



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 August 12, 2025

8. ACTION ITEM:

Request for the Establishment of Risk Management and Benefits
Manager Classification

9. ACTION ITEM:

Approval of Revision and Retitle of Classification Specifications:
Custodial/Security Services Manager

10. ACTION ITEM:

Approval of Revision of Classification Specifications: Data Technician

11. ACTION ITEM:

Approval of Revision of Classification Specifications: Campus Security

12. ACTION ITEM:

Request for the Establishment of Campus Safety and Emergency Preparedness Manager Classification

13. ACTION ITEM:

Second Reading and Adoption to Personnel Commission Rule 60.700.1

14. INFORMATION ITEM:

Annual CSPCA Conference

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

16. CLOSED SESSION

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

17. ADJOURNMENT OF MEETING

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION

District Administration Building
Tuesday, October 7, 2025 at 5:00 p.m.

**BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES OF THE REGULAR MEETING AUGUST 12, 2025

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Jason Willey at 5:02 p.m. and the Flag Salute was led by Anthony Ramirez.

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, August 12, 2025.

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Ms. Perez stated that she is excited for the start of the new school year and is looking forward to the updates.

PUBLIC COMMENT

CSEA

CSEA Chapter 32 President, Michelle Cuellar shared that a four member group recently attended a conference in Reno and that it was a good event. There were no resolutions this time, but it was a good time for the region to talk and network. She also shared that the Districtwide Breakfast was well attended, she stated that Dr. Simon had a great presentation and that it was nice to see all of the classified employees in attendance and not working the event. Ms. Cuellar also said that the custodial staff has been especially busy during these past days in preparation for the start of school and shared that she attended the last board meeting where the board discussed having a security company for the high schools. CSEA has demanded to bargain this plan and its effects. Ms. Cuellar also shared that she was pleased to see that staff training has also began for classified employees.

Audience Members

Mr. John Paul Drayer addressed the Personnel Commission regarding fair decisions and a 5 member Personnel Commission to represent each trustee district.

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of June 24, 2025

The Personnel Commission took action to approve the minutes of the regular meeting of June 24, 2025.

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

8. Certification and Ratification of Eligibility Lists for Classified Service

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

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

Ms. Perez asked about the numbers for tested eligible and Dr. Olmos gave an overview of the item.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

9. Approval of Revised Classification Specifications: Accounting Assistant

The Personnel Commission took action to approve the revised classification specifications for Accounting Assistant, effective August 13, 2025.

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

Ms. Perez asked if there was anything to highlight. Dr. Olmos gave an overview of the classification specifications.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

10. Approval of Revised Classification Specifications: Speech/Language Pathology Assistant (SLPA)

The Personnel Commission took action to approve the revised classification specifications for Speech/Language Pathology Assistant, effective August 13, 2025.

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

Ms. Perez asked if there was anything to highlight. Dr. Olmos gave an overview of the classification specifications.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

11. First Reading-Proposed Amendment to Personnel Commission Rule 60.700.1 (Vacation)

The Personnel Commission took action to approve the First Reading of the Proposed Amendment to Personnel Commission Rule 60.700.1 (Vacation).

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

Ms. Perez asked for an overview of this rule. Dr. Olmos gave an overview of the rule and stated that it is also to be in alignment with both district policy and the CSEA agreement.

Mr. John Paul Drayer addressed the Personnel Commission regarding the amendment and negotiations with the union.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

12. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos reported to the commissioners that he had a productive meeting with the new superintendent, Dr. Erin Simon and invited her to a future commission meeting. He also shared that he attended the Advance on August 8th where it was nice to see all managers and administrators gathered together. It was also announced that Personnel Services will now be named Human Resources, to be reflective of a more modern term for the department. Dr. Olmos stated that he attended the Districtwide Breakfast; there was great energy and a celebratory feeling that was very nice. He shared that it was a great opportunity for Dr. Simon to present her vision and her expectations of excellence from everyone. Dr. Olmos shared his participation at the professional development opportunities being presented to staff during summer institute and appreciated the questions from attendees. He also shared that he attended an IPAC conference recently, where he had the pleasure of presenting an award during the conference. Dr. Olmos shared that he is looking forward to attending, along with nutrition services staff, a professional development that involves food tasting and rating at the end of the week.

13. ADJOURNMENT

THE AUGUST 12, 2025, REGULAR MEETING OF THE PERSONNEL COMMISSION ADJOURNED
AT 5:36 P.M.

Respectfully submitted by:



Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 8

Date: September 9, 2025

To: Members of the Personnel Commission

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

Subject: Request for the Establishment of Risk Management and Benefits Manager Classification

I. RECOMMENDATION

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

1. Establish a new job classification of **RISK MANAGEMENT AND BENEFITS MANAGER**.
2. Approve the provided Risk Management and Benefits Manager classification specification.
3. Assign the salary range K-076 for this classification at \$99,472.00 - \$122,117.00 annually from the Classified Salary Management Schedule.
4. Establish the effective date of September 10, 2025 for the establishment of this classification upon approval by the Personnel Commission.

II. BACKGROUND

At the request of Chief Business Officer Renee Arkus, the Bellflower Unified School District seeks to establish a **Risk Management and Benefits Manager** to provide specialized oversight of essential functions that are currently fragmented across departments, creating inefficiencies and compliance risks. This position would manage workers' compensation, safety and loss prevention, insurance and liability programs, employee health and welfare benefits, and regulatory compliance with Cal/OSHA, ERISA, COBRA, ACA, and related laws. Establishing this role will safeguard District finances, improve employee welfare, reduce liability, and ensure compliance while delivering efficient, coordinated services for the district's students and staff.

III. RATIONALE AND JUSTIFICATION

The establishment of the **Risk Management and Benefits Manager** addresses critical operational needs by bringing specialized expertise, improving efficiency, and ensuring compliance.

Key benefits include:

- **Comprehensive Risk Management** – Oversight of workers’ compensation, safety programs, and insurance administration; proactive strategies to reduce incidents and costs; compliance with Cal/OSHA.
- **Employee Benefits Optimization** – Centralized management of health and welfare programs; primary contact for employee inquiries; oversight of open enrollment and communication; compliance with ERISA, COBRA, and ACA.
- **Cost Management & Efficiency** – Data-driven claims analysis; vendor negotiations to reduce costs; programs to lower workers’ compensation expenses; more cost-effective than outsourcing.
- **Regulatory Compliance & Risk Mitigation** – Adherence to complex federal and state laws; accurate audit-ready records; coordination with legal counsel; reduced exposure to penalties and litigation.
- **Integrated Service Delivery** – Single point of contact for staff; consistent policy implementation across departments; improved communication and service to employees.

IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

External Market Comparison

District	Position Title	Annual Salary Range	Level
Montebello USD	Director, Risk Management	\$140,847 – \$170,866	Director
Compton USD	Sr. Director, Risk Management/Workers’ Comp	\$136,727 – \$166,174	Director
Lynwood USD	Director, Risk Management	\$136,680 – \$166,128	Director
Downey USD	Risk Manager	\$114,372 – \$139,176	Manager
Bellflower USD	Risk Management & Benefits Manager (Proposed)	\$99,472 – \$122,117	Manager
Paramount USD	Risk Mgmt/Benefits Medi-Cal Program Specialist	\$87,180 – \$111,684	Analyst/Specialist
El Rancho USD	Risk Mgmt & Benefits Analyst	\$78,384 – \$108,540	Analyst/Specialist

Summary:

- Bellflower's proposed range (**\$99,472 – \$122,117**) is:
 - ~\$15K lower than Downey's Risk Manager, though Bellflower's role also covers benefits.
 - \$14K–\$37K higher than analyst-level positions in Paramount and El Rancho.
 - \$37K–\$48K below director-level salaries in larger districts.
- This placement reflects **manager-level responsibilities** with dual scope in **risk management and benefits administration**.

Internal Alignment

Classification	Salary Range	Range Code
Accounting Manager (03000)	\$99,472 – \$122,117	K-076
Purchasing Manager (03150)	\$99,472 – \$122,117	K-076
Communications Security Manager (80178)	\$99,472 – \$122,117	K-076
<i>Risk Management & Benefits Manager (Proposed)</i>	<i>\$99,472 – \$122,117</i>	<i>K-076</i>

Summary:

- The proposed **Risk Management & Benefits Manager** aligns directly with existing manager-level positions in Bellflower USD (Accounting, Purchasing, Communications Security).
- Salary parity at **Range K-076** ensures consistency across roles with comparable technical expertise, responsibility, and organizational impact.
- This alignment maintains equity in the management structure while recognizing the specialized scope of the new classification.

V. FISCAL IMPACT

The Risk Management and Benefits Manager position will cost the District approximately **\$190,800 per year**, which includes an annual salary of **\$122,117** at Step 5 and **\$68,682.94** in benefits, for a total annual cost of **\$190,799.94**.

VI. CONCLUSION

This position will manage the District's risk, safety, insurance, workers' compensation, and employee benefits programs while ensuring compliance with state and federal regulations. The proposed salary range is below comparable manager positions in nearby districts but higher than analyst and specialist roles, providing both a promotional opportunity for current staff and an option to attract qualified candidates from other districts.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: RISK MANAGEMENT AND BENEFITS MANAGER

BASIC FUNCTION

Under general supervision of the Chief Business Officer, plans, organizes, implements, and oversees the District's comprehensive risk management and employee benefits programs to minimize financial losses, ensure regulatory compliance, and promote a safe and healthy environment for students, staff, and the public.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other management positions by its comprehensive responsibility for both risk management and employee benefits administration. The Risk Management and Benefits Manager differs from lower-level positions by exercising independent judgment in policy application, managing complex vendor relationships, and coordinating integrated programs across multiple functional areas. This position differs from director-level positions by focusing on operational program management rather than strategic organizational oversight.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Business Officer. May exercise direct supervision over assigned clerical and administrative support staff in the areas of risk management and benefits administration.

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

- Plans, develops, and implements comprehensive risk management programs including workers' compensation, safety protocols, and general liability claims management to protect District assets and personnel
- Manages workers' compensation claims from initial reporting through case closure, coordinating medical treatment, return-to-work programs, and regulatory compliance
- Manages general liability claims from incident report through resolution, including coordination with legal counsel, insurance carriers, and involved parties.
- Develops and coordinates District-wide safety training programs and conducts facility inspections to identify and mitigate potential hazards
- Administers comprehensive employee benefits programs including health, dental, vision, life insurance, and disability coverage for all District personnel
- Oversees and interprets various employee leave programs including FMLA, CFRA, PDL, workers' compensation leave, and other statutory and discretionary leave policies
- Plans and executes annual open enrollment processes, preparing materials and conducting employee orientation sessions to ensure informed benefit selections
- Serves as primary liaison with insurance carriers, benefits providers, and third-party administrators to negotiate contracts and resolve service issues
- Ensures compliance with federal and state regulations including ERISA, COBRA, ACA, HIPAA, Cal/OSHA, and California Labor Code requirements
- Prepares comprehensive reports and analyses on claims trends, program costs, and effectiveness to support administrative decision-making
- Responds to employee inquiries regarding benefits eligibility, coverage options, leave entitlements, and claims processing while maintaining confidentiality
- Coordinates benefits fairs, wellness programs, and employee education initiatives to promote program awareness and utilization
- Maintains accurate records and documentation for all risk management and benefits activities to support audits and regulatory reviews
- Collaborates with District administrators, legal counsel, and external agencies to resolve complex claims and compliance issues
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of comprehensive risk management, including workers' compensation, safety, and insurance programs
- Employee benefits administration, including health, dental, vision, life insurance, and disability programs
- Federal and state laws and regulations related to employee benefits, including ERISA, COBRA, ACA, HIPAA, FMLA, CFRA, and PDL
- Leave administration policies and procedures, including statutory and discretionary leave programs
- California workers' compensation laws, Cal/OSHA regulations, and Labor Code requirements
- Claims administration processes and case management procedures
- Contract negotiation principles and vendor management practices
- Data analysis techniques and reporting methodologies
- Supervisory principles and practices, including performance management and staff development
- Public agency operations and collective bargaining environments
- Computer applications, including HRIS systems, databases, and standard office software
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, and applicable provisions of collective bargaining agreements

Ability to:

- Plan, organize, and implement comprehensive risk management and benefits programs that meet regulatory requirements and organizational needs
- Interpret and apply complex federal and state laws, regulations, and policies related to risk management, employee benefits, and leave administration
- Analyze data, identify trends, and prepare comprehensive reports with sound recommendations for program improvements
- Communicate effectively both orally and in writing with diverse audiences, including employees, vendors, regulatory agencies, and legal representatives
- Supervise, train, and evaluate assigned staff while promoting professional development and teamwork
- Manage multiple complex projects simultaneously while prioritizing work and meeting critical deadlines
- Negotiate effectively with insurance carriers, benefits providers, and service vendors to achieve favorable terms and resolve disputes
- Maintain strict confidentiality and exercise sound judgment when handling sensitive employee and financial information
- Establish and maintain cooperative working relationships with those contacted in the course of work
- 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:

Four (4) years of progressively responsible experience in risk management, employee benefits administration, human resources, or closely related field, preferably in a public agency or educational environment. Experience in a lead or supervisory capacity is desired.

Education:

Bachelor's degree in Business Administration, Public Administration, Human Resources, Risk Management, or other field closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation.

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

WORKING CONDITIONS:

- Standard office environment with regular use of computer equipment and telecommunication devices
- Occasional travel to District sites, off-site meetings, training sessions, and vendor locations
- Regular interaction with employees regarding sensitive personal and financial matters
- May involve exposure to stressful situations related to serious injuries, claims disputes, or regulatory compliance issues

PHYSICAL DEMANDS:

- Prolonged sitting at a desk and computer workstation
- Ability to operate standard office equipment including computers, printers, telephone, and filing systems
- Visual acuity sufficient to read detailed documents, computer screens, and regulatory materials
- Manual dexterity to operate computer keyboard and mouse
- Ability to communicate clearly in person and by telephone

Additional Requirements/Information:

- Professional certification in risk management (such as ARM or CPCU) or benefits administration (such as CEBS or CMS) is preferred

APPROVED BY PERSONNEL COMMISSION:

[Date after meeting]

Revision:

[Date after meeting]

Proposed to Personnel Commission:

[Month Day, Year]

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 9

Date: September 9, 2025

To: Members of the Personnel Commission

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

Subject: Approval of Revision and Retitle of Classification Specifications:
Custodial/Security Services Manager

Background: At the request of Deputy Superintendent, Dr. Ryan Smith, a revision and retitle of the Custodial/Security Services Manager classification specifications is proposed. This revised version reflects the retitling to Custodial Services Manager and clarifies the scope of responsibilities to focus exclusively on custodial operations and facilities security systems.

Recommendation(s)

- Retitle the classification from Custodial/Security Services Manager to Custodial Services Manager, effective September 10, 2025.
- Approve the revised classification specifications for Custodial Services Manager, effective September 10, 2025.

Summary of Key Revisions

- Retitled from Custodial/Security Services Manager to Custodial Services Manager.
- Clarified distinctions between Custodial Services Manager, Campus Security Services Manager, Plant Managers, and Lead Custodians.
- Clarified scope of responsibilities to focus on custodial operations while retaining building alarm systems and facilities security functions.
- Updated language and format to current Personnel Commission standards and modern terminology.
- Maintained existing minimum qualifications of three years experience to ensure continuity.
- Reformatted the specification for clarity, ADA compliance, and consistency with Personnel Commission standards.

For reference: Monthly Salary Range (\$7,671.86 – \$9,419.11).

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAL ~~/SECURITY~~ SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, and manages district-wide custodial operations and facilities maintenance services; coordinates building security alarm systems and emergency response; supervises custodial personnel; ensures compliance with health, safety, and environmental regulations; manages budget and resources; and performs related duties as assigned.

~~Under general direction, plans, supervises, inspects, and directs the cleaning and care of buildings and vehicles; coordinates the school grounds program; trains new and substitute custodians; provides in-service training for all custodial employees; coordinates, directs, and implements energy conservation efforts; monitors and controls fire marshal inspections and safety programs; coordinates crossing guard programs; coordinates the operation of the security alarm system; and assumes and performs related duties and responsibilities as required. This is a management position.~~

DISTINGUISHING CHARACTERISTICS

This position is responsible for district-wide management and coordination of custodial services across all facilities. It differs from the Campus Security Services Manager by focusing exclusively on facilities maintenance, cleaning operations, and building systems, while Campus Security Services Manager oversees student safety and campus security personnel. This position is distinguished from site-level custodial positions by encompassing district-wide policy development, budget management, and strategic planning, while Plant Managers at high schools and Lead Custodians at elementary schools provide site-level work direction and coordination. This position requires extensive knowledge of facilities management systems, regulatory compliance, and personnel supervision in an educational environment.

SUPERVISION RECEIVED AND EXERCISED

General direction from Director of Facilities, Maintenance, Operations, and Transportation or designee. Direct supervision of custodial staff, lead custodians, and substitute custodial personnel district-wide. May provide work direction to maintenance personnel and contracted custodial services.

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

- Plans, organizes, and directs district-wide custodial operations to maintain all educational facilities in clean, safe, and secure condition
- Develops, implements, and monitors custodial policies, procedures, and performance standards across all school sites

- Supervises, evaluates, and provides professional development for custodial personnel; conducts performance appraisals and recommends personnel actions
- Coordinates recruitment, selection, and training of custodial staff and substitute personnel
- Manages and monitors custodial services budget; prepares cost estimates and recommendations for equipment, supplies, and services
- Ensures compliance with federal, state, and local regulations regarding health, safety, environmental protection, and workplace standards
- Coordinates facilities security systems including intrusion alarms, fire safety systems, and emergency response protocols
- Conducts regular inspections of facilities to ensure adherence to cleanliness, safety, and maintenance standards
- Develops and maintains relationships with vendors, contractors, and service providers
- Responds to emergency situations and facilities-related incidents outside regular business hours
- Collaborates with school administration, maintenance staff, and other departments on facilities-related projects
- Prepares reports, maintains records, and provides data analysis related to custodial operations
- Coordinates special event setups and site venue activities
- Develops specifications for custodial equipment, supplies, and chemical products
- Ensures proper storage, handling, and disposal of hazardous materials and cleaning chemicals
- Manages energy conservation programs and initiatives
- Performs related duties as assigned

~~PERFORMANCE RESPONSIBILITIES – GENERAL¶¶~~

~~This is a one position classification reporting to the Assistant Superintendent, Business Services, and is responsible for the custodial/security program and subject to call from off duty to handle emergencies.¶¶~~

- ~~Directs the custodial care and minor maintenance repair program for all sites including inspection of all vehicle cleanliness;¶¶~~
- ~~Coordinates the assignment of all custodial personnel;¶¶~~
- ~~Plans, organizes, coordinates, and supervises the cleaning of rooms, restrooms, halls, fixtures, and equipment requiring activities such as sweeping, mopping, scrubbing, and related duties;¶¶~~
- ~~Schedules the cleaning of carpets;¶¶~~
- ~~Establishes uniform cleaning procedures and standards;¶¶~~
- ~~Develops custodial handbook for use by custodial staff;¶¶~~
- ~~Advises principals on the normal time requirements for accomplishing specific tasks;¶¶~~
- ~~Composes and sends written communications on a regular basis advising of procedures, policies, and programs;¶¶~~

- ~~Designs, coordinates, directs, implements, and reports regarding the energy conservation policies and programs;~~
- ~~Arranges time schedules, vacation periods, and plans the summer work schedule for assigned custodial and school grounds personnel;~~
- ~~Coordinates the custodial substitute program;~~
- ~~Coordinates custodial assignments for civic center use;~~
- ~~Conducts inspections of custodial and school grounds for health, cleanliness, safety, and grounds problems;~~
- ~~Consults with principals and district personnel regarding the cleaning and care of buildings and grounds;~~
- ~~Discusses inspections and special problems with custodial and school grounds personnel;~~
- ~~Directs the training of all custodial and grounds personnel in proper work methods and procedures;~~
- ~~Supervises the repair, overhaul, and preventative maintenance of custodial equipment;~~
- ~~Makes facility, furniture, and equipment arrangements for special events;~~
- ~~Designs, prepares, submits, and confers with maintenance and operations manager regarding grounds and custodial maintenance procedures, feasibility and timing of projects, and operational cost estimates;~~
- ~~Tests and develops specifications for a variety of supplies and equipment for custodial and school grounds;~~
- ~~Prepares and submits oral and written reports as necessary;~~
- ~~Interviews and recommends the hiring of new employees;~~
- ~~Conducts performance appraisals of designated grounds and custodial personnel in cooperation with the principal;~~
- ~~Maintains and controls daily records of costs for materials and labor when requested;~~
- ~~Maintains proper requisitions, inventory, and control of materials; and~~
- ~~Performs related duties as required.~~

PERFORMANCE RESPONSIBILITIES – SECURITY

- ~~Is responsible for the district's intrusion alarm security system and/or other security measures;~~
- ~~Supervises the evaluation, contracting, installation, repair, and monitoring of the district's intrusion alarm security system;~~
- ~~Is responsible for system of entering building during non-working hours;~~
- ~~Is subject to call ins to respond to the sheriff's department or the alarm company;~~
- ~~Recommends security policy and procedural changes;~~
- ~~Develops and conducts security in-service training programs;~~
- ~~Meets with, plans, and coordinates inspections of the fire marshal and sheriff's department in order to improve the safety of students and employees;~~
- ~~Inspects, replaces, charges, and inventories fire extinguishers at all sites;~~
- ~~Responsible for the coordination of the crossing guard program with providing cities;~~
- ~~Issues and enforces policies and maintains an actual inventory of all district keys; and~~

- ~~Performs related work as required.~~



EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ~~Modern methods, materials, and equipment used in cleaning various types of building surfaces and items of furniture;~~¶
- ~~Requirements for maintaining school buildings and facilities in a safe, clean, and orderly condition;~~¶
- ~~Basic arithmetic; and~~¶
- ~~Principles and procedures of personnel selection, evaluation, and dismissal.~~
- **Modern custodial methods, equipment, materials, and cleaning products used in educational facilities**
- **Federal, state, and local regulations related to workplace safety, environmental protection, and hazardous materials**
- **Building security systems, alarm operations, and emergency response procedures**
- **Principles and practices of supervision, including personnel management, training, and performance evaluation**
- **Budget preparation, cost analysis, and resource management**
- **Energy conservation practices and sustainability initiatives**
- **Health and safety standards for educational environments**
- **Procurement processes and vendor management**
- **Basic principles of facilities maintenance and building operations**
- **Techniques for providing excellent customer service to school communities**

ABILITY TO:

- ~~Understand and carry out oral and written instructions;~~¶
- ~~Select, evaluate, and dismiss custodial employees;~~¶
- ~~Supervise and coordinate the work of others effectively;~~¶
- ~~Train and instruct others in all phases of custodial work;~~¶
- ~~Direct the performance of a variety of custodial and general non-technical maintenance work;~~¶
- ~~Keep time and cost records;~~¶
- ~~Prepare work schedules; and~~¶
- ~~Prepare and submit reports.~~
- **Plan, organize, and manage complex custodial operations across multiple facilities**
- **Supervise, train, and evaluate personnel effectively and objectively**
- **Develop and implement policies, procedures, and performance standards**
- **Communicate effectively both orally and in writing with diverse stakeholders**

- Analyze problems, evaluate alternatives, and implement effective solutions
- Prepare and manage budgets and monitor expenditures
- Interpret and apply regulations, policies, and procedures
- Use computer applications for data management, communication, and reporting
- Respond to emergency situations with appropriate judgment and action
- Work collaboratively with school administrators, staff, and community members
- Maintain confidentiality and exercise sound judgment in sensitive situations
- Adapt to changing priorities and work effectively under pressure

¶

Training and Experience:

Equivalency to graduation from high school and three years of related responsible experience performing school, industrial, or commercial custodial work is required. Post high school training, coursework, or seminars in related disciplines is highly desirable. Demonstrated, verifiable, and successful supervisory experience including scheduling, training, and evaluating personnel and conducting formal custodial inspections is required.

Other:

- Must provide the district with a Department of Motor Vehicles report as proof of an acceptable driving record prior to employment with the district and must maintain insurability by the district's carrier at the standard good driver rate at all times during employment with the district.

¶

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

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

Experience:

Three (3) years of custodial or facilities management experience, including at least one (1) year in a supervisory or lead capacity.

Education:

Graduation from high school or equivalent. College coursework in facilities management, business administration, or related fields is desirable.

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

WORKING CONDITIONS:

- Works in office, school site, and outdoor environments; subject to frequent interruptions and exposure to loud noises from equipment

- Regular exposure to fumes, dust, cleaning chemicals, and odors
- Occasionally operates and inspects mechanical systems and equipment such as HVAC, alarms, and maintenance tools
- Works in varying climate conditions, including extreme heat, cold, humidity, and poor ventilation
- May be required to respond to emergency situations and incidents outside regular business hours; subject to call-in on nights and weekends
- Must safely handle and store hazardous substances, following established safety protocols
- Requires mobility to visit multiple school sites and drive a district vehicle as needed
- Frequent interaction with staff, students, vendors, contractors, and the public.
- Physical demands include standing or walking for extended periods, lifting and carrying objects up to 50 pounds (heavier objects with assistance), and manual dexterity for operation of cleaning and maintenance equipment

PHYSICAL DEMANDS:

- Frequently stand and walk for extended periods
- Stoop, kneel, crouch, or reach to inspect, move, or operate equipment and furniture
- Lift, carry, push, or pull objects and supplies weighing up to 50 pounds alone; heavier items (up to 150 pounds) may require team lifting or mechanical aids
- Use hands and fingers to operate a computer, phone, and a variety of custodial and maintenance tools requiring manual dexterity
- Ascend and descend ladders, stairs, scaffolding, and ramps as necessary
- Maintain normal or corrected vision, hearing, and speech to safely observe and communicate hazards and instructions
- Ability to work in awkward or confined positions when inspecting mechanical or storage areas
- Mobility to visit and inspect multiple sites throughout the district as needed

Additional Requirements/Information:

BO REVIEWED: 10-19-89

PC REVISED: 10-10-89

Proposed to Personnel Commission:

Revision: September 9, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 10

Date: September 9, 2025

To: Members of the Personnel Commission

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

Subject: Approval of Revision of Classification Specifications:
Data Technician

Background:

At the request of Bonnie Carter, Assistant Superintendent of Instruction and Student Support Services, a revision of the Data Technician classification is proposed. The update modernizes language, clarifies responsibilities, aligns minimum qualifications, and ensures consistency with Personnel Commission standards while reflecting the role's expanded support for district data systems and technology integration.

Recommendation(s)

- Approve the revised classification specifications for Data Technician, effective September 10, 2025.

Summary of Key Revisions

- Modernized language and updated duties to reflect current technology and data practices.
- Clarified role distinctions from related classifications.
- Adjusted minimum qualifications with updated equivalency provisions.
- Reformatted for clarity, ADA compliance, and alignment with Personnel Commission standards.

For reference: Monthly Salary Range (\$5,893.33 – \$7,235.59).

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATA TECHNICIAN

BASIC FUNCTION:

Under general supervision direction, to provides assistance in the planning, organization, and coordination of the district's data processing systems; to provide provides technical assistance to users service consumers and district personnel; provides professional development, technical support, and leadership in digital tools and integrating technology into teaching, learning, and communication, to perform generates reports and data dashboards to support data-driven institutional decisions, responsible clerical and office management functions; and to do other related functions duties as assigned. at the direction of the immediate supervisor.

DISTINGUISHING CHARACTERISTICS

This classification is characterized by providing technical support for the district's data systems and information management. The Data Technician performs routine technical duties involving data entry, system operations, data integrity maintenance, and user support. This position is distinguished from the Coordinator, Data Management and Analysis in that the Coordinator has administrative responsibility for district-wide data management, policy development, and strategic oversight, while the Data Technician provides technical assistance and support functions. It is further distinguished from general clerical positions by its specialized focus on educational technology platforms, information systems, and data quality control.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor or other designated administrative personnel. Exercises no supervisory responsibilities but may perform lead responsibilities and provide informal guidance or training to assigned lower level staff as needed.

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

- Assists in the planning, organization, and coordination of computer applications to meet user consumer requirements. E
- Assists in shortnear, mid, and long-term planning regarding data processing applications and software and hardware needs. E
- Responsible for all data in Maintains data integrity in the school information system and develops for developing procedures for data back-up and recovery information for data copy. E

- Serves as a liaison between ~~external out-of-district~~ data processing personnel and ~~users, the service consumer and establishing~~es and maintain~~ing~~es an active communication ~~channels~~ link. ~~E~~
- Assists ~~users service consumers~~ in resolving system and program problems and in determining alternative ~~process applications and problem~~ solutions. ~~E~~
- Assists in the testing and debugging of systems and programs. ~~E~~
- ~~Assists in determining how service requests should be formatted and sequenced, and helps develop accuracy standards.~~
- ~~Assists in the determination of service request formatting and sequencing and in the development of accuracy standards. E~~
- Operates ~~district data processing equipment and student information software and systems; such as Clever, and state platforms; and~~ trains district personnel in the use of district equipment and software. ~~E~~
- Reviews, evaluates, and monitors output to ensure quality control and cost-effective operational processes; and makes corrections or refers data to ~~appropriate personnel those responsible for submission~~ for correction. ~~E~~
- ~~Assists in the input of~~Inputs student information, ~~rostering~~, or other data into appropriate databases, checks for accuracy, and prepares reports as assigned. ~~E~~
- Coordinates data entry for creat~~ing~~ion of accurate student pre-identification files for state and district assessments ~~and digital platforms..~~ Prepares district files for upload. ~~E~~
- ~~Manages Responsible for~~ identification of students at ~~the~~ -state level using single student identifiers. ~~E~~
- ~~Operates a remote terminal online to a major computer and/or a mini computer. E~~
- Reviews, evaluates, coordinates, and logs requests for service.
- Prepares office correspondence.
- Gathers ~~and compiles~~ and visualizes data.
- ~~Establishes and maintains a filing system of office records. F~~
- ~~Orders office supplies.~~
- Generates reports and data dashboards to support data-driven institutional decisions.
- Stays informed of emerging trends in educational technology and data management.
- Plans and facilitates tech-focused in-service days, workshops, and ongoing skill-building sessions (e.g. responsible and creative use of AI and digital platforms).
- Prepares how-to resources, guides, and internal documentation for end users.
- May train and provide work direction to ~~lower level a subordinate staff or student assistant.~~
- Performs other ~~related~~ duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, methods, procedures, and trends related to data processing operations.
- Data processing concepts, hardware and software systems, and processes.
- General knowledge of MS-DOS, Microsoft and Google Networks, and Windows systems; knowledge of the district's computer applications such as including Microsoft Office, Eagle Aeries, Google, Clever, Qualtrics, and Power BI and audio/visual equipment. and Achieve Data System Data Director.
- Basic familiarity with SQL, API, scripting, and automation tools.
- Data quality control procedures and accuracy standards.
- Student information system terminology, practices, and procedures.
- Data security protocols and backup procedures.
- Record keeping and filing system techniques.
- Report generation and distribution procedures.

Ability to:

- Effectively and efficiently formulate near, mid, and long-term data processing application planning.¶
- Serve as a liaison between out-of-district data processing personnel and service consumers.¶
- Analyze operational procedures, consumer problems and concerns, and make appropriate decisions in the development of alternative problem solutions.¶
- Communicate effectively in oral and written form with district employees.¶
- Understand and carry out oral and written directions with minimal supervision.
- Establish and maintain cooperative organizational and community relationships.
- Operate computer systems, student information software, and peripheral equipment efficiently.
- Learn new technology applications and adapt to system changes.
- Detect errors and inaccuracies in data output and reports.
- Troubleshoot basic hardware and software problems.
- Communicate effectively orally and in writing with district employees.
- Understand and carry out oral and written directions with minimal supervision.
- Work independently while maintaining attention to detail.

- Prioritize multiple tasks and meet established deadlines.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Work effectively under pressure and meet deadlines.



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

Experience:

Two (2) years of experience working with agency-wide data in an information systems environment.

Education:

Graduation from high school or equivalent.

Equivalency Provision:

An Associate's degree in information technology, computer science, data management, or closely related field may be substituted for two (2) years of the required experience.

EDUCATION AND EXPERIENCE:

~~Equivalent to graduation from high school with two years of increasingly responsible experience with computer applications in a networked microcomputer environment. Courses in job-related subjects at the junior college level or higher are desirable. A bachelors in educational technology or a related information technology field is desired. Practical experience in a school setting with tech related roles is preferable.~~

~~LICENSES AND REQUIREMENTS:~~

~~Valid California driver's license and insurability by the District for insurance purposes must be maintained at all times.~~

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.

- Subject to noise from printers and other office equipment.
- ~~Driving a vehicle to conduct work.~~

PHYSICAL DEMANDS:~~Physical Demands:~~

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information in person and on the telephone.
- ~~Standing and walking for extended periods of time.~~
- ~~Bending, stooping, crouching, crawling, kneeling, and reaching.~~

Additional Requirements/Information:~~⚡~~

PC REVISED: 10-08-91

BD REVISED: 11-05-91

**Revision Proposed to Personnel Commission:
September 9, 2025**

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 11

Date: September 9, 2025

To: Members of the Personnel Commission

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

Subject: Approval of Revision of Classification Specifications:
Campus Security

Background:

At the request of Deputy Superintendent, Dr. Ryan Smith, a revision of the Campus Security classification is proposed. The update modernizes language, clarifies duties, and ensures consistency with Personnel Commission standards. The minimum requirements have also been updated to align with comparable districts and similar security classifications, reflecting current expectations for training, education, and experience.

Recommendation(s)

- Approve the revised classification specifications for Campus Security, effective September 10, 2025.

Summary of Key Revisions

- Modernized language to emphasize de-escalation, conflict resolution, and student engagement.
- Clarified duties related to patrolling, incident response, law enforcement coordination, and event security.
- Updated minimum requirements (education, experience, and mandated certifications such as SB 1626/SB 390, CPR/First Aid) to align with comparable districts and job classifications.
- Reformatted specification for clarity, ADA compliance, and consistency with Personnel Commission standards.

For reference: Monthly Salary Range (\$5,076.71 – \$6,173.46).

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SECURITY

BASIC FUNCTION:

~~Under the direction of an assigned supervisor, enforce school and District policies regarding student safety and security; assist in planning, coordinating and operating a student safety and security program at a secondary school; resolve student conflicts, using strategies which defuse potential conflicts and do so without physical contact or force whenever possible.~~

Under the direction of an assigned supervisor, maintains campus safety and security by monitoring student behavior, enforcing school and District policies, and responding to incidents; assists in planning, coordinating, and operating student safety and security programs; resolves student conflicts using de-escalation strategies that minimize the need for physical intervention.

DISTINGUISHING CHARACTERISTICS

This classification is characterized by responsibility for maintaining a safe and secure campus environment through proactive monitoring, intervention, and enforcement of safety protocols. The position requires independent judgment in assessing situations, building positive relationships with students while maintaining authority, and responding appropriately to various security incidents. It is distinguished from instructional or administrative positions by its primary focus on campus security, safety enforcement, and incident response.

SUPERVISION RECEIVED AND EXERCISED

General supervision from assigned site administrator or designated supervisor. May provide informal guidance or direction to substitute security personnel when assigned.

REPRESENTATIVE DUTIES:

- ~~• Maintain the security of a high school campus during assigned hours including evening events as assigned; maintain related records and reports. E¶~~
- ~~• Assist school authorities in dealing with problems such as unauthorized persons entering the campus and students leaving the campus. E¶~~
- ~~• Oversee the behavior of students on the school grounds and in vehicles. E¶~~

- Suppress student disturbances on campus; assist with crowd control at school athletic and social functions; assist in apprehending persons suspected of committing or attempting to commit crimes. E¶
- Participate in maintaining law and order, involving prevention and control of incidents of violence; cooperate with local law enforcement agencies in the control and investigation of anti-social and illegal activities. E¶
- Utilize tools and equipment related to campus security. E¶
- Oversee student detention program as assigned.¶
- Oversee the assignment, daily use and security of student lockers as assigned.¶
- Perform related duties as assigned.¶

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

- Patrols and monitors campus facilities, grounds, and events during assigned hours, including evenings, to promote a safe and secure learning environment; prepares and maintains required security-related reports and documentation.
- Observes and patrols campus areas including hallways, restrooms, parking lots, and perimeter areas to identify potential safety issues or policy violations
- Responds to and assists in resolving student behavioral incidents, conflicts, and emergencies, prioritizing de-escalation and conflict resolution strategies in accordance with district policy.
- Assists school authorities in addressing unauthorized persons on campus and students leaving campus without permission
- Assists in conducting searches of students or belongings when directed by administration, ensuring compliance with district protocols
- Facilitates student check-in and tardy procedures using designated electronic or manual systems to track late arrivals and issue passes
- Coordinates with administration and law enforcement agencies during investigations of illegal or anti-social activities
- Addresses vaping, substance use, bullying, and other student conduct issues through intervention, documentation, and referral to appropriate personnel
- Utilizes security tools and equipment including radios, surveillance systems, golf carts, and detection devices
- Assists with crowd control at athletic events, dances, graduations, and other school functions

- Provides transportation assistance to students, staff, and parents in district approved vehicles across campus as needed
- Reports and documents graffiti, vandalism, or other property damage, and assists administrators in identifying and addressing responsible parties
- Monitors and reports maintenance or safety hazards to appropriate personnel
- Builds positive rapport with students to encourage compliance and create an approachable security presence
- Responds to medical emergencies and provides emergency first aid and CPR within the scope of training and certification, while alerting appropriate medical personnel
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ~~Growd control procedures, drug detection and identification procedures.~~
- ~~Basic record-keeping techniques.~~
- ~~Oral and written communication skills.~~
- ~~District organization, operations, policies and objectives.~~
- ~~Laws, rules and regulations related to assigned activities.~~
- De-escalation and conflict resolution techniques
- Adolescent behavior and development
- Campus safety and security procedures
- Legal requirements related to student searches and rights
- District organization, operations, policies, and objectives
- Laws, rules, and regulations related to campus security
- Emergency response procedures including crisis intervention
- Drug identification and detection procedures
- Technology systems used for campus security (surveillance cameras, detection devices, communication equipment)
- Basic record-keeping and report writing techniques
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

ABILITY TO:

- ~~Conduct investigations, file complaints, patrol effectively and detect and prevent criminal activity.~~
 - ~~Analyze situations accurately and adopt an effective course of action.~~
 - ~~Make generalizations, evaluations or decisions without immediate supervision.~~
 - ~~Maintain routine records.~~
 - ~~Communicate effectively both orally and in writing.~~
 - ~~Observe health and safety regulations.~~
 - ~~Learn, interpret, apply and explain laws, policies, procedures, rules and regulations.~~
 - ~~Determine appropriate action within clearly defined guidelines.~~
 - ~~Effectively deal with students.~~
 - ~~Maintain a good working relationship with school personnel, the general public and law enforcement agencies.~~
 - ~~Communicate with secondary school students and administrators.~~
 - ~~Prepare and oversee security plans for a high school.~~
-
- **Analyze situations quickly and adopt effective courses of action while maintaining student safety**
 - **Communicate effectively both orally and in writing with students, staff, parents, and law enforcement**
 - **Build positive relationships with students while maintaining appropriate authority**
 - **De-escalate tense situations and resolve conflicts peacefully**
 - **Safely intervene in physical altercations when necessary**
 - **Maintain confidentiality regarding sensitive student and security information**
 - **Operate security equipment including radios, surveillance systems, and detection devices**
 - **Work independently with minimal supervision while maintaining accountability**
 - **Remain calm and professional under pressure and in crisis situations and maintain emotional regulation during high-stress situations and traumatic incidents.**
 - **Learn, interpret, apply, and explain laws, policies, procedures, rules and regulations**
 - **Observe health and safety regulations and maintain personal safety awareness**
 - **Maintain physical and emotional stamina during extended outdoor work in various weather conditions**

- 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:

One (1) year of experience working with adolescents or young adults in a structured environment such as educational institutions, youth programs, community organizations, or security settings.

Education:

Graduation from high school or equivalent. College-level coursework in psychology, criminal justice, child development, sociology, or other fields closely related to the job requirements of this classification is desirable.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and applicants must meet the following requirements by the last day of the filing period for employment applications:

- I. A. Completion of course work in sociology, psychology, philosophy, recreation, counseling, police science or other job-related subjects equal to 24 semester units or equivalent quarter units with an average minimum grade of "C" at an accredited college (no more than 12 units of police science may be used to qualify)
- B. Equivalency to one year of internship or practical experience counseling or working with students in the age group equivalent to grades 7 through 12.

An applicant currently enrolled in appropriate course work may be considered for appointment provided that the related course work is completed no later than four months after the promulgation of the eligibility list.

OR

- II. Three years of demonstrated successful experience working with or counseling students in the age group equivalent to grades 7 through 12 sufficient to allow applicants to pass a job-related written examination.

OR

- III. Any combination of education and experience may be qualifying.

LICENSES AND OTHER REQUIREMENTS:

- Current CPR and First Aid certificates must be obtained within six months of employment and maintained at all times for the duration of employment with the District.
- Valid California driver's license, and a driving record acceptable to the District for insurance purposes.

WORKING CONDITIONS:

- Indoor and outdoor work environment with exposure to various weather conditions including seasonal heat, cold, and adverse weather.
- Evening or variable hours may be required for special events.
- Potential exposure to confrontational situations, disruptive individuals, and emergency situations.

ENVIRONMENT:

- Indoor and outdoor work environment.
- Evening or variable hours.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Seeing to monitor students and crowds.
- Walking and standing for extended periods of time.
- Physical stamina.
- Hearing and speaking ability to exchange information and communicate effectively over radios and in noisy environments.
- Visual acuity to monitor students, crowds, and surveillance equipment.
- Ability to walk and stand for extended periods while patrolling campus.
- Physical stamina and ability to respond quickly to incidents across campus.
- Ability to safely intervene in physical altercations when necessary, including separating combative individuals.

HAZARDS:

- Possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.

Additional Requirements/Information:

- Completion of SB 1626/SB 390 School Security Guard Training (24 hours) as required by law
- Current CPR and First Aid certificates must be obtained within six months of employment and maintained throughout employment.
- Valid California driver's license and acceptable driving record for insurance purposes.

April 1999

Proposed for revision: September 9, 2025

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 12

Date: September 9, 2025

To: Members of the Personnel Commission

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

Subject: Request for the Establishment of Campus Safety and Emergency Preparedness Manager Classification

I. RECOMMENDATION

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

1. Establish a new job classification of **CAMPUS SAFETY AND EMERGENCY PREPAREDNESS MANAGER**.
2. Approve the provided Campus Safety and Emergency Preparedness Manager classification specification (job description).
3. Assign the salary range K-080 for this classification at \$7,671.86 – \$9,419.11 per month (\$92,062 – \$113,029 annually) from the Classified Management Salary Schedule.
4. Establish the effective date of September 10, 2025 for the creation of this classification upon approval by the Personnel Commission.

II. BACKGROUND

At the request of Deputy Superintendent Ryan Smith, Bellflower Unified School District seeks to establish a Campus Safety and Emergency Preparedness Manager to provide dedicated oversight of campus security operations and districtwide emergency planning.

This new manager position would oversee and train all campus security personnel, coordinate emergency response plans and drills for all schools, liaise with local law enforcement and emergency services, and ensure the District meets all requirements of California school safety laws (e.g. Ed Code §32280 et seq.).

III. RATIONALE AND JUSTIFICATION

The Campus Safety and Emergency Preparedness Manager will provide centralized expertise in school security and emergency management while working collaboratively with site administrators in a matrix-style structure. Key responsibilities include:

- **Campus Security Oversight:** Leads districtwide security operations, establishing consistent standards and training, while partnering with principals to address site-specific needs.

- **Emergency Preparedness:** Coordinates development of emergency plans, drills, and responses, ensuring schools are trained and prepared in alignment with state and federal mandates.
- **Regulatory Compliance:** Oversees site safety plan requirements and supports administrators in maintaining compliance with SEMS/NIMS and Education Code §32280.
- **Interagency Collaboration:** Serves as the District's liaison with law enforcement and emergency agencies, coordinating with site leaders during crises.
- **Safety Culture & Efficiency:** Consolidates security and preparedness under one manager, streamlining operations while reinforcing a collaborative culture of safety across all campuses.

IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

External Market Comparison

To determine the appropriate salary level for the Campus Safety and Emergency Preparedness Manager, staff surveyed comparable classifications in neighboring school districts. **Table 1** below summarizes the findings from select districts with similar roles overseeing campus safety and emergency preparedness:

District	Position Title	Annual Salary Range	Level
Lynwood USD	Chief of Security	\$101,616 - \$123,552	Chief
Paramount USD	Director of Safety and Security	\$167,952 – \$195,348	Director
Montebello USD	Chief of Police	\$142,595 – \$172,991	Chief
Compton USD	Chief - School Police	\$128,726 -\$156,468	Chief

Please note that several districts address safety through police departments or director-level roles. Lynwood USD has a Chief of Security, while Paramount, Montebello, and Compton maintain director or sworn chief-level positions.

Bellflower's proposed salary range (\$92K–\$113K annually, Range K-080) is slightly below Lynwood's Chief of Security and significantly lower than director or sworn chief positions in larger districts (Paramount, Montebello, Compton). This placement is appropriate for a manager-level classification—positioned above site-level coordination but below executive or law enforcement chief roles—balancing districtwide oversight responsibilities with collaborative, school-site engagement.

Internal Alignment

In reviewing internal alignment, the proposed Campus Safety and Emergency Preparedness Manager is comparable to other existing management positions in Bellflower USD that oversee major operational functions. Table 2 shows a comparison with several current manager classifications:

Classification	Salary Range (Annual)	Range Code
Manager, Transportation	\$92,062 – \$113,029 (est.)	K-080
Manager, Maintenance & Operations	\$92,062 – \$113,029 (est.)	K-080
Manager, Custodial/Security Services	\$92,062 – \$113,029 (est.)	K-080
<i>Campus Safety & Emerg. Prep. Manager (Proposed)</i>	<i>\$92,062 – \$113,029</i>	<i>K-080</i>

The proposed salary for the new **Campus Safety and Emergency Preparedness Manager** is consistent with other manager-level roles at the same pay grade (**Range K-080**), such as the Managers of Transportation and Maintenance. This ensures internal equity by compensating all managers with significant districtwide responsibilities equally.

Fiscal Impact

The creation of the Campus Safety and Emergency Preparedness Manager position will cost the District approximately \$181,711 per year, which includes an annual salary of \$113,029 at Step 5 and approximately \$68,682.94 in benefits.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SAFETY AND EMERGENCY PREPAREDNESS MANAGER

BASIC FUNCTION

Under general direction, plans, organizes, coordinates, and manages district-wide campus security operations; ensures compliance with safety regulations and emergency procedures; serves as district emergency preparedness coordinator; oversees and trains security personnel; serves as district liaison with law enforcement and emergency services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is characterized by its responsibility for managing district-wide campus security operations across all district sites during instructional hours and school events, as well as serving as the district's primary emergency preparedness coordinator. It is distinguished from the Custodial Services Manager in that the Custodial Services Manager oversees facility security systems (alarms, after-hours building security) and custodial operations, while the Campus Security Services Manager focuses exclusively on campus safety during operational hours and comprehensive emergency preparedness planning. This position provides centralized oversight and coordination of security personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an executive-level administrator or designee. Exercises supervisory responsibility for assigned campus security personnel, including hiring recommendations, performance evaluation, training, scheduling, and discipline; may direct contracted security personnel.

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

- Plans, organizes, and supervises district-wide campus security operations across all school sites.
- Supervises, schedules, and evaluates security staff; manages substitutes and contracted personnel as needed.
- Coordinates and conducts training for security personnel in de-escalation, emergency response, and safety procedures.
- Coordinates security staffing for athletic events, graduations, and other special activities.
- Conducts regular security assessments, inspections, and risk evaluations of school facilities.
- Investigates security incidents and prepares detailed reports and documentation.
- Collaborates with school administrators on security matters, threat assessments, and risk management.
- Establishes and maintains collaborative relationships with local law enforcement and emergency services.

- Develops and implements security policies, procedures, emergency response plans, and crisis management protocols.
- Provides input on facility design and modifications to enhance school security.
- Serves as district-wide emergency preparedness coordinator and primary point of contact for emergency management.
- Identifies and analyzes existing and potential hazards and dangers to students, employees and the public in the event of major disasters, civil unrest, acts of violence by groups or individuals, and develops comprehensive response plans.
- Coordinates emergency preparedness procedures with district environmental health and safety personnel.
- Secures technical and financial grants and services assistance available through local, state and federal programs and district community and business partnerships for emergency preparedness initiatives.
- Manages emergency notification systems and communication protocols.
- Ensures compliance with federal, state, and local safety regulations and district policies.
- Maintains records of security activities, personnel actions, and incident reports.
- Provides input on staffing levels, budget recommendations, equipment, and resource allocation.
- Represents the district in meetings with law enforcement, emergency services, and community organizations.
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Campus security principles, practices, and procedures in educational settings
- Emergency management principles and disaster preparedness protocols
- Federal emergency management programs and grant funding sources
- Hazard identification and risk assessment methodologies
- Federal, state, and local laws, codes, and regulations related to school safety and security
- Emergency response procedures and crisis management techniques
- De-escalation strategies and conflict resolution methods
- Law enforcement protocols and collaborative practices with public safety agencies
- Training methods and adult learning principles
- Principles and practices of supervision, staff development, and performance evaluation
- Budget preparation, resource allocation, and fiscal management
- Report writing and documentation standards
- Risk assessment and threat evaluation methodologies
- Security communication systems and emergency notification protocols
- Basic concepts of employment laws and collective bargaining agreements applicable to security operations (e.g., EEO, FLSA, FMLA, Cal/OSHA)

Ability to:

- Plan, organize, and direct security operations across multiple school sites
- Develop comprehensive emergency preparedness plans and protocols
- Identify and assess potential security and safety hazards
- Research and secure grant funding for emergency preparedness initiatives
- Develop and implement security policies, procedures, and emergency plans
- Supervise, train, and evaluate assigned personnel effectively and constructively
- Establish and maintain cooperative relationships with law enforcement and emergency agencies
- Communicate clearly and effectively, both orally and in writing, with diverse audiences
- Assess security risks and develop appropriate response strategies
- Manage multiple priorities and meet deadlines under pressure
- Exercise sound judgment in emergency and crisis situations
- Prepare clear, accurate, and comprehensive reports and documentation
- Interpret and apply laws, regulations, and policies related to school security
- Operate and utilize modern security equipment, communication systems, and technology
- Resolve conflicts and handle sensitive situations with discretion and professionalism
- Collaborate effectively with school administrators, staff, and community partners
- Adapt to changing security needs and emerging threats
- 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 (5) years of progressively responsible experience in campus security, law enforcement, or safety management, including at least two (2) years in a supervisory capacity. Experience in educational settings or with youth is highly desirable.

Education: Bachelor's degree in criminal justice, public safety, emergency management, or a closely related field from an institution of higher learning recognized by the Council of Higher Education Accreditation.

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

WORKING CONDITIONS:

- Work is performed in a variety of educational environments, including offices, classrooms, gymnasiums, outdoor areas, and special event venues.
- May require working evenings, weekends, and holidays for special events or emergency situations.

- Position may involve exposure to potentially volatile or dangerous situations requiring immediate response.
- Driving to and between district sites may be required.
- Work may be performed outdoors and in all weather conditions.

PHYSICAL DEMANDS:

- Frequent walking, standing, and movement between multiple school sites.
- Ability to respond rapidly and effectively to emergency situations.
- Occasional lifting and carrying of objects up to 25 pounds.
- Ability to operate security equipment, communication devices, office equipment, and district vehicles (as needed).
- Sufficient visual and auditory acuity to monitor security situations and communicate effectively.
- Ability to remain alert and attentive for extended periods.
- May require occasional physical intervention, such as restraining individuals, per district policy.

Additional Requirements/Information:

- Possession of, or ability to obtain, the California School Security Officer (SB 390/SB 1626) training certification as required by state law.
- Possession of, or ability to obtain, a valid California Guard Card may be required depending on assignment.
- Possession of, or ability to obtain, current CPR and First Aid certification may be required prior to or within a specified time after hire.
- Valid California driver's license and availability of private transportation or ability to obtain transportation between job sites is required
- Must be able to respond to emergency calls outside of normal working hours
- Must complete required training in emergency response, crisis management, and de-escalation techniques within probationary period

APPROVED BY PERSONNEL COMMISSION:

**Proposed to Personnel Commission:
September 9, 2025**

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 13

Date: September 9, 2025
To: Members of the Personnel Commission
From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission
Subject: Second Reading and Adoption to Personnel Commission Rule 60.700.1

In response to a request from the District and in alignment with the recently ratified 2023–2026 CSEA-BUSD collective bargaining agreement, I am submitting a proposed amendment to Personnel Commission Rule 60.700.1 (Vacation) for first reading. This amendment seeks to ensure consistency with the negotiated agreement and to clarify provisions related to vacation accrual, forfeiture, and payout for both bargaining unit and management/confidential employees.

Summary of Proposed Changes

For Bargaining Unit Employees:

- Limit vacation payout upon separation to a maximum of two years' worth of accrued vacation, consistent with the CSEA agreement.

For Management/Confidential Employees:

- Replace permissive language with mandatory language regarding the 48-day accrual cap and forfeiture ("shall" instead of "may").
- Limit vacation payout upon separation to a maximum of 48 days, consistent with the accrual cap.

Proposed Amendments

1. Section G (Accumulation and Forfeiture for Management/Confidential Employees):

- **Current Language:**
Classified management and confidential employees may accumulate a maximum of 48 days of unused paid vacation.

- Any unused paid vacation beyond 48 days may be forfeited.
- **Proposed Language:**
Classified management and confidential employees ~~may~~ **shall** accumulate a maximum of 48 days of unused paid vacation.
- Any unused paid vacation beyond 48 days ~~may~~ **shall** be forfeited.

2. Section K (Payout Upon Separation):

- **Add the following language:**
 - *Upon separation from the District, classified bargaining unit employees shall be paid for unused vacation not to exceed two years' worth of accrued vacation, in accordance with the current CSEA agreement.*
 - *Classified management and confidential employees shall be paid for unused vacation not to exceed a maximum of 48 days.*

Rationale

- **Contract Alignment:**
The CSEA 2023–2026 agreement now limits vacation payout for bargaining unit members to two years' accrual upon separation. The Personnel Commission rule must reflect this to ensure compliance and consistency.
- **Clarity and Fiscal Responsibility:**
Changing “may” to “shall” in Section G makes the 48-day cap and forfeiture mandatory, eliminating ambiguity and ensuring enforceability. Adding a 48-day payout cap for management/confidential employees in Section K aligns with the accrual limit and provides fiscal predictability.
- **Legal and Administrative Compliance:**
Education Code and Commission rules require that Commission rules reflect negotiated agreements for represented employees and that all rule changes follow the established amendment process.

Analysis

The proposed changes provide significant advantages by ensuring legal compliance, promoting fiscal responsibility, and streamlining HR processes, while also supporting employee well-being by encouraging regular use of vacation time. Although these changes may reduce flexibility and could be perceived as a reduction in benefits — particularly for management and confidential staff — the benefits of clear limits, reduced financial liability, and enhanced employee health and productivity outweigh the drawbacks. Overall, adopting these revisions is a prudent and balanced approach for the District.

Implementation Steps

1. First Reading:

Present this proposal at the next regular Personnel Commission meeting as a first reading, per Rule 20.200.81., tentatively scheduled for August 12th, 2025.

2. Stakeholder Notification:

Following the first reading, refer the proposal to interested parties—including CSEA, management/confidential employees, and the Board of Education—for comment and recommendation, as required by Rule 10.200.3 and 20.200.81.

3. Second Reading and Action:

Schedule a second reading for Commission action after the comment period. If adopted, submit the rule changes to the Board of Education for concurrence.

4. Communication and Distribution:

Upon final approval, distribute the revised rule to all classified employees and update official documentation, as required by Rule 10.200.6 and 10.200.71.

References:

1: BUSD Personnel Commission Rules and Regulations, particularly Rules 10.200.3, 10.200.6, 10.200.7, and 20.200.8

2: CSEA-BUSD 2023–2026 Successor Agreement, Article XI Vacation and Holiday Leave