

**GLENDALE UNIFIED SCHOOL DISTRICT  
Personnel Commission**

**Minutes of the Meeting of November 9, 2021**

The meeting was called to order by Mr. Emmons at 4:00 p.m. The Pledge of Allegiance was led by Mr. Khoury.

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

**COMMENTS FROM THE AUDIENCE**

There were not comments from the audience.

**APPROVAL OF THE MINUTES**

Minutes of October 5, 2021

Mr. Khoury moved, and Mr. Ordubegian seconded, to approve the minutes of October 5, 2021. The motion passed unanimously.

**PUBLIC HEARING – REAPPOINTMENT OF PERSONNEL COMMISSION MEMBER  
MR. NAJEEB KHOURY, DECEMBER 1, 2021 TO NOVEMBER 30, 2024**

**REAPPOINTMENT OF PERSONNEL COMMISSION MEMBER MR. NAJEEB  
KHOURY, DECEMBER 1, 2021 TO NOVEMBER 30, 2024**

The Commissioners expressed their pleasure of working with Mr. Khoury and welcomed him for another term.

**CLASSIFICATION ACTION**

- A. Establishment of New Classification
  - 1. Purchasing Support Technician
  
- B. Revisions to Class Description
  - 1. Senior Buyer
  - 2. Buyer

Mr. Khoury asked if there are incumbents in these two positions, Senior Buyer and Buyer. Mr. Gonzales explained that there is a Senior Buyer, two Buyers and a Typist Clerk III at

**CLASSIFICATION ACTION - Continued**

Procurement and Contract Services department. The Senior Buyer and the two Buyers are currently filled. The District is reassigning one of the current Buyers to FASO, in order to assist with the purchasing needs. This will create a Buyer vacancy in the Procurement & Contract Services Department. The District is planning to recruit and fill the vacant Buyer position.

Also, The District is requesting the Typist Clerk III position be revised to a new classification of Purchasing Support Technician in order to better meet the needs of the department. The District plans in recruiting for this position immediately.

Mr. Khoury moved, and Mr. Ordubegian seconded, to approve the Establishment of a New Classification and the Revision to Class Description. The motion passed unanimously.

**EXAMINATIONS**

- |    |    |   |      |
|----|----|---|------|
| A. | A. | <u>Fields of Competition</u>                      |      |
|    | 1. | <u>October 18, 2021 through November 8, 2021</u>  |      |
|    |    | a. Accounting Technician                          | 2193 |
|    |    | b. Psychological Services Provider                | 2194 |
|    | 2. | <u>November 2, 2021 through November 22, 2021</u> |      |
|    |    | a. Benefits Technician                            | 2195 |

The Commissioners noted the Fields of Competition.

**NEXT MEETING – DISCUSSION AB 361**

The date of the next regularly scheduled Personnel Commission meeting is Tuesday, December 7, 2021 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. Khoury moved to continue to have the meeting remotely. Mr. Ordubegian seconded. The motion passed unanimously.

**ADJOURNMENT**

The meeting was adjourned at 4:12 p.m.

Mr. Juan Leiva, Warehouse Worker/Driver I, thanked Dr. Darneika Watson for those recruitments. Dr. Watson thanked Mr. Momartin and Mr. Gonzales for their continued efforts and commitment.