

THE PERSONNEL COMMISSION

The Responsibilities of the Personnel Commission

The Personnel Commission has three core responsibilities as defined in the California Education Code. These are as follows:

1. Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
2. Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the Classified service.
3. Conduct appeal hearings on matters involving employee discipline action, employment examinations, and personnel policies and procedures.

The Duties Performed by The Personnel Commission

To execute its responsibilities, The Personnel Commission performs the followings duties:

1. Establishes and maintains a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications on salary schedules using standards that provide equal pay for equal work.
2. Adopts guidelines to analyze jobs and develop valid employment examinations.
3. Adopts rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, transfers, layoffs, compensation, performance evaluation, discipline, and other rules necessary to carry out classified personnel administration.

The Requirements for Serving as a Personnel Commission

To be eligible for appointment to the Personnel Commission, a person shall:

1. Be a registered voter and resident within the territorial jurisdiction of the school district.
2. Be a known adherent to merit system principles as demonstrated by public or private service that indicates support for the concept of public employment, continuance in employment, and promotional opportunities on the basis of merit and fitness.
3. Not be member of the Board of Education or an employee of same school district.
4. Not be an employee of the same school district.

BELLFLOWER UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSIONER APPLICATION

APPLICATION FILING PERIOD WILL CLOSE AT 4:00 P.M.
ON WEDNESDAY, FEBRUARY 24, 2021.

Personal Information

Name:

Residential Address:

Home Phone:

Cell Phone:

Requirements:

To be eligible to serve and continue serving as a Personnel Commissioner, a person shall (a) be a registered voter and resident within the territorial jurisdiction of the Bellflower Unified School District and (b) be a known adherent of the merit system. No member of the Board of Education of any other school district of a county Board of Education shall be eligible to serve as a Personnel Commissioner. During his/her term of office, no member of the Personnel Commission shall be an employee of the District.

_____(Initials) My initials acknowledge that I understand and meet the requirements.

Please include a letter of interest and a resume.

Note: You will be subject to the Conflict of Interest provisions of the California Constitution and the Government Code. An oath of office pledge will be required.

Signature: _____ **Date:** _____

EVALUATION/SELECTION PROCESS: A review of the applicants' experience and qualifications will be conducted. Based on that evaluation, applicants who qualify will be invited by the Board to interview.

The completed application may be scanned and emailed to Ileanne Prokutko, Executive Secretary, Superintendent's Office at iprokutko@busd.k12.ca.us. Please title the subject with Personnel Commissioner Application. Printed applications may be hand delivered in a sealed envelope by appointment. Please call (562) 866-9011 to schedule an appointment between the hours of 8:00 a.m. and 4:30 p.m.