

**CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

Thursday, March 10, 2005 at 5:30 p.m.

**Hayward City Hall
777 B Street
Conference Room 2A**

AGENDA

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

APPROVAL OF MINUTES

1. Approval of minutes for regular meeting of February 10, 2005 (Action)

REPORTS

2. City Council Liaison (Information)

OLD BUSINESS

3. Lateral Transfer in Library

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Animal Services Manager, (1988)
 - b) Police Officer – Journey Level, (2004)
 - c) Police Officer Trainee, (2003)
5. Extension of Eligible Registers, (Action)
 - a) Battalion Chief, (1st extension, 6 months)
 - b) Secretary, (1st extension, 6 months)
6. Adoption of Revised Classification Specification, (Action)
 - a) Police Captain

Robert M. Macias
Acting Human Resources Director

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION

777 "B" Street
Hayward, California 94541-5007

MINUTES

Thursday, February 10, 2005

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:32 p.m., on Thursday, February 10, 2005** at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by Chairperson Kathy Booth.

VISITORS/GUESTS

None

HUMAN RESOURCES DEPARTMENT STAFF

Robert M. Macias, Acting Human Resources Director

Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

Johnnie Lacy, transportation

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	X	7	0	0	0
Freddye M. Davis	X	6	1	0	0
Joyce Dobro (vice-chair)*	X	6	1	0	0
Latricia Earley	X	6	1	0	0
Carol Johnson	X	7	0	0	0
Johnnie Lacy	O	4	3	0	0
Wade Owen Winblad	X	6	1	0	0

X = present, O = absent

*Appointed July 1999

PUBLIC COMMENTS

Commissioner Davis announced the retirement celebration of Public Information Officer Gail Lundholm on Friday, February 25th at Centennial Hall. She asked for full support from the Commission to show up at the event in appreciation of Ms. Lundholm's fine service over the years.

Chairperson Booth thanked Council Member Henson for following up and meeting with South Garden neighbors, helping to address their concerns. Since then, the area has been cleaned up and she expressed her great appreciation. They anticipate a second meeting in the future to encourage neighborhood pride.

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of January 13, 2005; (Action)
Moved to approve Minutes; (Dobro/Davis); (6-0-0)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson acknowledged Chairperson Booth's comments about the South Garden area clean-up. He echoed the mission to restore pride to the residents of the neighborhood. He also indicated that he and Mr. Macias attended the Firefighter Academy Graduation this morning, promoting five trainee recruits to the position of Firefighter. He congratulated the Commission on their role in bringing about these new additions to our public safety team. Finally, Mr. Henson talked about President Bush's proposed budget of \$2.5 trillion. He indicated there are real and significant cuts that will negatively impact cities. He urges Commissioners to visit www.whitehouse.gov, review the budget, and write their senators.
3. Lateral Transfer in Library (Information)
Acting Human Resources Director Robert Macias reviewed the letter sent to the Commission last month detailing the process of reassigning two positions in the Library Department. The Commission expressed concern about the process and requested this topic be reposted on the March agenda. They also asked Mr. Macias to request a legal opinion from the City Attorney, identifying what constitutes a "vacancy" and to invite the City Manager to attend the March meeting.

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Apparatus Operator, (2003)
 - b) Police Records Clerk II, (2002)
 - c) Senior Library Page, (2003)

Moved to approve New Eligible Registers: (Johnson/Earley); (6-0-0)

There being no further business, the meeting was adjourned at 6:32 p.m.

The next regularly held meeting will be Thursday, March 10, 2005 at 5:30 p.m. at Hayward City Hall, located at 777 B Street, in conference room 2A.