Personnel Commission
BELLFLOWER Unified School District

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

November 4, 2025
4:00 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 October 7, 2025

8. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

9. ACTION ITEM:

Request for Creation of Credential Analyst Classification

10. ACTION ITEM:

Approval of Revision of Classification Specifications: Electronic Repair Technician

11. INFORMATION ITEM:

Reappointment of CSEA-Chapter 32 Nominee, Sue Berhow, to the Personnel Commission

12. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

13. ADJOURNMENT OF MEETING

NEXT REGULAR SCHEDULED MEETING OF THE PERSONNEL COMMISSION
District Administration Building
Tuesday, December 9, 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 OCTOBER 7, 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: Mrs. Sue Berhow
Seconded by: Ms. Marisa Perez

Roll Call Vote: Yes: 3
No: 0

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

None

PUBLIC COMMENT

CSEA-
CSEA Chapter 32 President, Michelle Cuellar shared that they have chosen to continue with their appointee to the Personnel Commission, Mrs. Sue Berhow. CSEA has submitted a letter with that information. Ms. Cuellar shared that they are pleased with the commission and appreciate how they are working together.

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of September 9, 2025

The Personnel Commission took action to approve the minutes of the regular meeting of September 9, 2025.

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

Dr. Olmos noted a correction to the minutes; under item 13, in the comments section by Dr. Olmos, the word *seeked* should be replaced with the word *sought*.

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 had questions about the information of the number of applicants, vacancies and asked for clarification on the merged lists. Dr. Olmos provided an overview of the information.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

9. Approval of Revision of Classification Specifications: Food Service Assistant III

The Personnel Commission took action to approve the revision of classification specifications for Food Service Assistant III, effective October 8, 2025.

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

Mrs. Berhow asked for a summary of the revisions and for clarification about the training requirement not stated under the knowledge/experience portion of the specifications.
Dr. Olmos gave an overview of the classification specifications and stated that he duly noted Mrs. Berhow's concern. He also stated that the expectation is to be able to share the knowledge of the principles.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

10. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos stated that he is delighted with CSEA's decision to reappoint Mrs. Berhow to the Personnel Commission. He also shared that he attended a labor negotiations symposium; his personnel assistant and personnel technician attended a NEOGOV conference and returned motivated with ideas, they will also be attending an upcoming BusinessPlus conference for the district system we currently use. Dr. Olmos also shared that the recruitment for Personnel Analyst has recently closed, receiving about 50 applications and shared information of the cancer walk taking place on October 25, 2025.

The Personnel Commission adjourned at 5:18 p.m.

15. ADJOURNMENT

THE OCTOBER 7, 2025, REGULAR MEETING OF THE PERSONNEL COMMISSION ADJOURNED AT 5:18 P.M.

Respectfully submitted by:

Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 8

Date: November 4, 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
Physical Education Assistant	10/28/2025	OP	5	8	8	41

DC-Dual Certification
OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 9

Date: November 4, 2025

To: Members of the Personnel Commission

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

Subject: Request for Creation of Credential Analyst Classification

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I. RECOMMENDATION

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

1. **Create** a new job classification of **CREDENTIAL ANALYST**.
2. **Approve** the proposed Credential Analyst classification specification.
3. **Assign** the salary range **K-079** on the Classified Management Salary Schedule ($7,279 – $9,018 monthly / $87,348 – $108,216 annually).
4. **Establish** the effective date of *November 5th, 2025* for implementation of the new classification.

II. BACKGROUND

The **Executive Director, Human Resources – Certificated Personnel** requested the creation of this classification based on findings from the **School Services of California (SSC) Organizational Review** of the Personnel Services Department (December 2024), which identified significant operational challenges including insufficient professional-level HR staffing, unclear role distribution, and outdated credentialing processes. The report found that Bellflower USD's analytical and technical HR staffing ranks **lowest among comparable districts**, with heavy reliance on clerical personnel for complex analytical functions, and that the District **lacks a dedicated credential specialist or analyst** to ensure compliance with California Commission on Teacher Credentialing (CTC) requirements and assignment monitoring mandates.

To address these deficiencies and implement SSC's recommendations, the **Credential Analyst** classification will establish centralized expertise in credentialing and assignment monitoring, ensuring compliance while also supporting certificated recruitment, onboarding, and standardized selection procedures.

III. RATIONALE AND JUSTIFICATION

Strengthening Compliance: Provides professional-level expertise in Education Code, Title 5, and CTC regulations; ensures accurate assignment monitoring and CalSAAS reporting; and maintains audit-ready credential records.

Recruitment and Onboarding: Coordinates job fairs, outreach, and university partnerships; verifies credential eligibility for new hires; and advises hiring managers on credential pathways and placement.

Efficiency and Standardization: Develops consistent interview rubrics and rating guides; streamlines credential processing; and reduces workload through centralized, technology-based procedures.

Alignment with SSC Recommendations: Implements SSC Recommendation 1(b), which calls for a professional-level position dedicated to certificated credentialing and assignment monitoring.

IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

External Market Comparison

District	Classification Title	Monthly Salary Range	Annualized Equivalent
ABC Unified SD	Credential Analyst	$5,962 – $6,788	$71,544 – $81,456
Paramount USD	Credential Analyst	$5,819 – $7,446	$69,828 – $89,352
Norwalk–La Mirada USD	Credential Analyst	$5,986 – $7,303	$71,832 – $87,636
Montebello USD	HR Business Analyst – Certificated	$7,082 – $8,977	$84,984 – $107,724

Proposed Bellflower USD Range:

- **Credential Analyst** – *Range K-079: $7,279 – $9,018 monthly / $87,348 – $108,216 annually*

The proposed range aligns with Montebello USD's comparable professional-level analyst classification and positions Bellflower competitively within the Southern California market.

Internal Alignment

Classification	Annual Salary Range	Range Code
Personnel Analyst	$87,348 – $108,216	K-079
Credential Analyst (Proposed)	$87,348 – $108,216	K-079
Personnel Assistant (Certificated)	$69,313 – $85,099	Y-005
Administrative Assistant	$76,205 –$93,542	K-089

This placement maintains internal consistency with other analyst-level roles and creates a clear career pathway from technical to professional classifications within Personnel Services.

V. FISCAL IMPACT

The annual salary for the classification is **$108,216**, and the **total estimated annual cost including salary and benefits is $124,987**.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: CREDENTIAL ANALYST

BASIC FUNCTION

Under general direction, performs professional-level analytical and technical duties in the administration of certificated employment and credentialing functions. Analyzes, interprets, and applies complex state and federal credential laws and regulations; evaluates and processes credentials, permits, and authorizations; ensures legal compliance for certificated assignments; supports certificated recruitment, onboarding, and outreach initiatives; develops and maintains standardized selection tools and procedures; collaborates with administrators and hiring managers to ensure credential alignment and assignment compliance; provides advisory, training, and reporting support to administrators, employees, and applicants; and performs related analytical duties to support recruitment, selection, and personnel reporting requirements.

DISTINGUISHING CHARACTERISTICS

The Credential Analyst is a journey-level professional classification responsible for the independent interpretation and application of credential laws, Title 5 regulations, and Education Code provisions governing certificated employment. Positions at this level exercise analytical judgment, evaluate complex situations, and provide authoritative guidance to management on credentialing, assignment monitoring, and certificated employment processes.

This classification is distinguished from the **Personnel Assistant (Certificated Personnel)** in that the latter performs technical and procedural duties in support of certificated personnel operations, while the Credential Analyst conducts professional-level analysis, credential evaluation, onboarding verification, recruitment coordination, and standardization of certificated selection procedures.

It is further distinguished from the **Personnel Analyst** in that the Credential Analyst focuses primarily on certificated personnel, credentialing, assignment compliance, and related regulatory reporting, rather than the broader areas of classification, compensation, or merit-system administration.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, Human Resources – Certificated Personnel. May provide technical guidance and training to assigned Human Resources staff involved in certificated personnel processing or credential support.

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

- **Evaluates and verifies** transcripts, applications, credentials and experience to determine eligibility for California teaching, services, and administrative credentials, child development permits, and designated subjects authorizations and related documents and certificates.
- **Reviews, verifies, and maintains** accurate records of all employee credentials, authorizations, and related certifications in accordance with California Commission on Teacher Credentialing (CTC) requirements.
- **Processes** initial credential applications, renewals, clearances, and recommendations for certificated employees and administrators; ensures timely and accurate submission to the CTC and Los Angeles County Office of Education.
- **Monitors and manages** assignment monitoring to ensure certificated employees are appropriately placed according to their credentials and authorizations; advises administrators on corrective actions when discrepancies arise.
- **Tracks credential expiration dates** and notifies employees and supervisors of renewal deadlines to maintain continuous compliance.
- **Collaborates** with Human Resources staff, hiring managers, and school sites to ensure compliance with credentialing laws, Education Code, and district policies during recruitment, placement, and onboarding.
- **Supports onboarding and induction processes** by verifying credential eligibility, employment authorization, and related documentation for new hires.

- **Provides consultation and serves as a resource** for certificated employees and administrators regarding credentialing requirements, policies, and procedures.
- **Develops and maintains standardized selection tools** such as interview rubrics, rating criteria, and structured interview questions to ensure consistency and equity in certificated selection processes.
- **Participates in certificated recruitment and outreach** activities including job fairs, university partnerships, and candidate sourcing to attract qualified applicants for credentialed positions.
- **Maintains confidentiality and security** of sensitive employee credential and personnel records in compliance with privacy laws and district standards.
- **Prepares and submits** required reports and documentation to the CTC, County Office of Education, and other regulatory agencies; responds to internal and external audit requests.
- **Assists with background checks and verification processes** related to employment eligibility and credential compliance.
- **Participates in professional development and training** activities to remain current with changes in credentialing laws, regulations, systems, and best practices.
- **Maintains current knowledge** of Education Code, Title 5, and CTC policy updates affecting certificated employment and performs related duties as assigned.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- California credentialing requirements, Education Code, and Title 5 regulations.
- Credential types, authorizations, renewal procedures, and application processes through the Commission on Teacher Credentialing.
- Practices and procedures related to certificated personnel management in K–12 public education.
- State and federal assignment monitoring requirements, including CALSAAS, CALPADS and CBEDS reporting.
- Record-keeping, data management, and reporting systems related to certificated employment.
- Methods of research, analysis, and report preparation.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office practices, procedures, and technology including database and spreadsheet applications.
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and applicable provisions of collective bargaining agreements.

Ability to:

- Interpret, apply, and explain laws, rules, and regulations related to credentialing and certificated employment.
- Analyze transcripts and documentation to determine credential eligibility and assignment compliance.
- Advise administrators, certificated staff, and applicants regarding credentialing matters.
- Prepare accurate and detailed reports, correspondence, and presentations.
- Exercise sound judgment and maintain confidentiality in handling sensitive information.
- Establish and maintain cooperative working relationships with administrators, employees, outside agencies, and the public.
- Organize work to meet timelines and adapt to changing priorities.
- Operate computers and applicable software with proficiency.
- Communicate effectively both orally and in writing.
- 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:
Three (3) years of experience performing technical or analytical personnel work in a school district, county office of education, or state credentialing agency, including at least two (2) years directly involving certificated credential evaluation, compliance, or assignment monitoring.

Education:
Bachelor's degree in human resources, public administration, business administration, education, or other field closely related to the knowledge and ability requirements of this classification from an institution of higher learning recognized by the Council for 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
- Frequent contact with administrators, certificated employees, and outside agencies
- Occasional travel to off-site meetings, workshops, or training sessions

PHYSICAL DEMANDS:

- Prolonged periods of sitting
- Frequent walking and standing
- Dexterity of hands and fingers to operate a computer keyboard
- Visual acuity to read documents and computer screens
- Hearing and speaking to exchange information in person and on the telephone
- Occasional lifting of materials up to 25 pounds

ADDITIONAL REQUIREMENTS / INFORMATION:

APPROVED BY PERSONNEL COMMISSION:
PROPOSED TO PERSONNEL COMMISSION: November 4,2025

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 10

Date: November 4, 2025

To: Members of the Personnel Commission

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

Subject: Approval of Revision of Classification Specifications: Electronic Repair Technician

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Background

At the request of the Director of Technology, a revision of the *Electronic Repair Technician* classification specification is proposed. The revised version updates terminology, modernizes examples of electronic systems used across the District, and clarifies distinctions between this classification and related technical roles. The revisions also align the specification with current Personnel Commission standards for format, language, and ADA compliance.

Recommendation(s)

- Approve the revised classification specifications for **Electronic Repair Technician**, effective **November 4, 2025**.

Summary of Key Revisions

- Updated **definition** to emphasize installation, maintenance, and repair of electronic, telecommunications, and audio-visual systems.
- Revised **distinguishing characteristics** to clarify differences between this position and higher-level or related classifications, including Technology Technician and Maintenance classifications.
- Expanded **representative duties** to include modern systems such as networked public address systems, IP POE clocks, and VOIP telephones.
- Added language on **network infrastructure diagnostics** and troubleshooting of IP-based systems, VLANs, and streaming protocols.
- Clarified **education and experience** requirements to specify formal training or coursework in electronics, telecommunications, or a related field, and two years of relevant experience.
- Updated **working conditions and physical demands** to include exposure to high voltage, confined spaces, and elevated work locations.
- Reformatted for consistency with Personnel Commission templates and plain-language accessibility.

For reference: Monthly Salary Range: *Range D-005 6,333.11-7,697.32*

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: ELECTRONIC REPAIR TECHNICIAN

BASIC FUNCTION:
Under the direction of the Telecommunications Manager, install, maintain, and repair a variety of electronic and audio-visual equipment.

DISTINGUISHING CHARACTERISTICS
This classification is characterized by journey-level competency in the installation, maintenance, and repair of electronic and audio-visual equipment and systems throughout the District. It is distinguished from higher-level technical classifications in that higher-level positions involve systems design, network infrastructure planning, or supervisory responsibilities. It is further distinguished from the Technology Technician in that the Technology Technician provides general computer hardware and software support, while this classification specializes in electronic, telecommunications, and audio-visual systems. It differs from general maintenance classifications in that this position focuses on electronic and audio-visual systems rather than building mechanical systems.

SUPERVISION RECEIVED AND EXERCISED
This position receives general supervision from the Telecommunications and Security Manager. May provide technical guidance and work direction to entry-level technical support staff as assigned.

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

- Install, maintain, and repair a variety of electronic and audio-visual equipment including VOIP telephones, fire and intrusion alarms, cable systems, Networked public address systems, projectors, ~~VCR's~~, ~~television~~ interactive displays~~sets~~, and IP POE clocks. **E**
- Assure appropriate safety procedures in compliance with Federal, State, and local codes and
- District policies; read and interpret various technical manuals, safety and health codes, and blueprints. **E**
- Order, process, and obtain parts and tools to perform installations and repairs both at tXhe shop and in the District vehicle. **E**
- Recommend repair or replacement of defective components; plan and schedule repairs; organize and prioritize work orders; maintain proper documentation of work performed. **E**
- Operate a variety of equipment including hand tools, electrical power tools, and electronic diagnostic equipment. **E**
- Drive a District vehicle to assigned sites; pick up and transport components to shop for testing and repair. **E**
- Communicate with vendors, repair shops, and other District departments and personnel to exchange information and coordinate repair **schedules**~~schedule~~. **E**
- Assist other departments as assigned

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:

- Basic record-keeping techniques.
- Operation and use of hand and power tools and equipment.
- Basic math.
- Materials, methods and tools used in the operation and repair of audio-visual and electronic equipment systems.
- Theory of operation for audio-visual and electronic equipment.
- Appropriate Federal, State, and local codes.
- Safety practices and procedures.
- Modern systems integration and troubleshooting for multi-vendor environments; IFPs, projectors, audio, paging, VoIP, and video management systems (VMS).
- Network infrastructure diagnostics including IP-based systems, signal flow, unicast/multicast streaming, and troubleshooting of network layers 1–3, IP addressing, VLANs, and cabling.
- Low-voltage and life-safety systems including fire alarm panels, intrusion detection, access control, and master clocks.

ABILITY TO:

- Perform journey-level work in the installation, repair, and maintenance of audio-visual and electronic equipment and systems.
- Operate electronic diagnostic equipment and other hand and power tools safely and efficiently.
- Maintain routine records.
- Communicate effectively both orally and in writing.
- Prioritize and schedule work.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Observe legal and defensive driving practices.
- Estimate materials and supply needs.
- Order parts and supplies according to established guidelines.
- Learn, interpret, apply and explain policies, procedures, rules and regulations.
- Operate a District vehicle to conduct work.

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

~~**EDUCATION AND EXPERIENCE:**~~
~~Any combination equivalent to: graduation from high school supplemented by specialized training in electronic repair and two years experience in the installation, maintenance, and repair of audio-visual and electronic equipment and related systems.~~

Experience:
Two (2) years of experience in the installation, maintenance, and repair of electronic, telecommunications, or audio-visual systems and equipment.

Education:
Graduation from high school or equivalent supplemented by coursework or formal training in electronics, telecommunications, audio-visual systems, or a closely related field.

~~**LICENSES AND OTHER REQUIREMENTS:**~~
~~Valid California driver's license, and a driving record acceptable to the District for insurance purposes.¶~~

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

WORKING CONDITIONS:
~~**ENVIRONMENT:**~~
- Indoor and outdoor work environment.
- Repair shop environment.
- Subject to driving a District vehicle to conduct work.
- Noise from equipment operation.
- Occasional exposure to gas fumes and insulation dust.
- **Exposure to electrical power supply and high voltage.**
- **Working in cramped or restrictive work chambers.**
- **Working on ladders or at heights.**

PHYSICAL DEMANDS:
- Dexterity of hands and fingers to operate specialized diagnostic, repair tools, and equipment.
- Standing for extended periods of time.
- Lifting moderately heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Walking.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to diagnose and make appropriate repairs.
- Bending, kneeling, crouching, and crawling.
- Carrying, pushing, or pulling electronic or audio-visual equipment.

~~**HAZARDS:¶**~~
- ~~Electrical power supply and high voltage.¶~~
- ~~Working in a cramped or restrictive work chamber.¶~~

- ~~Working on ladders or at heights.¶~~
- ~~Occasional exposure to gas fumes and insulation dust.~~

Additional Requirements/Information:

June 1999
Ewing & Company

Proposed to Personnel Commission:
November 4, 2025