

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION

Thursday, September 8, 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

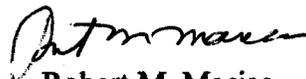
1. Approval of minutes for regular meeting of July 7, 2005 (Action)

REPORTS

2. City Council Liaison (Information)
3. 2nd Quarter 2005 Affirmative Action Report (Information)

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Community Service Officer, Lateral, (2004)
 - b) Development Review Specialist, (2002)
 - c) Fire Captain, (2004)
 - d) Graphics/Planning Illustrator, (2000)
 - e) Police Officer, Lateral, (2005)
 - f) Senior Account Clerk, (1999)
 - g) Senior Jailer, (2002)
 - h) Senior Maintenance Leader, (unkn)
5. Extension of Eligible Registers, (Action)
 - a) Administrative Analyst II, (1st extension, 6 months)
 - b) Assistant Civil Engineer, (1st extension, 6 months)
 - c) Secretary, (2nd extension, 6 months)
 - d) Senior Secretary, (1st extension, 6 months)



Robert M. Macias
Acting Human Resources Director

Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

**CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION
777 "B" Street
Hayward, California 94541-5007**

MINUTES

Thursday, July 7, 2005

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:31 p.m., on Thursday, July 7, 2005 at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by Commissioner Wade Winblad.

VISITORS/GUESTS

Mark Guenther, Data & Systems Coordinator

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

ABSENT

Freddie Davis
Latricia Earley

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

X = present, O = absent
*Appointed July 1999

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of June 9, 2005; (Action)
Moved to approve Minutes; (Winblad/Dobro); (4-0-0)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson was absent.

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Inspector, (2001)
 - b) Mail Clerk, (1999)
 - c) Police Officer, Lateral (2005)
 - d) Utilities Engineer, (1995)

Moved to approve New Eligible Registers: (Dobro/Lacy); (5-0-0)

4. Adoption of New Classification Specification (Action)
 - a) Geographic Information Systems Coordinator

Moved to approved New Classification Specification: (Dobro/Johnson); (5-0-0)

There being no further business, the meeting was adjourned at 5:52 p.m.

The next regularly held meeting will be Thursday, September 8, 2005 at 5:30 p.m. at Hayward City Hall, located at 777 B Street, in conference room 2A.

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