BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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

Marisa Perez	**Susan Berhow**	**Jason Willey**
Vice-Chairperson	*Chairperson*	*Member*

REGULAR MEETING AGENDA
November 10, 2026 – 5:30 P.M.

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CLOSED SESSION
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
GOVERNMENT CODE 54957

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.

7. REPORTS/UPDATES/ANNOUNCEMENTS
a. Commissioner Reports
b. CSEA Updates
c. District Updates
d. Executive Director Report

8. ACTION ITEM:
Approval of Minutes, Regular Meeting of October 13, 2026

9. ACTION ITEM:
Ratification of Eligibility Lists for Classified Service

10. ACTION ITEM:
Approval for Revision of Classification Specification: Grounds Maintenance Worker

11. ACTION ITEM:
Approval for Revision of Classification Specification: Health Assistant

12. ACTION ITEM:
Approval for Revision of Classification Specification Revision and Retitle for College and Career Technician

Next Regular Meeting Tuesday, December 8, 2026

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 Commission Office. Please allow 72 hours prior notice to enable the District to accommodate such requests.

13. **ACTION ITEM:**
Second Reading and Adoption of Seniority Listing for Classified Service

14. **ACTION ITEM:**
Commissioner Attendance at the Annual CSPCA Conference March 14-16, 2027 in Long Beach California

15. **ACTION ITEM:**
2025-2026 Personnel Commission Annual Report – Second and Final Reading

16. **INFORMATION ITEMS**
Reappointment of Board Nominee, Jason Willey, to the Personnel Commission

17. **ADJOURNMENT OF MEETING**

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

MINUTES OF THE REGULAR MEETING OCTOBER 13, 2026

CALL TO ORDER IN PUBLIC SESSION

The regular meeting was called to order by Chairperson Sue Berhow at 5:30 p.m. and the Flag Salute was led by Patricia Duwel.

ROLL CALL

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

STAFF PRESENT: Patricia Duwel, Interim 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 October 13, 2026.

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

Item 12 on agenda has a typo, it should read “music assistant” instead of campus security.

Agenda was re-ordered, by placing item 5 to the end of the agenda.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

6. PUBLIC COMMENTS

None

7. REPORTS/UPDATES/ANNOUNCEMENTS

a. Commissioner Reports
Mrs. Berhow thanked Ms. Duwel for meeting with her and answering her questions.

b. CSEA
President Michelle Cuellar shared that there is a lot going on; CSEA nominations for board are coming up soon and will then be up for a vote in December. She doesn’t anticipate many changes.

c. District Updates
None

d. Executive Director Report

Ms. Duwel reported that there are currently 3 recruitments in the testing phase and 5 new recruitments have been opened. The recruitments were added on CalJobs, state website and on EDD. The Director of Fiscal Services has been posted on CASBO and ACSA to attract as many candidates as possible. She also shared that there are weekly meetings she is having with the HR staff regarding projects and the daily business for HR. She also joined a video chat with Lead Learners to discuss professional development for classified staff.

Ms. Duwel also reported to have met with various district site administrators from BHS, MHS, Food Services, assistant superintendent, Dr. Alma Ulloa and was also able to meet with CSEA President Michelle Cuellar. She has regular check-ins with Dr. Ryan Smith and daily interaction with HR staff.

She has most recently been reviewing staffing, contracts, calendars and formatting potential PC Rules and Regulations.

ITEMS FOR ACTION

8. Approval of Minutes, Special Meeting of September 1, 2026

The Personnel Commission took action to approve the minutes as presented for September 1, 2026.

Motion made by:	Ms. Marisa Perez
Seconded by:	Mr. Jason Willey
Roll Call Vote:	Yes: 3
	No: 0

The motion carried.

9. Approval of Minutes, Regular Meeting of September 8, 2026

The Personnel Commission took action to approve the minutes as presented for September 8, 2026.

Motion made by:	Ms. Marisa Perez
Seconded by:	Mr. Jason Willey
Roll Call Vote:	Yes: 3
	No: 0

The motion carried.

10. Ratification of Eligibility Lists for Classified Service

The Personnel Commission took action to ratify the Eligibility Lists for classified service.

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

Mrs. Berhow commented on the many number of applicants being received.
Ms. Perez asked for clarification for list dates.
Ms. Duwel explained the timeline for recruitments, and what the process is between posting and compiling an eligibility list. She also explained the raters/testing process and how the ranks are established.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

11. Approval for Revision of Classification Specification: Campus Security

The Personnel Commission took action to approve the revised classification specifications for Campus Security, effective October 13, 2026.

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

Ms. Duwel deferred to Ms. Leon to provide an overview of the item.
Ms. Leon provided information regarding the minor revisions, contracted services, and the possibility of adding 5 more in-house positions to replace contracted services.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

12. . Approval for Revision of Classification Specification: Music Assistant

The Personnel Commission took action to approve the revised classification specifications for Music Assistant, effective October 13, 2026.

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

Ms. Duwel deferred to Ms. Leon to provide an overview of the item.
Ms. Leon provided information regarding the revisions, at the request from a music teacher at BHS, to add the specialty of Mariachi to the specifications.

Roll Call Vote: Yes: 3
No: 0

The motion carried.

13. INFORMATION ITEMS

a. BUSD PC Annual Report, 2025-2026
b. BUSD Cancer Walk – October 2026
c. CSPCA Conference – March 2027

5. CLOSED SESSION

Public Employee Discipline/Dismissal/Release
Government Code 54957

Public Employee Employment
Interim Executive Director, Classified Personnel Commission
Government Code 54957

Public Employee Employment
Government Code 54957

The Personnel Commission recessed to closed session at 5:56p.m. and reconvened to open session at 6:56 p.m.

Report out of closed session
Mrs. Berhow reported that the commission signed the contract with Ms.Duwel for Interim Executive Director of Classified Personnel Commission. The Personnel Commission took no additional action in closed session.

12. ADJOURNMENT

THE OCTOBER 13, 2026, REGULAR MEETING OF THE PERSONNEL COMMISSION ADJOURNED AT 6:57 P.M.

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 9

Date: November 10, 2026

To: Members of the Personnel Commission

From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission

Subject: Ratification of Eligibility Lists for Classified Service

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

Recommendation(s)

1. Ratify the Eligibility Lists for Classified Service as follows.

Classification	List Date	List Type	Ranks	Eligibles	Invited to Test	Applicants
Employment Training Specialist	11/05/2026	Open	4	4	29	63
Instructional Assistant (Merged)	11/05/2026	Open	28	231	79	62
Instructional Assistant, Bilingual (Merged)	10/27/2026	Open	24	74	79	62
Instructional Assistant Special Education (Merged)	11/05/2026	Open	28	131	79	62

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 10

Date: November 10, 2026

To: Members of the Personnel Commission

From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission

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

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Recommendation(s)

- Approve the revised classification specification for Grounds Maintenance Worker, effective November 10, 2026.

Background

In preparation for the recruitment of Grounds Maintenance Worker, Staff noted the classification specification was last revised in June 1999. Therefore, the specification was reviewed with the Director of Maintenance, Operations and Transportation and updated to clarify the scope of the classification, reorganize duties, and align with current Personnel Commission standards and terminology.

The recommended changes do not substantially alter the nature, scope, or level of work; therefore, no salary range adjustment is recommended.

Summary of Key Revisions

- Adds distinguishing characteristics and supervision language to differentiate the class from Irrigation Technician, Senior Maintenance Worker, and journey-level trades.
- Reorganizes duties and updates terminology to reflect current grounds maintenance responsibilities.
- Revises knowledge and abilities to reflect current groundskeeping, irrigation, equipment, and safety requirements.
- Removes the outdated post-employment coursework/certification requirement while retaining the valid California driver's license requirement.
- Updates Working Conditions to include chemical exposure, working at heights, and operation of heavy machinery.
- Updates physical demands, including lifting requirements of up to 50 pounds without assistance.

For Reference: Salary range D-025: $4,869.27- $5,916.72 monthly

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: GROUNDS MAINTENANCE WORKER

BASIC FUNCTION:

Under general supervision,~~the direction of the Grounds Maintenance Supervisor~~, performs a variety of semi-skilled grounds maintenance and gardening duties in the maintenance and beautification of assigned District grounds and landscaped areas. ~~and gardening duties in the beautification of assigned grounds and landscaped areas.~~

DISTINGUISHING CHARACTERISTICS

The Grounds Maintenance Worker is distinguished by its responsibility for the upkeep of District grounds and landscaped areas. Incumbents perform a variety of routine semi-skilled grounds maintenance work at assigned sites. This classification is distinguished from Irrigation Technician, which performs technical work in the design, installation, repair, and maintenance of District irrigation systems.

It is further distinguished from Senior Maintenance Worker, which supports multiple building trades, and from single-trade journey-level positions such as Carpenter, Electrician, Plumber/HVAC, Painter, and Locksmith that focus on specific areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance and Operations Manager. Does not exercise supervisory authority.

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

- Performs a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas. ~~E~~ ***E***
- Plants, prunes, trims, and waters landscape plantings, including trees, shrubs, hedges, ground cover, and flowers. ~~Plants, cultivates, prunes, sprays, fertilize and irrigate flowers, trees, grass and shrubs; hoe weeds, rake leaves; grind tree stumps; pick up debris following assigned tasks. E~~
- Maintains turf and landscaped areas by mowing, edging, aerating, watering, raking, weeding, and sweeping walkways; removes cuttings, leaves, and debris. ~~Mow, edge, trim, and water lawns, fields and other turf grounds; prepare and fertilize soil. E~~
- Prepares soil and applies fertilizers and soil amendments to maintain plant health.
- Operates and maintains power-driven ground equipment, including mowers, edgers, blowers, trimmers, sweepers, tractors, skid loaders, forklifts, and chain saws, as well as District vehicles and standard gardening hand tools. ~~Operate a variety of power-driven equipment such as tractors, trucks, weed eaters, mowers, fork lifts, sweepers, power pressure sprayers, chain saws and other equipment used in grounds maintenance work; utilize standard gardening hand tools. E~~

- ~~Drive a District vehicle to and from sites to conduct work.~~ ***E***
- ~~Communicate with District employees to coordinate work; assist other maintenance and grounds personnel including repairing asphalt and assisting in the repair of sprinkler systems as assigned.~~ ***E***
- ~~Maintain grounds maintenance equipment in safe operating condition; perform routine maintenance on equipment as needed.~~ ***E***
- Inspects assigned grounds for safety hazards and reports concerns to appropriate staff; may assist with minor repairs as assigned.
- ~~Perform general pest control duties.~~
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in gardening and groundskeeping work
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Herbicides and other chemicals used in grounds maintenance
- Basic operation of irrigation systems, controllers and sprinkler components
- Proper operation of heavy grounds equipment
- Basic record-keeping techniques

ABILITY TO:

- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Operate hand and power tools and other ground equipment used in grounds maintenance.
- Perform routine maintenance on grounds maintenance equipment.
- Observe legal and defensive driving practices.
- Apply specialized chemicals to control and eradicate weeds, insects and other pests.
- Understand and follow oral and written instructions.
- 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:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

~~**LICENSES AND OTHER REQUIREMENTS:**¶~~

~~Valid California driver's license, and a driving record acceptable to the District for insurance purposes.¶~~

~~Must obtain and maintain, within three years of employment, certification from an adult, trade, or community college school verifying the completion of coursework in Fundamentals of Maintenance, Fundamentals of Grounds Care and Maintenance, and Custodial Care and Practices.¶~~

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

WORKING CONDITIONS:~~ENVIRONMENT:~~

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Moderate exposure to fumes, dust, odors, oil/grease, gases.
- Exposure to fertilizers and other chemicals.
- Noise from power equipment at levels requiring hearing protection.
- Working at heights on ladders or scaffolding.
- Operating and working around machinery having moving parts such as mowers, edgers, blowers, chain saws, skid loaders, and forklifts.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate grounds maintenance equipment.
- Bending at the waist, kneeling, stooping or crouching.
- Walking or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders to trim trees.
- Performing sustained physical labor.
- Lifting, carrying, pushing, and pulling heavy objects weighing up to 50 pounds without assistance and heavier objects with assistance.
- ~~Digging.¶~~
- ~~Heavy physical labor.~~
- Hearing and speaking to exchange information and respond to verbal warnings and equipment signals.
- Seeing to perform grounds work, observe safety hazards, and read labels and equipment gauges. ~~Seeing to perform grounds work.~~

~~**HAZARDS:**¶~~

- ~~Working around and with machinery having moving parts. Working on ladders.¶~~
- ~~Exposure to chemicals used in pest control and weed abatement.~~

Additional Requirements/Information:

A valid California driver's license is required.

June 1999 Ewing & Company

Proposed to Personnel Commission: November 10, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 11

Date: November 10, 2026

To: Members of the Personnel Commission

From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission

Subject: Approval for Revision of Classification Specification: Health Assistant

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Recommendation(s)

- Approve the revised classification specification for Health Assistant, effective November 10, 2026.

Background

In preparation for the recruitment of Health Assistant, Staff noted the classification specification was last revised in June 1999. Therefore, the specification was reviewed with the Director, Health Services and updated to clarify the scope of the classification, reorganize duties, and align with current Personnel Commission standards and terminology.

The recommended changes do not substantially alter the nature, scope, or level of work; therefore, no salary range adjustment is recommended.

Summary of Key Revisions

- Updates the basic function to clarify responsibility for basic and specialized student health care services.
- Adds distinguishing characteristics and supervision language to differentiate the class from Special Education Health Assistant and other paraprofessional classifications.
- Updates and reorganizes duties to reflect current terminology and health procedures, including temporary, non-recurring acute personal care for students with short-term conditions.
- Revises knowledge and abilities to reflect current health protocols, confidentiality, and applicable laws and regulations.
- Revises the experience requirement from two years to one year and adds an equivalency provision for CNA or HHA certification.
- Updates working conditions and physical demands, including lifting, carrying, pushing, and pulling up to 50 pounds.

For Reference: Salary range I-020: $3,878.50- $4,713.79 monthly

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEALTH ASSISTANT

BASIC FUNCTION:
Under general supervision, provides basic health care services or specialized health care procedures to students at an assigned school site. Maintains student health records, and communicates with families, students, and staff to support student health and well-being.

~~Under the direction of an assigned Principal, provide a variety of health services at a District site for students; prepare and maintain related records, files, and reports.~~

DISTINGUISHING CHARACTERISTICS

The Health Assistant is a specialized paraprofessional providing physical health care support to the general student population at an assigned school site.

This role is distinguished from the Special Education Health Assistant, which exclusively focuses on students with special needs, and from Instructional Assistants, who provide general classroom support.

It is further distinguished from Behavioral and Speech/Language Assistants, who specialize in behavioral and speech/language intervention plans and services.

Health Assistants do not independently diagnose conditions, interpret results, or develop treatment plans; instead, they execute delegated care and document progress as directed by the supervising credentialed nurse.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned credentialed nurse and school site administrators. Does not exercise supervision over District staff.

REPRESENTATIVE DUTIES:

- Provides health services and physical care procedures for students at an assigned site, including first aid, basic wound care, CPR and life-sustaining emergency care per established protocols.
- Provides specialized care to individual students, including glucose monitoring, breathing treatments, and temporary, non-recurring acute personal health care for students with short-term conditions, such as toileting assistance, personal hygiene assistance (e.g., washing up or cleanup after illness), and changing soiled or wet clothing.
- Receives students at the health office, documents visits and reported symptoms; provides appropriate care within protocols; refers to the nurse or emergency medical services when appropriate.
- Administers prescribed medications per physician orders and District policy; verifies required consent documentation.

- Observes and screens students for illness, communicable disease, head lice, and other conditions; performs routine measurements such as temperature, height, and weight.
- Coordinates vision, hearing, dental, and scoliosis screenings and health events.
- Instructs students on proper personal hygiene, illness prevention, and healthy habits.
- Responds to inquiries and communicates updates to students, parents, District staff, and authorized individuals regarding student health, emergencies, and documentation.
- Maintains health files for new and returning students, and immunization records; ensures compliance with Oral Health Assessment and TB Risk Assessment requirements.
- Maintains the health office in a clean, orderly, and safe condition; monitors supply inventory and orders and replenishes first aid and clinical supplies.
- Attends staff meetings and training sessions related to student health services; maintains required certifications and stays current on District procedures and applicable regulations.
- Performs related duties as assigned.~~Provide a variety of health services for students; evaluate student health complaints; determine appropriate action to be taken; maintain related records using a computerized system.¶~~
- ~~Screen student symptoms to identify medical conditions; take and record temperatures; assist asthmatic students needing breathing treatments; provide ice packs and administer first aid to students.¶~~
- ~~Administer prescribed medications following instructions provided by a physician; maintain related records.¶~~
- ~~Communicate with parents, health care providers, other departments, and the head nurse regarding students' condition and care.¶~~
- ~~Identify students needing immunizations and physicals; maintain updated immunization and CHDP records of testing; send follow-up notices to parents; maintain a list of students who have incomplete records.¶~~
- ~~Organize vision, dental, and hearing tests for students; refer families to outside health care providers as necessary; follow up on health care provider referrals; maintain related records.¶~~
- ~~Process incoming records on new students; verify compliance with State regulations for immunizations and CHDP physicals.¶~~
- ~~Order health office supplies as needed; refill classroom First Aid kits.¶~~
- ~~Maintain the health office in a clean, orderly, and safe condition.¶~~
- ~~Maintain order and discipline in student health office; issue health office passes to students; maintain log of students coming into the health office.¶~~
- ~~Instruct students on proper personal hygiene; attend to students needing assistance with changing clothes and using the restroom; check students for head lice as directed and notify parents of results.¶~~
- ~~Perform routine clerical duties such as filing, typing, answering phones, sending faxes, and duplicating materials; assist Front Office staff as needed.¶~~
- ~~Operate standard office equipment including a computer.¶~~
- ~~serves as relief coverage for Health Assistants supporting students with disabilities as needed.Assist with specialized medical needs for disabled students as assigned.¶~~
- ~~Assist in the documentation of possible child abuse cases.¶~~

- ~~Attend various meetings and conferences.¶~~
- ~~Perform related duties as assigned.↵~~

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic student health screening and measurement techniques
- First aid, CPR, and emergency care methods and procedures
- Universal precautions and clean and sterile treatment techniques
- Medication administration and documentation procedures
- Personal hygiene practices
- Effective oral and written communication techniques and standards
- Interpersonal skills using tact, patience, and courtesy
- Student information systems and standard office equipment, including email and telephone systems
- Student health recordkeeping, documentation, and reporting procedures
- Health and safety regulations applicable to student health services, including the California Education Code, FERPA, and other applicable laws and regulations
- ~~Health and safety regulations¶~~
- ~~First aid methods and procedures¶~~
- ~~Personal hygiene practices¶~~
- ~~Clean and sterile treatment techniques¶~~
- ~~Operation of a computer terminal and data entry techniques¶~~
- ~~Modern office practices, procedures, and equipment¶~~
- ~~Record-keeping techniques¶~~
- ~~Interpersonal skills using tact, patience, and courtesy¶~~
- ~~Applicable sections of the State Education Code and other applicable laws~~

Ability to:

- Administer basic and emergency care, and first aid in accordance with established protocols.
- Respond effectively and appropriately to medical emergencies.
- Screen students for health concerns and take appropriate action within established protocols.
- Administer medications per physician orders and District policy.
- Maintain accurate health records and prepare related reports.
- Handle confidential student health information with discretion.
- Operate student information systems, standard office equipment, and a computer.
- Establish and maintain cooperative working relationships with students, staff, and families.
- Work independently with minimal direction.

- Organize and prioritize work to meet schedules and timelines.
- Communicate policies, procedures, rules, and regulations to students, faculty, parents, and other agencies.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.
- ~~Administer first aid¶~~
- ~~Respond effectively and appropriately to emergency situations¶~~
- ~~Screen students for various health and safety concerns¶~~
- ~~Interpret and apply related rules, regulations, policies, and laws¶~~
- ~~Operate office equipment and a computer¶~~
- ~~Work confidentially with discretion¶~~
- ~~Communicate effectively both orally and in writing¶~~
- ~~Lift students as needed¶~~
- ~~Work independently with little direction¶~~
- ~~Complete tasks in an environment with constant interruptions¶~~
- ~~Understand and relate to children with special needs~~

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

Experience: One (1) year of paid or volunteer experience providing health care in a healthcare facility, school health setting, or related service environment.

~~EDUCATION AND EXPERIENCE:↵~~
Education: Graduation from high school or equivalent~~. Any combination equivalent to: graduation from high school supplemented by two years of experience in a health care service environment.¶~~

Equivalency Provision:

Completion of Certified Nurse Assistant (CNA) or Home Health Aide (HHA) certification program may be substituted for six months of the required experience.

~~**LICENSES AND OTHER REQUIREMENTS:**↵~~
~~Valid First Aid and CPR Certificate issued by an authorized agency.¶~~

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

WORKING CONDITIONS:

ENVIRONMENT:~~Environment:~~

- School health office ~~Office~~ environment
- Constant interruptions and contact with student, staff and the public
- Contact with blood and other body fluids

- Exposure to bloodborne pathogens and communicable diseases ↵

PHYSICAL DEMANDS:~~Physical Demands:~~

- Dexterity of hands and fingers to operate a computer keyboard, office, and medical equipment
- Hearing and speaking to exchange information in person or by ~~on the~~ telephone
- Sitting or standing for extended periods of time
- Lifting, carrying, pushing and/or pulling students weighing up to 50 pounds and with assistance for over 50 pounds~~Lifting students needing assistance~~
- Bending at the waist, kneeling, or crouching to assist students
- Reaching overhead, above the shoulders, and horizontally
- Seeing to read documents and observe and monitor students ~~Seeing to read and monitor students~~
  ¶

~~**Hazards:**~~¶

- ~~Contact with blood and other body fluids~~↵
  ¶
- ~~Potential for contact with blood-borne pathogens and communicable diseases~~

Additional Requirements/Information:

Must possess and maintain a valid First Aid and CPR certificate issued by an authorized agency.

June 1999
Ewing & Company

Proposed to Personnel Commission: November 10, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 12

Date: November 10, 2026

To: Members of the Personnel Commission

From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission

Subject: Approval for Revision of Classification Specification Revision and Retitle for College and Career Technician

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Recommendation(s)

- Approve the revised classification specification for College and Career Technician.
- Retitle the Career Technician classification to College and Career Technician.
- Establish the effective date of November 10, 2026 for the revision and retitle.

Background

In preparation for the recruitment of College and Career Technician, staff noted the classification specification was last revised in June 1999. Therefore, the specification was reviewed with the Director, College & Career Readiness, retitled, and updated to clarify the scope of the classification, reorganize duties, and align with current Personnel Commission standards and terminology.

The recommended changes do not substantially alter the nature, scope, or level of work; therefore, no salary range adjustment is recommended.

Summary of Key Revisions

- Updates title to College and Career Technician to capture the college support duties.
- Updates the basic function to clarify responsibility for College and Career Center resources, events, and student access to post-secondary opportunities.
- Adds distinguishing characteristics and supervision language to differentiate the class from Guidance Technician and Employment Training Specialist.
- Updates and reorganizes duties to current terminology and Center responsibilities.
- Revises knowledge and abilities to reflect current college admissions, financial aid, career resources, technology, and student record requirements.
- Revises minimum qualifications to require three years of experience, aligning with Administrative Secretary (same salary steps) and similarly compensated classifications that also require three years of experience.
- Updates working conditions, and physical demands to reflect current job requirements.

For Reference: Salary range I-005: $5,380.94- 6,540.37 monthly

BELLFLOWER UNIFIED SCHOOL DISTRICT

CLASS TITLE: COLLEGE AND CAREER TECHNICIAN

BASIC FUNCTION:

Under general supervision, maintains resources and coordinates events for the College and Career Center at an assigned high school site, working with post-secondary institutions and District staff to broaden student access to college and career opportunities. ~~Under the direction of an assigned supervisor, perform a variety of technical and support duties related to career and academic guidance for students.~~

DISTINGUISHING CHARACTERISTICS

The College and Career Technician is distinguished by duties centered on career exploration, preparation, and transition support delivered through the College and Career Center. Incumbents in this classification keep informational resources current, coordinate college and career-focused events, maintain post-secondary partnerships, and assist students with information on college and career options.

It is distinguished from the Guidance Technician, which focuses on multi-year academic planning and clerical support related to graduation requirements; whereas the College and Career Technician concentrates on college and career preparation.

The classification is further distinguished from the Employment Training Specialist by coordinating established College and Career Center activities rather than developing work-based learning programs, building employer partnerships, or coordinating District-wide initiatives.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from an assigned administrator. Does not supervise other staff.

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

- Maintains resources and coordinates events for the College and Career Center, working with post-secondary institutions and District staff to broaden student access to college and career opportunities.~~Assist students utilizing career and college resource materials in the career center; research and obtain specialized career information upon student requests; assist counselors and teachers with career center information; maintain records of career center use.~~
- Assists students in developing career goals by administering, scoring, and interpreting career interest assessments.

- ~~Plan, prepare, administer and score a variety of student tests; interpret and discuss results with students; provide classroom presentations to students regarding career and college opportunities.~~
- Delivers classroom presentations and conducts College and Career Center orientations covering various higher education and career pathways.~~Develop publicity and other methods to expand student use of the Center; introduce visiting groups and individuals to the Center; conduct tours and discuss activities and available resources.~~
- Coordinates and collaborates with counselors and other district staff to communicate college application, entrance exam, transcript, and financial aid requirements, scholarships and deadlines to students.
- ~~Coordinate activities and exchange information with representatives from local and out-of-state colleges; research and acquire information on scholarships, grants and application processes; assist students with preparing transcripts and records for college consideration.~~
- Coordinates Center events, including presentations from ~~Arrange for and schedule~~ career speakers, college and military representatives; and career visitations from local businesses and industry.~~.\ assist with development and presentation of career education curriculum units.~~
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. inventory of college catalogues, application and web site locations, etc.) for the purpose of ensuring the availability of material for internal use and distribution as required.
- ~~Update and maintain various resource materials on careers and colleges; review catalogs, brochures, posters, and applications for distribution to faculty and students; develop forms and reference material for use in the Center.~~
- ~~Create an atmosphere of acceptance, concern and helpfulness in the center; maintain bulletin boards and displays.~~
- ~~Operate a variety of office and career center equipment including a computer; drive a vehicle to District sites as assigned.~~
- Participates in conferences, workshops, and training to stay current on financial aid options and college entry criteria.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Career guidance and student advisement techniques
- Post-secondary education, vocational training, and military career opportunities
- ~~Vocational and career information and materials.~~

- Career interest survey administration, scoring, and interpretation methods
- ~~Fundamentals of test administration and result interpretation methods and procedures.~~
- Modern office practices, procedures, and software, including student information systems, college admissions and financial aid application systems~~Modern office practices, procedures and equipment.~~
- Data collection and report preparation methods~~Record-keeping techniques.~~
- Recruitment and retention programs and techniques ~~Basic computer operation.~~
- ~~Correct English usage, grammar, spelling, punctuation and vocabulary.~~ ¶
- ~~Oral and written communication skills.~~
- ~~Policies and objectives of assigned program and activities.~~
- Effective written and verbal communication techniques
- Interpersonal skills using tact, patience and courtesy
- College admissions guidelines, entrance examination requirements, and application procedures~~College matriculation requirements.~~
- Financial aid, scholarship, and grant resources and application processes
- Federal and state laws and District policies governing the confidentiality of student records
- ~~Recruitment and retention programs and techniques.~~

ABILITY TO:

- Coordinate the resources, activities, and events of a college and career center at an assigned site.~~Provide specialized assistance and information to students and others concerning student services areas.~~
- Administer, score, and interpret career interest assessments and surveys.~~Administer and interpret tests and results.~~
- Identify student interests, skills, and goals, and guide students in exploring appropriate options.
- Provide classroom presentations and center orientations to students and families.
- ~~Communicate vocational and career information and materials.~~
- Research and compile college, career, scholarship, and financial aid information into usable resources.
- Communicate effectively both orally and in writing.
- ~~Interpersonal skills using tact, patience and courtesy.~~
- Identify student interests and goals, and guide students in exploring career and college options.~~Assess student needs and develop viable plans and alternatives.~~
- ~~Learn the specialized activities and operations of an assigned student services area.~~

- Establish and maintain cooperative and effective working relationships with others.
- Prepare and maintain accurate records, reports, databases, and files.
- ~~Maintain records and prepare reports.~~
- Operate standard office equipment.~~computer terminal.~~
- Work independently with minimal direction.
- ~~Plan, organize and implement student services activities and programs.~~
- Model communications and interactions that respect and include individuals of all languages, abilities, religions, and cultures.
- ~~Observe legal and defensive driving practices~~.

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

Experience: Three (3) years of increasingly responsible clerical or administrative support experience involving college and career development, scholarship or financial aid programs, or other post-secondary and career resources, preferably in a high school setting.

Education: Associate's degree from an institution of higher learning recognized by the Council of Higher Education Accreditation with coursework in counseling, career education, behavioral science, human services, or a closely related field.

~~EDUCATION AND EXPERIENCE:~~

- ~~Any combination equivalent to: an associate's degree with course work in counseling, career education, behavioral sciences, human relations or other related field and one year of experience working with young adults in an instructional setting.~~

~~LICENSES AND OTHER REQUIREMENTS:~~ ¶

- ~~Some positions in this class may require the possession of a Valid California driver's license, and a driving record acceptable to the District for insurance purposes.~~

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

~~ENVIRONMENT:~~

- Standard climate-controlled office with frequent interruptions~~Office environment.~~
- Occasional travel to conduct District business, attend meetings, or attend workshops and training~~Driving a vehicle to conduct work.~~

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time
- Occasional bending at the waist, stooping, kneeling, or crouching to retrieve, maintain files and records.~~Bending at the waist, kneeling or crouching.~~
- Hearing and speaking to exchange information and make presentations.
- Reaching overhead, above the shoulders and horizontally.
- Visual acuity to read, review, and screen a variety of documents, reports, and computer screens.~~Seeing to read a variety of materials.~~
- Lifting and carrying up to ten (10) pounds without assistance and up to twenty (20) pounds with assistance.

Additional Requirements/Information:

May require a valid California driver's license or the availability of private transportation to conduct District business, attend meetings, workshops and training.

June 1999
Ewing & Company

Proposed Revision to Personnel Commission: November 10, 2026

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 13

Date: November 10, 2026

To: Members of the Personnel Commission

From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission

Subject: Second Reading and Adoption of Seniority Listing for Classified Service

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Recommendation

- It is recommended that the Personnel Commission adopt the seniority lists for all employees in classified service who are in probationary or permanent status as of June 30, 2026 and authorize staff to post the listing for employee viewing.

Accompanist	Instructional Assistant
Accounting Assistant	Instructional Assistant Bilingual
Accounting Technician	Instructional Assistant Child Care
Administrative Secretary	Instructional Assistant Media Arts
Athletic Utility Worker	Instructional Assistant Special Education
Behavior Assistant	Instructional Assistant Visual Arts
Bus Driver	Instructional Assistant Visual Arts Performing Arts
Bus Driver/Service Mechanic	Irrigation Technician
Buyer	Lead Custodian
Campus Security	Library Media Assistant
Career Technician	Licensed Vocational Nurse
Carpenter	Locker Room Attendant
Clerical Assistant I	Locksmith
Clerical Assistant II	Mechanic
Clerical Assistant III	Mechanic/Bus Driver
Clerk	Music Assistant
Community Services Worker	Painter
Computer Repair Technician	Physical Education Assistant
Cook/Housekeeper	Plumber/HVAC Mechanic
Custodian	Receptionist
Data Technician	School Financial Technician
Electrician	Secretary
Electronic Repair Technician	Senior Accounting Assistant
Employment Training Specialist	Senior Maintenance Worker
Food Service Assistant I	Snack Bar Operator
Food Service Assistant II	Special Education Health Assistant
Food Service Assistant III	Supervision Assistant
Food Service Manager I	Technology Technician
Grounds Maintenance Worker	Transportation Specialist
Guidance Technician	Utility Worker I
Health Assistant	Utility Worker/Custodian
High School Maintenance Custodian	Warehouse Worker Delivery Driver
HVAC Mechanic	

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 14

Date: November 10, 2026

To: Members of the Personnel Commission

From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission

Subject: Commissioner Attendance at the Annual CSPCA Conference March 14-16, 2027 in Long Beach California

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Background

The Annual CSPCA (California School Personnel Commissioners Association) Conference is scheduled for March 14-16, 2027 in Long Beach California. Registration cost is $799 per person.
It is recommended that each Commissioner individually indicate whether they wish to attend or decline to attend the annual CSPCA Conference.

DISPOSITION BY THE COMMMISSION
Approve the registration and attendance for the following Commissioners to attend the Annual CSPCA Conference in Long Beach, California in March 2027 based on the individual Commissioners accepting or declining to attend the conference.

Commission Chair	Accept _____	Decline _____
Commission Vice-Chair	Accept _____	Decline _____
Commission Member	Accept _____	Decline _____

BELLFLOWER UNIFIED SCHOOL DISTRICT
Personnel Commission
Agenda Item: 15

Date: November 10, 2026

To: Members of the Personnel Commission

From: Patricia Duwel, Interim Executive Director-Classified Personnel Commission

Subject: 2025-2026 Personnel Commission Annual Report – Second and Final Reading

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Recommendation(s)

- Approve the second reading of the 2025-2026 Annual Report for presentation to the Board of Education.

Background

In accordance with Education Code 45266, an Annual Report is required to be prepared and submitted to the Board of Education for the school district.

BELLFLOWER UNIFIED SCHOOL DISTRICT

Personnel Commission

Annual Report

2025-2026

July 1, 2025 - June 30, 2026

Presented to the Board of Education

Submitted by Patricia Duwel, Interim Director

WELCOME

Introduction

This report summarizes the work of the Bellflower Unified School District (BUSD) Personnel Commission for fiscal year 2025-2026 (July 1, 2025 - June 30, 2026), as required by Education Code Section 45266. It highlights the Commission's recruitment, examination, classification, and hiring activity and describes the classified workforce that supports BUSD students every day.

About BUSD. BUSD serves the City of Bellflower and portions of Lakewood and Cerritos in southeast Los Angeles County, with 10 elementary schools, 3 high schools, and 1 independent study academy.

Students (PreK-12)	Schools	Graduation Rate	CTE Pathways
9,989	14	94.6%	20

Our Mission

We provide engaging learning experiences and equitable opportunities that build strong relationships and transferable skills so every learner is future-ready.

Our Vision

Bellflower Unified ignites the potential of every learner, ensuring each is valued, challenged, and prepared to thrive in a changing world.

MEET

The Personnel Commission

The Personnel Commission is an independent, three-member body that administers the merit system for BUSD's classified service. Commissioners serve three-year terms (Education Code Section 45246). In 2025-2026, the Commission held 11 regular meetings and 1 special meeting.

What We Do

- Recruit and test candidates for classified employment
- Conduct classification and reclassification studies
- Conduct salary studies and surveys
- Hear appeals of disciplinary actions
- Maintain the Commission's rules and regulations
- Ensure the implementation of the merit system

Personnel Commissioners

Commissioner	Office	Current Term
Sue Berhow, CSEA Appointee	Chairperson	12/01/2025 - 12/01/2028
Marisa Perez, Joint Appointee	Vice-Chairperson	12/01/2024 - 12/01/2027
Jason Willey, Board Appointee	Member	12/01/2023 - 12/01/2026

Our Team

Name	Title
Patricia Duwel	Interim Director, Personnel Commission
Adrianna Cervantes	Administrative Assistant
Andrea Leon	Human Resources Analyst
Esther Bryant	Human Resources Technician
Sandy Barron	Human Resources Assistant

THE

Merit System

The Pendleton Civil Service Act of 1883 replaced the federal "spoils" system with hiring based on merit. California extended the merit system to school districts after the Los Angeles Unified School District fired more than 700 employees in the 1930s to make room for friends of newly elected Board members. Education Code Sections 45220-45226 now govern the merit system in school districts. Read Education Code Sections 45220-45226.

Principles of the Merit System

- Recruitment from all segments of society
- Advancement based on ability, knowledge, and skills under fair and open competition
- Fair and equitable treatment in all personnel matters
- Equal pay for work of equal value
- Efficient and effective use of the workforce
- Retention of employees who perform well
- Correction of inadequate performance
- Separation of employees who cannot or will not meet required standards
- Improved performance through education and training
- Protection from arbitrary action, favoritism, or political coercion

2025-2026

Recruitment, Examination, and Classification

Job Postings	Applications	Candidates Tested	Eligibility Lists	Applicant Appeals	Examination Appeals
36	3,312	818	34	0	0

Applicant Demographics

Applicants self-report race and ethnicity. Reporting is voluntary and does not affect eligibility.

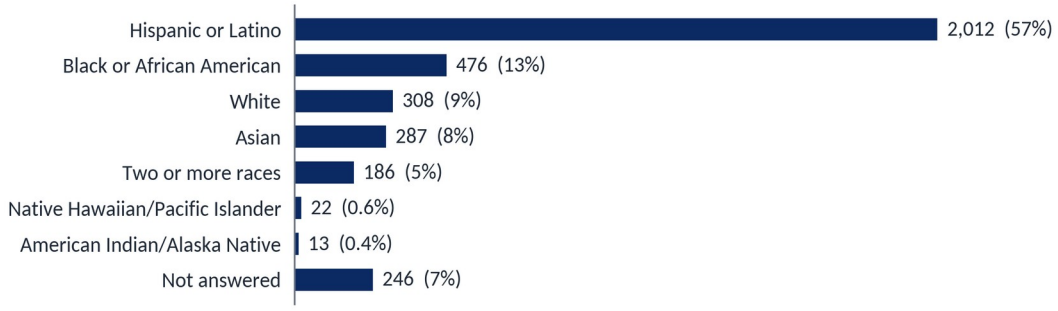


Figure 1. Applicants by self-reported race/ethnicity (3,550 total).

Classification and Compensation

Education Code Section 45256 requires the Commission to classify every position in the classified service so that duties, qualifications, and pay stay accurate and equitable.

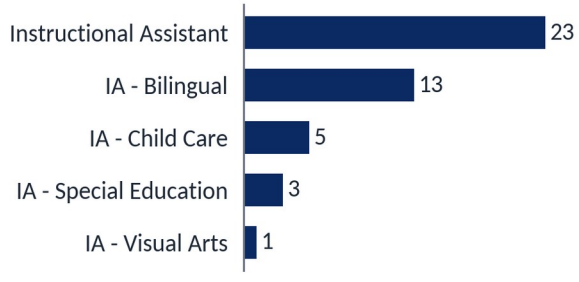
Classifications Revised	New Classifications	Reclassifications	Salary Realignments
14	6	1	2

2025-2026

Hiring and Separations

New Hires	Promotions	Transfers	Total Positions Filled	Separations
109	17	1	127	66

The Commission filled 127 classified positions: 109 through new hires, 17 through promotions, and 1 through transfer. Instructional Assistant (IA) classifications made up 45 of 109 new hires (41 percent), the largest share of classified hiring. Sixty-six classified employees left the District; resignations accounted for 42 (64 percent).



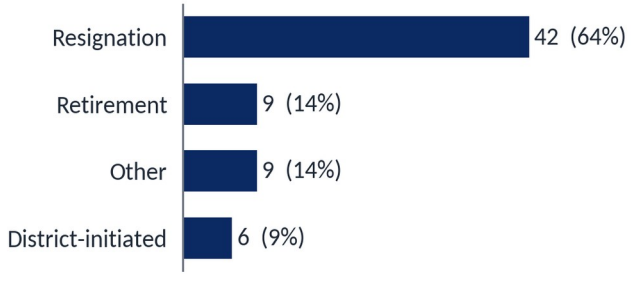
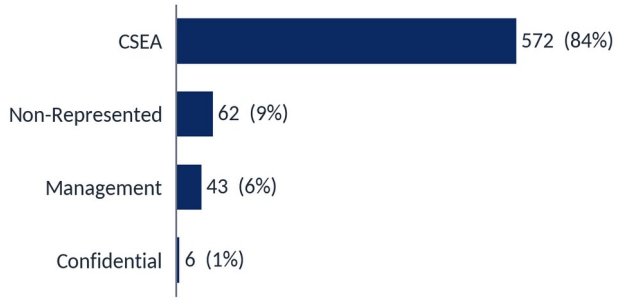


Figure 2 (left). IA new hires by classification (45 total). Figure 3 (right). Separations by reason (66 total).

2025-2026

Our Classified Workforce

BUSD's classified service includes 683 employees. CSEA bargaining unit members make up 84 percent of the workforce.



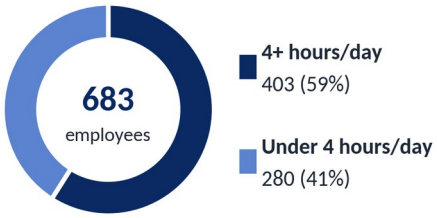


Figure 4 (left). Employees by bargaining unit. Figure 5 (right). Employees by assigned hours per day.

2025-2026 CLASSIFIED EMPLOYEE OF THE YEAR



Kaye Pettit (center, holding flowers) celebrates with district staff.

Kaye Pettit

Senior Accounting Assistant

Congratulations to Kaye Pettit, BUSD's 2025-2026 Classified Employee of the Year. This honor recognizes a classified professional whose service, skill, and dedication strengthen our schools and the students and families we serve.

Thank you, Kaye, for your commitment to Bellflower Unified.

Thank You

The Personnel Commission thanks the Board of Education, the Superintendent, and District leadership for their support of the merit system, and the hiring managers and subject matter experts who helped develop and administer our examinations.

BUSD - The Standard Lives Here

Office of Classified Human Resources · 16703 S. Clark Avenue, Bellflower, CA 90706 · 562-866-9011 · www.busd.k12.ca.us