

**GLENDALE UNIFIED SCHOOL DISTRICT
Personnel Commission**

Minutes of the Meeting of February 18, 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 January 11, 2022

Mr. Ordubegian moved, and Mr. Khoury seconded, to approve the minutes of January 11, 2022. The motion passed unanimously.

DISCUSSION – NEW CLASSIFIED JOB TITLE AND SALARY SCHEDULE FOR REGISTRAR

Mr. Khoury asked John Gonzales to present background on this topic.

John Gonzales thanked CSEA President, Michelle Petrosian, and Marina Adamian, Typist Clerk III (Registrar), Toll for assisting the district with the study of the class description Typist Clerk III – Registrar. Mr. Gonzales mentioned that in December 2021, CSEA requested a study be conducted on the Typist Clerk IIIs who perform the Registrar duties at the Secondary Schools. Mr. Gonzales said that based on CSEA’s request and the initial classification review of duties, The District agrees that a new classification be established. Mr. Gonzales said that Ms. Marina Adamian provided a draft job description based on her research. The District and CSEA met to review the draft and created a class description, which is being presented today. In addition, to presenting a class description, based on the change of duties and minimum qualifications required for the new classification, the District is recommending a new salary Range 20 be assigned to it. CSEA is recommending the position be assigned to Range 25. Mr. Gonzales said that at this point, CSEA and the District are not agreeing on the salary range.

Mr. Khoury asked what is the current range for Typist Clerk III.

John Gonzales responded that Typist Clerk III is assigned to Range 16.

DISCUSSION – NEW CLASSIFIED JOB TITLE AND SALARY SCHEDULE FOR REGISTRAR - Continues

Mr. Khoury said that he does not believe the Commissioners have the authority to decide on salary placement. Mr. Khoury said that he believes that in order to come to an agreement it will be necessary to have legal opinion as to the process of recommending a salary range.

Michelle Petrosian said that during their discussion with John Gonzales, CSEA wanted to make sure there was an agreement and that it was already decided to change the classification to Range 25 because of its very specific duties and requirements for the classification.

John Gonzales said that the district met with CSEA when establishing the new classification as discussed the salary allocation. John Gonzales explained that when establishing a salary range for a new classification, the district takes into consideration the external and internal alignment of salaries. He emphasized the importance of internal alignments with similar classification. For example, a new classification salary cannot be above the classification that supervises it. Therefore, based on the internal alignments array of clerical positions the District is recommending the new classification be assigned to Range 20.

Mr. Khoury asked if a decision on the range was made today, CSEA and the District could go back to the table and bargain again. That's if CSEA agrees with it.

Michelle Petrosian recommended that there should be an MOU. She said that if they could have an MOU then it could be discussed later.

John Gonzales stated that the district is ready to proceed with the recommendation and getting legal a opinion if we are not able to agree on a salary range.

Mr. Khoury asked if once a range has been established can it be applied retroactively to today's meeting date.

John Gonzales said that the Commissioners could decide the effective date.

Mr. Khoury said that two things could be done: 1) get legal opinion, 2) or decide to set it now and renegotiate it.

A question was asked regarding the effects of reclassification on the incumbents.

John Gonzales explained the situation for those incumbents who have been in the position for less than 2 years. According to the Personnel Commission Rules and Regulations 4400.3.4., he explained that if an employee has been in the position for less than two years,

DISCUSSION – NEW CLASSIFIED JOB TITLE AND SALARY SCHEDULE FOR REGISTRAR - Continues

they would need to pass a competitive examination appropriate for the higher classification. He also said that the incumbents will be reclassified if they have been in the position for 2 or more years. He said that these are Commission rules based on Ed Code.

Michelle Petrosian asked what would happen if any of the employees who are less than 2 years in that position did not pass the examination.

John Gonzales responded that they can maintain their current title Typist Clerk III and salary.

Diana Espiritu asked if the exam would be a written test or an interview

John Gonzales responded that Human Resources will decide. He said that most likely it would not be a written test but an interview related to the new classification.

Sonia Antezana asked a question about the salary if it could still be possible to move on the recommendation of Range 25.

Mr. Khoury responded that it is inappropriate for the Commissioners to be part of this discussion, as it relates to negotiations.

Michelle Petrosian said that she agreed with the suggestion to have legal opinion and once a salary range has been established it be applied retroactively.

Anahid Pedrossian asked what happens if the employee does not have 2 years in the position and does not pass the test. Will the employee be able to become a Registrar after 2 years?

John Gonzales said that if the individual does not pass the test, they will remain as a TCIII and cannot perform the duties of a Registrar. He said that another individual will need to be assigned to work as a Registrar after passing the test.

CLASSIFICATION REVIEW COMMITTEE

A. Recommendation

Mr. Ordubegian moved, and Mr. Khoury seconded, to approve the Classification Review Committee Recommendations. The motion passed unanimously.

EXAMINATIONS

A. Eligibility Lists

- | | | |
|----|---|----------|
| 1. | Accounting Technician – 2193 | 02/11/22 |
| 2. | Assistant Director, Nutrition Services – 2192 | 01/28/22 |
| 3. | Communications Specialist – 2202 | 02/10/22 |
| 4. | Customer Support Technician – 2184 | 02/03/22 |
| 5. | Warehouse Driver/Inventory Specialist | 02/16/22 |

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

B. Fields of Competition

- | | | |
|----|--|------|
| 1. | <u>February 9, 2022, through March 8, 2022</u> | |
| a. | Psychological Services Provider | 2206 |

The Commissioners noted the Field of Competition.

NEXT MEETING – DISCUSSION AB 361

The date of the next regularly scheduled Personnel Commission meeting is Tuesday, March 15, 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 4:40 p.m.