

**GLENDALE UNIFIED SCHOOL DISTRICT  
Personnel Commission**

**Minutes of the Meeting of July 10, 2023**

The meeting was called to order by Mr. Ordubegian at 5:04 p.m. The Pledge of Allegiance was led by Mr. John W. Gonzales.

**PRESENT** Mr. Ordubegian, Mr. Khoury, and Ms. Reyes, Commissioners.  
Mr. John W. Gonzales, Assistant Director, Classified Personnel.

**COMMENTS FROM THE AUDIENCE**

Mr. Ordubegian asked for any comments from the audience. There were no comments.

**APPROVAL OF THE MINUTES**

Minutes of June 13, 2023

Ms. Khoury moved, and Ms. Reyes seconded to approve the Minutes of June 13, 2023. The motion passed unanimously.

**CLASSIFICATION ACTION**

A. Revisions to Class Descriptions

1. Cafeteria Worker II
2. Cook/Baker
3. Nutrition Services Driver
4. Mgr, Cafeteria, Secondary School (Non-Transport)
5. Mgr, Cafeteria, Secondary School (Transport)
6. Supervisor, Nutrition Services
7. Assistant Director, Nutrition Services
8. Director, Nutrition Services

Mr. Ordubegian asked Mr. Gonzales to go through the items for an explanation.

Mr. Gonzales explained that Ms. Jennifer Chin Gonzales, Director, Nutrition Services, had requested a revision of certain class descriptions to reflect the current requirements by the Los Angeles County Department of Public Health. This requires the possession of a Food Protection Manager Certificate by all employees who may be in a lead position at any site instead of a “per site” basis. The training process has begun in the past months and will continue until all eligible employees have completed it.

Mr. Ordubegian asked if repeat opportunities are given to anyone who may not be successful at first and whether there were any limits to those opportunities.

**CLASSIFICATION ACTION**

A. Revisions to Class Descriptions

Mr. Gonzales explained that at this time, there was no limit to the opportunities to attempt to certify.

Mr. Khoury asked if CSEA had been notified of this. Mr. Gonzales said, no.

Mr. Khoury asked if the Commission might wait for approval until CSEA had been notified. Mr. Gonzales explained that the department staff members had been notified. Also, assured that details will be provided to CSEA and will report back to confirm action.

Mr. Khoury agreed and moved to approve the revisions, Ms. Reyes seconded. The motion passed unanimously.

B. Salary Range Reallocation

1. Translator/Interpreter
2. Special Education Data Control Technician – Confidential

Mr. Ordubegian asked for an update on this item for Translator/Interpreter.

Mr. Gonzales stated that pursuant to the previous discussions regarding the request for a higher salary step from Translator/Interpreters, the District maintains the offer of Range 26 as proposed previously. Also, that CSEA and said employees have the right to continue to negotiate.

Mr. Khoury asked when the contract was expiring.

Mr. Gonzales stated that one meeting had taken place and negotiations are still in progress.

Ms. Reyes asked about the reasons why the District has not moved more swiftly since it has been a year since the discussion started.

Mr. Gonzales explained that the District had taken action by approving an increase of the salary from Range 12 to Range 21. However, employees had been negotiating for further increase, after which the District had offered a final increase to Range 26.

Ms. Reyes stated that in the last meeting, the District and CSEA had tried to reach a reasonable compromise but it seems that not all possible measures had been taken. She asked if a labor management meeting had taken place or if there had been a meeting with the senior labor rep.

**CLASSIFICATION ACTION**

A. Salary Range Reallocation

Mr. Gonzales responded that the District had been in contact with the senior labor rep regarding the District's stance but that said employees had not been present.

Mr. Ordubegian mentioned the individual letters received from the group of employees and asked if Mr. Gonzales had also seen it.

Mr. Gonzales said yes, he had a copy.

Ms. Reyes said she understood the District's position but was not sure what guidelines were used to obtain the salary range of 26.

Mr. Gonzales explained that based on the surveys, the Translator/Interpreter salary range was in the top quartile, which the District is under no obligation to consider, and that there had been an increase of approximately \$1,600 a month to the salary. He added that the documents had been sent to CSEA and they had made a counter offer.

Mr. Khoury asked if this was on the agenda as a request for approval.

Mr. Gonzales stated that the discussion initially started as a reclassification but evolved into the salary range change so it was listed as a salary reallocation.

Mr. Khoury questioned the Commission's role to make a decision about the salary range.

Mr. Gonzales further clarified that as of September 2022, after the Classification Review Committee recommendation, and a discussion, CSEA decided to accept the salary range of 21 but also to continue to negotiate.

Mr. Khoury asked if they could do the same, accept range 26 and continue to negotiate again.

Mr. Gonzales said that it was up to CSEA.

Mr. Khoury stated that it is unusual for the Commission to adopt adjustments in salary ranges.

Mr. Gonzales said it has not happened in the past, that this is the difference between the Personnel Commission vs. Board of Education's roles in the area.

**CLASSIFICATION ACTION**

A. Salary Range Reallocation

Ms. Reyes confirmed that the process should be handled during negotiations before being brought up to the Personnel Commission.

Mr. Gonzales responded that the information about salary range 26 was sent to CSEA, but CSEA decided to decline and came to the last meeting.

Ms. Reyes said that CSEA did have a counter offer.

Mr. Ordubegian asked if the same action could be taken as before, that is, to accept the District's current offer and continue to negotiate.

Mr. Gonzales reiterated that the District's final offer was range 26 and that it will be sent to CSEA. Also, that it is correct that the matter evolved from when it was first presented to the CRC and that salary range negotiations should normally be a part of the bargaining process.

Mr. Khoury agreed that the Commission should approve range 26.

Mr. Gonzales said the staff of the Personnel Commission office presented that recommendation to CSEA, CSEA countered with range 32, and at the same time, employees showed up to the Commission meeting to present their case.

Mr. Khoury asked if anyone from CSEA was present.

Meanwhile, Mr. Juan Gutierrez, Translator/Interpreter, stated that range 26 had no justification and did not present a proper internal or external alignment with the job duties or other positions.

Mr. Khoury said he understood but additional discussion should be taken to the bargaining table.

After briefly conferring with the employees present, Mr. Xavier Marchan, President, CSEA Chapter 3, said they will accept range 26 for now and will bring it to the bargaining table to continue negotiations.

Mr. Khoury reiterated that they have that right.

**CLASSIFICATION ACTION**

A. Salary Range Reallocation

Ms. Reyes said she would like to see the District's offer specific dates regarding the process.

Mr. Gonzales acknowledged the request.

Mr. Ordubegian made a motion to approve range 26 for the Translator/Interpreter position. Mr. Khoury moved and Ms. Reyes seconded to approve. The motion passed unanimously.

Ms. Reyes asked what the effective date will be for the new salary range.

Mr. Gonzales stated that it will be retroactive based on the original date the offer was made by the District.

Mr. Ordubegian expressed his agreement.

Mr. Ordubegian asked about the reallocation in reference to Special Education Data Control Technician – Confidential.

Mr. Gonzales stated that the position had originally been established in 2019. The duties of the position have evolved since then and the requirements have become more technical in nature. The District is looking to realign the salary with the level of required expertise and the nature of duties. It is recommended that the salary range be changed from 7 on the Classified Management salary schedule to range 28 on the Confidential Management salary schedule.

Mr. Ordubegian asked the Commission members if there were any questions or comments. There were no other questions.

Mr. Ordubegian made a motion to approve the reallocation. Mr. Khoury move to approve and Ms. Reyes seconded. The motion passed unanimously.

**EXAMINATIONS**

A. Eligibility List

- |    |  |          |
|----|--|----------|
| 1. | Speech-Language Pathology Assistant - Merge – 2239 | 06/07/23 |
| 2. | Sr. Administrative Secretary – 2246                | 07/07/23 |

Mr. Khoury moved, Ms. Reyes seconded to approve the Eligibility Lists. The motion passed unanimously

B. Fields of Competition

- |    |   |      |
|----|---|------|
| 1. | <u>June 2, 2023, through June 23, 2023</u>    |      |
| a. | Registrar (Promotional Only)                  | 2260 |
| 2. | <u>June 30, 2023, through July 24, 2023</u>   |      |
| a. | Facilities Project Manager (Promotional Only) | 2262 |

The Commission noted the fields of competition.

**VI. NEXT MEETING**

The date of the next regularly Personnel Commission meeting was rescheduled to Tuesday, August 22, 2023.

**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.

Due to Commission members' conflicting schedules and inability to stay at the meeting, Mr. Khoury asked if there was a possibility to start a closed session but to keep it ongoing and to continue a discussion via email, video conference (e.g., Zoom), or another medium.

Mr. Gonzales said he would need to get clarification on what is permissible. Mr. Gonzales confirmed that a closed session may not be in effect unless two out of three Commission members are present in person for a proper quorum.

**ADJOURNMENT**

The meeting was adjourned at 5:35 p.m.