair High School's College Fair.

PUBLIC COMMENT

- A. CSEA
CSEA Chapter 32 President, Michelle Cuellar stated that they were glad the job fair took place and went so well. She also shared that negotiations with the district are going well and that she was invited to be part of a group with district staff members to a Learner Centered Visit to several schools in San Diego. She is excited to be a part of this visit and be able to see what other schools are doing for students.
- B. District Administration
Deputy Superintendent, Dr. Ryan Smith thanked the commissioners for their support of the job fair. He shared that it was a big success and was happy to be able to bring the vision to life. Not only were there opportunities to apply on the spot for a job within our district, but also had several different community resources available to take advantage of. Dr. Smith expressed his appreciation for Christian Caceres, Director of Information Technology, and his team for providing support in having available computers for applicants to have access to the online application process.

Dr. Smith also shared that negotiations with CSEA are going well with a positive dialogue and thanked President Michelle Cuellar for taking the time to attend the San Diego school visits as the district looks to attract and retain both students and employees.

ITEMS FOR ACTION

7. Approval of Minutes

The Personnel Commission took action to approve:

- A. Minutes, Special Meeting of February 10, 2025
- B. Minutes, Regular Meeting of February 11, 2025
- C. Minutes, Special Meeting of February 11, 2025

Motion made by: Ms. Marisa Perez
Seconded by: Mrs. Sue Berhow

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: Mrs. Sue Berhow
Seconded by: Ms. Marisa Perez

Ms. Perez asked a question about the merged lists and Dr. Olms explained the process of how an eligibility list becomes a merged list.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

9. Approval of Revised Classification Specifications: Communications Security Manager

The Personnel Commission took action to approve the revised specifications for Communications Security Manager, effective March 12, 2025.

Motion made by: Ms. Marisa Perez
Seconded by: Mrs. Sue Berhow

A request to address the Personnel Commission from Mr. Anthony Ramirez was submitted for this item. Mr. Ramirez shared comments regarding requirements to attract applicants and upward mobility opportunities and thanked the commission for allowing him to make his comments before them.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

10. Approval of Revised Classification Specifications: Senior Accounting Assistant

The Personnel Commission took action to approve the revised specifications for Senior Accounting Assistant, effective March 12, 2025.

Motion made by: Ms. Marisa Perez
Seconded by: Mrs. Sue Berhow

Roll Call Vote: Yes: 3
No: 0

The motion carried.

11. NON-ACTION ITEMS

Information Items

A. NEOED Insight Applicant Tracking System Implementation

Dr. Olmos presented the commission with information about the Insight Applicant Tracking System that he hopes to be able to have in place soon. He shared the many benefits of this system such as efficiency, tracking and aiding with recruitments.

B. Introduction of BUSD Personnel Commission Classification Specifications Style Guide

Dr. Olmos introduced a structure and format for classification specifications that will provide consistency and clarity as to what exactly is the job.

12. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos stated that the job fair was a team effort that led to the successful event. It offered a great opportunity to showcase the district. He shared that there were approximately 224 applications, 90 interviews, and the setup of the computers were key to the application process.

He also updated the commissioners on the superintendent search for the district and shared a general timeline that the board has set for the process, which include input sessions from stakeholders and the community.

Dr. Olmos shared that the district is planning an upcoming Star Awards event to recognize the teacher of the year and the classified employee of the year for 2025. The event is being planned for April 21, 2025 and he will share more details and they become available.

Dr. Olmos closed by sharing that he will be attending and presenting at the annual CSPCA conference coming up. He stated that the district will have good representation with Chairperson Willey attending as well. It will be a great opportunity to network and obtain a refresh on the merit system.

The Personnel Commission adjourned to closed session at 5:43 p.m. with no further action taken and reconvened to open session at 6:02 p.m.

Closed Session

Pursuant to Government Code 54957(b)(1);
Executive Director, Classified Personnel Commission:
Public Employee Performance Evaluation

11. ADJOURNMENT

THE MARCH 11, 2024, REGULAR 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: April 8, 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.

<u>Classification</u>	<u>List Date</u>	<u>List Type</u>	<u>Ranks</u>	<u>Eligibles</u>	<u>Tested</u>	<u>Applicants</u>
Locker Room Attendant	03/11/2025	PR/OP	9	12	19	38
Instructional Assistant, Media Arts	03/12/2025	OP	5	6	6	17
Instructional Assistant, Visual & Performing Arts (Merged)	03/12/2025	OP	4	6	2	12
Transportation Manager	03/19/2025	OP	3	3	6	10
Instructional Assistant (Merged)	03/20/2025	OP	13	55	26	52
Instructional Assistant, Bilingual (Merged)	03/20/2025	OP	7	34	26	51
Instructional Assistant, Child Care (Merged)	03/20/2025	OP	1	2	2	7
Community Services Worker (Merged)	03/24/2025	OP	4	10	19	43
Career Technician	04/01/2025	PR/OP	11	18	24	36
Food Service Assistant II (Merged)	04/04/2025	OP	6	18	21	34

OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 9

Date: April 8, 2025
To: Members of the Personnel Commission
From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission
Subject: Approval of Revised Classification Specifications: Director of Fiscal Services

Background

The Executive Director of Classified Personnel Commission, in collaboration with the Chief Business Officer, has conducted a review of the Director of Fiscal Services classification specifications. This position was last updated in June 1989, and the proposed revisions reflect current fiscal management responsibilities, technological advancements, and alignment with the district's organizational structure.

Recommendation(s)

1. Approve the revised classification specifications for Director of Fiscal Services, effective April 9, 2025.

Summary of Key Updates

The specifications have been updated to align with current fiscal management practices. Key changes include expanded duties in grant management and collective bargaining; refined knowledge requirements for government accounting standards; and broadened experience requirements from specific "school budgeting" to general "financial management within a public agency" while maintaining K-12 preference.

The document now follows the Personnel Commission's style guide with improved formatting. These updates preserve the position's scope while enhancing requirements to attract qualified professionals for this fiscal leadership role.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF FISCAL SERVICES

BASIC FUNCTION DEFINITION

Under general direction, to plan, organize, and direct the accounting, budgeting - control, purchasing, payroll and financial record management functions and activities of the district; **provides leadership and management for all fiscal operations.** ~~and performs other related functions as directed.~~ and to perform other related functions as directed.

DISTINGUISHING CHARACTERISTICS

The Director of Fiscal Services provides leadership and oversight for the district's fiscal operations, distinguished from lower-level positions by its responsibility for planning, organizing, and directing the entire fiscal services department including supervision of the Accounting Manager, Purchasing Manager, and Senior Accounting Assistants with full managerial authority over district-wide financial functions. The position is distinguished from higher-level positions such as Chief Business Officer in that the latter have broader responsibilities across multiple administrative functions beyond fiscal services, including facilities, maintenance, transportation, and other business operations, and typically report directly to a Superintendent-level role.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Business Officer. Exercises direct supervision over fiscal services staff including the Accounting Manager, Purchasing Manager, Senior Accounting Assistants, and indirectly supervises Payroll staff, Accounts Payable staff, Warehouse Supervisor, and Buyer.

PERFORMANCE RESPONSIBILITIES

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

- Plans, organizes, directs, and participates in the functions and activities of the fiscal services unit, including budget preparation and control, payroll preparation, purchasing, and record maintenance, and systems and processes pertaining to the proper disbursement of funds, **assure compliance with applicable laws, codes, rules and regulations.**
- Plans, organizes, prepares, and presents periodic financial statements outlining the district's income and expenditure position for all funds.
- Performs fiscal analyses and audits and provides preliminary budget estimates and projections.

- **Oversees the calculation and projection of the District's apportionments, especially calculations related to enrollment, attendance and unduplicated pupil count.**
- Counsels, confers with, and advises district and site personnel regarding budget-related matters and issues, and aids in determining alternative fiscal problem solutions.
- Reviews, monitors, and controls ~~special project~~ **categorical** budgets and major account expenditures, and alerts appropriate management personnel **before as-** ~~special fund~~ accounts reach a predetermined expenditure limit.
- ~~Assists in the~~ **Directs and performs** financial and budget master planning process, including near-, mid-, and long-range planning, determination of human and monetary resource needs, and the establishment of fiscal goals and objectives.
- ~~Assists in~~ **Oversees and executes** the planning, organizing, and development of fiscal policies, regulations, and operational guidelines.
- Plans, develops, and implements procedures pertaining to the investment of excess district funds.
- Serves as a liaison to external auditors and analyzes, evaluates, and interprets audit reports to appropriate levels of management.
- Plans, develops, and implements fiscal and record management procedures to ensure adherence to an effective and efficient operational mode.
- Reviews, monitors, and evaluates the performance of subordinates and assists them in the resolution of unusual or unforeseen problems and concerns.
- Supervises, trains, and evaluates assigned personnel.
- Aids fiscal service personnel in resolving rights disputes, which may include conducting hearing processes.
- **May serve as a member or a resources to the District's collective bargaining team; prepare fiscal information for collective bargaining activities; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters**
- **Attends and participates in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; makes presentations regarding District financial objectives, plans and achievements to groups and committees.**
- **Coordinates the preparation and administration of grant applications and awarded funds by overseeing necessary documentation, tracking expenditures, and verifying compliance to secure external funding and ensure adherence to regulatory standards.**
- May perform the more technical and responsible fiscal services functions.
- **Performs related duties as assigned**

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, methods, procedures, and trends pertaining to the management of budget, accounting, and fiscally related processes.
- Audit, fiscal control, and research process methods, procedures, and strategies.
- Principles, trends, techniques, and strategies of modern organization management and supervision.
- Legal mandates, policies, regulations, and guidelines pertaining to educational fiscal management processes.
- **Government accounting standards and practices applicable to school districts**
- **California school finance, attendance accounting, and apportionment processes**
- **Financial reporting requirements for educational agencies**
- **Principles of investment and cash flow management**
- **Computerized financial systems and related software applications**
- **Grant management and compliance requirements**
- **Collective bargaining processes and fiscal implications**
- **Budget development and multi-year forecasting methodologies**
- **Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA**

Ability to:

- Effectively and efficiently coordinate, manage, and direct the district fiscal programs and processes.
- ~~Perform audits of special funds and major accounts, and conduct statistical, financial, and operational analyses.¶~~
- ~~Develop, implement, and maintain budget, accounting, and fiscal control procedures.¶¶~~
- ~~Motivate, train, evaluate, and supervise fiscal services personnel.¶~~
- ~~Communicate effectively in oral and written form.¶~~
- ~~Understand and carry out oral and written directions with minimal accountability controls.¶~~
- ~~Establish and maintain cooperative working relationships with others.~~
- **Analyze financial data and perform comprehensive audits of funds and accounts**

- Develop and implement effective budget, accounting, and fiscal control procedures
- Lead and develop fiscal services personnel through effective supervision and training
- Communicate complex financial information clearly both verbally and in writing
- Work independently with minimal oversight while maintaining accountability
- Build and maintain cooperative relationships with administrators, staff, and external agencies
- Exercise sound judgment in financial decision-making
- Adapt fiscal operations to meet changing regulatory requirements
- Present financial information effectively to both technical and non-technical audiences
- Maintain confidentiality with sensitive fiscal and personnel information
- Demonstrate the highest standards of fiscal ethics, professional integrity, and accountability in all aspects of financial management
- 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:

EDUCATION

A ~~baccalaureate~~ **Bachelor's** degree with a major in accounting, **finance**, business administration, public administration, ~~or a related field is required.~~ **or a field closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation.**

EXPERIENCE

~~A minimum of five years of experience with an emphasis in school budgeting and financial management. Experience must include a minimum of two years at a supervisory level.~~

Five (5) years of progressively responsible experience in financial management within a public agency, including accounting, budgeting, and fiscal administration. Experience must include two (2) years of supervisory responsibility. Experience in a K-12 school district educational setting is preferred.

OR¶

~~Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying.~~

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

WORKING CONDITIONS:

- Work is performed primarily in an office environment with extensive periods using computer equipment.
- The position involves regular interaction with district administrators, department managers, staff, and representatives from external agencies.
- May require attendance at evening meetings and occasional travel to conferences, workshops, and school sites.
- Subject to frequent interruptions and high volumes of work during peak periods such as fiscal year-end, budget development, and audit seasons.

PHYSICAL DEMANDS:

- Physical demands are typically those associated with an office environment.
- Primarily sedentary with extended periods of sitting and computer use.
- Requires visual acuity sufficient to work with financial data and operate a computer; hearing and speech ability sufficient to communicate effectively in person and over the telephone; manual dexterity to operate standard office equipment.

Additional Requirements/Information:

~~OTHER REQUIREMENTS~~

This position may require evening attendance at Board meetings and various committee meetings.

~~A valid California driver's license and insurability by the district's carrier must be maintained at all times.~~

APPROVED BY PERSONNEL COMMISSION:
June 20, 1989 (Board Approved June 15, 1989)

Proposed to Personnel Commission:
April 8, 2025