

**GLENDALE UNIFIED SCHOOL DISTRICT  
Personnel Commission**

**Minutes of the Meeting of December 7, 2021**

The meeting was called to order by Mr. Emmons at 4:07 p.m. The Pledge of Allegiance was led by John Gonzales.

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

**COMMENTS FROM THE AUDIENCE**

Michelle Petrosian, CSEA President thanked the Commissioners for placing the updated Personnel Commission Rules & Regulations on the website.

**APPROVAL OF THE MINUTES**

Minutes of October 5, 2021

Mr. Khoury moved, and Mr. Ordubegian seconded, to approve the minutes of November 9, 2021. The motion passed unanimously.

**ELECTION OF NEW COMMISSION OFFICERS**

Mr. Ordubegian moved, and Mr. Emmons seconded to approve the election of Mr. Khoury as a Chairperson to the Personnel Commission. Mr. Khoury moved, and Mr. Emmons seconded to approve the election of Mr. Ordubegian as a Vice-Chairperson to the Personnel Commission. Mr. Ordubegian acknowledged Mr. Emmons leadership as chairperson during the Covid period this past year. The motion passed unanimously.

**CLASSIFICATION ACTION**

A. New Classified Job Title & Salary Schedule for Registrar

1. Discussion

Mr. Khoury acknowledged receipt of a letter from CSEA regarding this matter. Mr. Khoury suggested to get input from Human Resources on views of the issue to have an idea of what other districts use for registrar.

Michelle Petrossian commented that the item was agendized to discuss.

## **Personnel Commission Minutes**

**December 7, 2021**

**Page 2**

Mr. Khoury reiterated that the Commissioners would prefer to discuss during next PC meeting to have Human Resources and CSEA's input.

Michelle Petrosian reiterated that CSEA was present to hold a discussion of the job duties of TC III and how their jobs are centralized. She also said that they all have different job duties at different sites. She also mentioned that the Typist Clerks affected were present to answer any questions the Commissioners might have regarding their position.

Mr. Khoury recommends that we address this for the next PC meeting in order to give the district and CSEA an opportunity to present their recommendations.

John Gonzales explained that the Glendale Unified School District uses "Broad classifications," such as Typist Clerk II's and Typist Clerk III's. Within these classifications there are several specific assigned duties, such as attendance, counseling, health, etc. Having broad classifications served a purpose which allowed the transferring of duties and staff between desk assignments and schools/departments.

Now, due to the specialization of positions, there is a need to review the general classifications and possibly change their titles and clarify the duties. The District supports review the Typist Clerk III as it relates to the counseling clerk duties.

Diana Espiritu, CSEA asked what is the procedure on how classifications are discussed.

Mr. Khoury said that there is a need to do a study in order to get a fuller picture.

John Gonzales said that a study will be done and recommends HR work together with CSEA.

Diana Espiritu asked if she could have a timeline.

Mr. Khoury said that he recommends to agendaize it for the next PC meeting to establish the process.

Sonia Antezana, TC III asked clarification on how to present a petition with all details to the Personnel Commission.

Mr. Khoury replied that before the process is over she will have the opportunity to present her request.

Mr. Emmons moved, and Mr. Ordubegian seconded to move it to the next PC meeting.

**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 |

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

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 |

The Commissioners noted the Fields of Competition.

**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.

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

**ADJOURNMENT**

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