

**GLENDALE UNIFIED SCHOOL DISTRICT  
Personnel Commission**

December 7, 2021

**Modified Personnel Commission Meeting Procedures for December 7, 2021 due to COVID-19.**

**The District is committed to ensuring the health and safety of our entire Glendale Unified community. Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, the Glendale Unified Personnel Commission meetings will be closed to the public until social distancing directives have been lifted. As always, the meeting agenda will be posted online at <https://www.gusd.net/Page/246> and at the Glendale Unified administrative offices within 72 hours of a regular meeting or 24 hours of a special meeting.**

**AGENDA**

**I. PLEDGE OF ALLEGIANCE**

**II. COMMENTS FROM THE AUDIENCE**

(ADDRESSING THE PERSONNEL COMMISSION--An interested party may address the Commission concerning any subject that lies within the Commission's jurisdiction. Due to the Personnel Commission Meeting being closed to the public, any comments and/or inquires by an interested party may be emailed to the Personnel Commission at [jgonzales@gusd.net](mailto:jgonzales@gusd.net) or call Human Resources at (818) 241-3111, Ext. 1371, prior to the start of the Personnel Commission Meeting at 4:00 p.m. on Tuesday, December 7, 2021. Comments and/or inquires will be presented to the Commission and results will be communicated to the individual(s) making the inquiries. Results will be reflected in the minutes of the meeting that will be posted on the District web site.

Speakers must state their name and address prior to addressing the Personnel Commission. Not more than five minutes may be allotted to each speaker's inquiry, and no more than 20 minutes to each subject matter, except by unanimous consent of the Commission.)

**III. MINUTES**

November 9, 2021

**IV. ELECTION OF NEW COMMISSION OFFICERS**

**V. CLASSIFICATION ACTION**

A. New Classified Job Title & Salary Schedule for Registrar

1. Discussion

**VI. EXAMINATIONS**

A. Eligibility Lists

- |    |                                 |          |
|----|---------------------------------|----------|
| 1. | Human Resources Analyst         | 11/12/21 |
| 2. | Psychological Services Provider | 11/18/21 |
| 3. | Senior Administrative Secretary | 11/19/21 |

A. Fields of Competition

- |    |  |      |
|----|--|------|
| 1. | <u>November 8, 2021 through December 3, 2021</u>   |      |
| a. | Assistant Operations Coordinator                   | 2196 |
| 2. | <u>November 17, 2021 through December 10, 2021</u> |      |
| a. | Executive Secretary                                | 2197 |
| b. | Buyer  | 2198 |
| c. | Purchasing Support Technician                      | 2199 |

**VII. NEXT MEETING – DISCUSSION AB 361**

The date of the next regularly scheduled Personnel Commission meeting is Tuesday, January 11, 2022 at 4:00 p.m.

AB 361 extends the authority of legislative bodies including school district governing boards, to hold electronic meetings if the board has determined that it is necessary for health and safety to meet electronically and the board affirms this determination every 30 days.

**VIII. ADJOURNMENT**