

BELLFLOWER UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

**District Administration Building, Room C-1
16703 South Clark Avenue
Bellflower, California 90706**

**May 12, 2026
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 April 14, 2026

8. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

9. ACTION ITEM:

Approval for Revision of Classification Specification: Employment Training Specialist

10. ACTION ITEM:

Approval for Revision of Classification Specification: Painter

11. ACTION ITEM:

Approval for Revision of Classification Specification: Senior Maintenance Worker

12. ACTION ITEM:

Request for Creation of Dispatcher/Scheduler Classification

13. ACTION ITEM:

Request for Adjustment to Salary Range I-025 (Supervision Assistant)

14. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

15. 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

MINUTES OF THE REGULAR MEETING APRIL 14, 2026

CALL TO ORDER IN PUBLIC SESSION

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

ROLL CALL

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

STAFF PRESENT: Dr. Frank Olmos, Executive Director
Andrea Leon, Personnel Analyst
Adrianna Cervantes, Administrative Assistant

APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda as presented for April 14, 2026.

Motion made by: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

Roll Call Vote: Yes: 3
No: 0

The motion carried.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Ms. Perez shared that she is looking forward to the upcoming STAR Awards and for the end of the school year.

Mr. Willey also shared that he is excited to attend the STAR Awards event coming up.

Mrs. Berhow shared that she is also looking forward to attend the STAR Awards next week on April 20th.

PUBLIC COMMENT

None

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of March 10, 2026

The Personnel Commission took action to approve the minutes of the regular meeting of March 10, 2025.

Motion made by: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

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: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

Ms. Perez asked for some clarification on the merged list for the classification of Carpenter.

Dr. Olmos provided the background for the process.

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

9. Approval of the Proposed 2026-2027 Personnel Commission Budget

The Personnel Commission conducted a public hearing for the 2026-2027 Personnel Commission Budget.

Motion to open public hearing made by: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

Public Comments: None

Motion to close public hearing made by: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

The Personnel Commission took action to approve the 2026-2027 Personnel Commission Budget.

Motion made by: Ms. Marisa Perez
Seconded by: Mr. Jason Willey

Dr. Olmos provided an overview of the budget.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

INFORMATION ITEM

10. Letter Recognizing Classified School Employees Week: May 2026

11. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos thanked the Personnel Commission for confirming their attendance to the STAR Awards. He also shared that he recently attended the AERA Conference, in which they discussed information from researchers on some of the recent trends and impacts on school districts today.

The Personnel Commission adjourned at 5:12 p.m.

12. ADJOURNMENT

THE APRIL 14, 2026, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 5:12 P.M.

Respectfully submitted by:

Dr. Frank Olmos

Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 8

Date: May 12, 2026

To: Members of the Personnel Commission

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

Subject: Certification and Ratification of Eligibility Lists for Classified Service

Background

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

Recommendation(s)

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

<u>Classification</u>	<u>List Date</u>	<u>List Type</u>	<u>Ranks</u>	<u>Eligibles</u>	<u>Invited to Test</u>	<u>Applicants</u>
Campus Security - Lead	04/22/2026	PR	6	6	6	11
Food Service Assistant II – Substitute Pool	05/04/2026	OP	7	10	20	21

DC-Dual Certification
OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 9

Date: May 12, 2026

To: Members of the Personnel Commission

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

Subject: Approval for Revision of Classification Specification:
Employment Training Specialist

Background

The Director of Secondary Education identified the need for classified support for CTE and work-based learning.

A review of the duties found alignment with the existing Employment Training Specialist classification, which has not been updated since June 1999. A revision is recommended to reflect current responsibilities, modernize terminology, clarify scope, and align with Personnel Commission standards.

Recommendation(s)

- Approve the revised classification specification for Employment Training Specialist, effective May 12, 2026.
-

Summary of Key Revisions

- Clarifies distinguishing characteristics to reflect journey-level coordination and partnership development without supervisory authority
- Updates knowledge and abilities to reflect current program, employer, student, and compliance needs
- Updates education requirements and added year-for-year experience equivalency
- Clarifies license/transportation requirements consistent with SB 1100
- Updates working conditions, physical demands, and hazards to reflect current job requirements

For Reference: Salary range O-005: \$5,244.08-\$ 6,376.88 monthly

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: EMPLOYMENT TRAINING SPECIALIST

BASIC FUNCTION

Under general supervision, serves as the primary liaison between the District's career development programs, students, and the local business community to develop, implement, and coordinate a full continuum of work-based learning (WBL) opportunities that prepare students for college and career success. ~~Under the direction of the Director of State and Federal Projects, provide for recruitment, placement and case management of participants in the federally-funded Job Training Partnership Act (JTPA) program; provide job development and related orientation to potential employers.~~

DISTINGUISHING CHARACTERISTICS

The Employment Training Specialist is a journey-level classification responsible for coordinating work-based learning placements, employer partnerships, and student support activities within the District's career development programs. The incumbent performs a variety of specialized duties requiring excellent communication skills, independent judgment, and detailed knowledge of CTE pathways, grant compliance, and employer engagement strategies.

This classification is distinguished from lower-level technician classes by its responsibility for program development, external partnership building, and district-wide coordination. It is distinguished from higher-level management classifications by the absence of supervisory authority over classified or certificated staff.

SUPERVISION RECEIVED AND EXERCISED

Receives:

General supervision from an assigned administrator.

Provides:

General work direction to students participating in work-based learning activities. Collaborates closely with site and district staff. Does not exercise supervision over District staff.

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

- ~~• Provide for recruitment, placement and case management of participants in the Job Training Partnership Act (JTPA) program. E¶~~
- ~~• Screen informational calls regarding the JTPA program; mail applications; recruit participants for the JTPA program; conduct orientations and presentations to interested groups to explain services that the JTPA program offers. E¶~~

- ~~Assess skill levels and service needs of participants; assess vocational aptitudes and career interests; administer assessment test. E~~
- Plans, organizes, and coordinates a comprehensive range of WBL activities, including guest speakers, career fairs, workplace tours, job shadowing, mentorships, and paid or unpaid internships.
- Collaborates with CTE teachers, counselors, and site administrators to integrate career exploration and WBL activities into the curriculum, ensuring experiences are meaningful, sequential, and aligned with student learning objectives.
- ~~Develop on-the-job training, limited internship and work experience training plans for skill development, vocational exploration and employment-related instruction; assist with providing employment competency training and skill development to promote long-term employment. E~~
- Assists students in developing career readiness skills through workshops and individualized support in areas such as resume preparation, interview practice, and professional communication.
- Develops and maintains partnerships with local employers, industry leaders, and community organizations to expand work-based learning opportunities aligned with District programs. ~~Collect and evaluate documentation to qualify participants for JTPA eligibility; process and prepare required eligibility forms and documentation. E~~
- Researches, identifies, and cultivates partnerships with local businesses, industry leaders, and community organizations to establish a robust network of WBL placements, field learning experiences, guest speakers, mentors, internships, and other supports for students aligned with the District's CTE pathways. ~~Recruit work experience sites; provide and administer employer program orientation; establish and maintain communications with supervisors and site staff; ¶~~
- ~~notify employers of potential tax credit benefits. E~~
- Monitors student progress and employer satisfaction at placement sites through regular communication and on-site check-ins as needed. ~~Remain in contact with employers and students; conduct follow-up visitations and review performance of participants; evaluate the progress and interventions necessary for the assurance of successful completion of JTPA program; document contacts in related reports; make recommendations for improved performance. E~~
- Coordinates program logistics, including student transportation arrangements, event scheduling, and preparation of workplace documentation and pre-employment paperwork.
- Promotes the WBL program to students, parents, staff, and the community through presentations, workshops, and marketing materials to ensure broad participation and support. ~~Perform public relations and marketing activities for JTPA program; distribute program information and conduct oral presentations. E~~
- ~~Locate current and prospective job openings for program trainees; analyze trainee qualifications and match those to employer needs. E~~
- Ensures all WBL activities and placements comply with California Education Code, child labor laws, District policies, and funding source requirements.

- Compiles data and prepares comprehensive reports on student participation, program outcomes, and grant-related metrics for District leadership and state agencies. ~~Prepare and maintain a variety of records and reports related to job development, recruitment and placement of participants; assure that trainees' limited internship hours do not exceed assigned hours. E~~
- Supports CTE teachers and students in the administration of industry-recognized certification exams and coordination of Career Technical Student Organization activities, events, and competitions.
- Supports CTE teachers in coordinating Career Technical Student Organization activities, including event logistics and competition preparation.
- Attends meetings, advisories, conferences, and workshops, some of which may be scheduled during evenings or weekends, in order to maintain up-to-date knowledge of programs and requirements.
- ~~Network with various community organizations; attend related workshops and meetings; visit classrooms and teacher staff meetings; operate a vehicle to drive to various sites. E~~
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices, and objectives of work-based learning and/or career technical education
- Local and regional business and industry sectors, including high-growth, high-wage career fields
- Recruitment practices, strategies, procedures, and effective marketing strategies.
- Career counseling and student advisement techniques ~~Employment training strategies. E~~
- ~~Job search and interview skills.~~
- ~~Record keeping techniques.~~
- Data collection, analysis, and report preparation methods
- Employer engagement, partnership development, and community outreach strategies ~~Interpersonal skills using tact, patience and courtesy.~~
- Laws, codes, and regulations applicable to work-based learning programs, including child labor laws and Education Code provisions
- Oral and written communication skills. ~~E~~
- Public speaking techniques. ~~E~~
- Operation of standard office equipment including basic computer operation. ~~E~~
- Correct English usage, grammar, spelling, punctuation and vocabulary. ~~E~~

Ability to:

- Coordinate work-based learning activities and program components involving students, employers, and District staff. ~~Work effectively with employers in the placement, training and employment of participants of the JTPA program.~~
- ~~Coordinate services and activities to recruit, assist and place program participants.~~
- Maintain detailed and accurate records and prepare reports.
- Work independently with minimal direction while managing competing priorities. ~~little direction.~~
- Prepare and deliver clear, engaging presentations.
- Apply and explain District policies and program procedures related to work-based learning placements and partnerships. ~~Learn, interpret, apply and explain policies, procedures, rules and regulations.~~
- Establish and maintain effective working relationships with employers, community partners, students, and District staff. ~~Establish and maintain cooperative and effective working relationships with others.~~
- Communicate effectively and persuasively, both orally and in writing.
- Exercise independent judgment in matching student interests and abilities to appropriate work-based learning placements.
- Operate a computer and utilize standard and specialized software ~~office machines including a computer and applicable software.~~
- ~~Observe safe and defensive driving practices.~~
- Model communications and interactions that respect and include individuals of all languages, abilities, religions, and cultures.

MINIMUM REQUIREMENT - The following are the minimum qualifications and requirements

Experience

Three (3) years of increasingly responsible experience in education program coordination, workforce development, career and technical education (CTE), school-to-career services, or a related field involving the development of community or employer partnerships. Experience in a K–12 public school district setting is highly desirable.

Education ~~AND EXPERIENCE~~

- ~~Any combination equivalent to:~~ two years college-level course work in education, counseling, public administration, business administration, or a closely related field from an institution recognized by the Council for Higher Education Accreditation.
- ~~social sciences or related field and three years experience involving training and placement of unemployed persons or related public contact.~~

Equivalency Provision

Additional related education beyond the stated minimum may substitute for required experience on a year-for-year basis, up to a maximum of two years.

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

- Work is performed in a standard office environment with frequent interruptions. The position requires travel to school sites, business locations, and community events. Occasional evening or weekend work may be required to attend meetings or events.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Sitting for extended periods of time, as well as standing, walking, and bending.
- Hearing and speaking to exchange information in person, on the telephone, and during presentations.
- Must be able to see to read a variety of materials and drive.

ADDITIONAL REQUIREMENTS / INFORMATION

Ability to obtain transportation between job sites is required.

June 1999

Revision: May 06, 2026

Proposed to Personnel Commission: May 12, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 10

Date: May 12, 2026

To: Members of the Personnel Commission

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

Subject: Approval for Revision of Classification Specification: Painter

Background

The Director of Facilities, Maintenance, Operations & Transportation requested an update to the Painter classification specification in advance of recruitment.

The current specification is outdated and does not fully reflect current duties or organizational needs. A revision is recommended to clarify scope and align with Personnel Commission standards.

Recommendation(s)

- Approve the revised classification specification for **Painter**, effective **May 12, 2026**.
-

Summary of Key Revisions

- Updates basic function to reflect skilled journey-level painting work, including preparation, finishing, and surface protection
- Reorganizes duties to align with the painting work cycle and improve clarity
- Clarifies distinguishing characteristics to differentiate from other trades and Senior Maintenance Worker classifications
- Defines level of independence in surface assessment, material selection, and technical guidance
- Updates tools and equipment to reflect current use
- Updates working conditions to reflect lifting, heights, fumes, machinery, and driving

For Reference: Salary range D-010: \$ 6,031.75 - \$7,331.91 monthly

Attachments

Attachment 1: Painter Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAINTER

BASIC FUNCTION:

Under general supervision, performs skilled journey-level painting work involving the preparation and finishing of surfaces, and other protective or decorative coatings to District buildings, equipment, and floor areas; and identifies needed repairs and maintenance needs for District facilities and equipment. ~~Under the direction of the Painting Supervisor/Director of FMOT perform skilled painting work in the surface preparation, application, and maintenance of District facilities and equipment.~~

DISTINGUISHING CHARACTERISTICS

The Painter classification is distinguished from other maintenance and repair classifications by its exclusive responsibility for painting, glazing, and surface preparation and finishing of District facilities. The Painter classification differs from other skilled classifications such as Carpenter, Electrician, Plumber/HVAC, Locksmith, and Irrigation Technician, which specialize in their respective trades.

The Senior Maintenance Worker classification performs a variety of skilled and semi-skilled repairs across different building trades and may assist other maintenance and repair classifications. In contrast, the Painter independently performs journey-level painting work and exercises judgment in assessing surfaces, determining preparation methods, and completing projects, and provides guidance to assigned employees.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Facilities, Maintenance, Operations & Transportation and works independently within established policies, procedures, and operational guidelines. Exercises judgment in identifying maintenance and repair needs and determining appropriate corrective actions, referring only sensitive matters to higher-level management. Provides technical direction to assigned personnel; no supervisory responsibility is exercised.

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

- Identifies repair and maintenance needs across District facilities, including interior and exterior building surfaces, equipment, and related structures.
- Prepares and treats surfaces by scraping, sanding, washing, patching, filling, and grinding; applies and refinishes coatings such as paint, stain, varnish, enamel, and lacquer to buildings, cabinetry, furniture, and equipment.
- ~~Scrape, sand, burn, wash, patch, fill, grind, and prepare surfaces for painting; apply a variety of surface coatings such as paint, stain, varnish, enamel, lacquer, or other protective or decorative finishes; estimate materials needed for assigned projects.~~
- ~~Refinish or repaint cabinetry, furniture, District vehicles, facilities, and other equipment as~~

assigned.

- Performs glazing work and related tasks, including removing, cutting, installing, and replacing glass; paints and maintains exterior surfaces such as buildings, parking lots, sports courts, and playground areas, including applying pavement markings and removing or covering graffiti.
- ~~Remove, out, glaze, and replace glass for windows, display cases, and mirrors.~~
- Prepares, secures, and cleans work areas; sets up and uses ladders, scaffolding, and related equipment; protects surrounding surfaces and ensures proper cleanup and maintenance of tools and equipment upon completion.
- ~~Erect, move, and work from ladders, scaffolding, and platforms.~~
- Operates a variety of painting equipment including sandblasters, pressure washers, robotic equipment, stencils, saws, spray units, paint brushes, rollers, ladders, scaffolding, scissor lifts, sanders, and grinders; ~~cleans and maintains brushes, tools, and other equipment; may operate a District vehicle to travel between work sites to conduct work.~~
- Operates computer equipment, specialized software for robotic equipment, and other sign-making tools to design, produce, and install signage and decals on District property, including buildings, gates, fences, and vehicles.
- ~~Operate computer and sign plotter to create signs; apply and install signs.~~
- Assesses and measures work areas to determine labor, materials, and equipment needed for assigned projects.
- Documents and reports cost information in order to maintain compliance with departmental policies. ~~Maintain records of air quality and work orders.~~
- ~~Layout and paint traffic, parking, and athletic area markings; remove or paint over graffiti.~~
- ~~Provides guidance and direction to assigned staff. Provide work direction as assigned.~~
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of: ~~KNOWLEDGE OF:~~

- Standard practices, methods, materials, and equipment used in the painting trade
- Methods of preparing different surfaces for painting and finishing work
- ~~Methods of measuring, cutting, installing, and sealing glass into window frames or doors~~
- Health and safety procedures and practices involved in painting assignments
- ~~Comprehensive knowledge of spray equipment and other tools for various applications~~
- Computer and other standard office equipment
- Basic record-keeping techniques ~~for material usage, equipment maintenance and project status~~
- Proper lifting techniques
- Interpersonal skills using tact, patience, and courtesy

Ability to ~~ABILITY TO:~~

- Perform skilled work in painting and finishing work.
- ~~Select and use~~ Use spray guns, brushes, sanders, and other painting and surface preparation

equipment.

- Set up and work from platforms, scaffolding, scissor lifts, and ladders.
- Measure, cut, glaze, and replace glass.
- Mix and match colors.
- Understand and follow written and verbal instructions.
- Perform mathematical calculations to determine surface areas, estimate material quantities, and calculate total job costs.
- Understand and apply painting trade safety standards and practices.
- Set up and operate robotic paint equipment for fields and parking lots.
- Work cooperatively with others.
- Meet schedules and timelines.
- Work independently and cooperatively with supervisors, staff and vendors.
- Communicate verbally and in writing.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions and culture.

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and Two (2) years of journey-level painting experience.

Education:

Graduation from high school or the possession of a high school equivalency diploma.

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.
- Exposure to sanding dust, solvent, and paint fumes, and other irritants vapors.
- Seasonal heat and cold or adverse weather conditions.
- Fumes from paint and solvents.
- Working at heights on ladders or scaffolding.
- Working with high-pressure spray equipment.
- Working around and with machinery that has moving parts.
- May operate a District vehicle to travel between work sites.
- Noise from equipment operation.

PHYSICAL DEMANDS:

- Climbing ladders and scaffolding to paint buildings and facilities.
- Standing for extended periods of time.
- Lifting, carrying, pushing, or pulling heavy items weighing up to 50 pounds.
- Reaching overhead, above the shoulders.
- ~~Stooping, kneeling or crouching and bending at the waist. Bending at the waist, stooping, kneeling, or crouching.~~
- Dexterity of hands and fingers to operate painting tools and equipment.
- Hearing and speaking to exchange information.

~~HAZARDS:~~

~~Fumes from paint and solvents. Working on ladders or scaffolding.~~

~~Working with high-pressure spray equipment.~~

~~Working around and with machinery that has moving parts.~~

Additional Requirements/Information

Ability to travel between multiple District sites to perform assigned duties is required.

June 1999

Ewing & Company

Revision: May 06, 2026

Proposed to Personnel Commission: May 12, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 11

Date: May 12, 2026

To: Members of the Personnel Commission

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

Subject: Approval for Revision of Classification Specification:
Senior Maintenance Worker

Background

The Director of Facilities, Maintenance, Operations & Transportation requested a review and update of the Senior Maintenance Worker classification specification in preparation for an upcoming recruitment.

Staff identified that the classification specification has not been updated since June 1999. A revision is recommended to reflect current duties, clarify scope, and align with Personnel Commission standards.

Recommendation(s)

- Approve the revised classification specification for **Senior Maintenance Worker**, effective **May 12, 2026**.
-

Summary of Key Revisions

- Clarifies distinguishing characteristics to reflect multi-trade support role and differentiate from single-trade and grounds classifications
- Streamlines and reorganizes duties by trade area; removes redundant language
- Updates minimum qualifications from four (4) to three (3) years of related experience to align with comparable classifications and scope
- Updates working conditions, physical demands, and hazards to reflect current job requirements

For Reference: Salary range D-015: \$ 5,745.99 - \$6,984.27 monthly

Attachments

Appendix A: Maintenance Worker Classifications and Minimum Qualifications

Attachment 1: Senior Maintenance Worker Classification Specification

Appendix A

Comparable District Analysis: Maintenance Worker Classifications and Minimum Qualifications

District	Classification	Min Experience Requirement	Notes
Paramount USD	Lead Maintenance Worker	3 years	Provides work direction, assigns tasks, and inspects work of assigned employees.
Paramount USD	Maintenance Worker	2 years	Performs routine maintenance duties and assists skilled trades staff in multiple building trades.
Downey USD	Lead Maintenance Worker	5 years	Leads maintenance crews and performs skilled trades work.
Downey USD	General Maintenance Worker	2 years	Performs general maintenance work independently or assists skilled trades staff in multiple repair areas.
Compton USD	Maintenance Worker II	2 years	Performs maintenance duties independently and assists journey-level trades personnel.
Compton USD	Maintenance Worker I	1 year	Performs routine maintenance duties under direct supervision.
Long Beach USD	Maintenance Team Lead	4 years	Provides crew leadership, training, and work direction.
Long Beach USD	Building Maintenance Worker	2 years	Assists skilled trades staff and performs basic repair and maintenance work.

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR MAINTENANCE WORKER

BASIC FUNCTION:

Under ~~general supervision~~~~direction of the Director of Maintenance and Operations~~, performs skilled and semi-skilled work in the repair, alteration, construction and maintenance of District buildings, facilities and equipment involving one or more specialized skills in the building trades.; ~~estimates costs of materials, supplies and labor; maintains related records.~~

DISTINGUISHING CHARACTERISTICS

The Senior Maintenance Worker provides skilled support in multiple building trades, setting this classification apart from other journey-level maintenance and repair roles that focus on a single area of expertise. Classifications such as Carpenter, Electrician, Plumber/HVAC, Painter, Locksmith, and Irrigation Technician focus on a single trade and provide specialized expertise in their respective trades.

The Senior Maintenance Worker is further distinguished from the Grounds Maintenance Worker classification in that the Grounds Maintenance Worker specializes in maintaining landscaped areas.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance and Operations Manager. Performs duties and assignments independently, exercising sound judgment and initiative. Supports maintenance and grounds departments by performing repairs as needed. Does not exercise supervisory authority.

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

- Performs skilled and semi-skilled work in the repair, alteration, construction and maintenance of District buildings, facilities and equipment involving one or more specialized skills in the building trades.; ~~estimate costs of materials, supplies and labor; maintain related records.~~
- Performs ~~skilled carpentry work in the~~ repair, alteration, ~~installation, replacement~~ and construction of wooden articles and structures including tables, exterior surfaces, partition walls ~~and panels, moldings, doors, windows, student and staff desks, bleachers, fences, benches, steps and wheelchair ramps; perform mill and cabinet work; stucco damaged walls.~~
- Performs repairs ~~and replacement of~~ to electrical and plumbing fixtures, equipment, systems ~~including and other installations; replaces~~ smoke and fire alarm systems, light fixtures, switches and other electrical and plumbing accessories.

- Assists in ~~skilled mechanical maintenance work in the~~ repair, installation and alteration of heating, ventilating and refrigeration systems and related equipment and facilities.
- ~~Welds and repairs~~ ~~Performs both skilled and semi-skilled welding on~~ playground equipment, benches, fences and other equipment.
- Performs both skilled and semi-skilled tasks related to a variety of building and equipment maintenance needs involving plastering, cement work, asphalt repair, ~~furniture moving~~ and other related activities.
- Paints a variety of surfaces, including handrails, doors, restrooms, ramps, classrooms, playgrounds, parking lines, curbs, and other assigned areas. Removes and paints over graffiti.
- Assists in locksmithing work as assigned, ~~supporting in the~~ repair, adjustment and changing of keyed and combination locks, ~~and~~ related hardware, including ~~lockers including repair lockers~~, door closures and panic devices.
- Repairs roof leaks; patches, felts and installs new roof tiles; installs rain gutters as needed. ¶
- ~~Communicates with District staff and departments regarding upcoming and ongoing projects; prepares work orders; estimates and costs for needed materials and supplies; prepares and obtains approval for purchase orders; maintains related records.~~
- Operates a variety of specialized heavy equipment and hand and power tools related to maintenance work; ~~may operate a District vehicle to travel between work sites. drives a District vehicle to conduct work.~~
- Utilizes computer software to ~~p~~Prepare and work from blueprints, plans, drawings, specifications and electrical schematics; diagrams work projects as requested.
- Inspects school grounds and buildings for health and safety hazards; ~~Responds to~~ emergency maintenance requests.
- Assists other maintenance and grounds departments as assigned; ~~assist in the painting of building and equipment surfaces.~~
- ~~Assist in the repair and service of smoke and fire alarms.~~
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of ~~KNOWLEDGE OF:~~

- Proper methods, materials, tools, terminology and equipment used in the ~~carpentry, electrical, HVAC, welding, painting, plumbing, masonry and roofing building maintenance trades~~ ~~building maintenance trades~~
- Operation and use of hand and power tools and equipment
- Applicable building codes, ordinances, fire regulations and safety precautions
- Requirements of maintaining buildings and facilities in good repair
- Health and safety regulations and procedures

- Basic record-keeping techniques
- Computer and other standard office equipment
- Proper lifting techniques
- Shop math applicable to the building trades
- Proper methods of storing equipment, materials and supplies

Ability to~~BILITY TO:~~

- Perform skilled and semi-skilled work in the construction, renovation, maintenance and repair of building and facilities.
- ~~Estimate materials, supply and labor needs.~~
- Order parts and supplies according to established guidelines.
- Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
- Maintain routine records related to work performed.
- Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.
- Work from blueprints, shop drawings and sketches.
- Perform mathematical calculations to determine surface areas, estimate material quantities, and calculate total job costs.
- Meet schedules and time lines.
- ~~Observe legal and defensive driving practices.~~
- Communicate effectively both verbally and in writing. ~~Understand and follow oral and written instructions.~~
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions and culture.

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

Experience:

Three (3) years of varied experience in one or more of the building trades.

Education: ~~EDUCATION AND EXPERIENCE~~

Graduation from high school or the possession of a high school equivalency diploma. ~~Any combination equivalent to: graduation from high school and four years of varied experience in one or more of the building trades.~~

~~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 with exposure to inclement weather conditions.
- Working in confined spaces, and at heights on ladders or scaffolding.
- May operate a District vehicle to travel between work sites. ~~May drive a vehicle to conduct work.~~
- Working around and with machinery that has moving parts.
- Noise from equipment operation.
- ~~Seasonal heat and cold or adverse weather conditions.~~
- ~~Regular exposure to fumes, dust, solvents and other irritants and odors.~~
- Working with electrical power supply and high voltage.
- ~~Emergency call-out.~~

PHYSICAL DEMANDS:

- Standing, sitting and walking for extended periods of time.
- Dexterity of hands and fingers to operate a variety of heavy equipment and hand and power tools.
- Climbing ladders and working from heights.
- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to perform maintenance work.
- ~~Heavy physical labor.~~
- Reaching overhead, above the shoulders and horizontally.

HAZARDS:

- ~~Working around and with machinery having moving parts.~~
- ~~Working on ladders or scaffolding.~~
- ~~Electrical power supply and high voltage.~~
- ~~Fumes from paints and solvents.~~

Additional Requirements/Information:

Ability to travel between multiple District sites to perform assigned duties is required.

Revision: May 06, 2026

Proposed to Personnel Commission: May 12, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 12

Date: May 12, 2026

To: Members of the Personnel Commission

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

Subject: Request for Creation of Dispatcher/Scheduler Classification

I. RECOMMENDATION

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

1. Create a new job classification of Dispatcher/Scheduler.
2. Approve the proposed Dispatcher/Scheduler classification specification.
3. Assign the salary range T-005 on the Classified Unit Salary Schedule (\$5,591.54 - \$6,799.15 monthly / \$67,098.00 – \$81,590.00 annually).
4. Establish the effective date of *May 13, 2025* for implementation of the new classification.

II. BACKGROUND

The Transportation Manager requested the creation of this classification as the District transitions from contracted bus operations to a fully in-house bus driver program; the vendor agreement expires on June 30, 2026. This change creates an operational need for dedicated staff to manage routing, dispatching, scheduling, and daily transportation coordination.

The current Transportation Specialist classification provides administrative and liaison support, but was not designed to perform specialized dispatching, route management, emergency coordination, or recurring fill-in driving duties. The creation of the Dispatcher/Scheduler classification will strengthen the District's in-house transportation operations by assigning dispatching, route scheduling, service coordination, and back-up driving responsibilities to a dedicated classification.

III. RATIONALE AND JUSTIFICATION

Operational Need: Provides centralized responsibility for daily dispatching, route adjustments, driver assignments, GPS monitoring, and transportation continuity.

Service Reliability: Ensures qualified operational coverage during driver absences, emergencies, late routes, or service interruptions.

Appropriate Classification Design: Places specialized routing, dispatching, and recurring driving duties in a classification designed for those responsibilities rather than expanding an administrative support role beyond intended scope.

Compliance and Safety: Requires possession of a valid California Class B license and School Bus Certificate consistent with the recurring operational need to perform student transportation duties.

Organizational Efficiency: Supports efficient operation of the District's in-house transportation model while reducing fragmentation of responsibilities.

IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

External Market Analysis

District	Classification Title	Monthly Salary Range	Annualized Equivalent
Downey	Dispatcher / State Certified Bus Driver Instructor	\$5,959.00 - \$7,241.00	\$71,508.00 - \$86,892.00
Long Beach	Transportation Scheduler	\$5,749.47 - \$7,120.53	\$68,993.64 - \$85,446.36
Bellflower	Dispatcher/Scheduler	\$5,591.54 - \$6,799.15	\$67,098.48 - \$81,589.80
Alhambra	Dispatcher - Scheduler	\$4,889.00 - \$5,950.00	\$58,668.00 - \$71,400.00
Compton	School Bus Transportation Scheduler	\$3,640.05 - \$4,424.51	\$43,680.60 - \$53,094.12

Proposed Bellflower USD Range:

- Dispatcher/Scheduler - Range T-005: \$5,591.54 – \$6,799.15 monthly / \$67,098.48 – \$81,589.80 annually

The proposed salary range is regionally competitive, with the maximum step positioned 6.62% above the market median maximum salary for comparable hybrid dispatching and driving classifications.

Internal Alignment

Range Code	Classification Title	Monthly Salary Range	Annualized Equivalent
T-001	Mechanic	\$6,418.14 - \$7,802.79	\$77,017.68 - \$93,633.48
T-005	Mechanic / Bus Driver	\$5,591.54 - \$6,799.15	\$67,098.48 - \$81,589.80
T-005	Dispatcher / Scheduler	\$5,591.54 - \$6,799.15	\$67,098.48 - \$81,589.80
O-005	Transportation Specialist	\$5,244.08 - \$6,376.88	\$62,928.96 - \$76,522.56
T-010	Bus Driver / Service Mechanic	\$4,664.67 - \$5,668.86	\$55,976.04 - \$68,026.32
T-015	Bus Driver	\$4,561.70 - \$5,545.26	\$54,740.40 - \$66,543.12

Internal Range Positioning: The Dispatcher/Scheduler's recommended salary range sits between support-level transportation roles and the higher technical demands of journey-level mechanical work. This placement is consistent with how comparable districts compensate for similar classifications.

Salary Progression and Promotional Spacing: The Dispatcher/Scheduler maximum step is 6.62% above Transportation Specialist and remains below the Mechanic classification, reflecting a functional progression rather than a promotional advancement. The role adds operational responsibilities including dispatching, routing adjustments, GPS monitoring, and emergency coordination, without moving into a separate technical trade or supervisory classification family; therefore, placement does not warrant a typical 10–20% promotional differential.

V. FISCAL IMPACT

The creation of the Dispatcher/Scheduler position will cost the District approximately \$98,360.80 per year, which includes an annual salary of \$81,589.80 at Step 5 and approximately \$16,771 in benefits.

VII. ATTACHMENTS

Attachment 1: Dispatcher/Scheduler Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISPATCHER/SCHEDULER

BASIC FUNCTION:

Under general supervision, the Dispatcher/Scheduler coordinates daily transportation routing and dispatching activities, assigns drivers, communicates with staff and the public on transportation matters, and operates a school bus as needed for route coverage.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Transportation Specialist by primary responsibility for real-time dispatching, route development and modification, and higher-level coordination of drivers and schedules; it requires a valid Class B commercial driver's license with endorsements and the ability to serve as a backup bus driver as needed.

It differs from the Bus Driver classification by its expanded administrative, dispatch, and operational coordination duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Transportation Manager and works independently within established policies, procedures, and operational guidelines. Exercises judgment in responding to real-time operational issues, referring only the most complex or sensitive matters to higher-level management.

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

- Dispatches daily transportation operations by using the two-way radio to direct and support drivers, school sites, and field staff.
- Monitors radio traffic and GPS data using specialized software; develops and adjusts routes, schedules, and stop assignments in real time based on conditions such as traffic, weather, staffing, breakdowns, and student issues to maintain on-time performance.
- Guides drivers by giving clear instructions on procedures, route changes, navigation, and problem solving.
- Prioritizes multiple issues at once and uses judgment to escalate serious or high-risk situations to the Transportation Manager.
- Tracks driver availability, absences, timekeeping, and assignment changes throughout the day to support accurate records and steady service.
- Verifies driver time records, attendance, and route hours, and processes related payroll transactions.
- Assigns substitute drivers and schedules drivers for field trips, activity trips, and special programs to ensure full coverage.
- Communicates with school sites, administrators, parents, and the public about delays, route changes, and transportation concerns.
- Responds to phone, email, and in-person inquiries and prepares and sends transportation notices and updates.
- Addresses complaints and concerns by explaining information, resolving issues when possible, and referring matters that require higher review.
- Documents incidents, service interruptions, and operating concerns by gathering facts and supporting follow-up reviews.

- Documents and codes all trips, routes, and scheduling activities as part of the budget tracking and financial reporting processes.
- Drives a school bus for scheduled or emergency coverage in line with state and federal rules.
- Completes pre-trip and post-trip inspections and reports safety or mechanical issues.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- School bus dispatching and real-time operational coordination principles and practices
- Two-way radio communication protocols and proper radio etiquette
- Web-based applications, including specialized transportation software and shared databases, and modern communication and office tools such as email systems, phone systems, and standard office equipment
- Recordkeeping, reporting, and documentation practices for transportation operations
- Effective written and verbal communication techniques for interacting with parents, staff, and the public
- Proper operation of school buses, including pre/post-trip inspections
- Legal and defensive driving practices and safe driving techniques as applied to route coordination and driver advisement
- Emergency procedures, incident response, and student safety protocols
- Regulations and laws governing student transportation, including state and federal requirements and the California Vehicle Code and Education Code
- District and partner-district transportation policies, procedures, and service guidelines

Ability to:

- Evaluate real-time transportation issues (driver call-outs, breakdowns, weather delays, road closures, emergencies), identify the core problem, and determine the most effective course of action to resolve it.
- Keep records, schedules, and communications precise by reviewing information, identifying errors, and ensuring dispatch decisions and documentation are complete.
- Observe and advise drivers on legal, safe, and defensive driving techniques when coordinating routes and responding to operational issues.
- Use maps, GPS displays, and routing tools to locate sites, plan routes, and provide clear navigation guidance to drivers.
- Climb in and out of buses, conduct pre-trip and post-trip inspections, assist in emergencies, and maintain the stamina needed for extended driving shifts and sustained dispatch center work.
- Monitor conditions, identify hazards, follow and enforce safety procedures, and make decisions that protect students, drivers, and the public during daily operations and emergencies.
- Convey information professionally and concisely to drivers, school staff, parents, and the public; operate two-way radios effectively; ask targeted questions to gather accurate information; prepare clear written reports and logs; handle complaints with tact; and provide timely updates on assignments, delays, and operational impacts.
- 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 scheduling and routing duties in a school transportation,

public transit, or comparable transportation operations environment.

Education:

Graduation from high school or the possession of a high school equivalency diploma.

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

WORKING CONDITIONS:

- Works in an office-style dispatch center, on a school bus, and in an outdoor environment.
- Exposure to noise is from radio traffic, bus engines, student behaviors, and office activity.
- Works in a fast-paced setting with frequent interruptions and competing demands.
- Exposure to weather may occur when assisting drivers, inspecting buses, or covering routes.
- Exposure to fumes, dust, odors, oil/grease, gases, and chemical cleansers.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Sitting for extended periods of time; standing and walking intermittently.
- Dexterity to operate computers, dispatch systems, radios, and vehicle controls.
- Hearing and speaking to communicate clearly in person and by radio/telephone.
- Visual acuity to read screens, GPS systems, maps, and documents.
- Occasional pushing and lifting of up to 25 pounds, and up to 50 pounds with assistance, when assisting students or handling equipment.
- Physical ability to safely operate a school bus, including climbing steps, bending, kneeling, and reaching.

Additional Requirements/Information

- Possession of a valid California Class B Commercial Driver License with Passenger and air brake endorsements.
- Valid California School Bus Driver Certificate.
- Must obtain and maintain a valid First Aid and CPR certification issued by an authorized agency within the first six (6) months of employment. Certification must be maintained throughout employment.
- Submission of a current Medical Examination Report (DL-51) and Medical Examiner's Certificate, completed every two years by a U.S.-licensed medical professional listed on the National Registry of Certified Medical Examiners, as required by law (CVC §12517.2); school bus drivers age 65 or older must submit a new DL-51 annually.
- Must maintain insurability and a satisfactory driving record.
- Ability to work flexible or extended hours as needed for operational coverage.

APPROVED BY PERSONNEL COMMISSION: _____

Proposed to Personnel Commission: May 12, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 13

Date: May 12, 2026

To: Members of the Personnel Commission

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

Subject: Request for Adjustment to Salary Range I-025 (Supervision Assistant)

I. RECOMMENDATION

1. **Convert Salary Range I-025 (Supervision Assistant) from a flat rate: \$27.41 hourly / \$4,751.07 monthly to a multi-step range: \$22.53 - \$27.41 hourly / \$3,906.62 - \$4,751.07 monthly.**
 2. **Establish an effective date of May 12, 2026 for the salary range adjustment.**
-

II. BACKGROUND

During an internal review, staff identified that the Supervision Assistant classification is compensated at a fixed rate. Fixed-rate compensation is reserved for temporary and substitute classifications.

A revision to Salary Range I-025 is recommended to comply with district compensation practices for permanent classifications and support internal equity.

III. RATIONALE AND JUSTIFICATION

Compensation Alignment with Classification Duties: Comparable districts use fixed rates for supervision roles; those positions are limited to general, non-classroom supervision. BUSD's Supervision Assistant performs in-class support duties, including suspension program support, monitoring academic work, maintaining attendance, and preparing instructional materials.

District	Classification Title	Hourly Rate	Monthly Rate
Los Alamitos USD	<u>Student Supervision Assistant</u>	\$15.00 – \$15.29	\$2,600.00 – \$2,650.27
Inglewood USD	<u>Student Supervision Assistant</u>	\$16.60 (fixed)	\$2,877.33 (fixed)
Los Angeles USD	<u>School Supervision Aide</u>	\$22.52 (fixed)	\$3,903.47 (fixed)

Compensation Structure for Permanent Classifications: Fixed rates are more appropriately applied to temporary or limited-term assignments. The Supervision Assistant role is ongoing and permanent (incumbents since 2018 and 2023), supporting placement on a salary range rather than a fixed rate.

Promotional Progression and Retention: Salary steps support equity, recognize experience, and promote retention, while supplying a clear basis for promotional salary placement.

IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

External Market Analysis

District	Classification Title	Monthly Salary Range	Annualized Equivalent
Los Alamitos	<u>Instructional Assistant - Detention</u>	\$4,016.13 - \$4,881.07	\$48,193.56 - \$58,572.84
BUSD	Supervision Assistant	\$3,906.62 - \$4,751.07	\$46,879.44 - \$57,012.84
Paramount	<u>Instructional Assistant</u>	\$3,640.00 - \$4,663.00	\$43,680.00 - \$55,956.00
Long Beach	<u>Instructional Aide-Alternative Schools</u>	\$3,529.07 - \$4,371.47	\$42,348.84 - \$52,457.64
LAUSD	Education Aide III & (Restricted)	\$3,969.84 - \$4,199.46	\$47,638.08 - \$50,393.52

Internal Alignment

Range Code	Classification Title	Monthly Salary Range	Annualized Equivalent
O-025	Accompanist	\$4,124.19 – \$5,012.49	\$49,490.28 – \$60,149.88
I-025	Supervision Assistant	\$3,906.62 – \$4,751.07	\$46,879.44 – \$57,012.84
I-020	Instructional Assistant – Sp Ed	\$3,727.93 – \$4,531.03	\$44,735.16 – \$54,372.36
I-040	Instructional Assistant	\$3,632.50 – \$4,417.69	\$43,590.00 – \$53,012.28
	Library Media Assistant		
	Physical Education Assistant		
	Instructional Assistant – Media Arts		
	Instructional Assistant – Visual Arts		
	Instructional Assistant – VAPA		
	Instructional Assistant – Child Care		

Summary of Alignment:

Current Range I-025: \$27.41 hourly / \$4,751.07 monthly

Proposed Adjustment to Range I-025: \$22.54 - \$27.41 hourly/ \$3,906.62 - \$4,751.07 monthly

- **Maximum Step:** Matches the current fixed rate.
- **External Alignment:** Maximum step is approximately 5.18% above the market median for comparable in-classroom instructional support roles.
- **Internal Range Positioning:** Placed above Instructional Assistant classifications- reflecting higher responsibility, including independent supervision of suspension programs- and below specialized roles such as Accompanist. Consistent with Los Alamitos USD's instructional assistant job family.
- **Salary Progression and Promotional Spacing:** Maximum is approximately 5% above Instructional Assistant classifications and below specialized roles, reflecting added responsibility rather than a full promotional step.

V. FISCAL IMPACT

No immediate fiscal impact is anticipated because the proposed range retains the current maximum rate. Any future cost impact would be incremental based on normal step progressions and longevity.