

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

Thursday, May 11, 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 March 9, 2006 (Action)

REPORTS

2. City Council Liaison (Information)
3. CalOpps Demonstration (Information)
4. Recruiting Distribution Lists (Information)

NEW BUSINESS

5. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Assistant Transportation Engineer, (1990)
 - b) Housing Development Specialist, (1998)
 - c) Plan Checker, (2000)
 - d) Police Officer Trainee, (2005)
 - e) Customer Account Clerk, (2004)
 - f) Library Operations Manager, (first)
 - g) Plan Checking Engineer, (1983)
 - h) Employee Benefits Administrator, (1999)
6. Adoption of new Classification Specification, (Action)
 - a) Veterinary Technician



**Holly Brock-Cohn
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.

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Thursday, April 13, 2006 at 5:30 p.m.

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AGENDA

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS Note: THE PUBLIC COMMENTS address the Personnel and Affirmative Action Commission welcomes your comments under this section, but is prohibited on the agenda. Your item will be taken under consideration.

APPROVAL OF MINUTES

1. Approval of minutes for re-

REPORTS

2. City Council I :
3. CalOr-
- 4.

MEETING CANCELED DUE TO LACK OF QUORUM
Next regular meeting:
May 11, 2006, 5:30 p.m. Hayward City Hall, Conf Rm 2A

Director's Certification of Eligible Registers, (Previous
Transportation Engineer, (unkn)
Development Specialist, (1998)
Checker, (2000)
Police Officer Trainee, (2005)

Holly Brock-Cohn
Human Resources Director

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

MINUTES

Thursday, March 9, 2006

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:31 p.m., on Thursday, March 9, 2006 at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by Lisa Rosenblum.

VISITORS/GUESTS

Lisa Rosenblum, City of Hayward Library Director

HUMAN RESOURCES DEPARTMENT STAFF

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

CITY COUNCIL

Olden Henson, absent

ABSENT

Anthony Hayes, absent
Johnnie Lacy, absent

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	6	0	0	0
Freddye M. Davis	X	5	1	0	0
Joyce Dobro (vice-chair)*	X	6	0	0	0
Anthony Hayes	O	3	2	0	0
Carol Johnson	X	5	1	0	0
Johnnie Lacy	O	1	5	0	0
Wade Owen Winblad	X	6	0	0	0

X = present, O = absent

*Appointed July 1999

PUBLIC COMMENTS

Chairperson Booth congratulated Commissioner Davis for two recent honors. Commissioner Freddye Davis is being inducted into the Women's Hall of Fame on Saturday, March 18, 2006 during a luncheon held at the Fremont Marriott. Additionally Mrs. Davis was nominated by Johan Klehs, 18th District Assemblyman, as Woman of the Year. Mr. Williams congratulated Commissioner Davis on behalf of the Human Resources Director and staff and presented Commissioner Davis with roses.

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of February 9, 2006; (Action)
Moved to approve Minutes; (Johnson/Dobro); (4-0-0)

REPORTS

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

NEW BUSINESS

3. Revision of Classification Specification, (Action)
Moved to approve revision of Library Operations Manager; (Dobro/Johnson); (5-0-0)
4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Battalion Chief, (2004)
 - b) Design and Construction Service Manager, (2003)
 - c) Police Officer, Lateral (two lists), (2006)
 - d) Police Records Clerk II, (2005)
 - e) Utilities Maintenance Mechanic, (2003)
 - f) WPCF Lead Operator, (2004)

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

5. Extension of Eligible Registers, (Action)
 - a) Administrative Analyst II, (2nd extension, 6 months)
 - b) Police Officer Trainee, (1st extension, 6 months)
 - c) Senior Secretary, (2nd extension, 6 months)

Moved to approve Extension of Eligible Registers; (Dobro/Johnson); (5-0-0)

There being no further business, the meeting was adjourned at 5:55 p.m.

The next regularly held meeting will be Thursday, April 13, 2006 at 5:30 p.m. at Hayward City Hall, 777 B Street, Hayward, CA, conference room 2A.

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