

**GLENDALE UNIFIED SCHOOL DISTRICT  
Personnel Commission**

**Minutes of the Meeting of December 8, 2020**

The meeting was called to order by Mr. Ordubegian at 4:01 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**

Michelle Petrossian addressed the Commission with a question regarding Rules and Regulations 4500.1.2 General Qualifications of Applicants: “Every applicant must be qualified to perform the duties of the position for which he applies and must meet the minimum qualifications established for the class, by the date and time specified in the job bulletin at the end of the filing period.”

She said that according to this rule she understands if an applicant meets the minimum requirements they should be able to test for the position.

Mr. Khoury stated that if the topic was going to be in regards to a specific individual’s situation, it should not be addressed in public. Rather, it should be discussed in closed session. However, if it is a discussion regarding the general topic of the rule, it may be discussed in open session.

Mrs. Petrossian mentioned that she knows of two cases of applicants who met the minimum qualifications but were not invited to testing. One of them had a Master’s degree and applied for the Account Clerk II and the Account Clerk III positions and was not given the opportunity to test. She also mentioned that there was another individual who works in the direct field of the position and owns her own business, but was not given the right to test.

Mr. Ordubegian asked Mr. Gonzales and/or Mr. Momartin to respond to that question. Mr. Gonzales explained that there are several factors that are taken into consideration when reviewing a candidate’s application. Of course, the employee must meet the minimum qualifications, but there are times, when additional factors are taken into consideration when determining the size of the testing pool. For example, the recency of an applicant’s work experience can become a factor. There are some individuals that have more recent experience than others. There are also individuals who apply for a position but do not have direct experience, which could affect their application status.

Mr. Khoury asked if these individuals have the right to appeal.  
Mr. Gonzales responded that there is an appeal process and they have the right to appeal.

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Mr. Khoury asked if applicants are given notice of their right to appeal.

Mr. Gonzales said that Senior Human Resources Analyst, Mr. Momartin, sends an email to the applicants explaining the reason why they did not qualify for a particular exam. If the applicant is still not satisfied with the response, then the applicant can file an appeal.

Mr. Momartin explained that an applicant must meet the minimum requirements but there are various factors that determine the number of applicants invited to the testing process such as the number of applications received, the number of vacancies, the level of applicants' qualifications within the pool, District's past experience with the same test, etc. The needs of the District, staffing, and resources are carefully considered before opening a recruitment and beginning the testing process. For instance, if there is only one vacancy to fill, and there are several hundred applications received during the recruitment period, the District would reserve the right to test the most highly qualified applicants only. He added that such steps are measured and the process is not handled haphazardly.

Mr. Khoury asked about when such lists are narrowed down and employees have questions about their disqualification.

Mr. Momartin explained that the applicants receive a written notice and the reasons why they did not qualify. They are welcome to contact the HR office if they have any questions.

Mr. Ordubegian also announced that there were questions from two other individuals:

One was from Mr. Lee Solem who had asked a question about salaries.

Mr. Gonzales said that over a year ago, Mr. Solem expressed concerns about the Electrician's salary as well as other classifications, which he brought to the District's attention. Mr. Gonzales explained that every year, the District participates in a salary survey with CSEA and based on the current survey, GUSD was very competitive compared to other districts. Mr. Solem claimed he conducted his own research and discovered that several other districts' salaries were reported inaccurately and therefore, had affected GUSD's ranking.

Although GUSD is only responsible for their own data in the survey, Mr. Solem is requesting the District conduct another survey, in order to determine their salary ranking. Mr. Solem claims his research suggests the salary of the District's Electrician is not competitive.

Next, Mr. Adam Gonzales asked if Mr. Emmons is an advocate for CSEA at the Personnel Commission.

Mr. Ordubegian explained how each Commissioner is appointed and that Mr. Emmons is appointed by CSEA. He also asked Mr. Emmons to share how he was appointed to the Personnel Commission.

Mr. Emmons shared his employment history, which was that he spent 40 years working in

the Classified Service, that he knows many employees, and knows the CSEA contract very well. He stated he had been a member of the CSEA during his employment with the District. He added that he applied for the Personnel Commissioner position at the request of several Classified Employees.

### **APPROVAL OF THE MINUTES**

#### Minutes of November 10, 2020

Mr. Emmons moved, and Mr. Khoury seconded, to approve the minutes of November 10, 2020. The motion passed unanimously.

### **ELECTION OF NEW COMMISSION OFFICERS**

Mr. Ordubegian announced Mr. Emmons as Chairperson to the Personnel Commission and Mr. Khoury as Vice-Chairperson to the Personnel Commission. Dr. Watson thanked Mr. Ordubegian for his service to the Personnel Commission as Chairperson this past year and for doing such an amazing job. She also welcomed Mr. Emmons as the Chairperson for the coming year.

### **CLASSIFICATION REVIEW COMMITTEE**

#### A. Recommendations

Mr. Gonzales addressed the Commission recommending a reclassification for an employee who has been working for more than two years outside her classification. The recommendation is to reclassify the incumbent from Typist Clerk II to Typist Clerk III.

Mr. Gonzales explained that the recommendation was being made by the Classification Review Committee. In order to consider a reclassification, an interview is usually conducted with the incumbent and depending on the nature of the request; a desk audit may be required. Mr. Gonzales also explained that the Classification Review Committee is composed of CSEA members as well as administrators.

Mr. Emmons moved, and Mr. Ordubegian seconded, to approve the recommendation from the Classification Review Committee. The motion passed unanimously.

**EXAMINATIONS**

A. Eligibility Lists

1.	College and Career Technician	11/24/2020
2.	Human Resources Specialist	12/08/2020
3.	Risk Manager/Workers' Compensation Coordinator	12/03/2020
4.	Typist Clerk II	11/20/2020

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

B. Fields of Competition

1.	November 9, 2020 through November 30, 2020	
a.	Risk Manager/Workers' Compensation Coordinator	2168
b.	Wellness Coordinator	2169
c.	Wellness Educator	2170

The Commissioners noted the Fields of Competition.

**NEXT MEETING**

The date of the next regularly scheduled Personnel Commission meeting is Tuesday, January 12, 2021 at 4:00 p.m.

**CLOSED SESSION**

1. Personnel matters pertaining to the appointment, employment or evaluation of school based and non-school based employees pursuant to Government Code 54957.
2. Personnel matters relating to the discipline, dismissal and release of school-based employees pursuant to Government Code 54957.

Commissioners recessed to Closed Session at 4:40 p.m.

**ADJOURNMENT**

The meeting was adjourned at 5:05 p.m.