Personnel Commission
BELLFLOWER
Unified School District

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

May 23, 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 April 8, 2025
   Approval of Minutes, Regular Meeting of May 13, 2025

8. **ACTION ITEM:**

   A. 2025-2026 Personnel Commission Budget Public Hearing:
   The Personnel Commission will conduct a public hearing to receive information, public testimony, and comments regarding the proposed Personnel Commission Budget for the 2025-2026 fiscal year. This provides an opportunity for members of the public to address the Commission on this specific matter before any action is taken on the budget itself.
   B. Approval of the Proposed 2025-2026 Personnel Commission Budget

9. **ACTION ITEM:**

   Certification and Ratification of Eligibility Lists for Classified Service

10. **ACTION ITEM:**

    Approval of Revised Classification Specifications: Bus Driver

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.)

11. **ACTION ITEM:**
    Approval of Retitling Classification from Communications Security Manager to Telecommunications and Security Systems Manager

12. **ACTION ITEM:**
    Approval of Classification Specification Revision, Retitle, and Salary Reallocation for Network Administrator to Network and Cybersecurity Manager

13. **ACTION ITEM:**
    Approval of Revised Classification Specifications: Clerk

14. **ACTION ITEM:**
    Approval of Revised Classification Specifications: Instructional Assistant Classifications

15. **ACTION ITEM:**
    Approval of Request for Creation of Personnel Analyst Classification

16. **INFORMATION ITEM:**
    Letter Recognizing Classified School Employees Week: May 19-23, 2025

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

18. **ADJOURNMENT OF MEETING**

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION
District Administration Building
Tuesday, June 10, 2025 at 5:00 p.m.

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING APRIL 8, 2025

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Jason Willey at 5:00 p.m. and the Flag Salute was led by Deputy Superintendent, Dr. Ryan Smith.

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, April 8, 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

Ms. Perez shared that she attended the Mayfair PTSA Honorary Service Awards and said it was a very nice event. She stated that Mr. Philips and Ms. Mitchell were honored for their service to the school. She also stated that she had attended two other Mayfair events; a baseball game, where her son is part of the team and a Mayfair Colorguard event that her daughter is part of.

Mr. Willey shared that he had attended the CSPCA Annual Conference this past March and that it was very nice and he was able to receive valuable information to bring back and share. Mr. Willey also stated that he was able to attend one of the sessions that Dr. Olmos was presenting and said it was outstanding. Overall is was a good conference and he was glad that he was able to attend.

PUBLIC COMMENT

A. CSEA

CSEA Chapter 32 President, Michelle Cuellar shared she was happy to have been invited to attend the Learner Centered visits of the San Diego schools last month. She stated that it was a good experience, very well planned and very glad she went.

Ms. Cuellar also stated that she was happy to share that negotiations with the district have been very positive this year and that they have settled on two MOUs. One MOU is to increase salaries by 1.5% retroactive to July 1, 2024 and the other MOU is for an increase of five workdays for 9 month classified employees in 2025-2026 for professional development/mandatory training.

Ms. Cuellar stated that she is looking forward to the STAR Awards on April 21st where employees will be recognized and also looking forward to the retirees social on May 19th to honor all retirees. And she also shared that CSEA is planning a luncheon on May 21st at the Kiwanis Hall for classified school employees, with more details to come in the near future.

B. District Administration

Deputy Superintendent, Dr. Ryan Smith thanked Ms. Cuellar for her comments and stated that it has been a pleasure to be working in partnership and collaboration with CSEA in interest for the best of our district's employees.

Dr. Smith shared that the STAR Awards on April 21st will be honoring both certificated and classified staff at the reception taking place at Mayfair's STEAM building. He stated that they will also be announcing the District Employees of the Year that same evening.

Dr. Smith shared that there will be a retiree's informal social taking place on May 19th to recognize our retirees. It will be taking place at 4:30pm at Bar Louie in the city of Downey and hopes the commissioners will be able to attend.

Dr. Smith shared that the district superintendent search process is coming along. The surveys and forums have recently been completed; the window for applications closed on April 7th and interviews are planned for June 7th.

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of March 11, 2025

The Personnel Commission took action to approve the minutes of the regular meeting of March 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: Ms. Marisa Perez
Seconded by: Mrs. Sue Berhow

Ms. Perez asked Dr. Olmos for a brief overview of the item. Dr. Olmos gave an overview of the item and the hiring process from the eligibility lists.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

9. Approval of Revised Classification Specifications: Director of Fiscal Services

The Personnel Commission took action to approve the revised classification specifications for Director of Fiscal Services, effective April 9, 2025.

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

Ms. Perez asked Dr. Olmos for a brief overview of the classification specifications for Director of Fiscal Services. Dr. Olmos gave an overview of the classification specifications and stated that as positions evolve, specifications are revised to meet the current needs that are necessary for the job.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

10. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos reported to the commissioners that as mentioned earlier in the meeting, he too attended the CSPCA Annual Conference this past March and that it was a wonderful conference where he learned new things that he will be sharing. He stated that he is planning to do an assessment of the job postings and revise accordingly to meet any new law requirements.

Dr. Olmos also mentioned the STAR Awards, Retiree Social and will be sending a communication to the commissioners with details of the events.

He shared that he had participated in Read Across America for our students and that he had enjoyed it very much. He shared that he received a thank you packet made by students for him. He expressed his appreciation to the students and also his appreciation to staff for having invited him to this wonderful event.

The Personnel Commission adjourned to closed session at 5:55 p.m. with no further action taken and reconvened to open session at 6:11 p.m.

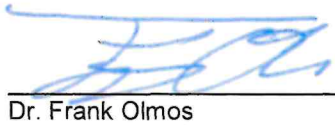
Closed Session

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

11. ADJOURNMENT

THE APRIL 8, 2024, REGULAR MEETING OF THE PERSONNEL COMMISSION ADJOURNED AT 6:11 P.M.

Respectfully submitted by:



Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 8

Date: May 23, 2025

To: Members of the Personnel Commission

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

Subject: Approval of the Proposed 2025-2026 Personnel Commission Budget

---

Recommended Action

The Executive Director of Personnel Commission recommends approval of the proposed budget and its changes for the 2025-2026 fiscal year, including:

1. Realigning the Clerk (Receptionist) role to Personnel Services
2. Adding a Personnel Analyst position to address systemic needs
3. Approving a net budget increase of $29,840, from $1,033,056 to $1,062,896

Background and Rationale

A key reorganizational effort took place on July 1, 2024, which involved the elimination of the Associate Superintendent - Business and Personnel and Personnel Manager positions. This restructuring enabled the establishment of the Executive Director - Classified Personnel Commission role, aimed at strengthening leadership and oversight within the Personnel Commission.

Building on the momentum from the July 2024 reorganization, the District engaged School Services of California (SSC) to conduct a comprehensive review of the Personnel Services department, which highlighted significant understaffing in Personnel Services, ranking the District 7th out of 8 comparable districts in Personnel Services Full-Time Equivalents (FTE). The review aimed to identify areas for improvement and provide recommendations for enhancing the department's efficiency and effectiveness, and its findings have informed the proposed changes outlined below.

The Need for a Personnel Analyst
The addition of a Personnel Analyst is critical to address the following challenges:

- **Outdated Job Descriptions:** Updating and maintaining accurate job descriptions to reflect actual duties and responsibilities
- **Enhanced Recruitment/Assessment Processes:** Developing and implementing highly specialized and technical recruitment processes to attract and retain high-quality candidates
- **Performance Management and Professional Development**: Creating and implementing effective performance management systems and a Professional Development framework for Classified Personnel Staff to support growth and effectiveness

The Personnel Analyst position will play a crucial role in addressing these challenges and enhancing the Commission's efficiency, effectiveness, and responsiveness in supporting the District's mission. With a relatively marginal increase of $29,840, we expect significant returns in terms of improved efficiency, effectiveness, and compliance, ultimately supporting the District's growth and success. These proposed budget and organizational changes are essential to our continued success and are designed to strengthen the Personnel Commission's ability to support the District's mission.

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION BUDGET 2025-2026
PROPOSED

PERSONNEL COMMISSION
LOCATION: 902

			2024-2025	2025-2026	
	DESCRIPTION				
2310	Executive Director	1.00	182,530	176,634	
2320	Commissioners	3.00	1,800	3,600	
2410	Administrative Assistant	1.00	96,655	98,105	
2410	Personnel Assistant	1.00	88,305	89,974	
2410	Personnel Technician	1.00	76,214	81,736	
2410	Clerk	0.67	37,638	0	
2410	Personnel Analyst	1.00	0	108,000	
TOTAL CLASSIFIED SALARIES		**8.00**	**483,142**	**558,049**	
FRINGE BENEFITS					
3212	PERS - Classified		133,813	151,755	
3312	OASDI - Classified		29,955	34,562	
3332	MEDI - Classified		7,006	8,084	
3412	Health and Welfare - Classified		133,212	144,495	
3512	SUI - Classified		242	279	
3612	W/C - Other Classified		28,989	33,447	
3712	OPEB - Classified		9,663	5,575	
TOTAL FRINGE BENEFITS			**342,880**	**378,197**	
BOOKS & SUPPLIES					
4350	Office Supplies		4,500	5,000	
4390	Other Supplies		1,700	2,000	
4400	Non Capitalized Equipment		3,400	4,000	
TOTAL BOOKS AND SUPPLIES			**9,600**	**11,000**	
CONTRACTED SERVICES					
5220	Travel/Conference		9,000	10,000	
5310	Dues/Memberships		7,500	8,000	
5757	Food Services		5,000	5,000	
5810	Contracted Services		30,000	30,000	
5825	Legal Hearings		18,500	18,000	
5830	Advertisement		10,000	8,000	
5860	Fingerprints, Physicals, X-ray		33,000	30,000	
5890	Other Services		81,784	4,000	
5920	Telephone		2,650	2,650	
TOTAL CONTRACTED SERVICES			**197,434**	**115,650**	
EQUIPMENT					
6420	New Equipment		0	0	
TOTAL EQUIPMENT			**0**	**0**	
TOTAL PROGRAM		**8.00**	**1,033,056**	**1,062,896**	

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 9

Date: May 23, 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	Tested	Applicants
Instructional Assistant, Visual & Performing Arts (Merged)	04/10/2025	OP	6	11	7	9
Instructional Assistant, Special Ed (Merged)	04/21/2025	OP	6	18	10	15
Behavior Assistant (Merged)	04/24/2025	PR/OP	3	4	8	30
Electrician	04/24/2025	OP	5	5	7	22
Instructional Assistant, Media Arts (Merged)	04/24/2025	OP	5	11	5	5
Guidance Technician	04/28/2025	PR/OP	10	14	24	38
Instructional Assistant (Merged)	04/28/2025	OP	13	60	16	36

OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 10

Date: May 23, 2025

To: Members of the Personnel Commission

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

Subject: Approval of Revised Classification Specifications: Bus Driver

---

Background

At the request of Patrick Turner, Director of Facilities, Maintenance, Operations and Transportation, a revision to the Bus Driver classification specifications is proposed. The current specification was last approved in June 2008, and the revised version reflects updated requirements and expectations based on changes in student transportation operations.

Recommendation(s)

1. **Approve the revised classification specifications for Bus Driver, effective May24, 2025.**

Summary of Key Updates

- **Clarified distinctions** between the Bus Driver role and related classifications (including Transportation Manager and Transportation Specialist).
- **Expanded and clarified essential duties** – for example, transporting special education students, implementing disability transport protocols, and communicating with parents and staff.
- **Updated knowledge and ability requirements** to reflect current practices in defensive driving, student behavior management, and use of communication technologies.
- **Revised minimum qualifications** with a new equivalency option for required experience through district-approved training programs.
- **Updated licensing requirements** including First Aid/CPR certification within six months of hire and ongoing compliance with DL-51 school bus driver medical examination requirements.
- **Reformatted the specification** to align with the Personnel Commission's style guide, ensuring consistency and transparency.

For reference: Annual Salary Schedule T-015 ($53,931 – $65,560).

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:
Under the direction of the Transportation Manager, drive a school bus to transport students safely and efficiently to and from school and other assigned locations along designated routes in accordance with established timelines.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification responsible for the safe transportation of students. The Bus Driver classification is distinguished from the Transportation Manager in that the latter manages and oversees the entire transportation department including personnel, budget, and operations. It differs from the Transportation Specialist in that the Bus Driver primarily operates school buses and works directly with students, while the Transportation Specialist provides clerical and administrative support to the transportation department. This classification requires specialized licensing and certification including a Class B commercial driver's license and a California School Bus Driver Certificate not required of other non-transportation related classifications.

SUPERVISION RECEIVED AND EXERCISED

This position works under the general supervision of the Transportation Manager. The Bus Driver does not exercise supervision over staff, but is responsible for maintaining order and appropriate behavior of student passengers, and may provide direction to students during emergency situations, field trips, and daily transportation.

REPRESENTATIVE/ ESSENTIAL DUTIES:

- Drives a school bus along designated routes; pick up and discharge students in accordance with established timelines; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
- Maintains order and discipline among passengers on the bus in accordance with District policies related to disciplining students; report behavior issues to appropriate personnel; assure student understanding of bus rules; issue citations as needed.
- Conducts required daily safety inspections of buses; inspect interior, exterior and engine of buses to assure safe operational condition; check brakes, lights, doors, mirrors and other equipment; report mechanical malfunctions or other problems as needed.
- **Performs post-trip inspection of the bus at the conclusion of each route or trip to ensure that no students or passengers remain on board.**
- Maintains buses in a clean and safe operating condition; clean and wash bus windows, mirrors, interior and exterior; check and maintain appropriate fuel, oil, water and tire compression levels; replenish fluids and inflate tires as needed.

- Transports students and faculty on field trips, sports events or other special activities to and from various locations along designated routes as assigned; load and unload luggage as needed; meet scheduled departure and arrival times.
- **Monitors students as they cross the street and during loading/unloading procedures to ensure safety**
- Loads and unloads special education students as required; assist students with boarding and exiting the bus.
- **Implements specialized protocols for transporting students with disabilities**
- Communicates with District personnel, parents and others to exchange information and resolve issues or concerns.
- Prepares and maintains various records, logs and reports related to inspections, discipline, mileage and assigned activities.
- Determines appropriate action in emergency situations according to established guidelines; administer first aid to passengers as required.
- Conducts bus evacuation drills and explain~~explain~~ related procedures to students as required.
- **Performs related duties as assigned.**

~~**OTHER DUTIES:**~~

- ~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe and defensive driving practices.
- Proper operation of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- **Student management techniques and district policies related to student discipline**
- **Health and safety regulations, including first aid procedures..**
- Oral and written communication skills.

ABILITY TO:

- Drive a school bus safely and efficiently.
- Learn and apply District policies and procedures related to student discipline.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain the bus in clean and proper working condition.
- Conduct safety inspections.
- Maintain various records and prepare reports.

- Understand and follow oral and written directions.
- Communicate effectively with **individuals of various ages and abilities** ~~others~~
- Meet schedules and timelines.
- **Communicate effectively using communication equipment and technologies as a two-way radio.**

~~**EDUCATION AND EXPERIENCE:**~~¶

¶

~~Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.~~

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

Experience:
Six months of experience driving buses or commercial vehicles, preferably with experience transporting school-aged children.

Education:
High school diploma or equivalent.

Equivalency: Completion of a district-approved or recognized training program may substitute for the required experience.

~~**LICENSES AND OTHER REQUIREMENTS:**~~

- ~~Valid California Class B commercial driver's license with passenger and air brake endorsements.~~¶
- ~~Valid California School Bus Driver Certificate.~~¶
- ~~Some positions in this classification may require a valid First Aid and CPR Certification issued by an authorized agency.~~

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

~~**ENVIRONMENT:**~~
WORKING CONDITIONS:

- School bus and outdoor environment.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Driving a vehicle to conduct work.
- **Exposure to various student behaviors and noise levels**
- **Potential exposure to emergency situations requiring quick response**
- **Traffic hazards.**
- **Driving a vehicle during adverse weather conditions.**
- **Fumes from chemical cleansers and bus operation.**

- Working on ladders.

PHYSICAL DEMANDS:

- Sitting for extended periods of time while operating buses.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Bending at the waist, kneeling or crouching to inspect and wash buses.
- Climbing ladders or steps.
- Reaching overhead, above the shoulders or horizontally.
- Seeing to monitor passengers and operate a vehicle.
- Lifting and carrying moderately heavy objects weighing up to 50lbs as assigned by the position.

~~**HAZARDS:**¶~~

- ~~Traffic hazards.¶~~
- ~~Driving a vehicle during adverse weather conditions.¶~~
- ~~Fumes from chemical cleansers and bus operation.¶~~
- ~~Working on ladders.~~

Additional Requirements/Information:

- **Valid California Class B commercial driver's license with passenger and air brake endorsements.**
- **Valid California School Bus Driver Certificate.**
- **Mountain Driver Certified is Desired**
- **Must obtain and maintain a valid First Aid and CPR certification issued by an authorized agency within the first six (6) months of employment. Certification must be maintained throughout employment.**
- **Submission of a current Medical Examination Report (DL-51) and Medical Examiner's Certificate, completed every two years by a U.S.-licensed medical professionals listed on the National Registry of Certified Medical Examiners, as required by law (CVC §12517.2); school bus drivers age 65 or older must submit a new DL-51 annually.**
- **Must maintain insurability and a satisfactory driving record.**

APPROVED BY PERSONNEL COMMISSION:
June 2008

Proposed to Personnel Commission:
May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 11

Date: May 23, 2025

To: Members of the Personnel Commission

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

Subject: Approval of Retitling Classification from Communications Security Manager to Telecommunications and Security Systems Manager

---

Background
In collaboration with Christian Caceres, Director of Technology, the Personnel Commission is asked to retitle the existing **Communications Security Manager** classification to **Telecommunications and Security Systems Manager**. This change adopts industry-standard terminology to make the role more recognizable to technology and security professionals and to enhance recruitment efforts.

Recommendation(s)

1. **Approve the retitling of the Communications Security Manager classification to Telecommunications and Security Systems Manager, effective May 24, 2025.**

Summary of Key Benefits

- **Class Title Change:** Updated from Communications Security Manager to Telecommunications and Security Systems Manager to reflect the full scope of the position's responsibilities in both telecom infrastructure and security systems.
- **Industry Alignment:** Uses terminology (e.g., "Telecommunications," "Security Systems") common in job markets, improving clarity for prospective candidates and aligning with recruiting platforms.
- **Role Clarity:** Emphasizes integrated management of telephony, data communications, physical-security electronics (cameras, access controls), and fire/smoke detection systems, ensuring candidates understand the position's breadth.
- **Recruitment Impact:** Anticipated to broaden applicant pool by using searchable, industry-recognized keywords, facilitating outreach to certified telecom and security professionals.

For reference: Annual Salary Schedule K-076 ($98,002 – $120,312).

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: TELECOMMUNICATIONS AND 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:

- Installs, configures and maintains a variety of complex, multi-vendor hardware and software in a network environment.
- Supervises the installation and maintenance of electronic and audio-visual equipment including public address systems, projectors, monitors and clocks.
- Oversees, monitors, and maintains an integrated workforce management system.
- Designs, installs and repairs digital and analog telephone systems.
- Designs, installs, and maintains devices for voice and data circuits.
- Designs, installs and manages security mechanisms that protect networks and information systems.
- Supervises and participates in the installation, repair and maintenance of security, smoke and fire systems.
- Coordinates, monitors and responds to security, fire and smoke systems.
- Installs, configures and maintains security cameras, paging systems, and digital communications systems.
- Installs various types of cabling and wiring.
- Estimates labor and material cost.
- Processes and coordinates work orders.
- Provides in service training for District personnel regarding the use of electronic and various telecommunication equipment.
- 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.
- Supervises the work of others and conducts performance evaluations.
- Maintains various types of files and records.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- 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.
- 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

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

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.

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

WORKING CONDITIONS:
- 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

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 APPROVED BY PERSONNEL COMMISSION ON:

PC Revised: March 11, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 12

Date: May 23, 2025

To: Members of the Personnel Commission

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

Subject: Approval of Classification Specification Revision, Retitle, and Salary Reallocation for Network Administrator to Network and Cybersecurity Manager

---

I. RECOMMENDATION

The Executive Director, Classified Personnel recommends that the Personnel Commission approve the following:

1. Revise the classification specification for the position currently titled Network Administrator.
2. Retitle the Network Administrator position to NETWORK AND CYBERSECURITY MANAGER.
3. Reallocate the salary range for this position from K-080 ($90,702 - $112,321 Annually) of the Classified Management Salary Schedule to K-076 ($98,002 - $121,359 Annually) of the Classified Management Salary Schedule, aligning it with positions of comparable scope and responsibility, such as the Communication Security Manager.
4. Establish the effective date of May 24, 2025 for the revision, retitle, and salary reallocation as upon approval by the Personnel Commission.

II. BACKGROUND

In collaboration with the Director of Technology, it was brought to the Personnel Commission Office's attention that the Network Administrator role, currently vacant, has undergone significant evolution due to the increasing criticality of cybersecurity. In addition to the position's network responsibilities, it now heavily emphasizes proactive security, threat mitigation, and compliance, extending beyond its original scope. It was concluded that the current title and classification do not accurately reflect these expanded duties, necessitating a revision.

III. RATIONALE AND JUSTIFICATION

The proposed retitle to NETWORK AND CYBERSECURITY MANAGER accurately reflects the significant evolution of this role, which now demands high-level expertise in both traditional network administration and the critical domain of cybersecurity, including strategy, incident response, and compliance. Revising the existing classification, rather than creating a new one, acknowledges the foundational network responsibilities while formally incorporating the expanded cybersecurity duties, ensuring continuity and recognizing growth within the role.

The requested salary reallocation from K-080 to K-076 is justified by the Whole Job ranking methodology. This analysis compared the overall duties, responsibilities, and required expertise against internal benchmarks, demonstrating alignment with positions such as the Communication Security Manager (K-076) and Purchasing Manager (K-076), which require similar levels of technical skill, management responsibility, and strategic impact. This ensures appropriate compensation for the increased scope and criticality of the revised position.

External Market Data: Furthermore, an analysis of external market data from comparable school districts in the region was conducted. The following salary information was collected for similar classifications:

- **Lynwood Unified School District - Network and Cybersecurity Manager:**
  $120,816.00 - $146,820.00 Annually
- **Norwalk La Mirada Unified School District - Senior Network Administrator:**
  $147,636.00 - $156,732.00 Annually
- **Downey Unified School District - Network Administrator:**
  $114,372.00 - $139,176.00 Annually
- **Montebello Unified School District - Network Administrator:**
  $87,309.60 - $114,781.56 Annually
- **Compton Unified School District - Network Administrator:**
  $102,052.56 - $124,032.72 Annually

Our analysis of external market data from comparable school districts shows the proposed K-076 salary range of $98,002 to $121,359 for Network and Cybersecurity Manager is positioned competitively, albeit on the lower end of the spectrum. While districts like Norwalk La Mirada and Lynwood Unified offer higher salary ranges, others like Montebello Unified and Compton Unified are more aligned with our proposal. Considering our district's overall compensation strategy and fiscal responsibilities, the proposed range strikes a balance between attracting top talent and maintaining internal equity.

IV. FISCAL IMPACT

The reallocation to K-076 results in an annual salary increase of $7,300, raising the minimum salary from $90,702 to $98,002. Additionally, this change will have a corresponding impact on benefits, which will be calculated based on the updated salary range.

V. CONCLUSION

The proposed revision to NETWORK AND CYBERSECURITY MANAGER with a salary reallocation to K-076 accurately reflects the role's evolved duties and criticality, ensuring competitive alignment and supporting the District's commitment to robust network infrastructure and data security.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: NETWORK AND CYBERSECURITY MANAGER ~~ADMINISTRATOR~~

BASIC FUNCTION:

~~Under the direction of the Director of Educational Technology, organize and direct a variety of technical and resource services in the installation, operation, repair and diagnosis of computer networks, install a variety of soMvare packages in various configurations and provide user support assistance. Administer large LAN/WAN environment.~~

Under administrative direction, the Network and Cybersecurity Manager plans, organizes, and directs the District's network infrastructure and cybersecurity program. This position is responsible for ensuring reliable network operations across the District and safeguarding electronic data and systems from internal and external threats. The Network/Cybersecurity Manager develops and implements strategies to maintain robust network performance and security, ensures compliance with all relevant federal, state, and education regulations (e.g., FERPA, CIPA, HIPAA), and coordinates both network projects and cybersecurity initiatives including risk assessments and incident response.

DISTINGUISHING CHARACTERISTICS

This classification has a dual focus on overseeing district-wide network operations and leading the cybersecurity strategy. It requires both in-depth expertise in network administration and specialized knowledge of cybersecurity practices. This classification also has overarching responsibility for information security, regulatory compliance, and data protection. This classification serves as the District's primary technical authority on both networking and cybersecurity matters and works collaboratively with other departments to ensure a secure and reliable technology environment.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Technology (or designee).

Provides direct supervision to assigned technical staff in the technology department, such as network engineers/technicians or other related classifications, including hiring, training, evaluation, and day-to-day oversight of their work.

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

- ~~Install, configure and maintain a variety of complex multi-vendor hardware and software in a network environment.¶~~
- ~~Troubleshoot network problems involving routing, communications, and network operating systems, printing, memory management and other applications.¶~~
- ~~Provide technical information to other departmental staff, other departments, other sites and end users.¶~~
- ~~Maintain records of completed work.¶~~
- ~~Maintains and troubleshoots hardware, software, and network problems¶~~
- ~~Train network technicians on the management and operation of systems.¶~~
- ~~Install and design complex networks and cabling.¶~~
- ~~Assist in researching new products and technologies for possible implementation within the District.¶~~
- ~~Maintain current knowledge of technological advances and industry trends.¶~~
- ~~Serve as a technical consultant to schools and departments on such matters as utility, cost and applications of data processing services.¶~~

- ~~Interview, train, supervise and evaluate the work of assigned staff.~~

- Designs, implements, and maintains the District's LAN/WAN network infrastructure including routers, switches, wireless systems, and servers to ensure high availability and secure operations
- Monitors network performance and troubleshoots complex issues involving routing, connectivity, and network systems to minimize disruptions to educational services
- Implements and maintains network security measures including firewalls, web filters, and access controls to protect district data and systems from unauthorized access and cyber threats
- Develops and maintains backup, disaster recovery, and business continuity plans for critical IT systems to ensure data can be restored in case of loss
- Conducts regular security assessments and implements solutions to address identified vulnerabilities in compliance with educational data privacy regulations
- Creates and maintains comprehensive documentation of network architecture, configurations, and changes to support operational continuity
- Researches and evaluates new networking technologies and security solutions to recommend improvements aligned with district technology goals
- Provides technical consultation to departments and schools on network capabilities, security requirements, and best practices
- Plans and manages network-related projects including upgrades, expansions, and security enhancements to meet evolving district needs
- Develops and delivers cybersecurity awareness training for district staff to promote safe digital practices and data protection
- Prepares and presents reports to district leadership on network operations, security status, and recommended improvements
- Administers and maintains district security systems including intrusion detection, endpoint protection, and identity management solutions
- Supervises and provides technical guidance to network support staff to ensure effective team performance
- Collaborates with external agencies and vendors on network services, security assessments, and compliance requirements
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ~~Microcomputer hardware and software applications Reporting procedures, record-keeping and report generation Novell Network Systems¶~~
- ~~Applicable types of cabling systems, hubs, cow/hams, bridges and network design¶~~
- ~~Basic concepts and principles of networking in a mainframe and client-server environment: network in3 practices, operations, network in u interfaces and related control signals; and procedures¶~~
- ~~Current methods, practices and procedures involving the use of computer technology and related equipment.¶~~
- ~~Basic arithmetic~~

- Advanced network design principles including LAN/WAN architectures, TCP/IP protocols, routing and switching technologies, and wireless infrastructure implementation
- Enterprise network hardware and software components including switches, routers, firewalls, access points, servers, and network operating systems
- Cybersecurity frameworks, threat detection methods, prevention strategies, and incident response protocols to protect district systems
- Federal and state regulations related to data privacy and security in education environments, including FERPA, HIPAA, and CIPA requirements
- Network security architecture including firewall configurations, intrusion detection systems, VPN technologies, encryption methods, and access control mechanisms
- Risk assessment methodologies, vulnerability testing procedures, and security control implementation strategies
- Incident response procedures and basic digital forensics techniques for investigating security breaches
- Operating system and application security for servers, cloud services, databases, and endpoint devices
- Business continuity and disaster recovery planning specifically for educational technology environments
- Project management methodologies for implementing complex technology initiatives within budget and timeline constraints
- Principles of effective staff supervision, training, and performance evaluation in a technical environment
- Technical communication strategies for explaining complex concepts to non-technical stakeholders
- Current industry trends and emerging technologies in network administration and cybersecurity
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

ABILITY TO:

- ~~Perform technical duties related to the operation and maintenance in a mainframe, client-server, and network in_ 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 Establish and maintain effective working relationships~~
- Analyze and troubleshoot complex network performance issues and security threats using diagnostic tools to implement effective solutions
- Design and manage enterprise network systems that meet organizational security requirements and operational needs
- Develop and implement comprehensive disaster recovery and business continuity plans for critical IT infrastructure
- Communicate technical information clearly to diverse stakeholders including administrators, staff, and technical teams
- Evaluate emerging technologies and security threats to adapt strategies addressing new challenges in the educational IT environment
- Interpret and apply technical regulations and compliance requirements related to educational data privacy and security

- Create clear documentation for network architecture, security protocols, and operational procedures
- Make sound decisions under pressure when responding to critical incidents affecting network connectivity or data security
- Plan and manage complex IT projects while balancing multiple priorities and meeting critical deadlines
- Supervise and mentor technical staff to foster professional growth and high performance
- Establish effective working relationships with vendors, contractors, and representatives from other agencies
- 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 AND EXPERIENCE:**¶~~

~~Any combination of experience and education equivalent to: A bachelor's degree in computer science or a 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 soMvare is required.~~

Experience:

Five years of progressively responsible experience in designing, deploying, securing, and administering enterprise-level network infrastructure. Experience in a lead or supervisory capacity is desired.

Education:

Associate's degree in Computer Science, Cybersecurity, Information Technology, Network Engineering 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: networking (routing/switching), cybersecurity, cloud infrastructure, systems administration, and network virtualization.

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 Science, Cybersecurity, Information Technology, Network Engineering or other closely related field may substitute for the associate's degree and technical certifications requirement.

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
- Indoor office environment with occasional work in server rooms and temperature-controlled environments
- Travel between multiple district sites to service network equipment
- Evening or weekend work may be required for system maintenance and upgrades
- On-call duties for emergency network issues outside regular business hours
- Extended periods of computer use requiring sustained attention to technical details

PHYSICAL DEMANDS:

- 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 equipment¶
- Bending at the waist, kneeling or crouching¶
- See to perform computer repair duties
- Dexterity of hands and fingers to operate computer equipment, tools, and networking hardware
- Visual acuity to read detailed technical information on computer screens and small hardware components
- Ability to lift and carry network equipment weighing up to 35 pounds
- Ability to reach overhead, above shoulders, and horizontally to install and maintain network equipment
- Occasionally climbing ladders or working in confined spaces to access network infrastructure

Additional Requirements/Information:
Some positions may require industry certifications such as CCNA, CompTIA Network+, or equivalent

PC Approved 09-15-00
BD Approved 09-21-01

PROPOSED TO THE PERSONNEL COMMISSION:

May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 13

Date: May 23, 2025

To: Members of the Personnel Commission

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

Subject: Approval of Revised Classification Specifications: Clerk

---

Background

In collaboration with district leadership, the Executive Director of Classified Personnel is recommending to revise the **Clerk** classification specifications. The current specification was last approved in June 1999, and the proposed revisions reflect modernization of clerical duties, digital record-keeping, and alignment with today's office operations.

These revisions do not change the classification's level or salary allocation, but rather modernize duties and requirements to align with current operational standards.

Recommendation(s)

1. **Approve the revised classification specifications for Clerk, effective May 24, 2025.**

Summary of Key Updates

- **Generalized essential duties** to include digital filing and record maintenance, multi-channel communication (telephone, email, in-person), visitor reception, and calendar coordination.
- **Updated knowledge and abilities** to emphasize word-processing, email, basic business mathematics, professional telephone etiquette, and customer-service principles.
- **Updated minimum qualifications**: no prior experience required; high school diploma or equivalent.
- **Updated working conditions and physical demands** to specify indoor office environment, potential evening hours, and ergonomic considerations for prolonged sitting and data entry.
- **Reformatted** the entire specification to comply with the Personnel Commission's style guide, improving clarity, parallel structure, and consistency.

(For reference: Salary Schedule Range: Z-050, Hourly Salary: $20.88- $25.41

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: CLERK

BASIC FUNCTION:
Under the direction of the Assistant Principal, contact parents and guardians of students by telephone to inform them of and verify student absences; prepare and distribute related forms and records.¶

Under immediate supervision, performs a variety of routine clerical duties including contacting individuals by telephone, maintaining records, providing information regarding policies, updating contact information, and assisting with general office functions. Serves as a point of contact for visitors, staff, and other individuals regarding district matters.

DISTINGUISHING CHARACTERISTICS

The Clerk classification is an entry-level clerical classification performing routine tasks under established procedures. It is distinguished from higher-level classifications, which perform relatively more complex duties with greater independence.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from an assigned supervisor. This classification does not exercise lead or supervision over other staff.

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

- Contact parents and guardians by telephone to inform them of and verify student absences; determine whether absence is excused or unexcused; leave messages and receive returned calls from parents and guardians of students; answer questions regarding attendance policies and procedures. E¶
- List student names on the Saturday School list as needed; notify counselors of students with attendance problems and personal or family problems. E¶
- Operate a computer to access emergency cards; update student emergency card information. E¶
- Distribute homework to parents or guardians.¶
- Place calls to parents and guardians regarding awards, test dates and other information as assigned.

- Communicates with visitors, staff, and other individuals by telephone, email, or in person to provide information, respond to inquiries, and explain policies or procedures
- Maintains and updates records and files, both manual and digital, to ensure accuracy and compliance with established procedures
- Receives, sorts, and distributes incoming and outgoing correspondence and materials to ensure timely delivery of information
- Operates standard office equipment including computers, copiers, scanners, and multi-line telephones to complete assigned tasks
- Performs office tasks such as gathering information, tracking items, and coordinating deliveries under supervision to support departmental operations
- Provides support for reception functions including greeting visitors, answering phones, and assisting with front-office operations during scheduled periods to ensure continuous service
- Performs clerical duties including data entry, photocopying, scanning, and responding to basic inquiries to maintain office operations
- Prepares and distributes correspondence, forms, and other materials to communicate information to appropriate recipients
- Schedules appointments or meetings to help coordinate calendars and facility usage
- Monitors office supply levels and notifies appropriate personnel when items need reordering to maintain adequate inventory
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ~~Basic record-keeping techniques.¶~~
- ~~Basic computer operation and data entry techniques.¶~~
- ~~Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone techniques and etiquette.¶~~
- ~~Interpersonal skills using tact, patience and courtesy. District and school absence policies.¶~~
-
- Basic record-keeping and filing systems, both manual and digital
- Fundamental computer operations including word processing, email, and data entry
- Standard office equipment operation including telephones, copiers, and scanners
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Basic customer service principles and professional telephone etiquette
- Business mathematics for maintaining records and performing basic calculations
- Standard office procedures including handling correspondence and managing calendars
- Proper business communication formats for routine correspondence and forms

ABILITY TO:

- \Contact parents by telephone to verify the reason for student absences.¶
- Explain District and school policies and procedures related to attendance, absences and detention. Communicate effectively both orally and in writing.¶
- Maintain routine records. Operate a computer terminal.¶
- Learn District and school methods, policies, procedures and terminology regarding attendance verification.¶
- Determine appropriate action within clearly defined guidelines.
- **Communicate effectively and courteously with diverse individuals both orally and in writing**
- **Learn and follow established record-keeping procedures and practices**
- **Perform basic data entry and maintain accurate records**
- **Operate standard office equipment including computers, telephones, and copiers**
- **Follow verbal and written instructions to complete assigned tasks**
- **Organize work and establish priorities to meet deadlines**
- **Maintain confidentiality regarding sensitive information**
- **Work cooperatively with others in an office environment**
- **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:
No prior experience required.

Education:
High school diploma or equivalent.

EDUCATION AND EXPERIENCE:¶
¶
Any combination equivalent to: graduation from high school or sufficient training and experience to demonstrate the knowledge and abilities listed above.

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

WORKING CONDITIONS:
ENVIRONMENT:

- ~~Office environment.¶~~
- ~~Evening hours.~~
- Office environment with regular exposure to standard office equipment
- May include evening or extended hours depending on operational needs
- Work is primarily performed indoors in a climate-controlled setting
- Regular interaction with various individuals seeking assistance or information

PHYSICAL DEMANDS:

- ~~Sitting for extended periods of time.¶~~
- ~~Hearing and speaking to exchange information on the telephone.¶~~
- ~~Dexterity of hands and fingers to operate a computer keyboard and telephone.~~
- **Primarily sedentary, requiring extended periods of sitting while performing clerical tasks.**
- **Hearing and speaking to exchange information on the telephone and in person**
- **Dexterity of hands and fingers to operate a computer keyboard, telephone, and other office equipment**
- **Visual acuity to read printed materials and computer screen**
- **Reaching, bending, and lifting light objects (up to 10 pounds)**
- **Standing and walking between work areas**

Additional Requirements/Information:

APPROVED BY PERSONNEL COMMISSION:
June 1999

Proposed to Personnel Commission:

Revision: May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 14

Date: May 23, 2025

To: Members of the Personnel Commission

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

Subject: Approval of Revised Classification Specifications: Instructional Assistant Classifications

---

Background

In collaboration with district leadership and CSEA leadership, the Personnel Commission is recommending to revise the classification specifications for Instructional Assistant positions across six areas: General, Special Education, Bilingual (Spanish), Visual & Performing Arts, Media Arts, and Child Care.

The proposed revisions solely focus on updated minimum qualifications to ensure consistency across all Instructional Assistant classifications while complying with Federal and State laws and regulations. These changes aim to broaden our applicant pool to include candidates at various stages of educational achievement who can demonstrate the necessary competencies for these roles, while maintaining compliance with regulatory requirements.

Recommendation(s)

1. **Approve the revised** Instructional Assistant classification specifications, effective May 24, 2025.

Summary of Key Updates

- Standardized education requirements across most Instructional Assistant classifications to increase our applicant pool and tap into candidates who may be in college, recent graduates, or those who did not complete college but demonstrate competency through district-approved assessments.
- Established multiple qualification pathways for most IA classifications including 48 semester units, Associate's degree, or passing score on district-approved assessment, making positions accessible to a wider range of qualified candidates.
- Established distinct qualification requirements for Child Care Instructional Assistant position requiring only a High School diploma or equivalent AND 12 Early Childhood Education units, in alignment with state licensing requirements for early childhood education roles.
- Clarified that all degrees and units must be from institutions recognized by the Council of Higher Education Accreditation.
- Revised experience requirements to indicate "No experience required" for all positions, with preferred experience noted where applicable.

For reference: Salary Schedule Range

Instructional Assistant- $20.65 - $25.11

Instructional Assistant- Bilingual- $21.42 - $26.05

Instructional Assistant- Child Care - $19.02 - $22.85

Instructional Assistant- Media - $20.65 - $25.11

Instructional Assistant- Special Ed - $21.19 - $25.75

Instructional Assistant- Visual Arts - $20.65 - $25.11

Instructional Assistant- Visual & Performing Arts - $20.65 - $25.11

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:
Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist teachers with the preparation of instructional materials; tutor students in assigned subject areas.

REPRESENTATIVE DUTIES:

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; direct group activities of students as assigned. ***E***
- Provide support to the teacher by setting up work areas, displays and exhibits, operating equipment and distributing and collecting paper, supplies and materials. ***E***
- Assist assigned teacher with the implementation of lesson plans; grade student tests and assignments; record grades. ***E***
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials. ***E***
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior. ***E***
- Operate a variety of classroom and office equipment including a computer, copier, typewriter, laminator, television and VCR. ***E***
- Assure the health and safety of students by following health and safety practices and procedures; maintain a learning environment in a safe, orderly and clean manner. ***E***
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Child guidance principles and practices. Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading. Safe practices in classroom and playground activities. Basic instructional methods and techniques. Correct English usage, grammar, spelling, punctuation and vocabulary. Basic record-keeping techniques. Classroom procedures and appropriate student conduct. Operation of standard office and classroom equipment. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

ABILITY TO: Assist with instruction and related activities in a classroom or assigned learning environment. Reinforce instruction to individual or small groups of students as directed by the teacher. Understand and follow oral and written directions. Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing. Monitor, observe and report student behavior and progress according to approved

policies and procedures. Operate standard office and classroom equipment. Observe health and safety regulations. Perform clerical duties related to classroom activities.

EDUCATION AND EXPERIENCE:

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

Education: High School diploma or equivalent AND ONE of the following:

- 48 semester units from an accredited institution; OR
- Associate's degree or higher; OR
- Passing score on district-approved assessment demonstrating competency in reading, writing, and mathematics.

All degrees and units must be from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Experience: No experience required.

~~Any combination equivalent to: graduation from high school and some experience working with children in an organized setting.~~

WORKING CONDITIONS:

ENVIRONMENT: Classroom and playground environment.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate standard office and classroom equipment. Sitting or standing for extended periods of time. Lifting light objects. Bending at the waist, kneeling or crouching to assist students. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally.

June 1999 Ewing & Company

Proposed to Personnel Commission:
Revision: May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-BILINGUAL

BASIC FUNCTION:
Under the direction of an assigned Principal, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; translate for teachers or non-English speaking parents as assigned.

REPRESENTATIVE DUTIES:

- Assist a certificated teacher in providing instruction to individuals or small groups of limited or non- English speaking students in a classroom environment by translating written materials and oral lectures; translate for teachers or non-English speaking parents as assigned. ***E***
- Monitor students in the classroom to assure understanding of material being presented; answer student questions; assist students in reviewing homework assignments and test results; report student progress and behavior to teachers as needed. ***E***
- Provide classroom support to teachers by setting up work areas, displays and bulletin boards; prepare and distribute various instructional materials; grade student assignments; maintain assigned learning centers in a clean and orderly condition. ***E***
- Perform routine clerical duties using a variety of classroom and office equipment including a copier, laminator, fax machine, hole punchers, scissors and paper cutter. ***E***
- Administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students; explain and interpret results to appropriate parties. ***E***
- Monitor students using the playground area during recesses and outdoor activities; assist teachers during field trips and a variety of instructional excursions. ***E***
- Read books to students and observe their reading abilities as assigned; assist students with letter and work pronunciation and recognition. ***E***
- Serve as an interpreter for parent conferences as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Correct oral and written usage of English and a designated second language. Interpersonal skills using tact, patience and courtesy. Requirements of maintaining a learning center in a safe, clean and orderly condition. Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling. Safe practices in classroom activities. Child guidance principles and practices. Operation of standard office and classroom equipment.

ABILITY TO: Assist a certificated teacher with instruction and related activities in a classroom or assigned learning environment. Monitor, observe and report student behavior and progress according to approved policies and procedures. Read, write, translate and interpret English and a designated second language. Establish and maintain cooperative and effective working relationships with others. Understand and follow oral and written instructions. Perform clerical duties related to classroom activities.

EDUCATION AND EXPERIENCE:

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

Education: High School diploma or equivalent from an institution recognized by the Council of Higher Education Accreditation AND ONE of the following:

- 48 semester units from an institution of higher learning recognized by the Council of Higher Education Accreditation; OR
- Associate's degree or higher from an institution of higher learning recognized by the Council of Higher Education Accreditation; OR
- Passing score on district-approved assessment demonstrating competency in reading, writing, and mathematics.

Experience: No experience required.

Additional Requirements/Information: Demonstrated proficiency in Spanish language.

~~Any combination equivalent to: graduation from high school supplemented by course work in English and the designated foreign language or one year of experience using oral and written bilingual skills in an instructional setting.~~

WORKING CONDITIONS:

ENVIRONMENT: Classroom and playground environment.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate various office and classroom equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally. Lifting light objects.

June 1999 Ewing & Company

Proposed to Personnel Commission:
Revision: May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-CHILD CARE

BASIC FUNCTION:
Under the direction of the Child Development Center Supervisor, assist an assigned teacher in the supervision and instruction of students; participate and instruct students in a variety of educational craft, play and game activities.

REPRESENTATIVE DUTIES:
Assist an assigned teacher in the supervision and instruction of students; maintain attendance records. E
Prepare and organize instructional materials; assist children with homework; assist students with various indoor and outdoor activities. E
Prepare and serve snacks and meals; set tables according to teacher instructions; instruct children on proper hand-washing techniques; assist children needing to use the bathroom facilities. E
Oversee groups of children in games and play activities; assure safe outdoor play; administer basic first aid as needed. E
Prepare the classroom for naptime; read books to children during naptime. E
Perform light housekeeping duties including washing dishes, clearing lunch tables, cleaning mats and workstations, sweeping floors and cleaning sinks; maintain the classroom in a safe, sanitary and orderly condition. E
Operate standard classroom equipment including copier, letter cutter and laminating machine. E
Replenish classroom and bathroom supplies as needed.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Equipment, supplies and materials used in a child care program. Basic record-keeping techniques. Sanitation practices related to handling and serving food. Health and safety regulations. Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy. General needs and behavior of elementary aged students. Basic first aid techniques.

ABILITY TO: Establish and maintain cooperative and effective working relationships with others. Read, interpret, apply and explain rules, regulations, policies and procedures applicable to child care. Understand and follow oral directions. Communicate effectively with others. Supervise planned activities. Operate standard classroom equipment. Administer basic first aid. Prepare and serve food in accordance with health and sanitation regulations.

EDUCATION AND EXPERIENCE:

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

Education: High School diploma or equivalent AND 12 Early Childhood Education units

All degrees and units must be from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Experience: No experience required.

~~Any combination equivalent to: graduation from high school and at least one year working with children in an organized setting.~~

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT: Classroom and playground environment.

PHYSICAL DEMANDS: Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Hearing and speaking to exchange information. Lifting light objects. Carrying, pushing or pulling children in carts or on swings. Seeing to monitor students. Dexterity of hands and fingers to operate standard office and classroom equipment.

HAZARDS: Contact with blood and other body fluids . Potential for contact with blood-borne pathogens and communicable diseases.

June 1999 Ewing & Company

Proposed to Personnel Commission:
Revision: May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - MEDIA ARTS

BASIC FUNCTION:
Under the direction of the assigned Principal, assist the certificated teacher in delivering comprehensive media arts education to elementary, middle, and/or high school students; assists in the instruction of a diverse range of media art forms such as photography, video, filmmaking, graphic design, motion graphics, visual effects, stop-motion, sound production, web design, game design, creative code, app design, and/or 3D design; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

- Assist the certificated teacher in preparing lesson plans and instructional materials for various visual arts projects across multiple grade levels.
- Help in setting up and organizing the classroom, including preparing art supplies and ensuring a clean and safe environment for artistic activities.
- Encourage artistic exploration and appreciation, ensuring students gain a well-rounded education in the visual arts.
- Foster a creative and stimulating environment where students will explore their artistic talents, develop their skills, and express themselves through their artwork.
- Contribute to the district's display of artwork in school exhibitions.
- Provide individual and group assistance to students working on art projects, offering guidance on techniques and creative expression.
- Monitor students' progress and provide feedback to both students and the lead teacher to help improve their artistic skills.
- Assist in the integration of art history and theory into practical art projects, enhancing students' understanding of the subject.
- Help manage and organize art supplies, ensuring materials are available and in good condition for student use.
- Support the teacher in organizing, setting up, and taking down student art exhibitions, including school displays and community art shows.
- Facilitate a positive and inclusive learning environment that encourages creativity, innovation, and respect among students.
- Assist students with special needs by providing adapted art activities that accommodate their abilities and learning styles.
- Participate in professional development opportunities to stay current with trends and techniques in visual arts education.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- A wide range of media art forms, techniques, and skills
- Elements and principles of design and how they apply to media arts education.
- Safety protocols and best practices for handling art materials and equipment.
- Classroom management techniques suitable for an art education setting.
- Assessment methods to evaluate student progress in visual arts.

ABILITY TO:

- Effectively assist in teaching and demonstrating various art techniques and concepts to students of different ages and skill levels.
- Prepare and organize art materials and equipment for classroom activities.
- Support and guide students in their artistic projects, fostering creativity and individual expression.
- Maintain a safe, organized, and inspiring environment conducive to learning and artistic exploration.
- Collaborate with the certificated teacher to implement engaging and educational art lessons.
- Communicate effectively with students, staff, and parents about students' progress and achievements in art.
- Adapt instruction and support to accommodate diverse learning styles and needs within the art classroom.
- Understand and follow oral and written instructions.
- Perform clerical duties related to classroom activities.

EDUCATION AND EXPERIENCE:

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

Education: High School diploma or equivalent AND ONE of the following:

- 48 semester units from an accredited institution; OR
- Associate's degree or higher; OR
- Passing score on district-approved assessment demonstrating competency in reading, writing, and mathematics.

All degrees and units must be from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Experience: No experience required. Experience in media arts (photography, video, graphic design, digital arts) is preferred.

~~Any combination equivalent to: graduation from high school and two (2) years educational, instructional, or work experience in art or music technique, history and appreciation or media~~

~~arts; and preferred two years of experience working with youth in an organized setting. An associate ' s degree in a related field is preferred.~~

WORKING CONDITIONS:

ENVIRONMENT: Classroom environment.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate various office and classroom equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally. Lifting light objects.

PC APPROVED: 09/17/2024 BOE
APPROVED: 08/22/2024

Proposed to Personnel Commission:
Revision: May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT- SPECIAL EDUCATION

BASIC FUNCTION:
Under the general administrative direction and direction of a teacher, to instruct pupils individually or in groups in accordance with prescribed learning objectives Provide instructional support and assistance to teachers and students assigned to a designated special education instructional program, including Special Day Class (SDC) and the Resource Specialist Program (RSP); perform a variety of support activities related to behavior management and classroom instruction of special education students; perform a variety of clerical support duties related to classroom activities. Assistant may be assigned to work with pupil(s) ages 3 to 22 years old.

REPRESENTATIVE DUTIES:

- Works with pupils individually or in small groups to tutor, reinforce, or follow up learning activities. ***E***
- Assist teachers with implementation of pupils' individualized Education Program (IEP) through instruction in a wide variety of curricular or extra curricular activities as defined in the district's curriculum or course of study; helps pupils learn to be aware of their personal appearance and to learn how to take care of personal needs. ***E***
- Implements assigned sections of pupil behavior management plans, which may involve the use of, approved behavior modification, physical management techniques or other skill or knowledge to establish and maintain appropriate behavior. ***E***
- Provide instructional assistance to individual or groups of special education students in a special class or when they are mainstreamed into regular classrooms; assist special and regular education students whom they are mainstreamed with during classroom activities and various other activities as directed. ***E***
- Assist assigned teacher with the implementation of lesson plans; assist in administering, proctoring, scoring tests and papers and charting student progress; modify materials and explain instructions and words. ***E***
- Assist pupils with the use of assistive technology including computers or other teaching aids to accommodate students and to enhance learning. ***E***
- Assist lifting of pupils in and out of wheelchairs, braces, and other orthopedic equipment. ***E***
- Perform toileting services, wheelchair assistance, feeding, and/or diapering, as needed. ***E***
- Assist pupils in dressing, undressing, bathing, and grooming as needed. ***E***
- Assist pupils with taking medication under administrative direction and while being observed by an assigned teacher. ***E***
- May administer first aid. ***E***
- Prepare lunch trays, specialized meals and assist with feeding of pupils unable to feed themselves. ***E***

- Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; confer with teachers concerning programs and materials to meet the individual needs of special education students. ***E***
- Assist the teacher and administrator in the implementation of the pupil(s) and or site behavior management plans. ***E***
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior; communicate with parents regarding student performance and behavior as assigned. ***E***
- Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials; maintain student records and files including confidential student records and information. ***E***
- Provide support to the teacher by setting up work areas, displays and exhibits, operating equipment and distributing and collecting paper, supplies and materials. ***E***
- Direct group activities of students as needed; assist in monitoring recesses, assemblies and playgroup activities. ***E***
- Accompanies and assists teachers during the transporting and instructing of pupils in off-campus or community based settings; rides with pupils on the bus which transports the pupils to and from school. ***E***
- Maintain an orderly, attractive and positive learning environment; assure the health and safety of students by following health and safety practices and procedures. ***E***
- Operate a variety of classroom and office equipment including a typewriter, VCR, copier, fax machines, computer and laminator. ***E***
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Practical learning patterns and behavior; basic characteristics of human behavior. Basic concepts of child development and behavior. Crisis management techniques; behavior management techniques and strategies. Practical learning patterns and behavior; personal hygiene. Basic communication skills; reading, speaking, and writing in English; basic math skills. Safe practices in classroom activities. Interpersonal skills using tact, patience and courtesy. Basic record-keeping techniques; operation of standard office and classroom equipment. Classroom procedures and appropriate student conduct.

ABILITY TO: Communicate with pupils and staff and to motivate pupils to participate in learning activities. Maintain emotional control under difficult situations; effectively react to emergencies. Learn and adapt to new procedures and conditions; be flexible and adjust to program needs and changes Perform clerical duties related to classroom activities. Understand and follow oral and written instructions. Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing. Monitor, observe and report student behavior and progress according to approved policies and procedures. Reinforce instruction to individual or small groups of students as directed by the teacher. Recognize and report safety hazards; learn laws, rules, practices and procedures related to public education for pupils and

related to the program to which assigned. Operate standard office and classroom equipment. Observe health and safety regulations.

EDUCATION AND EXPERIENCE: ~~Any combination of education and experience that could likely provide the required knowledge and abilities would be qualifying.¶~~

~~¶~~

~~Graduation from high school, or equivalent. Completion of 30 college semester units which include course work directly related to the job, such as behavior management, psychology, child care, child growth and development may substitute for six months of the required experience. One year of paid or volunteer work (equivalent to 1000 hours) with children.~~

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

Education: High School diploma or equivalent AND ONE of the following:

- **48 semester units from an accredited institution; OR**
- **Associate's degree or higher; OR**
- **Passing score on district-approved assessment demonstrating competency in reading, writing, and mathematics.**

All degrees and units must be from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Experience: No experience required. Experience working with children with special needs is preferred.

WORKING CONDITIONS:

ENVIRONMENT: Classroom, playground, off- campus, or community based settings.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate standard office and classroom equipment. Sitting or standing for extended periods of time. May be required to use a multi person lift or learn the use of mechanical lifting equipment to lift or move pupils who may weigh in excess of 50 pounds or a pupil of any weight who may present other lifting problems. Bending at the waist, kneeling, or standing for extended periods of time to assist students. May require constant attention to protect physical safety in a classroom where pupils because of assaultive or self-abusive tendencies could cause serious injury to themselves or others. May attend to a single pupil; all pupils in a classroom; or pupils in more than one classroom as need dictates. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally.

CLASSIFICATION APPROVED PERSONNEL COMMISSION:
July 11, 1988
June 1999 Ewing & Company
July 16, 1999

DUTIES APPROVED BOARD OF EDUCATION:
July 14, 1988
December 16, 1999
Revised May 20, 2004

Proposed to Personnel Commission:
Revision: May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - VISUAL ARTS

BASIC FUNCTION:
Under the direction of the Principal, assist the certificated teacher in delivering comprehensive visual arts education to elementary, middle, and/or high school students; assist in the instruction of a diverse range of art forms, techniques, and mediums to students with abilities ranging from beginner to advanced levels; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

- Assist the certificated teacher in preparing lesson plans and instructional materials for various visual arts projects across multiple grade levels.
- Help in setting up and organizing the classroom, including preparing art supplies and ensuring a clean and safe environment for artistic activities.
- Encourage artistic exploration and appreciation, ensuring students gain a well-rounded education in the visual arts.
- Provide individual and group assistance to students working on art projects, offering guidance on techniques and creative expression.
- Monitor students' progress and provide feedback to both students and the lead teacher to help improve their artistic skills.
- Contribute to the organization and display of student artwork in school exhibitions.
- Assist in the integration of art history and theory into practical art projects, enhancing students' understanding of the subject.
- Assist in fostering a creative and stimulating environment where students can explore their artistic talents, develop their skills across various aspects of visual arts, and express themselves through their artwork.
- Help manage and organize art supplies, ensuring materials are available and in good condition for student use.
- Support the teacher in organizing, setting up, and taking down student art exhibitions, including school displays and community art shows.
- Facilitate a positive and inclusive learning environment that encourages creativity, innovation, and respect among students. Assist students with special needs by providing adapted art activities that accommodate their abilities and learning styles.
- Participate in professional development opportunities to stay current with trends and techniques in visual arts education.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- A wide range of art materials, techniques, and processes across various mediums (e.g. , painting, drawing, sculpture, printmaking).

- Elements and principles of design and how they apply to visual arts education.
- Art history and the ability to integrate cultural and historical contexts into art lessons.
- Safety protocols and best practices for handling art materials and equipment.
- Classroom management techniques suitable for an art education setting.
- Assessment methods to evaluate student progress in visual arts

ABILITY TO:

- Effectively assist in teaching and demonstrating various art techniques and concepts to students of different ages and skill levels.
- Prepare and organize art materials and equipment for classroom activities.
- Support and guide students in their artistic projects, fostering creativity and individual expression.
- Maintain a safe, organized, and inspiring environment conducive to learning and artistic exploration.
- Collaborate with the certificated teacher to implement engaging and educational art lessons.
- Communicate effectively with students, staff, and parents about students' progress and achievements in art.
- Adapt instruction and support to accommodate diverse learning styles and needs within the art classroom.
- Understand and follow oral and written instructions. • Perform clerical duties related to classroom activities.

EDUCATION AND EXPERIENCE:

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

Education: High School diploma or equivalent AND ONE of the following:

- 48 semester units from an accredited institution; OR
- Associate's degree or higher; OR
- Passing score on district-approved assessment demonstrating competency in reading, writing, and mathematics.

All degrees and units must be from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Experience: No experience required. Experience in art or music technique, history and appreciation, or media arts is preferred.¶

¶

~~Any combination equivalent to: graduation from high school and two (2) years educational, instructional, or work experience in art or music technique, history and appreciation or media arts; and preferred two years of experience working with youth in an organized setting. An associate' s degree in a related field is preferred. WORKING CONDITIONS:~~

ENVIRONMENT: Classroom environment.

PHYSICAL DEMANDS : Dexterity of hands and fingers to operate various office and classroom equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally. Lifting light objects.

PC APPROVED: 09/17/2024
BOE APPROVED: 08/22/2024

Proposed to Personnel Commission:
Revision: May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT- VISUAL ARTS PERFORMING ARTS (VAPA)

BASIC FUNCTION:
Under the direction of the assigned Principal, assist the certificated teacher in delivering comprehensive visual and musical arts education to elementary, middle, and/or high school students; assists the certificated teacher in preparing lesson plans and instructional materials for various visual arts projects and musical performances across multiple grade levels; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

- Assist the certificated teacher in preparing lesson plans and instructional materials for various visual arts projects and musical performances across multiple grade levels.
- Help in setting up and organizing the classroom, including preparing art and musical supplies and ensuring a clean and safe environment for artistic activities.
- Assist in the instruction of a diverse range of art forms, techniques, and mediums to students with abilities ranging from beginner to advanced levels; assists in the instruction performance and supervision of students in music rehearsals and performances.
- Foster a creative and stimulating environment where students can explore their artistic talents, develop their skills across various aspects of visual and musical arts, and express themselves through their artwork.
- Contribute to the organization and display of student artwork in school exhibitions, assisting in choreographing shows, assemblies, concerts and other programs, set construction, and costume and construction.
- Provide individual and group assistance to students learning musical skills and working on art projects as well as offering guidance on techniques and creative expression.
- Monitor students' progress and provide feedback to both students and the lead teacher to help improve their artistic skills.
- Assist in the integration of art history and theory into practical art projects, enhancing students' understanding of the subject.
- Help manage and organize supplies, ensuring materials are available and in good condition for student use.
- Support the teacher in organizing, setting up, and taking down student art exhibitions, musical assemblies and performances, including school events and community shows.
- Facilitate a positive and inclusive learning environment that encourages creativity, innovation, and respect among students.
- Assist students with special needs by providing adapted art activities that accommodate their abilities and learning styles.
- Participate in professional development opportunities to stay current with trends and techniques in visual arts education.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- A wide range of art materials, techniques, and processes across various mediums (e.g., painting, drawing, sculpture, printmaking).
- Elements and principles of design and how they apply to visual arts education.
- Art history and the ability to integrate cultural and historical contexts into art lessons.
- Music theory and choreography techniques.
- Sound systems operations and recording equipment.
- Awareness of safety protocols and best practices for handling art materials and equipment.
- Classroom management techniques suitable for an art education setting.
- Assessment methods to evaluate student progress in visual arts.

ABILITY TO:

- Effectively assist in teaching and demonstrating various art techniques and concepts to students of different ages and skill levels
- Prepare and organize art materials and equipment for classroom activities.
- Support and guide students in their artistic projects, fostering creativity and individual express10n.
- Maintain a safe, organized, and inspiring environment conducive to learning and artistic exploration.
- Collaborate with the certificated teacher to implement engaging and educational art lessons. Communicate effectively with students, staff, and parents about students' progress and achievements in art.
- Adapt instruction and support to accommodate diverse learning styles and needs within the art classroom.
- Understand and follow oral and written instructions.
- Perform clerical duties related to classroom activities.

EDUCATION AND EXPERIENCE:

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

Education: High School diploma or equivalent AND ONE of the following:

- 48 semester units from an accredited institution; OR
- Associate's degree or higher; OR
- Passing score on district-approved assessment demonstrating competency in reading, writing, and mathematics.

All degrees and units must be from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Experience: No experience required. Experience in relevant art fields (visual arts, music, theater, or other performing arts) is preferred.

~~Any combination equivalent to: graduation from high school and two (2) years educational, instructional, or work experience in art or music technique, history and appreciation or media arts; and preferred two years of experience working with youth in an organized setting. An associate' s degree in a related field is preferred.~~

WORKING CONDITIONS:

ENVIRONMENT: Classroom environment.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate various office and classroom equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally. Lifting light objects.

PC APPROVED: 09/17/2024
BOE APPROVED: 08/22/2024

Proposed to Personnel Commission:
Revision: May 13, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 15

Date: May 23, 2025

To: Members of the Personnel Commission

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

Subject: Request for Creation of Personnel Analyst Classification

---

I. RECOMMENDATION

The Executive Director, Classified Personnel recommends that the Personnel Commission approve the following:

1. Create a new job classification of PERSONNEL ANALYST.
2. Approve the provided Personnel Analyst classification specification
3. Assign the salary range K-79 for this classification at $87,348.00 - $108,216.00 Annually from the Classified Salary Management Schedule.
4. Establish the effective date of May 24, 2025 for the creation of this classification upon approval by the Personnel Commission.

II. BACKGROUND

The Bellflower Unified School District (BUSD) requested that School Services of California Inc. (SSC) conduct an Organizational and Staffing Review of the Personnel Services Department. The review identified several critical areas requiring improvement, including:

1. The Personnel Services Department is significantly understaffed compared to similar districts, particularly in technical positions.
2. Job descriptions throughout the district are severely outdated.
3. The department lacks capacity to conduct key recruitment strategies and technical professional-level assessments.
4. There is insufficient staff to perform highly technical professional-level work to validate assessments with subject matter experts.

The review specifically noted that while the District has more clerical support than most comparable districts, it has fewer technical staff to support the technical work of the department. This imbalance has resulted in outdated practices, inefficient processes, and inadequate technical expertise for critical human resources functions.

III. Rationale and Justification

The creation of the Personnel Analyst position addresses critical operational gaps identified in the SSC Organizational and Staffing Review. This position will provide essential technical expertise currently missing from the department structure, allowing the Personnel Commission to fulfill its core mission of maintaining a merit-based employment system.

The following key areas highlight the specific benefits this position will bring to the district:

Technical Expertise

- Will provide highly technical, journey-level expertise in recruitment, classification, compensation, and assessment validation
- Currently these functions are inadequately performed or tremendously outsourced
- Will properly validate assessment materials with subject matter experts, replacing outdated criteria

Position Studies and Classification Work

- Will conduct long-overdue position studies and update job descriptions
- Will ensure proper classification alignment throughout the district
- Essential for maintaining merit system integrity and proper employee classification/compensation

Performance Management and Professional Development

- Will analyze evaluation data and connect findings with professional development opportunities
- Will enhance staff performance and create growth pathways

Cost Effectiveness

- More cost-effective than outsourcing
- Funded primarily through existing budget from eliminated positions
- Requires an approximate $33,000 increase to overall budget

IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

External Market Comparison

An analysis of comparable school districts in the region shows the following salary ranges for similar positions:

- Downey USD: $94,068.00 - $114,372.00 Annually
- LACOE: $87,348.00 - $108,216.00 Annually
- ***(Proposed: Bellflower USD: $87,348.00 - $108,216.00 Annually)***
- Montebello USD: $80,905.56 - $102,553.80 Annually
- Compton USD: $78,062.64 - $94,865.76 Annually

The proposed salary range of $87,348.00 - $108,216.00 positions the District competitively within the market, allowing us to attract qualified candidates while maintaining fiscal responsibility.

Internal Alignment

The proposed salary range for the Personnel Analyst position maintains appropriate differentials within BUSD's organizational structure, reflecting the position's journey-level technical nature and significant responsibilities without full management authority.

Salary Comparison:

- Classified Personnel Manager: $92,062 - $113,029
- ***Personnel Analyst: $87,348 - $108,216 (Proposed)***
- Administrative Assistant $75,079 - $92,159
- Personnel Assistant, bil: $70,850 - $86,986
- Personnel Technician, bil: $67,606 - $83,002

This positioning creates a logical career progression pathway within the organization while maintaining appropriate compensation differentials that reflect the relative complexity, technical expertise, and responsibility of each position level.

V. FISCAL IMPACT

The creation of this position will be funded primarily through the reallocation of approximately $80,000 in existing funds from previously eliminated positions (Classified Personnel Manager and Associate Superintendent), with an additional budget increase of approximately $33,000. The total fiscal impact to the Personnel Commission budget will be relatively minimal while providing substantial benefits in terms of improved services and technical expertise.

VI. CONCLUSION

The creation of the Personnel Analyst classification addresses critical needs identified in the SSC Organizational and Staffing Review and will significantly enhance the Personnel Commission's ability to fulfill its mission. This position will provide essential technical expertise in recruitment, classification, performance management, and professional development, ensuring the District can attract, retain, and properly classify highly qualified staff.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL ANALYST

BASIC FUNCTION

Under general supervision, performs a full range of analytical duties in the areas of recruitment, classification, job analysis, compensation, assessment and selection, performance management, professional development, and other human resources related projects and assignments.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished by its responsibility for performing highly technical professional-level work in personnel administration, with emphasis on recruitment, classification, performance management, and professional development. The Personnel Analyst independently performs complex analytical work requiring specialized subject matter expertise in research, job analysis, and employment examination procedures while serving as a technical resource to district administrators, employees, and applicants regarding personnel policies and merit system provisions. This classification differs from other analytical positions through its focus on technical human resources management rather than administrative, fiscal, or facilities content.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by a higher-level administrator.. This position provides work direction and guidance to technical and clerical staff but does not have supervisory responsibilities.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plans and implements recruitments for classified positions, including developing strategic outreach methods, media, and selection processes that result in ranked eligibility lists
- Develops and validates assessment tools including training and experience evaluations, written tests, performance assessments, and structured interviews by consulting with subject matter experts
- Directs the administration and scoring of selection examinations and conducts statistical analyses of test results to establish pass points and ensure equitable practices
- Manages applicant tracking systems while maintaining confidentiality of recruitment data, examinations, and eligibility lists
- Responds to examination and classification inquiries, appeals, and protests, demonstrating the validity, integrity, and fairness of selection processes
- Conducts position classification studies; prepares and revises class specifications; and prepares findings and implementation reports for submission to the Personnel Commission

- Performs compensation analyses including salary surveys, aligning classifications in occupational hierarchies, and writing recommendation reports on salary structure relationships
- Consults with managers, employees, and bargaining unit representatives to gather job information through questionnaires, interviews, and other data collection methods
- Analyzes performance evaluation data to identify professional development needs and recommends appropriate training interventions
- Develops and delivers training programs for classified employees on personnel-related topics and professional development opportunities
- Provides technical guidance to administrators and employees regarding Personnel Commission rules, collective bargaining provisions, and regulatory requirements for employment actions such as temporary assignments, out-of-class work, leaves of absence, and reasonable accommodations
- Assists in the preparation of personnel rules and procedures, and interprets laws, rules, and policies to respond to inquiries
- Prepares, compiles, and maintains a variety of reports, statistical analyses, records, and files related to personnel administration
- Communicates and builds professional relationships with employees, administrators, and other agencies to support effective personnel operations
- Attends Personnel Commission meetings, conferences, and workshops to remain current on personnel trends and practices
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Merit System provisions of the school district and California Education Code
- Federal and state laws, regulations, and guidelines pertaining to human resources management procedures (Uniform Guidelines on Employee Selection Procedures, ADA, Equal Pay Act, FEHA)
- Principles and practices utilized in the development and validation of employee selection procedures
- Job analysis methodologies and techniques
- Principles and practices used in the development and administration of position classification and compensation plans
- Basic psychometrics and statistical analysis
- Quantitative and qualitative data gathering techniques for job analysis and personnel evaluation, including surveys, assessments, interviews, focus groups, and subject matter expert consultations
- Performance management systems and professional development principles
- Recruitment strategies and sources
- Word processing, spreadsheet, and presentation applications and specialized HR software (applicant tracking systems, HRIS)

Ability to:

- Perform responsible and complex personnel work relating to recruitment, classification, compensation, examinations, test analysis and construction
- Design, develop, and implement recruitment, examination, and selection strategies and prepare applicable rating guides, forms, supplemental applications, and exam materials
- Analyze and interpret data, drawing meaning and conclusions from quantitative and/or qualitative data
- Think critically and evaluate information, propositions, and claims analytically and logically
- Apply technical subject matter expertise to human resources functions
- Serve as a resource to District personnel, applicants, and others concerning personnel policies, procedures, laws, codes, rules, and regulations
- Interpret, apply, and explain applicable laws, codes, rules, and regulations
- Communicate effectively both orally and in writing with diverse stakeholders
- Maintain confidentiality of sensitive and privileged information
- Establish and maintain cooperative and effective working relationships with others
- 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:
Two years of professional human resources experience in conducting classification and compensation studies, recruitments, and/or assessment and selection procedures. Experience in developing or maintaining performance management systems and professional development frameworks is desirable.

Education:
A bachelor's degree in human resources, public or business administration, psychology, industrial/organizational psychology, statistics, behavioral science, research methodology, or other field closely related to the knowledge and abilities requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Equivalency Provision:
A master's degree or equivalent college units in human resources, public or business administration, psychology, industrial/organizational psychology, statistics, behavioral science, research methodology, or other field closely related to the knowledge and abilities requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation may substitute for one year of the required experience.

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

WORKING CONDITIONS:

- Works primarily in an indoor, climate-controlled office environment
- May travel to various district sites and facilities to conduct job analysis and meetings
- Operates standard office equipment including computers, printers, and scanners
- Attend evening meetings of the Personnel Commission
- Works with confidential and sensitive information requiring discretion and judgment
- Interacts with diverse stakeholders including employees, applicants, administrators, and bargaining unit representatives
- Works under pressure of deadlines for classification studies and recruitment processes

PHYSICAL DEMANDS:

- Remains in a stationary position for extended periods while performing desk work
- Operates computers and other office equipment requiring repetitive hand and finger movements
- Moves about the office to access files, equipment, and meet with others
- Communicates frequently with staff, applicants, and other stakeholders, requiring clear speech and good hearing acuity
- Views computer screens, documents, and other written materials for extended periods
- Occasionally lifts and carries materials weighing up to 15 pounds such as testing materials, binders, and files
- Occasionally travels to various district sites requiring driving or other transportation
- May need to move testing materials and equipment for examination administration

Additional Requirements/Information:

May be required to work flexible hours including occasional evenings to attend Personnel Commission meetings

CLASSIFICATION PROPOSED TO PERSONNEL COMMISSION ON:
May 23, 2025

CLASSIFICATION APPROVED BY PERSONNEL COMMISSION ON:

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Information Item: 16

Date: May 23, 2025

To: Members of the Personnel Commission

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

Subject: Letter Recognizing Classified School Employees Week: May 2025

Background

Classified School Employees Week, observed annually, provides an important opportunity to formally acknowledge and celebrate the essential contributions of our dedicated classified staff members. These individuals play a crucial role in maintaining a safe, supportive, and efficient learning environment for our students and the entire school community. Their diverse responsibilities and unwavering commitment are integral to the daily operations and overall success of the Bellflower Unified School District.

Personnel Commission
BELLFLOWER
Unified School District

Personnel Commissioners
Jason Willey, Chairperson
Sue Berhow, Vice-Chairperson
Marisa Perez, Member

Dear Classified Employee,

On May 23, 2025 the Personnel Commission joined the Board of Education in recognizing and honoring the contributions of the classified school employees of the Bellflower Unified School District.

Since 1986, California has officially recognized classified school employees and has taken the third week in May to honor the invaluable contributions of classified school employees. The week of May 19–23, 2025 has been designated to recognize and celebrate "Classified Employees Week".

The Personnel Commission recognizes the efforts of the classified employees who contribute to a positive school environment, and who have gone above and beyond what was expected of them.

The Personnel Commission would like to take this opportunity to thank each of you for a job well done. The essential role that you provide and your commitment to maintaining the high level of service and support to the students is always appreciated.

Our thanks to you for all you do!

Sincerely,

Jason Willey	Sue Berhow	Marisa Perez
Chairperson	Vice-Chairperson	Member

16703 S. Clark Avenue * Bellflower, CA 90706 * (562) 866-9011 Ext. 2120 * Fax (562) 867-6486