

BELLFLOWER UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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

**August 11, 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 July 21, 2026

8. ACTION ITEM:

Certification and Ratification of Eligibility Lists for Classified Service

9. ACTION ITEM:

Approval of 90-Day Extensions of Eligibility Lists

10. ACTION ITEM:

Approval of Revision of Classification Specifications: Chief Business Officer

11. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

12. ADJOURNMENT OF MEETING

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Bellflower Unified School District Office, 16703 South Clark Ave, Bellflower, CA 90706. Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Services Office at 562-866-9011 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)1.)

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING JULY 21, 2026

CALL TO ORDER IN PUBLIC SESSION

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

ROLL CALL

MEMBERS PRESENT: Sue Berhow, Chairperson
Jason Willey, Member

MEMBER ABSENT: Marisa Perez, Vice Chairperson

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

4. APPROVAL OF AGENDA

The Personnel Commission took action to approve the agenda as presented for July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Roll Call Vote: Yes: 2
No: 0

The motion carried.

5. COMMUNICATIONS/PERSONNEL COMMISSION MEMBERS

None

6. PUBLIC COMMENT

Mr. John Paul Drayer addressed the Personnel Commission regarding his candidacy for Board of Education and expressed he hopes to understand how the commission works. He also stated he hopes administration will get back to him with information about substitute employees.

ITEMS FOR ACTION

7. Approval of Minutes, Regular Meeting of June 9, 2026

The Personnel Commission took action to approve the minutes of the regular meeting of June 9, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Roll Call Vote: Yes: 2
No: 0

The motion carried.

8. Approval of Minutes, Special Meeting of June 23, 2026

The Personnel Commission took action to approve the minutes of the special meeting of June 23, 2026.

Motion made by: Mr. Jason Willey
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: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Mrs. Berhow asked for clarification in regards to the high number of applications received the final number of eligibles. Dr. Olmos provided information about the testing process.

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 approve the Position Classification Study Report-Reclassification of Community Services Worker to Community Services Worker-Lead (New Classification), effective August 1, 2026.

Motion made by: Mrs. Sue Berhow
Seconded by: Mr. Jason Willey

Mr. Willey asked if the position was vacant and if not, would the incumbent need to apply? Dr. Olmos clarified that this would be a re-classification, and meet criteria of Education Code and Rules & Regulations.

Roll Call Vote: Yes: 2
No: 0

The motion carried.

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

The Personnel Commission took action to approve the Classification Specification Revision and Retitle for Personnel Technician, effective July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Mrs. Berhow asked if the position is currently vacant; Mr. Willey asked why the qualifications were lowered and salary remained the same.

Dr. Olmos provided some background information on the item.

Roll Call Vote: Yes: 2
 No: 0

The motion carried.

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

The Personnel Commission took action to approve the Classification Specification Revision, Retitle and Salary Reallocation for Snack Bar Operator, effective July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Mrs. Berhow asked if the position is currently vacant, how many positions, and if the posting will be open and promotional? Dr. Olmos provided information on the item.

Roll Call Vote: Yes: 2
 No: 0

The motion carried.

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

The Personnel Commission took action to approve the Retitling of Classes: Personnel Series to Human Resources Series.

Motion made by: Mrs. Sue Berhow
Seconded by: Mr. Jason Willey

Dr. Olmos provided some background information on the item, indicating that the department is now called Human Resources.

Roll Call Vote: Yes: 2
 No: 0

The motion carried.

14. Approval of Revision of Classification Specification: Accounting Manager

The Personnel Commission took action to approve the Revision of Classification Specification for Accounting Manager, effective July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Mrs. Berhow asked for clarification on the updates and the salary range. Dr. Olmos provided some background information on the item.

Roll Call Vote: Yes: 2
 No: 0

The motion carried.

15. Request for Adjustment to Salary Range for Career Technician

The Personnel Commission took action to approve the Request for Adjustment to the Salary Range for Career Technician, effective July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Dr. Olmos provided some background information on the item.

Roll Call Vote: Yes: 2
No: 0

The motion carried.

16. Approval for Revision of Classification Specification: Food Service Manager I

The Personnel Commission took action to approve the Revision of Classification Specification for Food Service Manager I, effective July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Mrs. Berhow asked for clarification on the revisions. Dr. Olmos provided some background information on the item.

Roll Call Vote: Yes: 2
No: 0

The motion carried.

17. Request for Creation of Food Service Utility Worker Classification

The Personnel Commission took action to approve the request for creation of Food Service Utility Worker classification, effective July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Dr. Olmos provided some background information on the item and how this classification came about. He also had Ms. Leon provide insight on the specifics, since she was highly involved with the process of creating this classification.

Mr. Willey commented that he would have liked to see some repairing of equipment in the essential duties of the classification.

Roll Call Vote: Yes: 2
No: 0

The motion carried.

18. Request for Creation of Interpreter/Translator (Spanish) Classification

The Personnel Commission took action to approve the request for creation of Interpreter/Translator (Spanish) classification, effective July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Mrs. Berhow commented that this classification is great, since there is a need and Mr. Willey agreed that this position is a good addition. Dr. Olmos provided some background information on the item for how the need has increased and that it will be nice to have someone designated to this specific position.

Roll Call Vote: Yes: 2
No: 0

The motion carried.

19. Approval for Revision of Classification Specification: Dispatcher/Scheduler

The Personnel Commission took action to approve the revision of classification specification for Dispatcher/Scheduler, effective July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Mr. Willey stated that he likes the changes and that there are good updates to this classification. Mrs. Berhow asked for clarification of what department this position would be supporting. Dr. Olmos provided background information on the item.

Roll Call Vote: Yes: 2
No: 0

The motion carried.

20. Approval of Classification Specification Revision and Retitle for Plumber/HVAC Mechanic

The Personnel Commission took action to approve the classification specification revision and retitle for Plumber/HVAC Mechanic, effective July 21, 2026.

Motion made by: Mr. Jason Willey
Seconded by: Mrs. Sue Berhow

Mr. Willey stated that he would have preferred that this also included a salary increase. Mrs. Berhow asked for clarification of why some requirements are desirable as opposed to required.

Dr. Olmos provided background information on the item and explained that some of the requirements are set by laws. He deferred to Ms. Leon for further explanation; Ms. Leon provided additional information.

Personnel Commission Member, Ms. Marisa Perez joined the meeting at 5:40 p.m.

Ms. Perez asked for clarification regarding the salary range. Dr. Olmos provided information about salary allocation.

Roll Call Vote: Yes: 3
 No: 0

The motion carried.

ITEMS FOR INFORMATION

- 21. Title References in the Personnel Commission Rules and Regulations
- 22. Report of Completed Position Classification Studies-No Reclassification Recommended

23. REPORT FROM THE EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL COMMISSION

Dr. Olmos informed the commission that he will be attending a District Leadership Retreat in San Diego, at the end of July.

24. 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 5:54 p.m. with no further action taken and reconvened to open session at 6:22 p.m.

25. ADJOURNMENT

THE JULY 21, 2026, REGULAR MEETING OF THE PERSONNEL COMMISSION
ADJOURNED AT 6:22 P.M.

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

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 8

Date: August 11, 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>
Accounting Manager	07/21/2026	OP	4	5	18	28
Painter	08/06/2026	OP	5	5	12	74

OP-Open

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 9

Date: August 11, 2026

To: Members of the Personnel Commission

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

Subject: Approval of 90-Day Extensions of Eligibility Lists for Classified Service

Recommendation

Approve a 90-day extension of the eligibility lists for Clerk, Secretary, Clerical Assistant I, and Clerical Assistant II, pursuant to Personnel Commission Rule 50.100.1.B.

Classification	Certification Date	Current Expiration	Proposed Expiration
Clerk	08/01/2025	08/02/2026	10/31/2026
Secretary	08/22/2025	08/23/2026	11/21/2026
Clerical Assistant I	08/22/2025	08/23/2026	11/21/2026
Clerical Assistant II	08/22/2025	08/23/2026	11/21/2026

Background

Personnel Commission Rule 50.100.1.B provides that, after certification, an eligibility list is in effect for one year unless exhausted, and may be extended in 90-day increments not to exceed one additional year at the discretion of the Personnel Commission. Under Rule 50.100.3.A, a list is automatically terminated one year from the date of its certification unless previously extended by the Commission.

The lists identified above are approaching the end of their initial one-year term. Each retains eligibles across multiple promotional and open ranks, each supports a classification in which vacancies are anticipated during the extension period, and no change has been made to the class specification or minimum qualifications since the examination was administered. Extension permits continued certification from a valid, competitively established list without the cost and delay of a new recruitment and examination.

Each extension is a single 90-day increment and is the first extension granted to each list. The two-year limit under Rule 50.100.3.B is not implicated.

Fiscal Impact

None.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 10

Date: August 11, 2026
To: Members of the Personnel Commission
From: Dr. Frank Olmos, Executive Director-Classified Personnel Commission
Subject: Approval for Revision of Classification Specification: Chief Business Officer

Recommendation(s)

- Approve the revised classification specification for Chief Business Officer, effective August 11, 2026.

Background

At the request of the Superintendent, a revision of the Chief Business Officer classification specification is proposed. The current specification describes the position primarily in terms of disbursing officer and internal audit procedures and does not reflect the full scope of functions assigned to the position or the District's current business services organizational structure.

Summary of Key Revisions

- **Scope.** Restates the classification at the executive level: District-wide responsibility for fiscal integrity and operational infrastructure, exercised through subordinate directors.
- **Areas of oversight clarified.** Fiscal services and budget; technology, including ERP systems; maintenance, operations, and transportation; food services; purchasing and contracts; risk management; and capital improvement projects.
- **Duties.** Replaces task-level statements with executive-level duties, retaining internal controls, warrant issuance, and County and LACOE interface.
- **Other.** Minimum qualifications were unchanged, with CBO certification and CPA or CMA licensure listed as desired. Confirms senior management designation under Education Code section 45100.5, updates transportation language, and reformats for ADA and Personnel Commission standards.

For Reference: Salary Range: \$183,311.00 - \$225,057.00 annually

Attachments

Attachment 1: Chief Business Officer Classification Specification

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHIEF BUSINESS OFFICER

BASIC FUNCTION:

Under administrative direction, provides executive leadership and strategic oversight of the District's fiscal, business, and operational services, including facilities, maintenance and operations, transportation, technology, and food services, and risk management functions, exercised through subordinate director-level classifications, in support of District programs, goals, and fiscal solvency.

DISTINGUISHING CHARACTERISTICS

The Chief Business Officer classification is characterized by its District-wide administrative responsibility for the fiscal integrity and operational infrastructure of the District, exercised through subordinate director-level classifications and with delegated authority.

It is distinguished from the Superintendent in that the Superintendent maintains responsibility for the District's entire educational program and overall organizational performance.

It is further distinguished from the director-level classifications reporting to it, including the Director of Fiscal Services, the Director of Maintenance, Operations and Transportation, the Director of Technology, and the Director of Food Services, in that each director is accountable for a single assigned functional area, while the Chief Business Officer integrates fiscal, business, and operational functions across the District, allocates resources among them, and holds final administrative accountability for their combined performance.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Superintendent and serves on the Superintendent's Executive Cabinet. Supervises managerial, professional, technical, and clerical staff through subordinate directors, including the Director of Fiscal Services, the Director of Maintenance, Operations and Transportation, the Director of Technology, and the Director of Food Services. ~~Under the direct supervision of the Superintendent, the Chief Business Officer assumes administrative responsibility for the fiscal operations of the District. Fiscal operations include budget development, data processing and accounting systems for all District operations and programs. The GBO's primary concern relates to legality, accuracy, accounting, and cash sufficiency. The GBO, as the district disbursing officer shall issue warrants, using procedures prescribed by the county auditor on the county treasury for all debts and demands, within categories designated by the county superintendent, against the district when amounts are legally approved. All additional duties assigned to the GBO have been reviewed and have been determined that the District's good internal controls have not been compromised.~~

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

- Directs the District's fiscal, business, and operational services, aligning departmental goals, staffing, and resources with District-wide priorities and performance objectives.

- Directs and evaluates the performance of subordinate directors and assigned managerial staff; establishes goals, performance expectations, and accountability measures for assigned functions; interviews and selects employees; recommends disciplinary actions; and arranges for training and development of subordinates.
- Advises the Superintendent regarding use of resources, priorities, program opportunities, and methods to enhance the delivery of programs and support services; serves as the Superintendent's designee for assigned fiscal, business, and operational matters.
- Directs financial and strategic planning, budget development, and fund allocation, including fiscal alignment of the Local Control and Accountability Plan (LCAP) with Local Control Funding Formula (LCFF) requirements; conducts financial and statistical studies to project, upgrade, or evaluate programs and services.
- Directs the preparation and certification of the annual budget, interim financial reports, and multiyear financial projections in accordance with state fiscal accountability and oversight requirements; oversees attendance and enrollment reporting to ensure accuracy of apportionment claims; and prepares required public disclosures of the costs of collective bargaining agreements.
- Directs enrollment forecasting and long-range fiscal planning; analyzes the fiscal impact of enrollment, attendance, and revenue trends and the encroachment of restricted programs on unrestricted resources; and develops resource allocation, expenditure reduction, and organizational realignment strategies to maintain long-term fiscal solvency.
- Directs District fiscal services, including fiscal reporting, revenue collection and disbursement functions, cash management and cash flow projection, accounting, payroll and retirement systems and records, categorical and grant program fiscal compliance, auditing programs, and warrant issuance and commercial claims processing in accordance with County financial reporting and compliance requirements.
- Directs the annual independent audit, including preparation of financial statements, response to audit findings, and implementation of corrective actions; oversees associated student body, student activity, and other agency fund accounting and control.
- Directs the administration, implementation, and conversion of the District's enterprise resource planning (ERP) and integrated financial, budget, payroll, and human capital management systems, including coordination with the County Office of Education on countywide system requirements, conversion schedules, and reporting standards.
- Establishes and oversees systems of internal control across assigned functions; evaluates adherence to statutory requirements, legal mandates, and District regulatory protocols.
- Directs facilities master planning and capital programs, including needs assessment, project prioritization, capital improvement, construction, and modernization projects aligned with District enrollment and budgetary priorities.
- Directs capital and long-term financing, including general obligation bond programs, debt issuance and administration, developer fees, and state facilities funding applications; oversees expenditure tracking, performance and financial audits, and support to the citizens' bond oversight committee.

- Directs the management of District real property, including surplus property evaluation and disposition, joint-use and lease agreements, and property-related revenue, in accordance with statutory requirements.
- Directs the District's operational services, including maintenance and operations services; pupil transportation services; information technology services, including infrastructure, enterprise systems, and data security; and food services, including operations, fund solvency, and compliance with state and federal child nutrition requirements.
- Directs the District's contract administration and purchasing services, including competitive bidding, review, negotiation, and approval of contracts and agreements, vendor administration, warehouse and distribution operations, and inventory control, ensuring compliance with public contracting laws and Board policy.
- Directs the District's risk management program, including property, liability, and workers' compensation coverage and claims administration; evaluates and recommends insurance and self-insurance strategies; coordinates with third-party administrators, legal counsel, and joint powers authorities; and monitors claims experience, reserves, and loss trends to protect District assets and minimize financial exposure.
- Oversees District loss prevention and occupational safety programs, including the Injury and Illness Prevention Program, safety training, and compliance with Cal/OSHA and environmental regulatory requirements.
- Reports to the Board of Education on District fiscal, business, and operational matters, including the annual budget, budget status, and program performance.
- Participates in District collective bargaining and advises on the fiscal impacts of proposals.
- Represents the District with the County Office of Education, other public agencies and commissions, joint powers authorities, professional associations, and community groups; responds to inquiries and escalations related to audits and reporting; and makes presentations relating to school business and financial management.
- Performs related duties as assigned

~~REPRESENTATIVE/ESSENTIAL DUTIES:¶~~

~~Direct supervision of Director of Fiscal Services; Budget and Senior Accounting staff; Accounting Manager; Purchasing Manager; Food Services/Nutrition Center and Warehouse.¶¶~~

~~Plan, organize, control and direct District accounts payable, accounts receivable and payroll functions; direct and assure accuracy of related transactions including income, expenditures and fund transfers; assure proper and timely payment of financial obligations and District employees.¶¶~~

~~To issue warrants in accordance with procedures prescribed by the Los Angeles County Auditor.¶¶~~

~~To perform internal audit of commercial warrants according to the Los Angeles County Office of Education Commercial Claims Documentation and Checklist Guide. E¶~~

~~Carry out special projects assigned by the Superintendent. E¶~~

~~Manage the financing and construction of facilities, finances, budget, revenue, and expenses for all district funds. E¶~~

~~To determine that funds are available to cover the payment of the claim. E¶~~

~~To have access to County Counsel independent of the Board of Education and other officers and employees of the district. E¶~~

~~To determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions. E¶~~

~~To determine that there has been compliance with budgetary, legal, procedural, and specially funded program requirements. E¶~~

~~Chief Business Officer—Continued¶~~

~~Conducts statistical financial studies as may be necessary in projecting, upgrading or evaluating programs and services. E¶~~

~~To certify that the foregoing review has been performed. E¶~~

~~To maintain a record of all transactions reviewed together with notations regarding rejected warrant requests. E¶~~

~~To maintain interface with the county auditor and the county treasurer. E¶~~

~~To ensure organizational independence between accounting, budget, payroll, purchasing, accounts receivable, accounts payable, employee benefits, employee insurance, and internal auditing departments. E¶~~

~~To ensure that the separation of duties is properly controlled. E¶~~

~~To ensure that the handling of receipts and disbursements of funds are disassociated from the accounting functions. E¶~~

~~To prepare and maintain a Chart of Accounts. E¶~~

~~To ensure a degree of independence of the district disbursing officer to other management offices sufficient to maintain positive integrity of responsibilities. E¶~~

~~To ensure controls between the Purchasing Department and Accounts Payable. E¶~~

~~To ensure controls between the Human Resource Office and Payroll. E¶~~

~~To ensure the control of warrants and signatures. E¶~~

~~To ensure the adherence to board rules and policies. E¶~~

~~To provide financial information to the Board of Education. E¶~~

~~To verify board approval of purchase orders, contracts, and agreements. E¶~~

~~To ensure that the investment of funds meets legal requirements. E¶~~

~~To ensure that budget controls and procedures are in accordance with good business and management practices, yet within legal requirements. E¶~~

~~To prepare financial statements and cost analysis reports. E¶~~

~~To monitor the encumbrance system. E¶~~

~~To monitor accounting procedures and internal control systems. E¶~~

~~Chief Business Officer—Continued¶~~

~~To monitor accounts payable and cash disbursements. E¶~~

~~To monitor cash receipts. E¶~~

~~To monitor attendance accounting to ensure any claims against the district meet legal requirements. E¶~~

~~To coordinate internal and external auditing activities. E¶~~

~~To understand data processing as it relates to accounting functions to ensure that there are adequate audit trails through operational data processing systems. E¶~~

~~To monitor food service, student body, and fundraising receipts and disbursements. E¶~~

~~To review and interpret legislation as it relates to the collection and disbursement of funds. E¶~~

~~To determine compliance with laws, regulations, and procedures. E¶~~

~~To prepare written reports of audit findings and recommendations. E¶~~

~~a. Internal Audit¶~~

~~b. Reply to certified audit reports, both to the independent auditor and to the Los Angeles County Office of Education¶~~

~~To audit revolving cash fund and bank accounts. E¶~~

~~To review the annual closing and re-opening of the books of account for compliance to State accounting requirements. E¶~~

~~To review the preparation of annual State and Federal reports. E¶~~

~~To issue duplicate warrants. E¶~~

~~To detect, account for, and recover monies lost due to forged warrants. E¶~~

~~To process garnishments and tax liens against employees and vendors. E¶~~

~~Chief Business Officer—Continued~~

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, executive leadership, organizational management, and strategic planning
- Public sector finance, budgeting, accounting, procurement, contracts, and resource management
- Enrollment forecasting, demographic analysis, and long-range fiscal planning, including expenditure reduction and resource realignment strategies
- Financial and statistical record-keeping techniques and internal control systems
- Enterprise resource planning (ERP) systems and integrated financial, budget, payroll, and human capital management systems, including implementation, conversion, data conversion and integrity, and end-user training practices
- Facilities planning, capital projects, and construction and modernization funding, including bonds, federal special funding programs, and grants
- Principles and practices of facilities maintenance and operations, pupil transportation, information technology, and food services administration
- Principles and practices of risk management, including property, liability, and workers' compensation programs, claims administration, self-insurance and joint powers authority participation, loss prevention, and occupational safety programs
- Principles and practices of collective bargaining, labor relations, and human resources administration
- Principles and practices of supervision, staff development, and performance management, including direction exercised through subordinate management staff
- Modern office practices and procedures, including enterprise software, infrastructure management, and cybersecurity practices
- Governmental accounting standards, the California School Accounting Manual, and the Standardized Account Code Structure (SACS)

- Local Control Funding Formula (LCFF) apportionment, Local Control and Accountability Plan (LCAP) fiscal requirements, and categorical and restricted funding compliance
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

Ability to:

- Plan, direct, and integrate complex business, operational, and financial planning, budgeting, and District programs.
- Manage organizational change and design organizational structures to maximize the effectiveness of District operations.
- Direct the implementation and conversion of enterprise financial and human capital management systems, including planning, resource allocation, staff training, and change management.
- Direct multiple functional areas through subordinate management staff and hold them accountable for results.
- Plan, track, and evaluate projects to ensure timely completion and alignment with long-range District objectives.
- Analyze, interpret, and prepare financial statements, forecasts, and reports.
- Analyze demographic, enrollment, and revenue trends and develop long-range plans to sustain fiscal solvency.
- Evaluate organizational risk exposure and recommend insurance, self-insurance, and loss prevention strategies to protect District assets.
- Prepare and present complex information and recommendations to District administration, the Board of Education, and external stakeholders.
- Provide leadership, supervision, and training to a diverse workforce; guide and motivate others toward common goals.
- 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.
- Interpret, apply, and explain applicable laws, codes, rules, and regulations.
- Utilize accounting software, financial management systems, and standard office applications.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

~~KNOWLEDGE AND ABILITIES:~~

~~All candidates must possess knowledge and implementation experience in management principles and methods of organization as well as financial control and governmental budgeting.~~

~~Candidates must be able to demonstrate strong organizational skills, the ability to meet deadlines, clear oral and written communication skills, as well as the ability to maintain~~

~~an understanding of applicable laws, rules, policies and regulations pertaining to school district business and operations.~~

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

Experience:

Five (5) years of progressively responsible experience in business and financial management within a public agency is required. Experience must include at least three (3) years of administrative management experience with supervisory responsibility over multiple departments. Experience in a K-12 school district educational setting is preferred.

Education:

Bachelor's degree in Accounting, Finance, Business Administration or other closely related field from an institution of higher learning recognized by the Council of Higher Education Accreditation is required. Master's in School Business Administration or Public Administration is preferred.

~~EDUCATION AND EXPERIENCE:~~

~~Minimum of a B.A. or B.S. degree in accounting, finance, business administration or other related degree emphasizing business administration or equivalent combination of education and experience.~~

~~A Certified Public Accountant license is preferable, while a California Chief Business Official Certification is desirable.~~

~~Five years of successful and increasingly responsible experience in an administrative or managerial role.~~

~~LICENSES AND OTHER REQUIREMENTS:~~

~~Possess and maintain a Valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.~~

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 subject to frequent interruptions and high-volume contact with District administrators, staff, external auditors, and county and state agency representatives.
- Evening and occasional weekend attendance at Board of Education meetings, District functions, and community events is required.
- Travel to District school sites, county and state agency offices, and off-site meetings, workshops, and conferences may be required.

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 to exchange information in person, in meetings, and on the telephone.
- Occasional bending at the waist, kneeling, or reaching to access file cabinets and retrieve records.
- Lift and carry office materials weighing up to ten (10) pounds without assistance.

~~WORKING ENVIRONMENT:~~

~~A fast paced and sometimes high pressure office.~~

~~Works in an office that may be subject to constant interruptions.~~

~~Interfaces with a range of district managers and staff.~~

~~PHYSICAL DEMANDS:~~

~~While performing the duties of this job, the employee is required to hear and speak to exchange information and make presentations.~~

~~Seeing to read, review and ensure accuracy of financial statements, reports and a variety of materials.~~

~~Dexterity of hands and fingers to operate office equipment and a computer.~~

~~Sitting or standing for extended periods of time.~~

Additional Requirements/Information:

This classification is designated senior management of the classified service pursuant to Education Code section 45100.5. Employees in this classification are part of the classified service and are afforded all rights, benefits, and burdens of other classified employees, except

that they are exempt from all provisions relating to obtaining permanent status in the senior management position.

The 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.

Possession of a California Chief Business Official (CBO) certification is desired. A Certified Public Accountant (CPA) or Certified Management Accountant (CMA) license is desired.

APPROVED BY PERSONNEL COMMISSION:

Revision:

Proposed Revision: August 11, 2026