



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

December 9, 2025  
5:00 P.M.

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**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:**

Election of Personnel Commission Officers

**8. ACTION ITEM:**

Approval of Minutes, Regular Meeting of November 4, 2025

**9. ACTION ITEM:**

Personnel Commission Meeting Calendar

**10. ACTION ITEM:**

Certification and Ratification of Eligibility Lists for Classified Service

**11. ACTION ITEM:**

Request for Creation of Occupational Therapist Classification and Assignment of Salary Range

**12. INFORMATION ITEM:**

AI Presentation

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

**14. ADJOURNMENT OF MEETING**

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**  
**Agenda Item: 7**

**Date:** December 9, 2025  
**To:** Members of the Personnel Commission  
**From:** Dr. Frank Olmos, Executive Director-Classified Personnel Commission  
**Subject:** Election of Personnel Commission Officers

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**Background**

In accordance with Personnel Commission Rules and Regulations 20.100.4, the Personnel Commission shall organize by electing a chairperson, a vice-chairperson, and a member from among its members. The officers are elected by a majority of the Personnel Commission as the result of a roll call vote and shall serve until December 1, 2026.

**Required Action**

1. Organize by electing officers; a chairperson, a vice-chairperson, and a member from among its members.

BELLFLOWER UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING NOVEMBER 4, 2025

**CALL TO ORDER IN PUBLIC SESSION**

The regular meeting was called to order by Chairperson Jason Willey at 4:03 p.m. and the Flag Salute was led by Mr. Philip J. Gordillo.

**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, November 4, 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**

None

**PUBLIC COMMENT**

Dr. Olmos introduced Superintendent Dr. Erin Simon and welcomed her to the Personnel Commission meeting.

Dr. Simon thanked the commission for welcoming her and stated that she is excited to be here at Bellflower Unified School District. She shared that great things are happening including branding our district's work; our students are amazing and she stated that the commission is important because of the work they do for employment within BUSD.

**ITEMS FOR ACTION**

7. Approval of Minutes, Regular Meeting of October 7, 2025

The Personnel Commission took action to approve the minutes of the regular meeting of October 7, 2025.

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

Roll Call Vote: Yes: 3  
No: 0

The motion carried.

#### 8. Certification and Ratification of Eligibility Lists for Classified Service

The Personnel Commission took action to certify and ratify the Eligibility List 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, and asked to receive an update. Dr. Olmos provided some information and will follow up with an update.

Roll Call Vote: Yes: 3  
No: 0

The motion carried.

#### 9. Request for Creation of Credential Analyst Classification

The Personnel Commission took action to approve the request for creation of credential analyst classification, effective November 5, 2025.

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

Mrs. Berhow stated that she had several questions and concerns. She asked who is currently performing these duties; inquired about the salary ranges, external comparisons, and minimum qualifications; and expressed concern that the bachelor's degree requirement could limit opportunities for internal candidates. She also raised questions about the financial impact of adding another management position.

Dr. Olmos provided an overview of the classification specifications, explained how the duties were evaluated and assigned based on the level of analytical work required, and clarified that the recommended salary placement reflects internal alignment within the department. He further noted that the position would consolidate duties currently distributed among staff to create a clearer structure for credential-related functions and to ensure the work is performed at the higher standard expected of an analyst-level role.

Ms. Perez requested a description of the day-to-day responsibilities and additional clarification regarding the salary level. Dr. Olmos provided further explanation of the scope and functions of the position.

Roll Call Vote: Yes: 3  
No: 0

The motion carried.

10. Approval of Revised Classification Specifications: Electronic Repair Technician  
The Personnel Commission took action to approve the request for creation of credential analyst classification, effective November 5, 2025.

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

Roll Call Vote: Yes: 3  
No: 0

The motion carried.

**11. INFORMATION ITEM**

Reappointment of CSEA-Chapter 32 Nominee, Sue Berhow  
Dr. Olmos stated that the board approved CSEA's reappointment of Mrs. Berhow to the Personnel Commission for a three-year term through 2028, at its October 23<sup>rd</sup> board meeting.

**12. 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 stated that he was glad to see that the Superintendent, Dr. Simon was able to attend the commission meeting and thanked her for coming. He also shared that the Breast Cancer Walk went very well and that he will be attending the upcoming ACSA Conference where he will be presenting a segment of AI in HR.

The Personnel Commission adjourned at 4:47 p.m.

**13. ADJOURNMENT**

THE NOVEMBER 4, 2025, REGULAR MEETING OF THE PERSONNEL COMMISSION ADJOURNED AT 4:47 P.M.

Respectfully submitted by:



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Dr. Frank Olmos  
Executive Director-Classified Personnel Commission

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

**Date:** December 9, 2025

**To:** Members of the Personnel Commission

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

**Subject:** Personnel Commission Calendar

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**Background**

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

**Required Action**

1. Approve the dates, time, and the place for its regular meetings for 2026.

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

| <u>Personnel Commission</u><br><u>Meeting Calendar 2026</u> |
|-------------------------------------------------------------|
| January 13, 2026                                            |
| February 10, 2026                                           |
| March 10, 2026                                              |
| April 14, 2026                                              |
| May 12, 2026                                                |
| June 9, 2026                                                |
| July 14, 2026                                               |
| August 11, 2026                                             |
| September 8, 2026                                           |
| October 13, 2026                                            |
| November 10, 2026                                           |
| December 8, 2026                                            |

**BELLFLOWER UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**Agenda Action Item: 10**

**Date:** December 9, 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.

| <u>Classification</u>                 | <u>List Date</u> | <u>List Type</u> | <u>Ranks</u> | <u>Eligibles</u> | <u>Tested</u> | <u>Applicants</u> |
|---------------------------------------|------------------|------------------|--------------|------------------|---------------|-------------------|
| Accounting Assistant                  | 11/05/2025       | OP               | 13           | 15               | 97            | 170               |
| Bus Driver                            | 11/18/2025       | OP               | 2            | 5                | 6             | 18                |
| Food Service Assistant III            | 10/28/2025       | PR               | 1            | 3                | 4             | 4                 |
| Food Service Assistant II<br>(Merged) | 11/21/2025       | OP               | 7            | 22               | 16            | 16                |

OP-Open  
PR-Promotional

**BELLFLOWER UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**Agenda Action Item: 11**

**Date:** December 9, 2025

**To:** Members of the Personnel Commission

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

**Subject:** Request for Creation of Occupational Therapist Classification and Assignment of Salary Range

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**I. RECOMMENDATION**

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

1. Create a new classification titled Occupational Therapist.
  2. Approve the Occupational Therapist classification specification.
  3. Assign the classification to Range K-076 of the Classified Management Salary Schedule of \$8,289 – \$10,176 monthly
  4. Establish the effective date of December 10, 2025
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**II. BACKGROUND**

At the request of the Assistant Superintendent of School Support Services, the district is seeking to create an in-house Occupational Therapist position. The District currently relies on contractors and agency staff for these services, which is costly and inconsistent. A dedicated district Occupational Therapist is needed to meet legal requirements, provide IEP assessments and therapy, and ensure students receive timely and reliable support.

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**III. RATIONALE AND JUSTIFICATION**

- **Specialized Clinical Duties:** Occupational therapy services must be provided by individuals holding a valid California Occupational Therapist license and NBCOT certification. No existing classified classification includes these qualifications.
  - **Program Needs:** Rising Occupational Therapist caseloads require timely evaluations, IEP participation, direct treatment, and staff consultation. Contracted services create inconsistency and higher long-term costs.
  - **Service Quality and Compliance:** An in-house role improves continuity, documentation quality, and compliance with IDEA timelines.
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#### IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

##### A. External Market Comparison (Highest to Lowest)

| District                                | Job Title                                          | Monthly Range                    |
|-----------------------------------------|----------------------------------------------------|----------------------------------|
| Compton USD                             | School Occupational Therapist                      | \$10,144 – \$12,328              |
| Downey USD                              | Occupational Therapist                             | \$8,436 – \$10,261               |
| <b><i>Bellflower USD (Proposed)</i></b> | <b><i>Occupational Therapist (Range K-076)</i></b> | <b><i>\$8,289 – \$10,176</i></b> |
| LACOE                                   | Head Start Occupational Therapy Specialist         | \$7,279 – \$9,018                |
| Lynwood USD                             | Occupational Therapist                             | \$6,798 – \$8,262                |
| Long Beach USD                          | Certified Occupational Therapy Assistant (COTA)    | \$5,157 – \$6,389                |

**Summary:** Competitive OT salaries in the region fall mostly between **\$7,917 and \$10,000** monthly.

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##### B. Internal Alignment

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#### V. INTERNAL ALIGNMENT WITH SCHOOL PSYCHOLOGIST COMPENSATION

##### Internal Alignment Summary

The Occupational Therapist position should be professionally aligned with School Psychologists. While they operate under different salary structures (Classified vs. Certificated), they share a similar scope of professional responsibility and autonomy.

##### Key similarities include:

- **Licensure:** Both positions require a specific professional state license.
- **IEP Responsibilities:** Both provide legally mandated, IEP-driven assessments and direct services.
- **Clinical Autonomy:** Both roles require the application of independent clinical judgment to determine student needs.

School Psychologists in Bellflower USD currently earn approximately \$8,300 to \$11,900 per month on a complex certificated matrix. To maintain parity, the OT salary must mirror these psychologist-level daily rates while fitting into the simpler, five-step classified structure.

Based on existing classified schedules, Range K-076 (\$8,289–\$10,176 per month) is the ideal placement. This range provides competitive compensation that aligns with the School Psychologist benchmark while remaining properly positioned below the upper boundary set by the Behavior Intervention Specialist.

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**Internal Salary Comparison**

| <b>Classification</b>                                                   | <b>Monthly Range</b>      |
|-------------------------------------------------------------------------|---------------------------|
| <b>Behavior Intervention Specialist (K-065)</b>                         | <b>\$9,810 – \$11,868</b> |
| <b>School Psychologist (Schedule P)</b>                                 | <b>\$8,300 – \$11,900</b> |
| <b>Classified Management Range K-076 (<i>Proposed OT Placement</i>)</b> | <b>\$8,289 – \$10,176</b> |

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**VII. FISCAL IMPACT**

The maximum annual salary at Range K-076 is \$122,117, plus approximate benefits of \$16,771, for a total of \$138,888

## **BELLFLOWER UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: OCCUPATIONAL THERAPIST**

#### **BASIC FUNCTION**

Under general supervision, provides educationally related occupational therapy services to students with various disabilities according to their Individualized Education Program (IEP); assesses student abilities and educational, developmental and functional needs; develops and implements individual and/or group occupational therapy intervention plans to support student success in the educational environment.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is characterized by responsibility for providing professional occupational therapy services within an educational setting, focusing on helping students with disabilities access and participate in their educational program. It is distinguished from the Certified Occupational Therapy Assistant in that the Occupational Therapist has full responsibility for assessment, treatment planning, and supervision of therapy services. It is further distinguished from other health services positions by its specific focus on fine motor, sensory-motor, and functional skills that directly impact educational performance.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Superintendent of School Support Services or designee. Exercises technical and functional supervision over Certified Occupational Therapy Assistants (COTAs) and may provide work direction to paraprofessionals implementing therapy strategies.

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

- Conducts comprehensive assessments of students' fine motor, perceptual-motor, visual motor, motor coordination, sensory processing, and muscle strength using standardized and non-standardized assessment tools to determine eligibility and develop recommendations for occupational therapy services
- Develops, implements, and monitors individualized occupational therapy intervention plans that support IEP goals and objectives, focusing on skills necessary for educational participation
- Provides direct occupational therapy services to students individually and in groups, utilizing evidence-based interventions and therapeutic techniques
- Collaborates with IEP teams to establish measurable goals and objectives that address students' educational and functional needs
- Trains and consults with teachers, educational staff, and parents regarding therapeutic activities, adaptive strategies, and environmental modifications that can be incorporated throughout the student's school day
- Recommends, designs, and implements adaptations to classroom environments, materials, and curricula to facilitate student participation and success

- Evaluates and recommends assistive technology devices and adaptive equipment to support student access to educational activities
- Maintains comprehensive documentation including assessment reports, progress notes, treatment plans, and service logs in compliance with federal, state, and district requirements
- Attends and participates in IEP meetings, providing professional input regarding students' occupational therapy needs and progress
- Supervises, trains, and evaluates the performance of Certified Occupational Therapy Assistants and support staff
- Collaborates with other health professionals and service providers to coordinate comprehensive care for students
- Assists in the development of student transition plans focusing on functional life skills and post-secondary readiness
- Maintains current knowledge of best practices, research, and legal requirements in school-based occupational therapy
- Establishes and maintains a safe, organized therapy environment with appropriate equipment and materials
- Performs related duties as assigned

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Child development principles including physical, cognitive, sensory, social, and emotional growth patterns
- Educational and developmental needs of students with disabilities
- Principles, methods, and techniques of occupational therapy as applied in educational settings
- Assessment tools and procedures for evaluating student abilities and needs
- Evidence-based interventions for addressing fine motor, sensory, and functional challenges
- Adaptive equipment, assistive technology, and environmental modifications
- Federal and state special education laws and regulations, including IDEA and Section 504
- IEP development and implementation processes
- Effective consultation and collaboration strategies
- Documentation and record-keeping requirements
- For supervisory positions include the following bullet last
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

### **Ability to:**

- Plan, organize, and conduct comprehensive occupational therapy assessments
- Develop and implement effective intervention plans aligned with educational goals

- Apply various therapeutic approaches and frames of reference to address student needs
- Analyze assessment data and translate findings into educationally relevant recommendations
- Supervise, train, and evaluate assigned staff effectively
- Communicate complex information clearly to diverse audiences including students, parents, and educational teams
- Establish and maintain collaborative relationships with students, families, and school personnel
- Work independently while managing multiple responsibilities and priorities
- Maintain accurate records and prepare comprehensive reports
- Adapt therapeutic approaches to meet individual student needs and learning styles
- Demonstrate cultural sensitivity and responsiveness in service delivery
- Use technology effectively for assessment, intervention, and documentation
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures

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

**Experience:**

Two years of supervised experience in occupational therapy, with at least one year working with children and adolescents with disabilities in educational or pediatric settings. Experience in sensory integration techniques and school-based practice is highly desirable.

**Education:**

Bachelor's degree in Occupational Therapy from an accredited program, with a Master's degree or Doctorate in Occupational Therapy preferred, from an institution of higher learning recognized by the Council of Higher Education Accreditation.

Current and valid license issued by the California Board of Occupational Therapy

Current registration with the National Board for Certification in Occupational Therapy (NBCOT)

**Equivalency Provision:**

A Master's or higher degree in Occupational Therapy may substitute for one year of the required experience.

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

**WORKING CONDITIONS:**

- Work is performed in various school settings including classrooms, therapy rooms, gymnasiums, playgrounds, and students' homes

- Exposure to students with various disabilities and behavioral challenges
- Travel between multiple school sites is required
- May involve exposure to bodily fluids and communicable diseases
- Work schedule follows the school calendar with occasional evening meetings

**PHYSICAL DEMANDS:**

- Frequent lifting, positioning, and transferring of students weighing up to 75 pounds with or without assistance.
- Extended periods of standing, walking, kneeling, crouching, and sitting on the floor.
- Manual dexterity to operate specialized therapeutic equipment and demonstrate fine motor activities.
- Visual acuity to assess student performance and monitor safety.
- Hearing and speech abilities sufficient to communicate with students and staff.
- Physical stamina to provide hands-on therapy services throughout the school day.

**Additional Requirements/Information:**

- Valid First Aid and CPR certification

**APPROVED BY PERSONNEL COMMISSION:**

**Proposed to Personnel Commission:**

**December 9, 2025**