

**GLENDALE UNIFIED SCHOOL DISTRICT  
Personnel Commission**

**Minutes of the Meeting of January 11, 2022**

The meeting was called to order by Mr. Khoury at 4:03 p.m. The Pledge of Allegiance was led by John Gonzales.

**PRESENT** Mr. Khoury, and Mr. Ordubegian, Commissioners  
Dr. Darneika Watson, Director of Classified Personnel

**COMMENTS FROM THE AUDIENCE**

There were no comments from the audience.

**APPROVAL OF THE MINUTES**

Minutes of December 7, 2021

Mr. Ordubegian moved, and Mr. Khoury seconded, to approve the minutes of December 7, 2021. The motion passed unanimously.

**DISCUSSION – NEW CLASSIFIED JOB TITLE AND SALARY SCHEDULE FOR REGISTRAR**

John Gonzales stated that this was brought to our attention in which CSEA is requesting to do a job classification study of the Registrars in the District who are currently Typist Clerk II's. He also said that that CSEA and the District is looking forward to study the classification title and also salary its schedule.

Mr. Gonzales mentioned that there was a meeting which was held this afternoon prior to the Personnel Commission meeting to discuss the next step to finalize the new job description and possibly the salary as well. The goal is to bring it at the next Personnel Commission meeting. Mr. Gonzales thanked Ms. Marina Adamian, Typist Clerk II at Toll Middle School, Michelle Petrosian, CSEA President, and Ciera Chilton, CSEA Representative for attending the meeting.

**CLASSIFICATION ACTION**

A. Revisions to Class Description

1. Psychological Services Provider

John Gonzales explained that this is a management position and has been brought to the Commissioners for revision over the years. The revision requested this time is to update licensing. Mr. Gonzales also explained that the incumbents in this classification meet the license requirement. It is mainly to update the class description.

Mr. Khoury moved, and Mr. Ordubegian seconded, to approve the Revisions to Class Description. The motion passed unanimously.

**EXAMINATIONS**

A. Eligibility Lists

- |    |                                 |          |
|----|---------------------------------|----------|
| 1. | Regional Maintenance Supervisor | 12/16/21 |
| 2. | Technology Support Technician   | 12/09/21 |

Mr. Ordubegian moved, and Mr. Khoury seconded to approve the eligibility lists. The motion passed unanimously.

B. Fields of Competition

- |    |   |      |
|----|---|------|
| 1. | <u>December 10, 2021 through January 11, 2022</u> |      |
| a. | Custodian II                                      | 2201 |
| 2. | <u>December 17, 2021 through January 17, 2022</u> |      |
| a. | Communications Specialist                         | 2202 |
| 3. | <u>December 20, 2021 through January 19, 2022</u> |      |
| a. | Translator/Interpreter-Armenian                   | 2203 |
| b. | Translator/Interpreter-Spanish                    | 2204 |

The Commissioners noted the Fields of Competition.

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**NEXT MEETING – DISCUSSION AB 361**

Mr. Ordubegian requested to reschedule the next Personnel Commission meeting. It was agreed to hold the next Personnel Commission meeting on Wednesday, February 9, 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.

Mr. Ordubegian moved to continue to have the meeting remotely. Mr. Khoury seconded. The motion passed unanimously.

**ADJOURNMENT**

The meeting was adjourned at 4:10 p.m.