

BELLFLOWER UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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

**July 21, 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 June 9, 2026

8. ACTION ITEM:

Approval of Minutes, Special Meeting of June 23, 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:

Approval of Classification Specification Revision and Retitle for Personnel Technician

12. ACTION ITEM:

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

13. ACTION ITEM:

Approval of Retitling of Classes: Personnel Series to Human Resources Series

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.)

- 14. ACTION ITEM:**
Approval for Revision of Classification Specification: Accounting Manager
- 15. ACTION ITEM:**
Request for Adjustment to Salary Range for Career Technician
- 16. ACTION ITEM:**
Approval for Revision of Classification Specification: Food Service Manager I
- 17. ACTION ITEM:**
Request for Creation of Food Service Utility Worker Classification
- 18. ACTION ITEM:**
Request for Creation of Interpreter/Translator (Spanish) Classification
- 19. ACTION ITEM:**
Approval for Revision of Classification Specification: Dispatcher/Scheduler
- 20. ACTION ITEM:**
Approval of Classification Specification Revision and Retitle for Plumber/HVAC Mechanic
- 21. INFORMATION ITEM:**
Title References in the Personnel Commission Rules and Regulations
- 22. INFORMATION ITEM:**
Report of Completed Position Classification Studies – No Reclassification Recommended
- 23. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION**
- 24. CLOSED SESSION**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
PURSUANT TO GOVERNMENT CODE 54957(b)(1)
EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION
- 25. ADJOURNMENT OF MEETING**

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING JUNE 9, 2026

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Sue Berhow at 5:06 p.m. and the Flag Salute was led by Vice Chairperson Marisa Perez.

ROLL CALL

MEMBERS PRESENT: Sue Berhow, Chairperson
Marisa Perez, Vice Chairperson

MEMBER ABSENT: 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 June 9, 2026.

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

Roll Call Vote: Yes: 2
No: 0

The motion carried.

CLOSED SESSION

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

The Personnel Commission adjourned to closed session at 5:07p.m. with no further action taken and reconvened to open session at 5:55 p.m.

COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

Ms. Perez congratulated all the students that graduated this year.

Mrs. Berhow thanked CSEA for the delicious lunch they hosted for classified employees week this past month.

PUBLIC COMMENT

None

ITEMS FOR ACTION

8. Approval of Minutes, Regular Meeting of May 12, 2026

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

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

Roll Call Vote: Yes: 2
No: 0

The motion carried.

9. 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: Mrs. Sue Berhow

Roll Call Vote: Yes: 2
No: 0

The motion carried.

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

The Personnel Commission took action to table the item to the next commission meeting scheduled in July.

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

Roll Call Vote: Yes: 2
No: 0

The motion carried.

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

The Personnel Commission took action to approve the amendment to May 12, 2026 Action for Supervision Assistant Salary Range Adjustment, effective June 9, 2026.

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

Roll Call Vote: Yes: 2
 No: 0

The motion carried.

12. Approval of Classification Specification Revision and Retitle for Personnel Technician

The Personnel Commission took action to table the item to the next commission meeting scheduled in July.

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

Roll Call Vote: Yes: 2
 No: 0

The motion carried.

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

The Personnel Commission took action to table the item to the next commission meeting scheduled in July.

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

Roll Call Vote: Yes: 2
 No: 0

The motion carried.

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

Dr. Olmos thanked CSEA for inviting him to the lunch they hosted for classified employees week this past month and said he enjoyed attending.

The Personnel Commission adjourned at 6:03 p.m.

15. ADJOURNMENT

THE JUNE 9, 2026, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 6:03 P.M.

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

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE SPECIAL MEETING JUNE 23, 2026

CALL TO ORDER IN PUBLIC SESSION

The special meeting was called to order by Chairperson Sue Berhow at 6:01 p.m.

ROLL CALL

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

STAFF PRESENT: Dr. Ryan Smith, Deputy Superintendent

PUBLIC COMMENT

None

CLOSED SESSION

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

The Personnel Commission adjourned to closed session at 6:02p.m. with no further action taken and reconvened to open session at 6:38 p.m.

ADJOURNMENT

THE JUNE 23, 2026, SPECIAL MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 6:38 p.m.

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

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 9

Date: July 21, 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>
School Financial Technician	06/18/2026	OP/PR	6	6	69	148
Speech/Language Pathology Assistant (merged)	07/07/2026	OP	6	7	35	42
Electronic Repair Technician	07/15/2026	OP	4	4	50	88

OP-Open
PR-Promotional

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 10

Date: July 21, 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 August 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 agendaized 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 upward reclassification for a minimum of three (3) years per Personnel Commission Rule 30.300.3(B), which exceeds the two-year statutory minimum under Education Code § 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 A: Position Classification Study Report

BELLFLOWER UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

FINAL POSITION CLASSIFICATION STUDY REPORT

I. EXECUTIVE SUMMARY

The Personnel Commission was asked to study the Caring Connections coordinator position at Las Flores Home Education Independent Study Academy, currently classified as Community Services Worker, for potential reclassification to a new job classification, and to determine the status of incumbent Socorro Melgarejo — who has approximately eight years of continuous service satisfying the threshold under Education Code § 45285(a) — in the reclassified position. Requested by Deputy Superintendent Dr. Ryan Smith, the study found that 73% of the position's duties involve program coordination, training, and agency partnership management not described in the current class specification, with only 5% involving direct family services — a shift that occurred gradually through LCAP expansion, growing training responsibilities, and the addition of fiscal authority as Executive Board Treasurer. The estimated net annual cost increase is approximately \$10,312 at the maximum salary step.

II. RECOMMENDATION

It is recommended that the position of Community Services Worker be reclassified to Community Services Worker – Lead. The current salary range is \$3,917.36 – \$4,752.21 per month; the proposed salary range is \$4,426.62 – \$5,370.00 per month and will be presented for Personnel Commission adoption.. The position is designated Non-Exempt under the Fair Labor Standards Act.

This reclassification is based on the gradual accretion of duties and responsibilities over time, and 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 reclassification shall be effective **the first day of the month following final Personnel Commission approval**, pursuant to Bellflower PC Rule 30.300.2.

It is further recommended that the Personnel Commission determine the incumbent's status in the reclassified position in accordance with **Education Code § 45285 and applicable Personnel Commission rules**, based on the evidence of gradual accretion of duties and the incumbent's approximately eight years of continuous service in the position.

III. BACKGROUND

The study was requested by the Deputy Superintendent Dr. Ryan Smith. The Caring Connections program was established to coordinate family and student support services across the District. The program 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. Prior to the current incumbent, the role was held by Renette Venegas under the same classification. Socorro Melgarejo entered the position through a seniority process in 2017–2018. No reclassification review was conducted at that time or previously.

In 2018, Caring Connections expanded to all 17 District school sites pursuant to LCAP commitments. The scope of the district-level role increased materially as a result. The classification has not been reviewed since.

IV. FACT FINDING

In-person interviews were conducted with incumbent Socorro Melgarejo on February 4, 2026, and with Program Administrator Tia Ewing on February 5, 2026. A Duty Time Allocation Form was completed by the incumbent on March 24, 2026, and confirmed accurate by the supervising administrator on April 14, 2026. The current Community Services Worker class specification (June 1999) was also reviewed.

V. ANALYSIS

A. Duty Breakdown

Duties are categorized below with assigned criticality, frequency, and percentage of job (POJ). Allocation confirmed by supervisor.

Duty / Function	Description	Criticality	Frequency	POJ
Program & Resource Coordination	Agency relations; collaborative meeting coordination; fundraising; program management and event coordination	Essential	Daily / Weekly	49%
Training & Team Support	New hire onboarding; monthly team training; day-to-day technical guidance to site CSWs; hiring panel participation	Essential	Weekly / Monthly	24%
Data, Reporting & Administration	District-wide referral log aggregation and trend analysis; Executive Board Treasurer duties; general administrative tasks	Essential	Monthly	20%
Direct Family / Site Services	Backup coverage at vacant sites; referral processing; family intake interviews	Incidental	As Needed	5%
Other	Community events — informational booth participation	Marginal	Occasional	2%
TOTAL				100%

B. Change in Duties

When Socorro was a site-based Community Services Worker, nearly all of her time was spent working directly with families: intake interviews, referrals, and case management. That work now represents only 5% of her position. In its place, 73% of her time is devoted to coordinating the Caring Connections program district-wide, training and supporting site-based staff, and managing community agency partnerships, duties that did not exist in her original role and are not described in the Community Services Worker class specification.

C. Timeline

- Pre-2017: District-level Caring Connections coordinator role occupied by prior incumbent (Renette Venegas) under the Community Services Worker title. Duties include program coordination, CSW

training, and community agency relations — none of which appear in the CSW class specification.

[Duty scope: above CSW baseline from inception]

- 2017–2018: Socorro Melgarejo assumes the role via seniority process following Renette Venegas' departure. She performs the same coordination, training, and agency relations duties. Classification remains Community Services Worker — unchanged. **[Duty scope: unchanged from prior occupant — above CSW baseline]**
- 2018: LCAP commitments drive expansion of Caring Connections to all 17 District school sites. The district-level role grows materially: Socorro now trains and onboards every new CSW hired across the District, facilitates monthly team meetings for all site staff, and aggregates referral data from 17 sites. **[Duty scope: expands — district-wide training and data functions added]**
- 2019–2022 (approx.): Annual fundraising programs established and managed by the position (holiday wreath fundraiser, year-end raffle, Skechers shopping event). District-wide community resource directory built and continuously maintained. Position begins serving on the Caring Connections Executive Board. **[Duty scope: expands further — program development and resource management functions added]**
- ~2020–Present: Socorro elected Treasurer of the Caring Connections Executive Board. Assumes voting authority on program expenditures, manages fundraising proceeds, and processes deposits. **[Duty scope: expands further — fiscal authority added]**
- 2026: Formal position study conducted. Duty time allocation confirmed by incumbent and supervisor: 73% of position time involves duties outside the CSW class specification; 5% involves direct family services. **[Duty scope at study date: 73% above CSW baseline — 5% within CSW baseline]**

D. Classification Comparison

Both the Community Services Worker and the Community Services Worker – Lead classifications involve coordinating student and family support services within the Caring Connections program under the direction of the Program Administrator.

However, **the Community Services Worker classification describes a single-site, direct-service role** providing case management and referral services to individual students and families. The **Community Services Worker – Lead classification describes a district-wide program coordination role** providing lead direction to site-based staff, managing external agency partnerships, developing and delivering training, and maintaining fiscal and data reporting responsibilities across 17 school sites. The differences in scope, level, and function place the position outside the boundaries of the CSW classification.

Factor	Community Services Worker	Community Services Worker – Lead
Scope	Single school site	District-wide — 17 school sites
Primary client	Individual families	Site-based CSW team and agency network
Decision-making	Follows referral procedures	Determines program/resource eligibility
Training	Receives training	Develops and delivers training
Fiscal duty	None	Executive Board Treasurer; voting authority
Lead function	None	Lead direction to all site CSWs
POJ — direct family services	~100%	5% (backup only)

Factor	Community Services Worker	Community Services Worker – Lead
POJ — coordination / training	0%	Approx - 73%

E. Alignment Statement

The duties, scope, and level of the position align with the proposed Community Services Worker – Lead classification. The position operates at the program level across 17 school sites, exercises independent judgment in resource and program decisions, provides lead direction to classified staff, and carries fiscal responsibility — functions consistent with the proposed classification and not present in the existing Community Services Worker class specification.

VI. CONCLUSION

Reclassification of the position from Community Services Worker to Community Services Worker – Lead is warranted based on the preponderance of the evidence. The position's function (program coordination, training, and agency partnership management), level (lead direction, independent judgment, fiscal authority), and scope (district-wide, 17 school sites) exceed the boundaries of the current classification and align with the proposed classification.

VII. 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 upward reclassification for a minimum of three (3) years per Personnel Commission Rule 30.300.3(B), which exceeds the two-year statutory minimum under Education Code § 45285(c).

VIII. FISCAL IMPACT

The reclassification of this position from Community Services Worker to Community Services Worker – Lead 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.

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:

July 21, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 11

Date: July 21, 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

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 July 21, 2026 for the revision and retitle.

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.

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

Proposed for Revision:

July 21, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 12

Date: July 21, 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 July 21, 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

Proposed for Revision:
July, 21, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 13

Date: July 21, 2026

To: Members of the Personnel Commission

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

Subject: Approval of Retitling of Classes: Personnel Series to Human Resources Series

I. RECOMMENDATION

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

1. Personnel Analyst to Human Resources Analyst
2. Personnel Assistant to Human Resources Assistant

II. BACKGROUND

The current class titles use the term "Personnel," a designation that predates the profession's widespread adoption of "Human Resources" as the standard departmental identifier. The proposed updates align the listed titles with the District's current department name, with the terminology used across all recruitment announcements, applicant-facing materials, and peer agency classifications,

This is a title-only update. There are no changes to duties, minimum qualifications, salary range, classification level, bargaining-unit status, incumbent status, seniority, step placement, or eligibility list standing.

The affected classes will remain the same classifications under updated titles. The Personnel Technician classification is addressed separately as part of the Human Resources Technician agenda item.

III. FISCAL IMPACT

None.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 14

Date: July 21, 2026
To: Members of the Personnel Commission
From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission
Subject: Approval for Revision of Classification Specification: Accounting Manager

Recommendation(s)

- Approve the revised classification specification for Accounting Manager, effective July 21, 2026.

Background

The Director of Fiscal Services requested an update to the Accounting Manager classification specification in advance of recruitment. Staff estimates the classification specification predates 2000 and has not been updated since. A revision is recommended to clarify scope and align with Personnel Commission standards.

Summary of Key Revisions

- Updates Basic Function to reflect managerial oversight of accounting, payroll, and benefits operations
- Adds Distinguishing Characteristics to differentiate from Director of Fiscal Services, Purchasing Manager, and non-managerial Accounting/Payroll classifications
- Defines managerial authority in directing accounting operations, developing policies, and supervising staff
- Expands duties to reflect current fund/reporting structures and removes outdated references.
- Updates Knowledge/Abilities to include grant compliance, internal controls, and employment law.
- Updates Education Qualification from Associate's to a Bachelor's degree in Accounting, Finance, or related field. Removes the education-substitution provision allowing experience-for-college-unit equivalency.
- Adds Working Conditions and Physical Demands section

For Reference: Salary range K-076: \$ 8,289.36 - \$10,176.38 monthly

Attachments

Attachment 1: Accounting Manager Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING MANAGER

BASIC FUNCTION

Under administrative direction, provides management and oversight of District accounting, payroll, and benefits operations and ensures compliance with state, federal, and local laws and regulations; provides leadership and supervision to assigned staff.

DEFINITION ¶

~~Under administrative direction, to assist in the operation of the school district's central accounting activities; to perform complex and difficult accounting work involved in keeping and reviewing financial and statistical records; and to do related work as required. This is a management position.~~

DISTINGUISHING CHARACTERISTICS

The Accounting Manager classification is characterized by managerial responsibility for the District's accounting, financial reporting, payroll, and benefits functions, including development of related policies and procedures, supervision of professional and technical staff, oversight of compliance with applicable laws and reporting requirements, and budget administration for assigned operations.

It is distinguished from the Director of Fiscal Services, who holds broad administrative authority over the entire fiscal services department — including accounting, purchasing, and warehouse operations and provides strategic direction for District-wide financial functions.

It is distinguished from the lateral Purchasing Manager classification, who oversees warehouse operations and District-wide purchasing activities, including procurement of supplies, materials, and equipment, while the Accounting Manager focuses on management of District funds, financial reporting, payroll, and benefits administration.

It is also distinguished from Accounting and Payroll classifications, which perform the work without exercising managerial authority.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Fiscal Services. Exercises supervisory responsibility for assigned staff, including hiring recommendations, performance evaluations, training, scheduling, and performance management .

~~SUPERVISION The person in this classification is supervised by the Assistant Superintendent of Business Services/Facilities Management and has supervision control over accounting personnel.~~

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

~~EXAMPLES OF DUTIES~~

- Plans, directs, and oversees the daily operations of the District's accounting, financial reporting, payroll, and benefits functions, including establishing priorities, assigning work, and setting performance standards to ensure accuracy, regulatory compliance, and timely service delivery.
- Maintains district accounts and financial records in compliance with Generally Accepted Accounting Principles (GAAP), the California School Accounting Manual (CSAM), and Governmental Accounting Standards Board (GASB) requirements; implements procedures to ensure effective internal controls and regulatory compliance.
- Oversees completion and accuracy of district financial statements, including unaudited actuals, revenue and expense reports, and cash flow projections; prepares and presents financial reports to administration and the Board of Education as needed.
- Coordinates and manages month-end and year-end closing activities and deadlines to ensure timely and accurate financial reporting; reviews and approves general ledger and subsidiary ledger reconciliations, journal entries, supporting schedules, and related accounting transactions.
- Oversees reconciliation of District funds and accounts, including general and special revenue funds; revolving funds; clearing and fringe benefit accounts; and other related accounts; prepares analyses and reports to support accurate financial reporting and cost allocation.
- Oversees accounts payable, accounts receivable, purchase order payment processes, and cash receipt processes; monitors and audits Associated Student Body (ASB) and other student activity funds to ensure compliance with District policies and internal controls.
- Oversees tracking and reconciliation of grant expenditures and reimbursements for state and federally funded programs to ensure compliance with applicable requirements and support cash flow planning.
- Reviews and monitors departmental budgets; analyzes variances and expenditure trends; approves budget transfers; and manages District cash flow activities.
- Coordinates and oversees the preparation and submission of State and Federal local tax reports, payroll, retirement and regulatory reports, including SACS reports, CalSTRS and CalPERS reporting, environmental compliance filings, and other required reports.
- Coordinates with external auditors during the annual audit process; responds to audit findings, management recommendations, and inquiries from County, State, Federal, and other regulatory agencies.
- Manages employee health and dental insurance accounting functions, payroll clearing fund activities, and related financial processes in accordance with collective bargaining agreements, District policies, and applicable regulations.
- Plans, assigns, evaluates, and supervises the work of assigned staff; provides training and professional development opportunities; interviews and selects employees; and recommends disciplinary actions.

- **Liaises** with District administrators, staff, outside agencies, and vendors to coordinate activities, resolve issues, and exchange information; responds to escalations and inquiries from internal and external stakeholders, including State and Federal agencies.
- **Maintains current knowledge of governmental accounting standards, regulatory requirements, and best practices in school district fiscal operations through participation in professional organizations, training, and conferences.**
- Performs related duties as assigned.
- ~~Reviews and directs all reports leaving the accounting department; directs deposit of cash receipts;¶~~
- ~~Directs and corrects daily activity and error accounts;¶~~
- ~~Manages the payroll clearing fund;¶~~
- ~~Coordinates and prepares monthly and quarterly tax reports;¶~~
- ~~Conducts internal audits, signs, and submits State and Federal reports for the cafeteria fund;¶~~
- ~~Coordinates State and Federal withholding tax, State sales tax, fuel tax, and State unemployment tax payments and reports and hazardous waste disposal reports;¶~~
- ~~Reconciles fringe benefit accounts for the general, categorical projects, child development, cafeteria, adult education, building, and deferred maintenance funds;¶~~
- ~~Directs cash flow;¶~~
- ~~Directs revolving cash;¶~~
- ~~Audits elementary and secondary ASB funds;¶~~
- ~~Manages accounts payable functions for "B" warrants, revolving cash, and purchase orders;¶~~
- ~~Manages the employee health and dental insurance program through additions, deletions, open enrollment periods, payroll entries, reports, trouble shooting, and early retirees;¶~~
- ~~Reconciles checking accounts for revolving cash, cafeteria, scholarship, and student body funds and reconciles clearing accounts for the general fund, payroll fund, child development fund, and adult education fund;¶~~
- ~~Coordinates the external audit of the district's general, adult education, child development, building, deferred maintenance, self insurance funds, special projects, workers compensation and transportation equipment funds;¶~~
- ~~Responds to the county, State, and Board of Education as a result of audit exceptions or management recommendations;¶~~
- ~~Prepares and manages energy reports;¶~~
- ~~Processes work orders, stock requisitions, print orders, and gasoline usage;¶~~
- ~~Conducts a monthly internal audit of the cafeteria fund including daily, monthly, and quarterly receipts, invoices, payables, general ledger postings, and financial statements;¶~~
- ~~Prepares reports and conducts analyses for fringe benefits for employees and retirees as directed; and¶~~
- ~~Under direction, may supervise fiscal services personnel.~~

KNOWLEDGE AND ABILITIES:

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, procedures, and practices of accounting, including fund accounting, budgeting, fiscal control, and financial reporting
- Preparation of financial statements, audit schedules, and comprehensive accounting reports
- Budget development, monitoring, and variance analysis techniques
- Payroll accounting systems, tax reporting requirements, and employee benefits administration
- Grant accounting and compliance requirements for state and federally funded programs
- Financial and statistical record-keeping techniques and internal control systems
- Principles and practices of governmental auditing, including audit preparation, response to audit findings, and implementation of corrective actions
- Principles and practices of supervision, staff development, and performance management
- Modern office practices, procedures, and accounting software systems, financial management information systems, and standard office productivity tools
- California School Accounting Manual (CSAM), Standardized Account Code Structure (SACS), Generally Accepted Accounting Principles (GAAP), and applicable Governmental Accounting Standards Board (GASB) pronouncements
- Applicable federal, state, and local laws, codes, rules, regulations, and reporting requirements governing school district fiscal operations, including payroll tax reporting, CalSTRS and CalPERS reporting and compliance, Sales and Use Tax filings, and other regulatory compliance requirements
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements
- Principles of accounting;¶
- Modern methods, practices, and terminology of budget and fiscal procedures;¶
- The organization and operation of a financial records management department;¶
- Principles, methods, and techniques of personnel supervision, motivation, and training; and¶
- Modern office practices, procedures, and machines.

Ability to:

- Plan, organize, and manage accounting, payroll, benefits, and financial reporting activities.
- Develop and implement accounting and financial policies, procedures, and internal controls
- Supervise, assign, review, and evaluate the performance of assigned staff.
- Analyze, interpret, and prepare complex financial statements, forecasts, and reports
- Prepare and present complex financial information and recommendations to District administration, the Board of Education, and external stakeholders.
- Identify problems, evaluate alternatives, and implement effective solutions.
- Interpret, apply, and explain applicable laws, codes, rules, and regulations.
- Utilize accounting software, financial management systems, and standard office applications.

- Resolve conflicts and handle sensitive situations with discretion and professionalism.
- Collaborate effectively with school administrators, staff, and external agencies.
- Work independently while effectively managing competing priorities.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.
- ~~Analyze, interpret, and prepare financial statements and reports;¶¶~~
- ~~Apply and adapt established methods to a variety of accounting transactions and problems;¶¶~~
- ~~Learn and apply policies, regulations, and legal mandates; operate a computer terminal and read and interpret EDP printouts;¶¶~~
- ~~Plan and carry out work without supervision;¶¶~~
- ~~Understand and communicate effectively in oral and written form; evaluate and supervise fiscal services personnel; and¶¶~~
- ~~Establish and maintain effective working relationships.~~

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

Experience: Four (4) years of **professional** accounting experience, including one (1) year of experience providing lead direction to staff. Experience in a K-12 school district educational setting is preferred.

Education: Bachelor's degree in Accounting, Finance, Business Administration, **or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation.**

Education: ¶¶

- ~~Requires the equivalent to an Associate of Arts degree with an emphasis in accounting to include units in direct job related courses (preference will be given to applicants with a Baccalaureate degree in accounting/business administration with 24 upper division units in accounting and business administration. ¶¶~~

AND ¶¶

Experience: ¶¶

- ~~Four years of responsible experience in accounting: two years of experience may be substituted for one year of college, not to exceed four years of experience. College units in progress at the time of employment, if qualifying, must be completed with a passing grade within four months of the establishment of the list of eligibles. OR Twelve units of upper division accounting intermediate cost and auditing must be completed within three years of appointment to the position unless the candidate has completed the Baccalaureate degree. ¶¶~~

Other: ¶¶

- ~~Preference will be given to applicants with prior school district or public agency experience. ¶¶~~
- ~~A valid California driver's license and insurability by the district's carrier must be maintained at all times.~~

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

WORKING CONDITIONS

~~**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.
- Continuous contact with district administrators, school site staff, external auditors, and representatives from county and state agencies.
- Operates standard office equipment, including computers, printers, and scanners
- Regular exposure to and handling of sensitive, privileged, and highly confidential financial 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 consult with staff or retrieve files.
- 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 clearly enough to exchange information in person, lead meetings, explain complex financial data, and converse on the telephone.
- Occasional bending at the waist, kneeling, or reaching to access file cabinets and retrieve financial records.
- Lift and carry office materials weighing up to ten (10) pounds without assistance.

Additional Requirements/Information:

Ability to obtain transportation between job sites is required; travel may include District school sites, county and state agency offices, and off-site conferences and workshops.

Proposed for Revision: July 21, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 15

Date: July 21, 2026

To: Members of the Personnel Commission

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

Subject: Request for Adjustment to Salary Range for Career Technician

I. RECOMMENDATION(S)

- Convert Salary Range I-005 (Career Technician) from a flat rate: \$29.79 hourly / \$5,163.60 monthly to a multi-step Salary Range Z-002 (*final salary code to be determined*): \$29.84 – \$36.27 hourly / \$5,171.97 – \$6,286.29 monthly.
 - Establish an effective date of July 21, 2026 for the salary range adjustment.
-

II. BACKGROUND

During an internal review, staff identified that the Career Technician classification is compensated at a fixed rate. Fixed-rate compensation is reserved for temporary, substitute, and unclassified roles.

A revision to the Career Technician's salary range is recommended to comply with district compensation practices for permanent classifications and support internal equity.

III. RATIONALE AND JUSTIFICATION

Compensation Structure for Permanent Classifications: Fixed rates are more appropriately applied to temporary or limited-term assignments. The Career Technician role is ongoing and permanent (incumbents since 2022 and 2025), 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
Long Beach	College and Career Specialist	\$6,622.44 - \$7,777.24	\$79,469.28 - \$93,326.88
Compton	College and Career Specialist	\$5,380.03 - \$6,539.46	\$64,560.36 - \$78,473.52
Bellflower	Career Technician	\$5,171.97 - \$6,286.29	\$62,063.64 - \$75,435.48
Downey	College and Career Technician	\$5,126.00 - \$6,229.00	\$61,512.00 - \$74,748.00
Whittier Union HS	College & Career Advising Specialist	\$4,497.51 - \$6,223.95	\$53,970.12 - \$74,687.40
ABC Unified	College/Career Center Assistant	\$4,179.71 - \$5,088.74	\$50,156.52 - \$61,064.88
Alhambra	Career Education Technician	\$4,076.80 - \$4,955.60	\$48,921.60 - \$59,467.20
Lynwood	College Career Center Technician	\$3,634.00 - \$4,427.00	\$43,608.00 - \$53,124.00

Internal Alignment

Range Code	Classification Title	Monthly Salary Range	Annualized Equivalent
O-005	Employment Training Specialist	\$5,244.08 – \$6,376.88	\$62,928.96 – \$76,522.56
O-005	Guidance Technician	\$5,244.08 – \$6,376.88	\$62,928.96 – \$76,522.56
TBD	Career Technician	\$5,171.97 – \$6,286.29	\$62,063.64 – \$75,435.48
Z-002	Administrative Secretary	\$5,171.97 – \$6,286.29	\$62,063.64 – \$75,435.48
Z-010	Secretary	\$4,600.45 – \$5,596.74	\$55,205.40 – \$67,160.88

Summary of Alignment:

Current Range I-005: \$29.79 hourly / \$5,163.60 monthly

Proposed Adjustment to Range Z-002 (*final salary code to be determined*) : \$22.54 - \$27.41 hourly/ \$3,906.62 - \$4,751.07 monthly

- **Minimum Step:** The new hourly minimum will be \$0.05 higher than the current fixed rate.
- **External Alignment:** Maximum step is approximately 1.00% above the market median for comparable Career Technician classifications.
- **Internal Range Positioning:** The Career Technician classification is placed above the clerical series, reflecting its specialized role supporting post-secondary preparation. It sits nearly laterally to Guidance Technician (1.44% differential) and Administrative Secretary (0%), reflecting similar independence and operational impact.

- **Salary Progression and Promotional Spacing:** The maximum step is 12.32% above lower-level clerical series classifications, and below cabinet-support clerical series classifications, reflecting the Career Technician's mid-tier placement within the clerical/support series based on its specialized responsibilities relative to broader administrative support roles.

V. FISCAL IMPACT

Fiscal impact is to be determined. Following approval, staff will work with the District to determine step placement for the classification's two incumbents. .

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 16

Date: July 21, 2026

To: Members of the Personnel Commission

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

Subject: Approval for Revision of Classification Specification: Food Service Manager I

Recommendation(s)

- Approve the revised classification specification for Food Service Manager I, effective July 21, 2026.
-

Background

The Director of Food Services requested an update to the Food Service Manager I classification specification in advance of recruitment.

Staff identified that the classification specification has not been updated since February 2000. A revision is recommended to reflect to clarify scope and align with Personnel Commission standards.

Summary of Key Revisions

- Updates basic function to reflect responsibility of elementary school and specialized education site kitchens.
- Adds Distinguishing Characteristics section to differentiate from the higher-level Food Service Manager II and lower level Food Assistant classifications.
- Updates knowledge section to include lead direction, staff training, and school nutrition regulations.
- Adds physical demand of lifting, carrying, pushing, and pulling up to 25 pounds without assistance and up to 50 pounds with assistance.

For Reference: Salary range F-005: \$3,807.58 - \$4,631.31 monthly

Attachments

Attachment 1: Food Service Manager I Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICE MANAGER I

BASIC FUNCTION:

Under general supervision, coordinates and leads meal production and food service operations at an assigned elementary school kitchen or specialized education site 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. ~~Under the direction of the Director, Food Services, plan, organize, and participate in the food service operation at an assigned elementary school kitchen or high school satellite kitchen; assure compliance with established safety and sanitation rules and regulations; train, assign duties of assigned personnel.~~

DISTINGUISHING CHARACTERISTICS:

The Food Service Manager I classification is characterized by responsibility for coordinating food service operations at an assigned elementary school kitchen or specialized education site, including meal preparation and service, inventory control, recordkeeping, and providing lead direction to assigned staff. It is distinguished from the Food Service Manager II classification in that the latter coordinates more complex and higher-volume food service operations at a secondary school site, including expanded menu offerings, increased meal production demands, and greater responsibility for coordinating staff, inventory, and food 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.

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:

- Coordinates and oversees food production and service operations at an assigned elementary school kitchen or specialized education site, 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, free and reduced-price meal programs, inventory, bank deposits, equipment logs, and daily food service operations.
- Performs cashing 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.

REPRESENTATIVE/ESSENTIAL DUTIES:¶¶

- ~~Plan, organize, lead and participate in the food service operation at an assigned elementary school kitchen or high school satellite kitchen.¶¶~~
- ~~Assure the preparation, serving and storage of breakfast and lunch foods in accordance with established guidelines and procedures.¶¶~~
- ~~Supervise the preparation and service of meals to students, teachers, and other staff.¶¶~~
- ~~Participate in food serving and preparation of main entrees; assure compliance with serving size requirements.¶¶~~
- ~~Train and provide input the performance of assigned staff; prepare work schedules and assign duties for assigned personnel.¶¶~~
- ~~Provide input on discipline and other personnel related matters as directed by the Director, Food Service.¶¶~~
- ~~Maintain payroll records according to assigned procedures.¶¶~~
- ~~Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.¶¶~~
- ~~Prepare and maintain a variety of reports and records including menus, count sheets, free and reduced lists, inventory, requisitions, payroll daily reports, bank deposits and others.¶¶~~
- ~~Operate a variety of equipment and machines used in a school cafeteria as required.¶¶~~
- ~~Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.¶¶~~

- ~~Estimate and order food, produce and milk quantities, equipment and supplies needed.~~
- ~~Receive and inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods.~~
- ~~Process meal applications and issue meal tickets in accordance with established guidelines and procedures.~~
- ~~Maintain compliance with processing and handling of confidential free and reduced meal applications.~~
- ~~Attend meetings related to food service operations and activities.~~
- ~~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.
- Operate commercial kitchen equipment, utensils and measurements.
- 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 – The following are the minimum qualifications and requirements:

Experience:

Three (3) 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.

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.

~~KNOWLEDGE AND ABILITIES:~~

~~KNOWLEDGE OF:~~

- ~~• Operations of an elementary school kitchen and high school satellite kitchen.~~
- ~~• Nutritional requirements of school-aged children.~~
- ~~• Principles and methods of quantity food service preparation, serving and storage.~~
- ~~• Standard kitchen equipment, utensils and measurements.~~
- ~~• Methods of computing food quantities required by weekly or monthly menus.~~
- ~~• Sanitation and safety practices related to preparing and serving food.~~
- ~~• Record-keeping techniques.~~
- ~~• Principles and practices of supervision and training.~~
- ~~• Interpersonal skills using tact, patience and courtesy.~~

- ~~Operation of standard office equipment.~~

~~ABILITY TO:~~

- ~~Plan, organize and oversee food service operations at an assigned elementary production kitchen.~~
- ~~Estimate food quantities and requisition proper amounts for economical food service.~~
- ~~Operate standard cafeteria equipment and appliances.~~
- ~~Operate standard office equipment.~~
- ~~Train, lead and assist in the evaluating of assigned staff.~~
- ~~Maintain records and prepare reports.~~
- ~~Add, subtract, multiply and divide quickly and accurately.~~
- ~~Understand and follow oral and written directions.~~
- ~~Work independently with little direction.~~
- ~~Establish and maintain cooperative and effective working relationships with others.~~
- ~~Meet schedules and time lines.~~
- ~~Communicate effectively both orally and in writing.~~

~~EDUCATION AND EXPERIENCE:~~

~~Any combination equivalent to: graduation from high school and three years increasingly responsible experience in quantity food preparation.~~

~~LICENSES AND OTHER REQUIREMENTS:~~

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

~~WORKING CONDITIONS:~~

~~ENVIRONMENT:~~

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

~~PHYSICAL DEMANDS:~~

- ~~Lifting, carrying, pushing, or pulling moderately heavy objects.~~
- ~~Standing and walking for extended periods of time.~~
- ~~Dexterity of hands and fingers to operate kitchen equipment and computerized cash management system.~~
- ~~Carrying, pushing or pulling food trays, carts, materials and supplies.~~
- ~~Reaching overhead, above the shoulders and horizontally.~~
- ~~Walking.~~
- ~~Bending at the waist, kneeling, crouching or stooping.~~
- ~~Hearing and speaking to exchange information.~~

~~HAZARDS:~~

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

**February 2000
Ewing & Company**

Proposed for Revision: July 21, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 17

Date: July 21, 2026

To: Members of the Personnel Commission

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

Subject: Request for Creation of Food Service Utility Worker Classification

I. RECOMMENDATION(S):

1. Create a new classification of Food Service Utility Worker Classification.
 2. Approve the proposed Food Service Utility Worker classification specification.
 3. Assign the salary range (TBD) on the \$5,591.54 - \$6,799.15 monthly / \$52,532.44 - \$63,930.73 annually.
 4. Establish the effective date of July 21, 2026 for implementation of the new classification.
-

II. BACKGROUND

The Director, Food Services requested the creation of a custodial classification to ensure compliance with health and safety standards and support efficient kitchen and warehouse operations.

Existing custodial classifications do not align with the specific sanitation and operational needs of the Food Services department. Staff recommends the creation of a Food Service Utility Worker classification to support the department's unique needs. This classification will focus specifically on sanitation of kitchens and food service facilities across District sites.

III. RATIONALE AND JUSTIFICATION

Operational Need: Provides centralized responsibility for daily sanitation of kitchens, and food service facilities across District sites.

Compliance and Safety: Ensures required food safety and sanitation tasks are performed in accordance with health code and food service regulatory standards.

Appropriate Classification Design: Places specialized food service sanitation duties in a classification designed for those responsibilities, rather than relying on a general custodial role not intended to cover them.

Organizational Efficiency: Reduces reliance on Food Service Assistant classifications to perform kitchen sanitation beyond scope of work, while addressing a current gap where custodial staff do not clean kitchen or food preparation areas.

IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

External Market Analysis

District	Classification Title	Monthly Salary Range	Annualized Equivalent
Bellflower	Food Service Utility Worker	\$4,377.70 - \$5,327.56	\$52,532.40 - \$63,930.72
Long Beach	Food Production Utility Worker	\$4,151.33 - \$5,142.80	\$49,815.96 - \$61,713.60
ABC	Central Kitchen Utility Worker	\$4,047.18 - \$4,959.49	\$48,566.16 - \$59,513.88

Proposed Bellflower USD Range:

- **Food Service Utility Worker - Range TBD:** \$4,377.70 - \$5,327.56 monthly / \$52,532.40 - \$63,930.72 annually.

The proposed salary range is regionally competitive, with the maximum step positioned 3.59% above the market median maximum salary for comparable Food Service custodial classifications.

Internal Alignment

Range Code	Classification Title	Monthly Salary Range	Annualized Equivalent
E-015	Lead Custodian	\$4,615.88 - \$5,609.49	\$55,390.56 - \$67,313.88
W-005	Food Service Manager II	\$4,420.17 - \$5,377.89	\$53,042.04 - \$64,534.68
TBD	Food Service Utility Worker	\$4,377.70 - \$5,327.56	\$52,532.40 - \$63,930.72
E-035	Locker Room Attendant	\$4,270.93 - \$5,197.62	\$51,251.16 - \$62,371.44
E-040	Custodian	\$4,118.99 - \$5,009.80	\$49,427.88 - \$60,117.60
F-005	Food Service Manager I	\$3,807.58 - \$4,631.31	\$45,690.96 - \$55,575.72

Internal Range Positioning: The Food Service Utility Worker's recommended salary range sits between lead-level roles such as Lead Custodian and Food Service Manager II, and single-site or lower-scope classifications such as Locker Room Attendant, Custodian, and Food Service Manager I. This placement is consistent with comparable district compensation for similar classifications.

Salary Progression and Promotional Spacing: The Food Services Utility Worker's maximum step is 6.34% above Custodian and remains below Lead Custodian, reflecting a functional progression rather than a promotional advancement. The role adds specialized food service sanitation responsibilities without moving into a lead or supervisory classification family; therefore, placement does not warrant a typical 10-20% promotional differential.

V. FISCAL IMPACT

The creation of the Food Service Utility Worker position will cost the District approximately \$80,701.72 per year, which includes an annual salary of \$63,930.72 at Step 5 and approximately \$16,771 in benefits.

VII. ATTACHMENTS

Attachment 1: Food Service Utility Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICE UTILITY WORKER

BASIC FUNCTION

Under general supervision, performs custodial, sanitation, and cleaning duties at assigned District food service facilities, including the central production kitchen and school site kitchens. Cleans and sanitizes commercial food preparation equipment, utensils, and kitchen facilities, and maintains compliance with health, safety, and sanitation standards.

DISTINGUISHING CHARACTERISTICS

The Food Service Utility Worker classification is characterized by its responsibility for sanitation, custodial, and utility duties exclusively within District food service facilities.

Food Service Utility Worker is distinguished from Custodian classifications which perform general cleaning and maintenance of classrooms, offices, restrooms, and campus facilities, rather than specialized cleaning and sanitation duties associated with commercial kitchen and food service facilities.

It is further distinguished from maintenance classifications in that incumbents perform routine cleaning and minor preventative care of food service equipment, but do not perform skilled mechanical, electrical, plumbing, or repair work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned administrator. May provide work direction and training to assigned staff.

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

- Maintains clean, safe conditions in District food service facilities, including central production kitchens, school site kitchens, storage areas, shelving, offices, bathrooms, lunchrooms, and related areas.
- Cleans and sanitizes commercial kitchen equipment, including ovens, food warmers, walk-in coolers and freezers, cooler vents, prep tables, dishwashers, exhaust hoods, sinks, utility carts, food wells, and other related equipment.
- Washes and sanitizes commercial kitchen utensils and smallwares, including pots, pans, sheet pans, cooking utensils, knives, cutting boards, ladles, tongs, and serving trays.
- Collects, sorts, and disposes of trash and recyclables; sanitizes trash and recycling containers at assigned facilities.
- Operates custodial equipment, tools, and cleaning chemicals, including vacuums, mops, brooms, small hand and power tools, buffer/scrubber machines, brushes, degreasers, and other equipment as assigned.
- Inspects commercial kitchen equipment and performs routine preventive care such as inspecting gaskets and seals, verifying proper temperature settings, and clearing

ventilation and hood filters in accordance with HACCP procedures, District health regulations, and sanitation standards.

- Monitors and restocks cleaning supplies and materials, and assists with deliveries and movement of supplies as assigned. May operate a District vehicle to travel between work sites.
- Documents routine cleaning and sanitation tasks, maintains cleaning and service logs, and reports repair needs to the appropriate personnel.
- May collaborate with and provide work direction and training to assigned staff on cleaning methods and sanitation standards.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Sanitation and cleaning methods used in commercial food production and kitchen environments.
- Operation, care, and safe use of commercial kitchen equipment, utensils, and appliances.
- Safe use and storage of cleaning chemicals and sanitation products.
- Inventory control methods and supply monitoring practices.
- Basic recordkeeping practices.
- Principles of training and providing work direction.
- Federal, state, and local food safety, sanitation, and safety laws and regulations related to commercial and school kitchen operations, including HACCP and chemical safety requirements.

Ability to:

- Perform custodial, sanitation, and cleaning duties in District food service facilities.
- Maintain food service facilities, equipment, and tools in a clean, sanitary, orderly, and secure condition.
- Safely and effectively use cleaning materials, chemicals, and custodial equipment in accordance with established safety and sanitation procedures.
- Operate a variety of custodial equipment and tools.
- Identify and report sanitation concerns, safety hazards, and maintenance and repair needs.
- Perform minor routine, non-technical maintenance tasks.
- Work independently with minimal supervision.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Maintain routine records and logs.
- Establish and maintain cooperative and effective working relationships using tact, courtesy, and respect.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

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

Experience:

Two (2) years of custodial or related cleaning experience in a commercial or institutional facility environment. Experience in a commercial food service or institutional kitchen environment is desired.

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:

- Indoor and occasional outdoor work environment.
- Cleaning chemicals, sanitizing agents, grease, odors, noise, moisture, and slippery surfaces.
- Hot and cold temperatures, including walk-in refrigerators and freezers.
- Exposure to sharp tools and equipment
- Frequent movement throughout the kitchen, storage, receiving, and food service areas.
- Work on ladders or step stools at varying heights.
- Noise levels may be loud at times due to commercial kitchen equipment and operations.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate custodial equipment and tools.
- Standing and walking for extended periods of time.
- Visual acuity to read labels, instructions, and safety information, and to perform assigned duties.
- Lifting, carrying, pushing, and pulling objects weighing up to 25 pounds and, with assistance, up to 50 pounds.
- Bending, kneeling, crouching, and reaching overhead and in all directions.
- Climbing ladders or step stools as required.
- Hearing and speaking to exchange information.

Additional Requirements/Information:

Possession of a valid California Food Handler Card within 30 days of hire and maintenance of certification throughout employment.

Some positions may require a valid California driver's license and the availability of private transportation.

Proposed to Personnel Commission:

July, 21, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 18

Date: July 21, 2026

To: Members of the Personnel Commission

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

Subject: Request for Creation of Interpreter/Translator (Spanish) Classification

I. RECOMMENDATION(S):

- Create a new job classification of Interpreter/Translator (Spanish).
 - Approve the proposed Interpreter/Translator (Spanish) classification specification.
 - Assign the salary range Z-005 on the Classified Unit - Bilingual Salary Schedule (\$4,772.86 - \$5,807.89 monthly / \$57,274 – \$69,695 annually).
 - Establish the effective date of July 21, 2026 for implementation of the new classification.
-

II. BACKGROUND

The Director of State & Federal Programs requested creation of this classification to provide dedicated translation and interpretation support for student education plans, informational materials, and meetings, as existing part-time clerical staff can only assist with this work secondarily to their primary duties. Outsourcing these services has proven costly to the District.

The creation of the Interpreter/Translator (Spanish) classification will strengthen the District's communication efforts by assigning interpreting and translating responsibilities to a dedicated classification.

III. RATIONALE AND JUSTIFICATION

Operational Need: Provides centralized translation of IEPs, family correspondence, presentations, Single Plans, and the LCAP, plus interpretation at IEP meetings, board meetings, and other events.

Appropriate Classification Design: Places translation/interpretation duties in a classification built for that work, not absorbed into an unrelated role.

Compliance Need: Supports IDEA and Ed. Code requirements for language access in special education and family communications.

Organizational Efficiency: Reduces cost and turnaround delays from outsourced translation services.

IV. EXTERNAL MARKET DATA AND INTERNAL ALIGNMENT

External Market Analysis

District	Classification Title	Monthly Salary Range	Annualized Equivalent
LACOE	Language Interpreter/Translator	\$5,819.00 - \$7,226.00	\$69,828.00 - \$86,712.00
Garden Grove	Translator-Interpreter - Bilingual (Korean, Spanish, or Vietnamese)	\$4,982.00 - \$6,071.00	\$59,784.00 - \$72,852.00
Bellflower	Interpreter/Translator (Spanish)	\$4,772.86 - \$5,807.89	\$57,274.00 - \$69,695.00
Downey	Translator-Interpreter	\$4,763.00 - \$5,795.00	\$57,156.00 - \$69,540.00
Long Beach	Translator-Interpreter-BL Spanish	\$4,626.27 - \$5,733.87	\$55,515.24 - \$68,806.44

Proposed Bellflower USD Range:

- **Interpreter/Translator (Spanish) - Range Z-005:** \$4,772.86 - \$5,807.89 monthly / \$57,274.00 - \$69,695.00 annually

The proposed salary range aligns with the market median for comparable roles, with the maximum step set 0.75% above the median maximum salary.

Internal Alignment

Range Code	Classification Title	Monthly Salary Range	Annualized Equivalent
Z-002	Administrative Secretary	\$5,171.97 - \$6,286.29	\$62,063.64 - \$75,435.48
Z-005	Secretary (Bilingual)	\$4,772.86 - \$5,807.89	\$57,274.32 - \$69,694.68
Z-005	Interpreter/Translator (Spanish)	\$4,772.86 - \$5,807.89	\$57,274.32 - \$69,694.68
Z-010	Secretary	\$4,600.45 - \$5,596.74	\$55,205.40 - \$67,160.88
Z-020	Clerical Assistant II (Bilingual)	\$4,124.11 - \$5,017.48	\$49,489.32 - \$60,209.76
Z-025	Clerical Assistant II	\$3,974.76 - \$4,837.24	\$47,697.00 - \$58,047.00

Internal Range Positioning: The Interpreter/Translator's recommended salary range is aligned with the Secretary classification, reflecting the position's comparable level of independence and its specialized bilingual function. The Interpreter/Translator sits above office support roles such as Clerical Assistant II and I. This placement is consistent with how Garden Grove USD and Downey USD districts compensate for similar Interpreter/Translator classifications.

Salary Progression and Promotional Spacing: The Interpreter/Translator maximum step is identical to Secretary (Bilingual) and 3.75% above the standard Secretary classification, reflecting a lateral specialization differential rather than a promotional advancement. The role adds language-specific responsibilities including oral and written translation and interpretation duties, without adding supervisory scope or a separate technical trade function.

V. FISCAL IMPACT

The creation of the Interpreter/Translator (Spanish) position will cost the District approximately \$86,465.68 per year, which includes an annual salary of \$69,694.68 at Step 5 and approximately \$16,771 in benefits.

VII. ATTACHMENTS

Attachment 1: Interpreter/Translator (Spanish) Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: INTERPRETER/TRANSLATOR (SPANISH)

BASIC FUNCTION

Under general supervision, provides written translation and oral interpretation services in English and Spanish for District communications, including instructional and educational, and other parent and community-facing materials; facilitates communication between staff, parents, families, and community members during live interactions, and other District-related interactions.

DISTINGUISHING CHARACTERISTICS

The Interpreter/Translator classification is responsible for specialized written translation and oral interpretation services in English and Spanish. This classification is distinguished from other bilingual classifications by the primary focus on language access services rather than clerical, technical, human resources, or other administrative support duties, where bilingual communication may be required but is not the central function of the position.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of State & Federal Programs. This classification does not exercise supervisory authority.

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

- Translates written District materials into the designated second language, including Individualized Education Plans (IEPs), Single Plans for Student Achievement (SPSAs), Local Control and Accountability Plans (LCAPs), bulletins, presentations, parent correspondence, and other instructional materials.
- Interprets orally between English and Spanish for limited-English-proficient individuals at Board, IEP, parent/teacher, student, and other District meetings, conducted in person, by telephone, or through video conferencing, using consecutive and simultaneous interpretation as appropriate.
- Performs sight translation, reading aloud in the designated second language from English-language documents during meetings and conferences as needed.
- Reviews source materials for meaning and context, verifies intent with District personnel as needed, and produces accurate, clear, idiomatic translations suited to the audience and tone.
- Develops and maintains bilingual glossaries and terminology references to ensure consistent, accurate translation of District and education-specific terms.

- Formats, maintains, and files translated and interpreted materials in a variety of formats, including word processing documents, presentations, spreadsheets, and forms; prepares reports in the designated language.
- Provides voice-over narration in the designated language for District audio and video recordings.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Grammar, vocabulary, syntax, spelling, punctuation, and idiomatic usage of both English and the Spanish, in oral and written forms.
- Translation and interpretation practices and techniques, including consecutive, simultaneous, and sight translation.
- Operation of standard office equipment and specialized language and translation software and tools.
- Recordkeeping and reporting practices.
- Techniques for communicating effectively, with tact, patience, and courtesy, with students, families, staff, and community members from diverse backgrounds.
- District terminology, policies, and procedures.
- Laws, regulations, and District policies governing the confidentiality of student and education records.

Ability to:

- Translate written materials and interpret oral communication between English and Spanish.
- Proofread, review, and edit translations for accuracy, clarity, and formatting.
- Estimate translation time, prioritize assignments, and meet deadlines while managing multiple tasks.
- Recreate and format documents in a variety of formats using standard office equipment and software applications.
- Maintain records, files, and reports.
- Communicate orally and in writing with staff, students, parents, and members of the public.
- Work independently with minimal direction, and work effectively under pressure and frequent interruptions.
- Maintain the confidentiality of sensitive and privileged information.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

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

Experience:

Two (2) years of professional experience providing oral interpretation or written translation services.

Education:

High school diploma or equivalent.

Equivalency Provision:

A bachelor's degree in Spanish, or equivalent college-level coursework from an accredited institution, may substitute for up to two (2) years of the required experience.

Successful completion of a specialized certificate program in interpretation and translation may substitute for up to one (1) year of the required experience.

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

WORKING CONDITIONS:

- Work is performed primarily in a standard office, school, meeting, and virtual environment with frequent interruptions and regular public contact.
- Operates standard office equipment, including computers, printers, and scanners
- Continuous contact with district administrators, students, parents, community members and the general public.
- Regular exposure to sensitive, privileged, and confidential student, family, personnel, and District information.
- May operate interpretation or recording equipment, including microphones, headsets, transmitters, receivers, or related devices.
- Occasional travel to school sites, District offices, meetings, or other assigned locations.

PHYSICAL DEMANDS:

- Prolonged periods of sitting or standing while translating documents, using a computer, or providing interpretation services.
- Visual acuity to read, review, proofread, and translate printed and electronic materials, reports, forms, and computer screens.
- Dexterity of hands and fingers to operate a computer keyboard, standard office equipment, and interpretation or recording equipment.

- Ability to sustain concentration and listen for extended periods while providing oral interpretation.
- Ability to speak and exchange information in person, by telephone, through video conferencing, and during meetings or presentations.
- Occasional walking, bending at the waist, stooping, kneeling, or crouching to retrieve, maintain, or store files, records, supplies, or equipment.
- Occasionally lifts, carries, pushes, or pulls materials, files, supplies, or equipment weighing less than ten (10) pounds.

Additional Requirements/Information:

May be required to work a flexible schedule, including occasional evenings, to provide translation or interpretation services at District meetings, parent conferences, school events, recruitment events, and other District-related activities.

Ability to travel between multiple District sites to attend meetings.

Approved by PC:

Proposed to Personnel Commission:
July 21, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 19

Date: July 21, 2026

To: Members of the Personnel Commission

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

Subject: Approval for Revision of Classification Specification: Dispatcher/Scheduler

Recommendation(s)

- Approve the revised classification specification for Dispatcher/Scheduler, effective July 21, 2026.

Background

The Director of Facilities, Maintenance Operations, and Transportation requested an update to the Dispatcher/Scheduler classification specification in preparation for an upcoming recruitment.

Staff identified that the driving requirement is no longer operationally relevant, as backup driving coverage will be provided by the Bus Driver/Mechanic classification. A revision is recommended to clarify scope and align with Personnel Commission standards.

The revisions do not substantially change the nature, scope, or level of duties; no salary range adjustment is recommended.

Summary of Key Revisions

- Updates Basic Function to focus on real-time dispatching, routing, and driver assignment, removing school bus driving as a core function
- Expands Distinguishing Characteristics & Supervision Exercised sections to clarify lead direction over Transportation Specialist during shared dispatch/routing duties
- Updates duties to include lead direction and training to assigned staff; removes bus driving duties and pre/post-trip bus inspections
- Updates Working Conditions and Physical Demands to remove driving-related conditions
- Updates Class B CDL and School Bus Certificate requirement to preferred CA driver's license and availability of private transportation; adds Bilingual proficiency in Spanish as desired

For Reference: Salary range K-076: \$ 5,591.54 - \$6,799.15 monthly

Attachments

Attachment 1: Dispatcher/Scheduler Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISPATCHER/SCHEDULER

BASIC FUNCTION:

Under general supervision, coordinates and directs daily transportation routing and dispatching operations, including real-time adjustments to routes, schedules, and driver assignments, to support the safe and efficient delivery of student transportation services. ~~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 its primary responsibility for real-time dispatching, route development and modification, and higher-level coordination of drivers and schedules.

It is distinguished from the Manager-Transportation in that the Manager-Transportation plans, directs, and supervises the overall transportation program, including budget administration, personnel selection and evaluation, and program development. The Dispatcher/Scheduler carries out day-to-day dispatching and routing operations without supervisory authority.

It is further distinguished from the Transportation Specialist by its greater scope and level of responsibility. The Transportation Specialist performs clerical support duties and facilitates communication among parents, school sites, district staff, and school bus drivers, and may assist with dispatching and routing activities under the lead direction of the Dispatcher/Scheduler. ~~it requires a valid Class B commercial driver's license with endorsements and the ability to serve as a backup bus driver as needed.~~

~~ff~~

~~ff~~

~~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 the Transportation Manager. ~~May provide lead direction and training to assigned staff.~~

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.
- May provide lead direction and training to assigned staff.
- May operate district vehicles to attend meetings at the district office or school sites.
- ~~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, [California Safety Restraint Systems](#) 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.~~
- ~~May drive~~ 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 climb~~ ~~school bus~~ ing steps, bending, kneeling, and reaching.

Additional Requirements/Information

- Some positions in this classification may require a valid California driver's license and the availability of private transportation. ~~Possession of a valid California Class CB Commercial Driver License with Passenger and air brake endorsements is preferred.~~
- ~~May operate district vehicles to attend meetings at the district office or school sites. 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.
- Bilingual proficiency in Spanish is desired.

CLASSIFICATION APPROVED BY PERSONNEL COMMISSION:

May 12, 2026

Proposed for Revision: 07/21/2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Action Item: 20

Date: July 21, 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 Plumber/HVAC Mechanic

Recommendation(s)

- Approve the classification specification revision for the Plumber/HVAC Mechanic classification.
 - Retitle the Plumber/HVAC Mechanic classification to Plumber.
 - Establish the effective date of July 21, 2026 for the revision and retitle.
-

Background

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

Staff identified that the combined specification no longer aligns with current trade practices, as HVAC duties are already covered under the existing HVAC Mechanic classification. A revision and retitle to is recommended to separate the two trades, clarify scope, and align with Personnel Commission standards.

The revisions do not substantially change the nature, scope, or level of duties; no salary range adjustment is recommended.

Summary of Key Revisions

- Retitles from Plumber/HVAC Mechanic to Plumber to align with duties
- Updates Basic Function to reflect journey-level plumbing duties, removing HVAC/electrical scope
- Adds Distinguishing Characteristics to differentiate from other trades and Senior Maintenance Worker
- Defines independence in diagnosing issues, selecting methods, and providing technical direction
- Updates Knowledge/Abilities to include plumbing-specific codes and backflow systems, removing HVAC/electrical references
- Updates Physical Demands for lifting/carrying up to 50 lbs. unassisted, 100 lbs. assisted
- Adds requirements: Backflow Prevention Tester, C-36 license, PHCC/P.I.P.E., LA County Fire Dept registration

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

Attachments

Attachment 1: Plumber Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: PLUMBER

PLUMBER/HVAC MECHANIC

BASIC FUNCTION: Under general supervision, performs journey-level plumbing work in the installation, repair, and maintenance of District plumbing systems, fixtures, and components while ensuring compliance with applicable plumbing, building, and safety codes.

~~Under the direction of the Plumber/HVAC Mechanic Supervisor, perform journey-level mechanical, plumbing and electrical work in the repair, service, maintenance and installation of District heating, ventilating, air conditioning and plumbing systems and related equipment and facilities; observe and comply with applicable Federal, State, and local health and safety laws.~~

DISTINGUISHING CHARACTERISTICS

The Plumber classification is characterized by journey-level expertise in a specialized building trade, requiring the exercise of independent judgment in diagnosing plumbing issues, selecting installation methods, and completing assignments in accordance with applicable codes, principles, and best practices. Incumbents may provide work direction to assigned helpers, apprentices, or other maintenance staff supporting plumbing projects. It is distinguished from other skilled trades by its specialized expertise in water, drainage, and gas piping systems.

It is distinguished from the Senior Maintenance Worker classification, which performs a variety of skilled and semi-skilled repairs across multiple building trades at a generalist level and may assist trade specialists on more complex projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned administrator and works independently within established policies, procedures, and operational guidelines. Exercises judgment in assessing repair needs and selecting appropriate corrective actions, referring complex or escalated 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:

REPRESENTATIVE DUTIES:

- Installs, inspects, tests, and repairs potable water, sanitary sewer, storm drainage, waste, venting, gas, and related piping systems, including cutting, threading, soldering, and welding pipe and fittings.
- Diagnoses plumbing system failures and component malfunctions to determine appropriate repair methods, parts, and materials.
- Installs, maintains, repairs, and replaces plumbing equipment and fixtures, including pumps, water heaters, pressure regulators, water filtration systems, backflow prevention devices, restroom fixtures, kitchen plumbing connections, disposals, and swimming pool plumbing systems.
- Performs backflow prevention assembly testing, adjustments, and repairs, and maintains required certification records in compliance with state and local regulations.
- Conducts scheduled preventive maintenance and inspections of District plumbing systems to identify potential issues and prevent service disruptions.
- Responds to routine and emergency service calls during regular and after-hours periods to address plumbing issues at District sites.
- Reads and interprets blueprints, diagrams, specifications, and work orders to determine project requirements and ensure code compliance.
- Estimates labor and material requirements; requisitions supplies and parts; maintains inventory and records related to maintenance and repair activities.
- Maintains plumbing tools and equipment in safe, working condition.
- Maintains clean, safe, and organized work areas in compliance with applicable safety standards and procedures.
- May provide work direction and training to assigned helpers, apprentices, or maintenance staff supporting plumbing projects.
- Performs related duties as assigned.
- ~~● Install, maintain and repair District heating, ventilation, and air conditioning systems and equipment such as heaters, furnaces, fans, forced combination and absorption units, heat pumps and electrical cooling units; observe and comply with applicable Federal, State, and local health and safety laws. E¶~~
- ~~● Make installations of general plumbing systems and repair existing systems; unlog sewer lines, toilets, drains and related fixtures; care for plumbing tools and equipment. E¶~~
- ~~● Install, repair or replace mechanical switches, motors, fan compressors, valves, controls, temperature control devices, pumps, water pressure regulators and other parts and systems; inspect, clean and replace filters as necessary. E¶~~

- ~~Check and adjust temperatures or air conditioning equipment, furnaces and electronic thermostats; clean, repair and replace worn parts of ventilator fans; add and maintain chemicals as appropriate; perform back flow testing and make necessary adjustments and repairs. E¶~~
- ~~Prepare and work from sketches, plans, drawings, blueprints, specifications and electrical schematics; estimate and prepare labor and material costs; requisition parts and supplies according to established procedures; monitor inventory of supplies; maintain routine records to maintenance and repair activities. E¶~~
- ~~Operate a variety of equipment and machinery such as various meters, testing devices and hand tools; operate a District vehicle to conduct work; respond to emergency service calls as needed. E¶~~
- ~~Cut and thread pipe; perform soldering and welding as needed.¶~~
- ~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Installation, maintenance, and repair methods and procedures used in the plumbing trade
- Backflow prevention systems and testing procedures
- Manual and power tools, equipment, and materials used in plumbing work
- Principles of blueprint reading and interpretation of diagrams, plans, and specifications
- Safe working methods and procedures
- Proper methods of storing equipment, materials, and supplies
- Basic record-keeping and inventory control techniques
- Federal, state, and local plumbing, building, health, and safety codes and regulations

Ability to:

- Operate specialized machinery and equipment used in the plumbing trade.
- Diagnose plumbing malfunctions and determine appropriate corrective actions.
- Read and interpret blueprints, diagrams, sketches, plans, specifications, and work orders.

- Estimate and document labor and equipment needed for plumbing assignments.
- Perform mathematical calculations to determine material quantities and job costs.
- Work independently with minimal supervision.
- Plan, prioritize, and organize work.
- Understand and follow oral and written directions.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

~~KNOWLEDGE OF:~~

- ~~● Methods, equipment and materials used in the HVAC and plumbing trades.~~
- ~~● Manual and electrical tools and equipment applicable to the HVAC and plumbing trades.~~
- ~~● Federal, State and local health and safety regulations.~~
- ~~● Building codes and other applicable laws related to assigned work.~~
- ~~● Basic record-keeping techniques.~~
- ~~● Technical aspects of field of specialty.~~
- ~~● Proper methods of storing equipment, materials and supplies. Safe working methods and procedures.~~

~~ABILITY TO:~~

- ~~● Install, maintain and repair HVAC and plumbing equipment and systems. Operate specialized machinery and equipment utilized in the HVAC trade.~~
- ~~● Diagnose malfunctions and determine repair needs.~~
- ~~● Work from blueprints, electrical schematics, sketches, plans and drawings. Estimate labor and materials costs effectively.~~
- ~~● Order parts and supplies according to established guidelines. Understand and follow oral and written directions.~~
- ~~● Plan and organize work.~~
- ~~● Maintain routine records.~~
- ~~● Operate a District vehicle to conduct work.~~

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

Experience: Two (2) years of journey-level plumbing experience.

Education: Graduation from high school or equivalent.

~~EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years experience in the plumbing or heating trade.¶~~

~~LICENSES AND OTHER REQUIREMENTS:¶~~

- ~~• Valid California driver's license, and a driving record acceptable to the District for insurance purposes.¶~~
- ~~• State certification for backflow test license.~~

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment.
- Working in confined spaces and at heights.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to dust, fumes, odors, sewage, chemicals, and potentially hazardous materials.
- Work around moving mechanical parts and powered equipment.
- May operate a District vehicle to travel between work sites.
- Noise from equipment operation.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate plumbing tools and equipment.
- Standing and walking for extended periods of time.
- Climbing ladders to access work locations.
- Bending, kneeling, stooping, crouching, crawling, climbing, and reaching overhead.
- Lift and carry up to fifty (50) pounds without assistance and up to one hundred (100) pounds with assistance.
- Visual acuity sufficient to read diagrams, blueprints, and technical materials.
- Hearing and speaking to exchange information.

Additional Requirements/Information:

- Some positions may require a valid California driver's license and the availability of private transportation..
- Possession of a State-approved Backflow Prevention Assembly Tester certification, or ability to obtain within six (6) months of appointment is required.
- Possession of a valid C-36 Plumbing Contractor license issued by the California Contractors State License Board (CSLB) is desirable.

- Certification issued by Plumbing-Heating-Cooling Contractors Association (PHCC) or Plumbing Industry Progress & Education Trust Fund (P.I.P.E.) is desirable.
- Possession of a Los Angeles County Fire Department Certificate of Registration accepted by the California State Fire Marshal for Fire Suppression Systems is desirable.

~~WORKING CONDITIONS: ¶~~

~~ENVIRONMENT: ¶~~

- ~~Indoor and outdoor environment. ¶~~
- ~~Driving a vehicle to conduct work. ¶~~
- ~~Fumes and noise from air conditioning and refrigeration equipment. Incumbents may be required to respond to emergency call.~~

June 1999 Ewing & Company

Proposed for Revision: July 21, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Information Item: 21

Date: July 21, 2026

To: Members of the Personnel Commission

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

Subject: Title References in the Personnel Commission Rules and Regulations

INFORMATIONAL ITEM

Presented for information only. No action is requested.

BACKGROUND

In July 2024, the Commission established the classification of **Executive Director – Classified Personnel Commission** and entered into a Memorandum of Understanding with District Administration governing the position. The Rules and Regulations have not been conformed to that action.

The Rules use three different titles for the position. The Commission-established title appears in none of them.

Title	Where it appears	Count in Rules
Personnel Director / personnel director	Throughout	~92
Director of Classified Personnel	Rules 10.100 and 60.800.4(A)(1)	2
Classified Personnel Manager (Personnel Commission)	Rule 70.300.4 (exempt classes)	1
Executive Director – Classified Personnel Commission	MOU only	0

Rule 10.100 defines only the following: *"DIRECTOR OF CLASSIFIED PERSONNEL: The position established under the provisions of Education Code Sections 45240 and 45264."*

ANALYSIS

The concern is not the label. Several provisions route employee rights through a title the District does not use:

Rule	Operative language
20.300.2(C)	<i>"...the matter shall be decided by the Personnel Director, subject to appeal to the Personnel Commission."</i>
40.100.4(A)	<i>"Applicants, candidates, and eligibles who are rejected... shall be notified in writing by the Personnel Director."</i>
60.800.3(G)	<i>"Problems involving reclassification and/or seniority status shall be resolved by the Personnel Director... Appeals from decisions of the Personnel Director may be made to the Personnel Commission."</i>
60.800.4(A)(1)	<i>"...an employee must notify the office of the Director of Classified Personnel of his/her request in writing not later than seven working days after receiving his/her notice of layoff..."</i>
60.800.8(J)	<i>"The appeal shall be in writing and be submitted to the Personnel Director. The Director shall respond within five working days."</i>
80.300.2(B)(2)	<i>"...the personnel director shall decide... whether or not the person should be employed or retained in employment."</i>

The Rules direct employees to file appeals and notices with a position title the District does not currently use.

DIRECTION

The term cannot simply be changed — the Education Code itself uses "personnel director" (Sections 45264 and 45266). Staff can instead bring back one amendment that defines the title once in Rule 10.100, tying the Commission's Executive Director to that statutory role, and uses it throughout.

The purpose is consistency; no right, deadline, or authority is intended to change, and any provision where the change would affect how a rule works will be presented separately. The amendment would follow the usual process under Rules 10.200.3 and 20.200.8. Other areas of the Rules remain under review and will be brought forward individually.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Information Item: 22

Date: July 21, 2026

To: Members of the Personnel Commission

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

Subject: Report of Completed Position Classification Studies – No Reclassification Recommended

Background

Pursuant to Personnel Commission Rule 30.200.8, the Executive Director reports completed position classification study findings, including studies in which no change in classification is indicated.

The completed studies listed below concluded that the reviewed positions are properly classified within existing class specifications. No reclassification action is recommended, no fiscal impact is identified, and no Commission action is requested.

Study No.	Class Title	Department / Site	Type of Study	Completed	Finding
26-01	Secretary	Facilities, Maintenance, Operations & Transportation	Classification review	04/06/26	Properly classified; no change recommended
26-02	Clerk	Special Education Office, Mayfair High School	Classification / out-of-class review	06/01/26	Properly classified; no change recommended; no out-of-class obligation

Fiscal Impact

None.