



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

June 24, 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 May 23, 2025

8. ACTION ITEM:

Approval of the Proposed 2025-2026 Personnel Commission Budget

9. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

10. ACTION ITEM:

Personnel Commission Meeting Calendar

11. ACTION ITEM:

Approval of Revised Classification Specifications: Clerk

12. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

13. ADJOURNMENT OF MEETING

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

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from Personnel Services, 16703 South Clark Ave, Bellflower, CA 90706.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Services Office at 562-866-9011 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)1.)

**BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES OF THE REGULAR MEETING MAY 23, 2025

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Vice Chairperson Sue Berhow at 5:00 p.m. and the Flag Salute was led by Member Marisa Perez.

ROLL CALL

MEMBERS PRESENT: Sue Berhow, Vice Chairperson
Marisa Perez, Member

MEMBERS ABSENT: Jason Willey, Chairperson

STAFF PRESENT: Dr. Frank Olmos, Executive Director
Adrianna Cervantes, Administrative Assistant

APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda for Friday, May 23, 2025; re-ordered item 15 before item 8.

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

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

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Ms. Perez extended her congratulations to all high school graduates and stated that it had been another successful year. She shared that she listened to the previous board meeting and appreciates the work that Dr. Olmos is doing for the overall changes to better the service to the employees of BUSD. She is glad to see that the board is receptive and in tune with the challenges.

Mrs. Berhow seconded the sentiments of Ms. Perez regarding Dr. Olmos and expressed her appreciation for Dr. Olmos working with CSEA.

PUBLIC COMMENT

A. CSEA

CSEA Chapter 32 President, Michelle Cuellar shared that Classified Employees Week turned out nice and that they had a good turnout at the luncheon they had at the Kiwanis Club during that week. She shared that among the attendees were Dr. Olmos, Dr. Smith, Board President Stewart, Interim Superintendent Azevedo and she appreciated their support of the classified employees.

Ms. Cuellar shared that the tentative agreement was almost done to take it to their chapter for a vote, which she hopes to get done for the June board meeting. She also mentioned that she attended the retirement social and that it had been a nice event. She hopes it continues because she felt it was a nice way to highlight employees.

ITEMS FOR ACTION

7. Approval of Minutes

The Personnel Commission took action to approve the minutes of the regular meeting of April 8, 2025 and of the regular meeting of May 13, 2025.

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

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

The motion carried.

15. Approval of Request for Creation of Personnel Analyst Classification

The Personnel Commission took action to approve the creation of a Personnel Analyst Classification.

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

Ms. Perez asked Dr. Olmos for clarification on the classification and the minimum requirements. Dr. Olmos gave an overview of the classification specifications.

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

The motion carried.

8. Approval of the Proposed 2025-2026 Personnel Commission Budget

The Personnel Commission conducted a public hearing for the 2025-2026 Personnel Commission Budget.

Motion to open public hearing made by: Ms. Marisa Perez
Seconded by: Mrs. Sue Berhow

Motion to close public hearing made by: Ms. Marisa Perez
Seconded by: Mrs. Sue Berhow

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

The motion carried.

The Personnel Commission took action to approve the 2025-2026 Personnel Commission Budget.

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

Dr. Olmos provided an overview of the budget. The question was raised about how step increases are funded, particularly when they occur during a school year, and whether these funds come from the PC budget or another source. Dr. Olmos offered to follow up with more details at the next meeting.

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

The motion carried.

9. Certification and Ratification of Eligibility Lists for Classified Service

The Personnel Commission took action to certify and ratify the Eligibility Lists for Classified Service.

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

Ms. Perez asked a question about filled and pending lists ratified from the last meeting and its changes. Dr. Olmos provided an explanation of the lists.

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

The motion carried.

10. Approval of Revised Classification Specifications: Bus Driver

The Personnel Commission took action to approve the revised classification specifications for Bus Driver, effective May 24, 2025.

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

Ms. Perez suggested adding the ability to be bilingual (Spanish) as desirable, to the specifications. She felt that it could be useful in communicating with students and/or parents if need be.

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

The motion carried.

11. Approval of Retitling Classification from Communications Security Manager to Telecommunications and Security Systems Manager

The Personnel Commission took action to approve the retitling of the Communications Security Manager to Telecommunications and Security Systems Manager, effective May 24, 2025.

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

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

The motion carried.

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

The Personnel Commission took action to approve the Classification Specification Revision, Retitle, and Salary Reallocation for Network Administrator to Network and Cybersecurity Manager, effective May 24, 2025.

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

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

The motion carried.

13. Approval of Revised Classification Specifications: Clerk

The Personnel Commission took action to approve the revised classification specifications for Clerk, effective May 24, 2025.

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

Ms. Perez asked for clarification on the classification specifications and the salary. Dr. Olmos provided information.

Mrs. Berhow MOVED to table the item to the next Personnel Commission meeting.
Ms. Perez SECONDED the motion.

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

The motion carried.

14. Approval of Revised Classification Specifications: Instructional Assistants

The Personnel Commission took action to approve the revised Instructional Assistant classification specifications, effective May 24, 2025.

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

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

The motion carried.

INFORMATION ITEM

16. Letter Recognizing Classified School Employees Week: May 2025

17. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos reported to the commissioners that there are many events going on in the district and that it has been great to be able to recognize our employees.

He also shared that he has been visiting sites in the district. And shared that he has been in contact with colleges in order to promote our job openings.

The Personnel Commission adjourned at 6:14 p.m.

18. ADJOURNMENT

THE MAY 23, 2025, REGULAR MEETING OF THE PERSONNEL COMMISSION ADJOURNED AT 6:14 P.M.

Respectfully submitted by:



Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 8

Date: June 24, 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

Recommendation for Approval of 2025-2026 Fiscal Year Budget

The Executive Director of Personnel Commission recommends approval of the proposed 2025-2026 fiscal year budget, which strategically reallocates resources to enhance operational efficiency and address critical staffing needs identified in the School Services of California review. The budget reflects careful consideration of departmental priorities and a commitment to fiscal responsibility. Key changes include:

- **Realigning the Clerk (Receptionist) Position:** The Clerk role will be reassigned to Personnel Services to better reflect its function as the receptionist for the entire office.
- **Addition of a Personnel Analyst Position:** This new role will address systemic challenges such as outdated job descriptions, ongoing recruitment difficulties, and the development of comprehensive professional development frameworks.
- **Net Budget Increase:** The proposed budget increases by \$25,697, from \$1,033,056 to \$1,058,753, representing a modest 2.5% increase to support significant operational improvements.

Please note that this June 2025 budget proposal reflects refinements to the May 2025 budget draft, reducing the originally proposed increase of **\$29,840** (to **\$1,062,896**) to **\$25,697** (to **\$1,058,753**). The primary adjustment results from a recalibration of the Personnel Technician salary, lowered from **\$81,736** to **\$78,820**, with corresponding reductions in associated fringe benefits. Despite these fiscal adjustments, the core strategic initiatives—realigning the Clerk position and adding the Personnel Analyst role—remain unchanged.

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 \$25,697, 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	78,820	
2410	Clerk	0.67	37,638	0	
2410	Personnel Analyst	1.00	0	108,000	
TOTAL CLASSIFIED SALARIES		8.00	483,142	555,133	
<u>FRINGE BENEFITS</u>					
3212	PERS - Classified		133,813	150,956	
3312	OASDI - Classified		29,955	34,382	
3332	MEDI - Classified		7,006	8,041	
3412	Health and Welfare - Classified		133,212	144,495	
3512	SUI - Classified		242	278	
3612	W/C - Other Classified		28,989	33,272	
3712	OPEB - Classified		9,663	5,546	
TOTAL FRINGE BENEFITS			342,880	376,970	
<u>BOOKS & SUPPLIES</u>					
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	
<u>CONTRACTED SERVICES</u>					
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	
<u>EQUIPMENT</u>					
6420	New Equipment		0	0	
TOTAL EQUIPMENT			0	0	
TOTAL PROGRAM		8.00	1,033,056	1,058,753	

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 9

Date: June 24, 2025
To: Members of the Personnel Commission
From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission
Subject: Certification and Ratification of Eligibility Lists for Classified Service

Background

The Executive Director of Classified Personnel Commission is responsible for preparing eligibility lists of qualified candidates who have successfully passed required examinations and are eligible for employment in the classified service of Bellflower Unified School District.

Recommendation(s)

1. Certify and/or Ratify the Eligibility Lists for Classified Service as follows.

<u>Classification</u>	<u>List Date</u>	<u>List Type</u>	<u>Ranks</u>	<u>Eligibles</u>	<u>Tested</u>	<u>Applicants</u>
Custodial Supervisor	05/29/2025	DC	5	6	16	16
Instructional Assistant (Merged)	05/27/2025	PR/OP	14	67	13	29
Instructional Assistant, Media Arts (Merged)	05/20/2025	OP	6	17	7	7
Instructional Assistant, Visual Arts (Merged)	05/22/2025	OP	3	4	3	3
Senior Accounting Assistant	06/11/2025	OP	9	10	13	41
Senior Maintenance Worker	06/18/2025	PR/OP	10	11	15	29

DC-Dual Certification
OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 10

Date: June 24, 2025
To: Members of the Personnel Commission
From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission
Subject: Personnel Commission Meeting Calendar

Background

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

Required Action

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

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

<u>Personnel Commission</u> <u>Meeting Calendar 2025</u>
July 8, 2025
August 12, 2025
September 9, 2025
October 7, 2025
November 4, 2025
December 9, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 11

Date: June 24, 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.

Historically, the District has maintained a single Clerk classification, with some positions designated as requiring bilingual skills and eligible for a bilingual differential. This approach—used across all clerical classifications—means that bilingual ability is recognized as a special requirement for certain positions, not as a separate job classification or job description, in accordance with Personnel Commission Rule 30.200.10. The only exception is the Instructional Assistant Bilingual, which is established as a distinct classification. The proposed revisions maintain this structure, ensuring that the presence of a bilingual differential reflects a position-specific requirement within the same class, not the existence of a separate classification.

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 June 25, 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.
- **Clarified that bilingual skills are a special requirement** for certain positions within the Clerk classification, recognized through a bilingual differential in accordance with Personnel Commission Rule 30.200.10, rather than as a separate classification.

(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:

Certain positions in this classification may require bilingual skills, as designated by the District, and may be eligible for bilingual differential pay. Employees assigned to such positions must demonstrate language proficiency by successfully passing a District-administered bilingual assessment

APPROVED BY PERSONNEL COMMISSION:

June 1999

Proposed to Personnel Commission:

Revision: June 24, 2025