

GLENDALE UNIFIED SCHOOL DISTRICT
Personnel Commission

Minutes of the Meeting of November 10, 2020

The meeting was called to order by Mr. Ordubegian at 4:02 p.m. The Pledge of Allegiance was led by John Gonzales.

PRESENT Mr. Ordubegian, Mr. Emmons, and Mr. Khoury, 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 October 13, 2020

Mr. Emmons moved, and Mr. Khoury seconded, to approve the minutes of October 13, 2020. The motion passed unanimously.

EXAMINATION/TRANSFER PROCEDURES

At the last Personnel Commission meeting, it was asked whether any lists of transfer opportunities, lists of vacancies, and employee rankings are posted publicly. Mr. Gonzales read a Memorandum explaining policies and procedures from the Rules and Regulations of the Classified Service (Personnel Commission), Collective Bargaining Agreement between GUSD and CSEA, and the California Education Code.

Mr. Gonzales explained that an employee has the right to request a Transfer. The Transfer is kept for 2 years. Mr. Khoury asked if the list of transfers is publicly available. Mr. Gonzales responded that they are not open to the public. He also said that Human Resources keeps the list and it is not provided to CSEA automatically. Mr. Khoury asked if CSEA would be allowed to get such information if they requested it. Mr. Gonzales responded that Human Resources feels obligated to provide information on who is on the transfer list. Mr. Khoury asked if the information would be available to any other person. Mr. Gonzales responded no, that we do not share that information with outsiders. Mr. Gonzales also explained that the employee needs to obtain their supervisor's signature before submitting the transfer form to Human Resources. However, if they are not able to get the supervisor's signature, they can still submit it. Mr. Gonzales also said that Human Resources would notify the employee if the transfer was approved or not. He also mentioned that on the backside of the form, there is a log of the dates and times the employee has been contacted in regard to their transfer form and it is to keep track of all contacts with the employee.

EXAMINATION/TRANSFER PROCEDURES - Continued

Mr. Ordubegian asked if the transfer request needs to be within the same classification. Mr. Gonzales responded that an employee can request a transfer to a similar classification, with the same salary range and if it meets the same criteria.

John Gonzales explained whether information about ranks on eligibility lists is kept confidential. He said that rankings are kept confidential and are not shared with the public or anyone else.

The following comments took place at the end of the meeting:

Mr. Emmons asked why no one from the District was able to promote to Don Jensen's former position as a Regional Maintenance Supervisor. John Gonzales explained that there were applicants from both inside and outside the District. He added that based on a training and experience evaluation, only top-qualifying candidates are selected and moved forward in the examination process. He added that the evaluation includes various factor such as years of experience.

Mr. Ordubegian asked if the District provides training to employees. Mr. Gonzales responded that this is an area that the District has been discussing with CSEA and the District is looking into creating such opportunities for Classified employees.

Mr. Gonzales said that there have been employees moving or being promoted into supervisory levels. Some of them were first moved into temporary higher positions and many of them were promoted.

EXAMINATIONS

A. Eligibility Lists

- | | | |
|----|-------------------|----------|
| 1. | Account Clerk III | 10/20/20 |
| 2. | Senior Buyer | 10/16/20 |

Mr. Emmons moved, and Mr. Khoury seconded, to approve the Eligibility Lists. The motion passed unanimously.

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NEXT MEETING

The date of the next regularly scheduled Personnel Commission meeting is Tuesday, December 8, 2020, at 4:00 p.m.

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.