

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

Thursday, February 9, 2006 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 January 12, 2006 (Action)

REPORTS

2. City Council Liaison (Information)
3. Discussion of Demographic Data (Information)

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Administrative Secretary, (2001)
 - b) Crime Scene Technician, (2004)
 - c) Deputy Director of Public Works, (unkn)
 - d) Family Counselor I, (2001)
 - e) Police Officer Lateral, (2005)
 - f) Senior Library Page, (2003)
 - g) Senior Property Rehabilitation Specialist, (none)
 - h) Animal Care Attendant, (2004)
 - i) Apparatus Operator, (2005)
 - j) Communications Operator, (2003)
 - k) Groundskeeper III, (1987)
 - l) Laborer, (2004)
 - m) Police Officer Lateral, (2005)
 - n) Secretary, (2004)
 - o) Senior Human Resources Analyst / Affirmative Action Specialist, (2000)
5. Revision of Classification Specification, (Action)
 - a) Library Operations Manager



**Holly Brock-Cohn
Human Resources Director**

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

MINUTES

Thursday, January 12, 2006

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:34 p.m., on Thursday, January 12, 2006** at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by Vice-Chairperson Joyce Dobro.

VISITORS/GUESTS

David Rizk, Senior Planner, Department of Community and Economic Development

HUMAN RESOURCES DEPARTMENT STAFF

Holly Brock-Cohn, Human Resources Director
 Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist
 Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

Anthony Hayes, ill
 Johnnie Lacy, ill

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	4	0
Freddie M. Davis	X	3	1	0	0
Joyce Dobro (vice-chair)*	X	4	0	0	0
Anthony Hayes	O	2	1	0	0
Carol Johnson	X	3	1	0	0
Johnnie Lacy	O	1	3	0	0
Wade Owen Winblad	X	4	0	0	0

X = present, O = absent

*Appointed July 1999

PUBLIC COMMENTS

Commissioner Davis announced the annual Dr. Martin Luther King, Jr. birthday celebration at Centennial Hall on Monday, January 16, 2006 at 6 p.m. Admission is free. Chairperson Booth welcomed new Human Resources Director Holly Brock-Cohn. Johnnie Lacy is temporarily residing in Parkview Convalescent Hospital. Anthony Hayes is ill tonight. Chairperson Booth left at 5:39 p.m. turning the meeting over to Vice-Chairperson Dobro.

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of December 8, 2005; (Action)
 Moved to approve Minutes; (Winblad/Johnson); (3-0-1)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson wished a happy New Year to all. He discussed the governor's budget proposals which may result in a reduction in funding of local social programs. The Holiday Bowl location was also discussed.
3. 4th Quarter 2005 Affirmative Action Report (Information)
Mr. Williams reviewed the report. Commissioner Davis said she wants to see more diversity reflected in the reports. Vice-Chair Dobro echoed the statement indicating that we are not seeing reports that are reflective of our community.

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Administrative Secretary, (2001)
 - b) Crime Scene Technician, (2004)
 - c) Deputy Director of Public Works, (unkn)
 - d) Family Counselor I, (2001)
 - e) Police Officer lateral, (2005)
 - f) Senior Library Page, (2003)
 - g) Senior Property Rehabilitation Specialist, (none)

Moved to approve New Eligible Registers: (Johnson/Davis); (2-2-0) Motion was tabled due to tie vote.

5. Extension of Eligible Register, (Action)
 - a) Police Lieutenant, (1st extension, 6 months)

Moved to approve Extension of Eligible Register: (Davis/Johnson); (3-0-1)

6. Abolishment of Eligible Register (Action)
 - a) Utilities Engineer, scheduled to expire 7/7/2006

Moved to approve Abolishment of Eligible Register: (Winblad/Johnson); (4-0-0)

7. Title Change of Classification Specification, (Action)
 - a) Graphics/Planning Technician to Graphics/Planning Illustrator

Moved to approve Title Change of Class Specification: (Johnson/Winblad); (3-0-1)

There being no further business, the meeting was adjourned at 6:45 p.m.

The next regularly held meeting will be Thursday, February 9, 2006 at 5:30 p.m. at Hayward City Hall, 777 B Street, Hayward, CA, conference room 2A.