Personnel Commission
BELLFLOWER Unified School District

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

**October 7, 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 September 9, 2025

**8. ACTION ITEM:**

Certification and Ratification of Eligibility Lists for Classified Service

**9. ACTION ITEM:**

Approval of Revision of Classification Specifications: Food Service Assistant III

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

**11. ADJOURNMENT OF MEETING**

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION
District Administration Building
Tuesday, November 4, 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 the Bellflower Unified School District Office, 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 SEPTEMBER 9, 2025

## CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Jason Willey at 5:01 p.m. and the Flag Salute was led by Vice Chairperson, Sue Berhow.

## 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, September 9, 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 shared that she attended the September board meeting in person, attended the Mayfair High School fields discussion and back to school night.

## PUBLIC COMMENT

None

## ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of August 12, 2025

The Personnel Commission took action to approve the minutes of the regular meeting of August 12, 2025.

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

Roll Call Vote: Yes: 3
No: 0

The motion carried.

8. Request for the Establishment of Risk Management and Benefits Manager Classification

The Personnel Commission took action to approve the establishment for the classification of Risk Management and Benefits Manager.

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

Mrs. Berhow had questions about the position and Dr. Olmos provided information.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

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

The Personnel Commission took action to approve the revision and retitling of classification specifications for Custodial/Security Manager, effective September 10, 2025.

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

Mrs. Berhow asked some questions as to the reason for the retitling of this position. Ms. Perez asked about the duties and abilities for the position. Dr. Olmos gave an overview of the classification specifications.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

10. Approval of Revision of Classification Specifications: Data Technician

The Personnel Commission took action to approve the revised classification specifications for Data Technician, effective September 10, 2025.

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

Ms. Perez asked what were the major changes and if the position is vacant. Dr. Olmos gave an overview of the changes and stated that the position is currently vacant.

Mr. Willey asked for the reason of eliminating the driver license requirement and Dr. Olmos explained that unless it is an essential duty of the job it is not needed.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

11. Approval of Revision of Classification Specifications: Campus Security

The Personnel Commission took action to approve the revised classification specifications for Campus Security, effective September 10, 2025

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

Mrs. Berhow asked if there were any major changes made and asked about the requirements. Ms. Perez asked about the current number of campus security employees and for clarification on the physical demands. Dr. Olmos gave an overview of the changes and updates to the specifications. He also explained the role of the commission in developing the classification specifications and the role of the district after the specifications are approved.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

12. Request for the Establishment of Campus Safety and Emergency Preparedness Manager Classification
The Personnel Commission took action to approve the establishment of the classification for Campus Safety and Emergency Preparedness Manager, effective September 10, 2025

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

Mrs. Berhow asked for clarification on the minimum requirements. Ms. Perez asked about a general overview of the position, including who would it be reporting under. Dr. Olmos gave an overview of the specifications and explained the salary alignment process. Deputy Superintendent Smith also provided some input of the approach for the classification.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

13. Second Reading and Adoption to Personnel Commission Rule 60.700.1
The Personnel Commission took action to approve and adopt the Second Reading of the Proposed Amendment to Personnel Commission Rule 60.700.1 (Vacation).

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

Dr. Olmos gave an overview of the feedback received after input was seeked. Mrs. Berhow asked what what type of clarification was seeked and Dr. Olmos explained the process he followed. Deputy Superintendent Smith also provided information about the process, including the vacation pay-out.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

14. INFORMATION ITEM
Annual CSPCA Conference

**15. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION**
Dr. Olmos shared with the commissioners some upcoming events, including a resource fair, a tailgate for new employees and a cancer walk. He also shared that he will be co-presenting at an ACSA conference with Deputy Superintendent Smith, the topic is AI in HR.

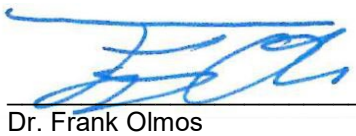
The Personnel Commission adjourned to closed session at 6:01 p.m. with no further action taken and reconvened to open session at 6:13 p.m.

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

**15. ADJOURNMENT**

THE SEPTEMBER 9, 2025, REGULAR MEETING OF THE PERSONNEL COMMISSION ADJOURNED AT 6:13 P.M.

Respectfully submitted by:



Dr. Frank Olmos
Executive Director-Classified Personnel Commission

**BELLFLOWER UNIFIED SCHOOL DISTRICT**
**Personnel Commission**
**Agenda Action Item: 8**

**Date:** October 7, 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

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

**Recommendation(s)**

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

| Classification | List Date | List Type | Ranks | Eligibles | Tested | Applicants |
|---|---|---|---|---|---|---|
| Clerk | 8/1/2025 | OP/PR | 22 | 44 | 120 | 202 |
| Clerical Assistant I | 8/22/2025 | OP/PR | 28 | 52 | 120 | 202 |
| Clerical Assistant II | 8/22/2025 | OP/PR | 21 | 28 | 120 | 202 |
| Secretary | 8/22/2025 | OP/PR | 24 | 27 | 120 | 202 |
| Director, Fiscal Services (merged) | 9/8/2025 | OP | 6 | 6 | 6 | 25 |
| Food Warehouse Supervisor | 9/8/2025 | OP/PR | 7 | 10 | 13 | 38 |
| Maintenance & Operations Manager | 9/22/2025 | DC | 5 | 6 | 11 | 30 |
| | | | | | | |
| | | | | | | |

DC-Dual Certification
OP-Open
PR-Promotional

**BELLFLOWER UNIFIED SCHOOL DISTRICT**
**Personnel Commission**
**Agenda Action Item: 9**

**Date:** October 7, 2025

**To:** Members of the Personnel Commission

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

**Subject:** Approval of Revision of Classification Specifications: Food Service Assistant III

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**Background**
At the request of the Director of Food Services, a revision of the *Food Service Assistant III* classification specification is proposed. The revised version reflects updated language, clarifies duties, and ensures consistency with current Personnel Commission format and standards. This classification continues to serve as the second-in-command for food service operations at assigned sites and provides lead direction to assigned staff.

**Recommendation (s)**
Approve the revised classification specifications for **Food Service Assistant III**, effective **October 8, 2025**.

**Summary of Key Revisions**

- Updated and clarified **definition** to emphasize design, execution, and improvement of recipes, food production, and lead duties.
- Revised **distinguishing characteristics** to delineate role differences among Food Service Assistant I, II, and III classifications.
- Expanded and clarified **representative duties**, including food preparation, training of staff, inventory, cashiering, and event support.
- Updated **knowledge and abilities** section for precision and consistency.
- Clarified **minimum qualifications**: high school diploma or equivalent and two (2) years of food service experience in school cafeterias, institutional, or commercial settings.
- Expanded **working conditions and physical demands** to specify environment, physical effort, and hazards.
- Reformatted the specification for clarity, ADA compliance, and consistency with current Personnel Commission standards.

**For reference:** Monthly Salary Range: *Range F-010* ($3,709.82 – $4,507.71).

**BELLFLOWER UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: FOOD SERVICE ASSISTANT III**

**BASIC FUNCTION:**
Under the direction of an assigned supervisor, design, execute, and improve recipes, perform skilled bake and food production, preparation and service duties at an assigned school; train and provide work direction to assigned ~~student workers and~~ staff; maintain the kitchen and food service areas in a safe, clean and orderly condition.

**DISTINGUISHING CHARACTERISTICS:**
The Food Service Assistant III classification serves as second-in-command for an assigned food service location and typically serves as a lead, training and providing work direction to assigned classified staff. ~~and student assistants~~. The Food Service Assistant I classification performs basic and routine food service activities at an assigned site. Incumbents in the Food Service Assistant II classification perform more responsible and varied food service preparation and service activities and perform cashiering and cash management duties.

## SUPERVISION RECEIVED AND EXERCISED
General supervision from the Director of Food Services or designee. Provides work direction and training to assigned food service staff.

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

- Oversee and participate in the preparation, production and serving of main dishes, bakery products and other dishes according to menu specifications; observe quality and quantity of food served according to established procedures; assure proper temperature of foods.
- Assure compliance with kitchen safety and sanitation regulations; maintain food quality standards including appearance and nutritional requirements.
- Prepare and assemble sandwiches, meats, fruit, vegetables, dressings, salads, and other food items; package food for distribution to various District sites; set-up, replenish and maintain cleanliness of student and staff salad bars as needed.
  Clean serving counters, tables, chairs, food containers and other food service equipment and areas; assist with washing and drying dishes and utensils as needed.
- Train and provide work direction to assigned food service employees ~~and student workers~~; monitor the performance of staff in production, preparation, and serving activities.
- Estimate and cost food and supplies needed for operation; receive, inspect, verify and accept delivery of food and supplies; coordinate the storage of unused food and supplies and disposal of unusable leftovers; utilize proper methods of storing foods.
- Inventory food supplies and equipment according to established procedures; maintain related records.

- Operate a variety of equipment and machines used in a school cafeteria. ~~E~~
- Operate a computerized ~~cash~~ point of sale management system; ~~perform cashiering duties;~~ accept lunch cards ~~and money for food~~ and ~~beverages sold;~~ maintain records of meals and beverages served ~~and monies collected~~. ~~E~~
- Assist with coordinating food service operations for catering, luncheon and other special events as assigned.
- ~~Monitor the behavior of students utilizing the cafeteria.~~
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Sanitation and safety practices related to cooking and serving food
- Basic math ~~and cashiering~~ skills
- Record-keeping techniques
- Methods of preparing and serving food in large quantities
- Operation of food service equipment and computerized cash management system
- Rules and regulations pertaining to health and safety in the cafeteria
- Interpersonal skills using tact, patience and courtesy
- Principles of training and providing work direction
- Storage and rotation of perishable food
- Nutritional requirements of school-aged children
- Oral and written communication skills

**Ability to:**

- Operate food service equipment safely and efficiently
- Maintain food service equipment and areas in a clean and sanitary condition
- Prepare and serve food in accordance with health and sanitation regulations
- Prepare appetizing and nutritionally balanced meals
- Prepare and bake various bakery items such as bread, rolls, buns, cakes and cookies
- Assure that food items are prepared, served and stored properly
- Follow, adjust and extend recipes
- Operate a computerized cash management system ~~and make change accurately~~
- Establish and maintain cooperative and effective working relationships with others
- Train and provide work direction to others
- Learn, interpret, apply and explain policies, procedures, rules and regulations related to assigned activities
- Assign and review the work of others
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Understand and follow written or oral directions

- Maintain records

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

### ~~EDUCATION AND EXPERIENCE:~~

~~\Any combination equivalent to: graduation from high school and two years of experience in the operation of school cafeterias, and baking process, preparing and serving food.~~

### Experience:

Two (2) years of experience in food service operations, including food preparation, baking, serving, and kitchen operations of school cafeterias or in an institutional or commercial setting.

### Education:

High school diploma or equivalent

### ~~LICENSES AND OTHER REQUIREMENTS:~~

~~Incumbents may be required to have a valid California driver's license, and a driving record acceptable to the District for insurance purposes.~~

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

### WORKING CONDITIONS:

- Work is performed in an indoor kitchen environment with exposure to heat from ovens and cooking equipment.
- Incumbent is exposed to potential hazards including relatively very hot foods, equipment, and metal objects; sharp tools such as knives and slicers; and cleaning chemicals and fumes.
- Standard kitchen safety protocols and personal protective equipment are required.

### ~~Environment:~~

- ~~Indoor kitchen environment~~
- ~~Subject to heat from ovens~~

### Physical Demands:

- Standing for extended periods of time
- Lifting and carrying moderately heavy objects up to 25 pounds
- Carrying, pushing or pulling food trays, carts, materials and supplies

- Walking
- Dexterity of hands and fingers to operate food service equipment and computerized cash management system
- Reaching overhead, above shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Hearing and speaking to exchange information
- Seeing to monitor students and food quality and quantity

~~**Hazards:**~~

- ~~Heat from ovens~~
- ~~Exposure to very hot foods, equipment, and metal objects~~
- ~~Working around knives, slicers or other sharp objects~~
- ~~Exposure to cleaning chemicals and fumes~~

## Additional Requirements/Information:

June 1999
Ewing & Company

## Proposed Revision to Personnel Commission:

## October 7, 2025