

BELLFLOWER UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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

**June 9, 2026
5:00 P.M.**

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

PURSUANT TO GOVERNMENT CODE 54957(b)(1)

EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

6. PERSONNEL COMMISSION MEMBERS – COMMUNICATIONS/COMMENTS

7. 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

8. ACTION ITEM:

Approval of Minutes, Regular Meeting of May 12, 2026

9. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

10. ACTION ITEM:

Approval of Position Classification Study Report-Reclassification of Community Services Worker to Community Services Worker-Lead (New Classification)

11. ACTION ITEM:

Amendment to May 12, 2026 Action – Supervision Assistant Salary Range Adjustment

12. ACTION ITEM:

Approval of Classification Specification Revision and Retitle for Personnel Technician

13. ACTION ITEM:

Approval of Classification Specification Revision, Retitle and Salary Reallocation for Snack Bar Operator

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 MAY 12, 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 Vice Chairperson Marisa Perez.

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 May 12, 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

None

PUBLIC COMMENT

CSEA Chapter 32 Vice President Joann Chain, extended an invitation to the commission for a Classified Employee Appreciation Luncheon being held on May 20, 2026 at the Kiwanis Hall.

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of April 14, 2026

The Personnel Commission took action to approve the minutes of the regular meeting of April 14, 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

Mrs. Berhow asked how many openings are there for the Campus Security Lead and Dr. Olmos responded that there are three openings.

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

9. Approval for Revision of Classification Specification: Employment Training Specialist

The Personnel Commission took action to approve the revised classification specification for Employment Training Specialist, effective May 12, 2026.

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

Mrs. Berhow asked how many positions are there currently and Dr. Olmos responded that there are two, with the possibility of creating a third position.

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

10. Approval for Revision of Classification Specification: Painter

The Personnel Commission took action to approve the revised classification specification for Painter, effective May 12, 2026.

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

Mr. Willey asked if stripping was part of the duties for the painter and Dr. Olmos deferred the question to Ms. Leon; to which she responded that it is part of "painting".

Roll Call Vote: Yes: 3
No: 0

The motion carried.

11. Approval for Revision of Classification Specification: Senior Maintenance Worker

The Personnel Commission took action to approve the revised classification specification for Senior Maintenance Worker, effective May 12, 2026.

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

Dr. Olmos reported that a vacancy recently occurred and there is a current eligibility list that will be utilized to fill the vacancy.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

12. Request for Creation of Dispatcher/Scheduler Classification

The Personnel Commission took action to approve the request for creation of Dispatcher/Scheduler classification, effective May 13, 2026.

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

Mrs Berhow asked if this classification would be new and if it is for the transportation department?

Ms. Perez asked for clarification on what the difference is between a dispatcher and a specialist?

Dr. Olmos responded to both questions; yes, this position will be for the transportation department and that the key distinction is that a dispatcher can fill in as a bus driver.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

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

The Personnel Commission took action to approve the request for an adjustment to salary range I-025 (Supervision Assistant) with the effective date of May 12, 2025.

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

Mrs Berhow asked what are the duties of this classification.

Dr. Olmos provided an overview of the classification, and stated that it does not harm current incumbents.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

14. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos shared that he was pleased the STAR Awards turned out to be a great event in recognition of our employees and that he was very happy that all three commissioners were able to attend that evening.

He also shared with the commissioners that he recently attended the administrative professionals celebration that took place on April 24th and that was also a wonderful event, with everyone enjoying themselves and having a good time.

The Personnel Commission adjourned at 5:24 p.m.

12. ADJOURNMENT

THE MAY 12, 2026, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 5:24 P.M.

Respectfully submitted by:
Dr. Frank Olmos
Executive Director-Classified Personnel Commission

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 9

Date: June 9, 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>
Credential Analyst	04/21/2026	OP	6	6	8	51
Library/Media Assistant	05/28/2026	OP	10	15	227	359
Speech/Language Pathology Assistant	05/19/2026	OP	3	3	15	29

DC-Dual Certification
OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 10

Date: June 9, 2026

To: Members of the Personnel Commission

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

Subject: Approval of Position Classification Study Report – Reclassification of Community Services Worker to Community Services Worker-Lead (New Classification)

I. RECOMMENDATION

The Executive Director, Classified Personnel recommends that the Personnel Commission approve the following actions related to the Community Services Worker position:

A. Classification

1. Establish the classification of Community Services Worker – Lead
2. Place the classification of Community Services Worker – Lead on Range W-005, (\$4,420.17–\$5,377.89) of the Classified Bargaining Unit (CSEA) Salary Schedule
3. Designate the classification as FLSA Non-Exempt
4. Place the classification in the Assistants Occupational Hierarchy
5. Adopt the classification specification for Community Services Worker – Lead

B. Position

1. Reclassify Community Services Worker, position number 200-49, Classified Bargaining Unit (CSEA) Salary Schedule, Range I-026 (\$3,917.36 – \$4,752.21), to the classification of Community Services Worker – Lead, Range I - (# to be assigned), (\$4,420.17–\$5,377.89) of the Classified Bargaining Unit (CSEA) Salary Schedule, based on gradual accretion of duties. The incumbent has been serving in the position for more than two continuous years (Education Code § 45285(a); Bellflower PC Rule 30.300).
2. Establish the effective date of the reclassification as July 1, 2026 (the first day of the month following final Personnel Commission approval), pursuant to Bellflower PC Rule 30.300.2.

II. BACKGROUND

This study was requested by Deputy Superintendent Dr. Ryan Smith. The Caring Connections program was established to coordinate family and student support services across the District and operates at two levels: site-based Community Services Workers at individual school campuses, and a district-level coordinator position responsible for program oversight, training, and agency partnerships.

The district-level coordinator position has been classified as Community Services Worker since its creation. The incumbent, Socorro Melgarejo, entered the position through a seniority process in 2017–2018 and has approximately eight years of continuous service. In 2018, Caring Connections expanded to all 17 District school sites pursuant to LCAP commitments, materially increasing the scope of the district-level role. The classification had not been reviewed since.

The preliminary report was distributed on April 24, 2026 to the supervising administrators, the incumbent, and CSEA leadership, establishing a comment period through Friday, May 1, 2026. No comments or objections were received during the comment period. Accordingly, the report was finalized as presented and is agendized for the June 2026 Personnel Commission meeting for final action.

III. SUMMARY OF STUDY FINDINGS

The study found that 73% of the position's duties involve program coordination, training, and agency partnership management not described in the current Community Services Worker class specification, with only 5% involving direct family services. This shift occurred gradually through LCAP expansion, growing training responsibilities, and the addition of fiscal authority as Caring Connections Executive Board Treasurer.

The reclassification is based on the gradual accretion of duties and responsibilities over time — not on a sudden change occasioned by reorganization or the assignment of completely new duties — consistent with **Education Code § 45285(b)** and **Bellflower PC Rule 30.300**. The current salary range is \$3,917.36 – \$4,752.21 per month; the proposed salary range is \$4,420.17–\$5,377.89 per month.

IV. INCUMBENT STATUS

Socorro Melgarejo has served in the position approximately eight years, satisfying the two-year minimum under **Education Code § 45285(a)**; reclassification is based on gradual accretion of duties consistent with § 45285(b), with incumbent status subject to Personnel Commission determination. CSEA will receive written notice prior to final action per § 45285.5 and the Bellflower CSEA Agreement; the incumbent will be ineligible for subsequent reclassification for a minimum of two years per § 45285(c).

V. FISCAL IMPACT

The reclassification is estimated to result in a net annual cost increase of approximately **\$10,312**, based on the maximum salary step of the proposed range (\$5,370.00/month) compared to the maximum step of the current range (\$4,752.21/month), inclusive of applicable fringe benefits.

VI. ATTACHMENTS

Attachment A: Position Classification Study Report

Attachment B: Proposed Class Specification — Community Services Worker – Lead

Attachment B: Proposed Class Specification — Community Services Worker – Lead

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMMUNITY SERVICES WORKER – LEAD

- Proposed Salary Range: I-(# TBD), \$4,420.17–\$5,377.89,

BASIC FUNCTION

Under the direction of a designated administrator, coordinates, develops, and leads program-level operations for assigned community services and student support programs; serves as the district-wide lead for Community Services Workers assigned to school sites; builds and manages collaborative partnerships with community agencies and service providers; develops and delivers training to site-based Community Services Workers; coordinates district-wide family support programs, fundraising activities, and resource development; maintains program data; and prepares reports for district administration and program governing bodies.

DISTINGUISHING CHARACTERISTICS

The Community Services Worker - Lead is distinguished from the Community Services Worker classification by its district-wide program coordination scope, lead direction responsibilities over site-based Community Services Workers, and primary focus on external agency relations, resource development, and training rather than direct family casework. While the Community Services Worker provides direct services to individual students and families at an assigned school site, the Community Services Worker – Lead operates at the program level, serving as the primary point of contact for community agencies, developing and managing program resources, and providing operational guidance and training to the Community Services Worker team across all District sites.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a designated administrator. Provides lead direction and technical guidance to site-based Community Services Workers across all District school sites. This position does not exercise supervisory authority.

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

- Coordinates district-wide community services and student support program operations; serves as the primary operational point of contact between the designated administrator and site-based Community Services Workers across all assigned school sites
- Identifies, cultivates, and manages relationships with community agencies, nonprofit organizations, and private-sector partners; evaluates proposed programs and resources

for inclusion in the district resource directory; exercises judgment in determining program eligibility and appropriateness for district families

- Organizes and facilitates collaborative meetings with community partners and program stakeholders; prepares agendas; ensures site-based Community Services Workers receive timely and relevant resource and program information
- Coordinates and manages district-wide family support events and special programs including supply drives, community partnership events, and emergency assistance distribution; manages logistics with external vendors and partner organizations
- Solicits in-kind donations and monetary contributions from businesses and community organizations; plans and coordinates district-level fundraising activities; serves as District representative on program governing or advisory bodies as assigned; manages collection, deposit, and recordkeeping of program funds
- Develops, updates, and delivers onboarding and ongoing training for Community Services Workers; coordinates shadowing experiences for new hires; plans and facilitates monthly team meetings to introduce program updates, policy changes, and new resources
- Provides day-to-day lead direction and technical guidance to site-based Community Services Workers on complex case situations, referral decisions, and program processes; serves as first point of escalation for field staff questions; monitors compliance with referral log submission requirements
- Participates in interview and selection panels for Community Services Worker candidates; provides input on candidate qualifications to the hiring supervisor
- Aggregates, reviews, and analyzes program data submitted by site-based staff; identifies service trends and unmet needs; prepares summary reports for district administration and program governing bodies
- Maintains the district-wide resource directory; regularly assesses community resources for relevance and availability; updates directory based on current program needs and trend data
- Provides temporary site coverage during vacancies; processes referrals, conducts family intake interviews, and connects families to available resources as assigned
- Operates a computer and standard office equipment to maintain records, prepare correspondence, develop training materials, and manage program data; translates and interprets for parents and staff as needed
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES

Knowledge of:

- Program coordination principles, practices, and techniques applicable to community services and student support programs
- Community agencies, nonprofit organizations, and public service providers serving students and families in the Bellflower area and greater Los Angeles County
- Principles and practices of lead direction, adult training, and staff development

- Data collection, analysis, and reporting methods applicable to community services programs
- Fundraising coordination, event planning, and basic financial recordkeeping practices
- District school programs, goals, student support services, and applicable board policies
- Record-keeping, case management, and referral coordination techniques
- Applicable provisions of the California Education Code and other laws and regulations governing student welfare, attendance, and family services

Ability to:

- Plan, coordinate, and lead district-wide program operations with minimal direct supervision
- Develop and maintain effective working relationships with community agencies, nonprofit partners, and district personnel
- Provide lead direction, training, and technical guidance to site-based classified staff
- Collect, analyze, and summarize program data and prepare clear, accurate reports for varied audiences
- Exercise independent judgment in evaluating community resources and determining program eligibility
- Manage multiple concurrent projects, priorities, and deadlines effectively
- Represent the District professionally in community and collaborative settings
- Communicate effectively in English and Spanish, both orally and in writing, as required
- 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 in community services, family support, or student services work with children and families, including one (1) year of experience working directly with community agencies, nonprofit organizations, or public service programs. Experience in a lead, coordination, or program support capacity is desirable.

Education: Graduation from high school or equivalent.

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

WORKING CONDITIONS:

- Office and school site environments
- Driving or riding a vehicle to conduct work across multiple District sites and community locations
- Occasional evening or weekend hours may be required for community events, collaborative meetings, or fundraising activities.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting and standing for extended periods of time
- Hearing and speaking to exchange information in person, in group settings, and on the telephone
- Seeing to read a variety of materials and use a computer screen

Additional Requirements/Information:

Some positions may require bilingual proficiency in Spanish; bilingual candidates are encouraged to apply.

APPROVED BY PERSONNEL COMMISSION:

Proposed to Personnel Commission:

June 9, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 11

Date: June 9, 2026

To: Members of the Personnel Commission

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

Subject: Amendment to May 12, 2026 Action – Supervision Assistant Salary Range Adjustment

I. RECOMMENDATION

1. Rescind the May 12, 2026 action that converted Salary Range I-025 for the Supervision Assistant classification from a flat rate to a multi-step range.
2. Assign the Supervision Assistant to Salary Range I-026: \$22.60 – \$27.42 hourly / \$3,917.36 / \$4,752.21 monthly.
3. Establish an effective date of June 9, 2026 for the salary range adjustment.

II. BACKGROUND

On May 12, 2026 the Personnel Commission approved a salary range adjustment for the Supervision Assistant classification. The original recommendation proposed converting the classification from a fixed hourly rate to a multi-step salary range under Salary Range I-025.

Following the meeting, staff identified Salary Range I-026 - a range that already provides a multi-step salary structure that closely aligns with the previously approved adjustment. The I-026 minimum and maximum are marginally above the May 12 figures. Assigning the Supervision Assistant to Range I-026 eliminates the need to create a redundant range.

III. AMENDMENT AND IMPLEMENTATION

Supervision Assistant	Range Code	Hourly Range	Monthly Range
Flat Rate (Prior)	I-025	\$27.41	\$4,751.07
May 12, 2026 Action	I-025	\$22.53 - \$27.41	\$3,906.62 - \$4,751.07
June 9, 2026 Action	I-026	\$22.60 - \$27.42	\$3,917.36 - \$4,752.21

IV. FISCAL IMPACT

The difference between the two ranges is nominal - \$0.07 hourly/ \$12.13 monthly at the minimum step and \$0.01 hourly/ \$1.73 monthly at the maximum step. Any future cost impact would be incremental based on normal step progressions and longevity.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 12

Date: June 9, 2026

To: Members of the Personnel Commission

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

Subject: Approval of Classification Specification Revision and Retitle for Personnel Technician

Background

The Executive Director of Human Resources, Certificated Personnel requested a review and update of the Personnel Technician classification specification in preparation for an upcoming recruitment.

Staff identified that the classification specification has not been updated since July 1985. A revision and retitling are recommended to reflect the department name change from Personnel Services to Human Resources, and align with Personnel Commission standards.

Recommendation(s)

- Approve the classification specification revision for the Personnel Technician classification.
- Retitle the Personnel Technician classification to Human Resources Technician.
- Establish the effective date of June 9, 2026 for the revision and retitle.

Summary of Key Revisions

- Updates title to Human Resources Technician to align with the department's name.
- Updates Basic Function to reflect technical clerical duties related to recruitment, onboarding, and personnel transactions.
- Adds Distinguishing Characteristics section to differentiate from the higher-level Human Resources Assistant and lower-level clerical support classifications.
- Updates duties to remove obsolete functions and reflect current responsibilities.
- Updates the experience requirement from three (3) years in a personnel office to two (2) years of clerical or administrative support experience with public contact, consistent with the entry-level nature of the classification and industry standards among comparable school districts.
- Updates Knowledge and Abilities to reflect current HR practices, systems, and laws.
- Adds Working Conditions and Physical Demands section to reflect a standard office environment and light physical demands.

For Reference: Salary range Y-015: \$ 5,528.11 - \$6,785.29 monthly

Attachments

Attachment 1: Human Resources Technician

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN~~PERSONNEL TECHNICIAN~~

BASIC FUNCTION~~DEFINITION:~~

Under general supervision, performs technical clerical duties related to recruitment, examination administration, onboarding, and personnel transactions for District staff; provides information and assistance to employees, applicants, administrators, and the public regarding personnel policies, procedures, and applicable regulations.

~~Under general direction to serve the Personnel Commission and the Personnel Director, performs public relation and communication services for the Personnel Commission and the Director relieve the Personnel Director of administrative and clerical detail; organize, review, and screen applicants for classified positions; review applications for completeness, details, and required certificates of course work; arrange interviews for candidates with appropriate authority; process applications; check credential validity; process all new personnel; maintain proper personnel files and personnel history cards review appropriate state and federal job requirements to meet standards; research, compile, assemble, and distribute a variety of reports and statistical information for the Personnel Division; develop data from research within the District and from other districts, governmental agencies, private businesses and industries; and, prepare job announcements for job openings and distribute as required.~~

DISTINGUISHING CHARACTERISTICS

The Human Resources Technician is the entry-level classification in the Human Resources series, characterized by the performance of technical clerical support work following established procedures.

It is distinguished from the higher level Human Resources Assistant classification, which performs relatively more complex and independent technical duties involving recruitment planning, examination development, salary schedule administration, and policy interpretation.

This classification is distinguished from general lower level clerical support classifications in that incumbents apply specialized knowledge of human resources procedures, regulations, and systems rather than performing routine tasks such as data entry, filing, and general office support.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from an assigned administrator. May provide clerical working direction and training to support staff. Does not supervise other staff.

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

- Coordinates recruitment activities for assigned positions, including preparation of vacancy announcements, screening applications, coordinating interviews and

examinations, assembling recruitment materials and candidate information packets, and preparing eligibility lists.

- Processes completion of onboarding activities for new hires, including completion of new hire paperwork, verification of credentials, licenses, and employment eligibility; background clearances; health screenings; and other related hiring requirements.
- Maintains personnel records and human resources information system (HRIS) data related to employment status, assignments, transfers, promotions, evaluations, salary changes, leaves, and separations; prepares related reports and documentation.
- Responds to inquiries from employees, applicants, administrators, outside agencies, and the public regarding personnel procedures, employment requirements, policies, timelines, and related human resources functions.
- Prepares and distributes a variety of reports, lists, notices, memoranda, and correspondence related to recruitment, staffing, credentials, seniority, compliance, and personnel actions.
- Coordinates with school sites and departments regarding staffing needs, supplemental assignments, substitute coverage, and placement activities as assigned.
- Coordinates departmental activities and special events, including recruitment fairs, orientation sessions, and employee screenings.
- May provide clerical working direction and training to support staff.
- Performs related duties as assigned.

~~Serves as confidential secretary and administrative aide to the Personnel Director; assists in the preparation and typing of various reports, publications, and correspondence for the Personnel Commission, such as the budget, annual report, and salary survey; recommends policy changes for the Commission's Rules and Regulations; coordinates the secretarial and clerical activities required by the Personnel Commission; plans, organizes, coordinates, and assists in all areas relating to classified Personnel; calculates and records District information relating to all aspects of employment, evaluation, promotion, and dismissal of classified employees; screens applications for completeness; prepares exams to include questions, format, and actual interviews; prepares reports, Board of Education items, correspondence, and memoranda; maintains all appropriate records on classified employees including materials dealing with promotions, demotions and terminations; reviews records for seniority lists and maintains eligibility lists for classified positions; processes personnel action forms for employment, transfers, promotions, demotions, and terminations; interprets complex rules, regulations, and procedures dealing with classified personnel; makes independent judgments in applications, rules and regulations, and classifications; types Commission minutes, agendas, and Board items pertaining to the Commission for review and editing by the Personnel Director; assists in the revision of the policies of the Personnel Commission Rules and Regulations; coordinates attendance of workshops and seminars for the Commissioners; interprets merit system rules to District personnel applicants and the public; maintains Personnel Commission files, office supplies and inventories; takes and transcribes dictation consisting of correspondence, memoranda, reports, meeting minutes, and a variety of other subject matter; monitors testing in the absence of the Director; operates a computer terminal and word processor. ¶~~

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, practices, and procedures used in human resources departments
- Recruitment, examination, onboarding, and personnel transaction processes
- Recordkeeping, report preparation, and data management techniques
- Human resources information systems (HRIS) and standard office software applications
- Applicable federal and state employment laws, Education Code, merit system principles, and District policies and procedures

Ability to:

- Maintain confidentiality and exercise discretion when handling sensitive personnel information.
- Communicate personnel policies, procedures, rules, and regulations clearly to employees, applicants, administrators, and external agencies.
- Prepare accurate records, reports, correspondence, and personnel documents.
- Operate human resources information systems, standard office software, and office equipment.
- Organize and prioritize work to meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and carry out oral and written instructions.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

~~KNOWLEDGES, SKILLS, AND ABILITIES: ¶~~

~~KNOWLEDGE OF: ¶~~

~~Principles, procedures, methods and techniques of the operations of the Personnel Office; knowledge of the merit system; modern systems English usage, spelling, punctuation, grammar, and manuscript and report formatting; ¶~~

~~ABILITY TO: ¶~~

~~Coordinate, direct and expedite paper flow and administrative detail; communicate effectively in oral and written form with a wide variety of persons who have business with the Personnel Division; establish and maintain a variety of complex, privileged, and sensitive files and reports; produce acceptable clean copy on an electric typewriter or a word processor at a speed sufficient to meet the needs of the position; take and accurately transcribe dictation at a speed sufficient to meet the needs of the position; make arithmetic calculations with speed and accuracy; understand and carry out oral and written directions.~~

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

Experience:

Two years of clerical or administrative support experience involving public contact, preferably in a human resources, personnel, or public agency setting.

Education:

Graduation from high school or equivalent.

~~EMPLOYMENT STANDARDS ¶~~**~~TRAINING AND EXPERIENCE: ¶~~**

~~Graduation from high school or equivalent; course work in shorthand and typing preferred; not less than three years of experience in a personnel office or closely related field. Experience should include working with classification and salary studies and/or surveys, interviewing applicants and employees, researching and preparing reports, correspondence and other data. Administrative secretarial experience with a school district or other public agency is preferable.~~

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

WORKING CONDITIONS:

- Standard climate-controlled office environment with frequent interruptions and high-volume public contact.
- Operates standard office equipment, including computers, printers, and scanners
- Continuous contact with district administrators, classified and certificated staff, job applicants, and the general public.
- Regular exposure to and handling of sensitive, privileged, and highly confidential personnel information.
- Occasional travel to off-site meetings, workshops, or training sessions.

PHYSICAL DEMANDS:

- Prolonged periods of sitting at a desk or computer workstation, with occasional walking and standing to access files, office machinery, or monitor testing.
- Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment.
- Visual acuity to read, review, and screen a variety of documents, reports, and computer screens.
- Hearing and speaking to exchange information accurately in person, during interviews, and on the telephone.
- Occasional bending at the waist, stooping, kneeling, or crouching to retrieve, maintain, and store physical personnel files and records.
- Lifting and carrying up to ten (10) pounds without assistance and up to twenty (20) pounds with assistance.

Additional Requirements/Information:

May be required to work flexible hours, including occasional evenings, to attend staff meetings, conferences, and recruitment events.

PC Revised: 07/08/85

Revised: June 9, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 13

Date: June 9, 2026

To: Members of the Personnel Commission

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

Subject: Approval of Classification Specification Revision, Retitle and Salary Reallocation for Snack Bar Operator

I. Recommendation(s)

- Approve the classification specification revision for the Snack Bar Operator.
- Retitle the Snack Bar Operator classification to Food Services Manager II.
- Reallocate the salary range for this classification from F-005 (\$3,808–\$4,631/monthly) to W-005 (\$4,420–\$5,378/monthly).
- Establish an effective date of June 9, 2026 for the revision, retitle, and salary reallocation.

II. Background

The Director of Food Services requested an update to the Snack Bar Operator classification specification in advance of recruitment.

A classification review determined that the scope of the position was not originally recognized when the classification was established. The revision and retitle are recommended to accurately reflect the position's responsibilities and establish a logical career progression within the food service classification series

III. Rationale and Justification

Classification Revision and Retitle

The classification specification, as originally written, focused narrowly on snack bar operations and did not accurately reflect the full scope of the role, specifically, the greater menu complexity at the high school level. Following COVID-19, the elimination of the snack bar function left the lead direction of the entire high school food service operation as the sole function of the role.

A comparative review of the Snack Bar Operator and Food Service Manager I classifications, conducted through incumbent interviews and supervisory review, confirmed that both classifications perform comparable core food service management duties. The Snack Bar Operator is distinguished by greater menu complexity, USDA compliance requirements, and higher daily meal volume at the high school level.

EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

External Market Analysis

District	Classification	Monthly Salary Range	Annualized Equivalent
Long Beach	Nutrition Services Supervisor III	\$5,477.73 - \$6,432.48	\$65,732.76 - \$77,189.76
Paramount	Nutrition Services Manager - HS	\$4,892.00 - \$6,265.00	\$58,704.00 - \$75,180.00
Bellflower	Food Service Manager II	\$4,420.17 - \$5,377.89	\$53,042.04 - \$64,534.68
ABC	Cafeteria Manager II	\$4,249.98 - \$5,208.02	\$50,999.76 - \$62,496.24
	Market Median	\$4,892.00- \$6,265.00	\$58,704.00 – \$75,180.00

Proposed Bellflower USD Range: Food Service Manager II - Range W-005 (\$4,420.16 - \$5,378.00 monthly/ \$53,042.04 - \$64,534.68 annually)

The proposed salary range supports regional market alignment, with the maximum step positioned 16.50% below the market median maximum salary for comparable high school food service manager positions.

Internal Alignment

Range Code	Classification	Monthly Salary Range	Annualized Equivalent
K-095	Food Service Supervisor II	\$4,668.80 - \$5,732.15	\$56,025.60 - \$68,785.80
W-005	Food Service Manager II	\$4,420.17 - \$5,377.89	\$53,042.04 - \$64,534.68
F-005	Food Service Manager I	\$3,807.58 - \$4,631.31	\$45,690.96 - \$55,575.72
F-010	Food Service Asst III	\$3,709.82 - \$4,507.71	\$44,517.84 - \$54,092.52
F-015	Food Service Asst II	\$3,197.50 - \$3,884.71	\$38,370.00 - \$46,616.52

Internal Range Positioning: The recommended salary range for Food Service Manager II is positioned below higher-level food service classifications with broader districtwide, supervisory, or operational responsibilities, and above Food Service Manager I and food service support classifications. This placement reflects the distinction between high school and elementary school food service managers and support-level food service roles.

Salary Progression and Promotional Spacing: The Food Service Manager II maximum step is 16.12% above Food Service Manager I and remains below the Food Service Supervisor II classification assigned to central kitchen operations, preserving appropriate promotional spacing and the higher-level placement of central kitchen supervisory responsibilities.

Salary Reallocation:

The proposed reallocation from Range F-005 (\$3,807.58–\$4,631.31) to Range W-005 (\$4,420.17–\$5,378.00) is supported by internal equity analysis, whole-job comparison, and external compensation benchmarking. The review determined that the position's expanded scope, complexity, and lead responsibilities warrant placement above Food Service Manager I at Range W-005.

IV. FISCAL IMPACT

Fiscal Impact: The proposed reallocation from Range F-005 to Range W-005 results in an estimated annual salary increase of \$8,960.28 at maximum step placement.

V. ATTACHMENTS

Attachment 1: Food Service Manager II Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICE MANAGER II ~~SNACK BAR OPERATOR~~

BASIC FUNCTION:

Under general supervision, coordinates and leads meal production and food service operations at an assigned high school kitchen while ensuring compliance with food safety and sanitation standards. Monitors inventory levels and orders food and supplies to support meal production and service needs, and provides lead direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Food Service Manager II classification is characterized by responsibility for coordinating complex, high-volume food service operations at an assigned secondary school site, including expanded menu offerings, increased meal production demands, inventory control, operational recordkeeping, and lead direction of assigned staff. It is distinguished from the Food Service Manager I classification by the greater scope and complexity of food service operations, staffing coordination, inventory management, and meal service activities.

The Food Service Manager I classification is further distinguished from Food Service Assistant roles by responsibility for operational coordination, including inventory control and ordering; recordkeeping, workflow coordination, and staff training. Whereas Food Service Assistants perform food preparation, serving, cleaning, and food storage duties under assigned direction.

~~Under the direction of the Food Service Supervisor II, coordinate and oversee the operation of the snack bar a la carte area of an assigned high school kitchen; maintain food service facilities in a sanitary and orderly condition; operate and maintain a computerized cash management system; maintain related records of food and supplies.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned administrator. Provides lead direction to assigned kitchen staff, including training and work direction, but does not exercise supervisory responsibility, including responsibility for performance evaluations, disciplinary action, or personnel decisions.

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

~~REPRESENTATIVE DUTIES:~~

- Coordinates and oversees food production and service operations at an assigned high school kitchen, including meal preparation and service, receiving and storage, inventory control, point-of-sale operations, dishwashing, and cleaning and sanitation activities.
- Participates in meal preparation and service activities in accordance with standardized recipes, production records, portion requirements, and established menus.

- Monitors food quality, appearance, temperature, and serving standards to ensure compliance with nutritional and food safety requirements.
 - Provides lead direction and training to assigned food service staff; assigns, coordinates, and reviews workflow and staff assignments; prepares work schedules; and provides input regarding staff performance and corrective action.
 - Operates a variety of cafeteria and kitchen equipment, including ovens, warmers, slicers, dishwashing equipment, carts, point-of-sale systems, and standard office equipment.
 - Ensures proper cleaning, sanitation, maintenance, and safe food handling practices in compliance with HACCP procedures, health regulations, and District safety standards.
 - Monitors inventory levels; estimates food and supply needs; orders, receives, inspects, and stores food and supplies in accordance with established food safety and inventory control procedures.
 - Maintains records and prepares reports for payroll, attendance, meal counts, menus, inventory, bank deposits, equipment logs, and daily food service operations.
 - Performs cashiering duties including operating a computerized cash management system, verifying cash receipts, and preparing bank deposits.
 - Reviews and monitors student meal eligibility and meal account activity in accordance with CEP, Universal Meals requirements, Nutrition Services Department policies and procedures, and confidentiality requirements.
 - Attends meetings and trainings related to food service operations, nutrition compliance, safety, and assigned activities.
 - Performs related duties as assigned.
-
- ~~Coordinate and oversee the operation of the snack bar a la carte area of an assigned high school kitchen; assure proper cleanliness and maintenance of equipment and supplies used in the operation of the snack bar a la carte area; assure compliance with safety and sanitation regulations. E¶¶~~
 - ~~Prepare snack bar and fast food items in onsite kitchen, and serves student at overcounter location; oversee quality and quantity of food served according to established procedures. E¶¶~~
 - ~~Prepare and maintain a variety of reports and records including inventory, payroll, requisitions, and production worksheets for accounting purposes. E¶¶~~
 - ~~Perform cashiering duties; operate a computerized cash management system; assure accuracy of cash receipts; prepare and make bank deposits. E¶¶~~
 - ~~Estimate and order food and supplies needed for operation from retail food service vendors; stock food supplies; maintain records of food, supplies and equipment E¶¶~~
 - ~~Assign work to snack bar staff and student workers in accordance with established guidelines; train assigned workers in the proper performance of assigned tasks and standards of sanitation and safety. E¶¶~~
 - ~~Operate a variety of equipment and machines used in a school cafeteria; arrange for maintenance and repairs of food service equipment as needed. E¶¶~~
 - ~~Participate in monthly manager meetings; attend professional development work shops and classes relating to food service as assigned.¶¶~~
 - ~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods for preparing and serving food in large quantities
- Sanitation, safety, and food handling practices related to school nutrition operations
- Operation and care of commercial kitchen equipment, utensils, and appliances
- Standard office equipment and point-of-sale, inventory, and nutrition management systems
- Methods of estimating and ordering food and supplies for quantity meal production
- Recordkeeping and report preparation techniques
- Principles and practices of lead direction and staff training
- Interpersonal skills using tact, patience, and courtesy
- School nutrition regulations, including USDA meal patterns, California Universal Meals requirements, and National School Meal Program standards

Ability to:

- Prepare and serve food in accordance with health, sanitation, and safety requirements.
- Coordinate high-volume meal production and multiple meal service periods.
- Estimate food quantities and requisition proper amounts for economical food service.
- Provide lead direction, training, and work assignments to assigned staff.
- Apply and explain District policies and program procedures related to nutrition programs.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently and meet schedules and timelines with minimal supervision.
- Understand and follow oral and written instructions.
- Maintain accurate records and prepare reports.
- Model communication and interaction that reflects respect for diversity, equity, inclusion, and the unique backgrounds, identities, abilities, languages, and cultures of all individuals.

MINIMUM REQUIREMENTS

Experience:

Four (4) years of increasingly responsible experience in quantity food preparation, including experience providing training or lead direction to staff.

Education:

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

- ~~Sanitation practices related to handling and serving food.¶~~
- ~~Math and cashiering skills.¶~~
- ~~Record keeping techniques.¶~~
- ~~Operation of food service equipment and computerized cash management system.¶~~
- ~~Operations of a secondary a la carte facility.¶~~
- ~~Operation of standard office equipment.¶~~

- ~~Departmental inventory and ordering requirements.~~
- ~~Rules and regulations pertaining to health and safety in the cafeteria.~~
- ~~Interpersonal skills using tact, patience and courtesy.~~
- ~~Principles of training and providing work direction.~~

~~ABILITY TO:~~

- ~~Coordinate and oversee food service activities at an assigned facility.~~
- ~~Operate standard kitchen equipment safely and efficiently.~~
- ~~Assure compliance with health and sanitation requirements.~~
- ~~Maintain food service equipment and areas in a clean and sanitary condition.~~
- ~~Operate a cash register and make changes accurately.~~
- ~~Establish and maintain cooperative and effective working relationships with others.~~
- ~~Communicate effectively both orally and in writing.~~
- ~~Train and provide work direction to others.~~
- ~~Operate a computer.~~
- ~~Interpret, apply and explain policies, procedures, rules and regulations.~~
- ~~Maintain records and prepare reports.~~
- ~~Meet schedules and time lines.~~
- ~~Understand and follow written or oral directions.~~

~~EDUCATION AND EXPERIENCE:~~

~~Any combination equivalent to: graduation from high school and three years experience in the operation of school cafeterias and preparing and serving food.~~

~~LICENSES AND OTHER REQUIREMENTS:~~

- ~~Incumbents may be required to possess a Valid California driver's license, and a driving record acceptable to the District for insurance purposes.~~
- ~~Valid Food Handler Certification.~~

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

WORKING CONDITIONS:

- Indoor kitchen and cafeteria environment.
- Heat from ovens, warmers, steam tables, and other kitchen equipment.
- Cold temperatures from walk-in refrigerators and freezers.
- Sharp objects, including knives, slicers, and other kitchen equipment.
- Cleaning chemicals, sanitizing agents, odors, noise, moisture, and slippery surfaces.
- Frequent movement throughout kitchen, serving, dishwashing, storage, and receiving areas.

PHYSICAL DEMANDS:

- Standing for extended periods.

- Lifting, carrying, pushing, and pulling moderately heavy objects weighing up to 25 pounds, and with assistance up to approximately 50 pounds.
- Using hands and fingers to operate kitchen equipment, point-of-sale systems, and standard office equipment.
- Reaching overhead, above shoulders, and horizontally.
- Bending, stooping, kneeling, crouching, and twisting.
- Hearing and speaking to exchange information in person and by telephone.

Additional Requirements/Information:

Food Safety Manager's Certificate (ServSafe or equivalent) must be obtained within 60 days.

WORKING CONDITIONS:

ENVIRONMENT:

- ~~Kitchen or snack bar environment.~~

PHYSICAL DEMANDS:

- ~~Standing for extended periods of time.~~
- ~~Lifting and carrying moderately heavy objects.~~
- ~~Pushing or pulling snack bar carts.~~
- ~~Walking.~~
- ~~Reaching overhead and above shoulders.~~
- ~~Dexterity of hands and fingers to operate food service equipment, cash registers and a computer.~~
- ~~Seeing to perform cashiering duties.~~
- ~~Stooping, kneeling or crouching and bending at the waist.~~
- ~~Hearing and speaking to exchange information.~~

HAZARDS:

- ~~Working with knives, slicers or other sharp objects.~~
- ~~Heat from ovens.~~

June 1999

Ewing & Company

Revised: June 9, 2026