

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION

Thursday, December 8, 2005 at 6:00 p.m.

Hayward City Hall
777 B Street
Conference Room 2A

AGENDA

MEETING LOCATION: La Victoria Restaurant, 22800 Mission Blvd., Hayward

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

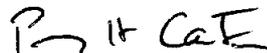
1. Approval of minutes for regular meeting of November 10, 2005 (Action)

REPORTS

2. City Council Liaison (Information)

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Police Officer Lateral, (2005)
 - b) Senior Animal Care Attendant, (unkn)
 - c) Senior Customer Account Clerk, (2003)
 - d) Staff Fire Captain, (2002)
4. Extension of Eligible Registers, (Action)
 - a) Police Sergeant, (1st extension, 6 months)
 - b) Water Meter Reader, (1st extension, 6 months)



Perry H. Carter
Acting Assistant City Manager

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, November 10, 2005

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:30 p.m., on Thursday, November 10, 2005 at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by Council Member Olden Henson.

VISITORS/GUESTS

None

HUMAN RESOURCES DEPARTMENT STAFF

Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist
Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

Carol Johnson, schedule conflict
Johnnie Lacy

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date This Fiscal	Absent to Date This Fiscal	Present to Date This Fiscal	Absent to Date This Fiscal
		Yr.	Yr.	Yr.	Yr.
Kathleen Booth (chair)*	X	3	0	0	0
Freddye M. Davis	X	2	1	0	0
Joyce Dobro (vice-chair)*	X	3	0	0	0
Anthony Hayes	X	1	0	0	0
Carol Johnson	O	2	1	0	0
Johnnie Lacy	O	1	2	0	0
Wade Owen Winblad	X	3	0	0	0

X = present, O = absent

*Appointed July 1999

PUBLIC COMMENTS

Commissioner Dobro announced the availability of silverware and dish sets from her homeowners association for those in need. Mr. Williams announced the retirement of Robert Macias and that we are currently conducting an open recruitment for his vacant Senior Human Resources Analyst position. Also, Mr. Williams announced that Acting Assistant City Manager Perry Carter is currently performing in the capacity of the Human Resources Director. Commissioner Davis met with the governor today. She thanked those who helped make the NAACP 25th Silver Anniversary Gala successful, and she thanked Council Member Henson for getting the Dr. Martin Luther King, Jr. Birthday celebration back on track with the assistance of Gail Lundholm.

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of September 8, 2005; (Action)

Moved to approve Minutes; (Davis/Dobro); (3-0-2)

Note: Minutes are not available for the October meeting as a quorum was not reached and therefore no meeting was held.)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson will pass along Commission concerns to the City Manager relative to the Human Resources Director vacancy. Additionally, he indicated that the Dr. Martin Luther King, Jr. Boulevard will be named in January via a formal announcement. Finally, he shared about attending a recent P G & E session. The Council will attempt to minimize impact of increased energy rates to the citizens and business community in Hayward who can least afford the rising costs.
3. 3rd Quarter 2005 Affirmative Action Report (Information)
Mr. Williams reviewed the report with the Commission.

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Airport Attendant, (unkn)
 - b) Associate Civil Engineer, (2004)
 - c) Associate Transportation Engineer, (1998)
 - d) Communications Operator/Lateral, (2004)
 - e) Community Service Officer, (2004)
 - f) Electrician I, (2002)
 - g) Geographic Information Systems Coordinator, (new)
 - h) Maintenance Leader, (2002)
 - i) Planning Manager, (none)
 - j) Police Officer/Lateral (three lists), (2005)
 - k) Senior Building Inspector/Structural, (none)

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

5. Extension of Eligible Registers, (Action)
 - a) Equipment Mechanic I, (1st extension, 6 months)
 - b) Library Assistant, (1st extension, 6 months)

Moved to approve Extension of Eligible Registers: (Winblad/Hayes); (5-0-0)

6. December Meeting
The Commission agreed to have the December Holiday Dinner Meeting at La Victoria on Thursday, December 8 at 6 p.m.

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There being no further business, the meeting was adjourned at 6:35 p.m.

The next regularly held meeting will be Thursday, December 8, 2005 at 6:00 p.m. at La Victoria, 22800 Mission Boulevard, Hayward.

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