

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

**Thursday, June 8, 2006 at 5:30 p.m.**

**Hayward City Hall  
777 B Street  
Conference Room 4A**

**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 May 11, 2006 (Action)

**REPORTS**

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

**NEW BUSINESS**

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) City Building Official, (1998)
  - b) Crime Prevention Specialist, (2002)
  - c) Firefighter Trainee/Paramedic, (2005)
  - d) Human Resources Analyst I/II, (2002)
  - e) Police Sergeant, (2003)
  - f) Utilities Service Worker, (2002)



Holly Brock-Cohn  
Human Resources Director

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

**MINUTES**

**Thursday, May 11, 2006**

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, May 11, 2006** at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by Commissioner Anthony Hayes.

**VISITORS/GUESTS**

Lloyd Lowe, City of Hayward Chief of Police

**HUMAN RESOURCES DEPARTMENT STAFF**

Holly Brock-Cohn, Human Resources Director

Phil Williams, Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Stanchina, Administrative Secretary (Confidential)

**CITY COUNCIL**

Olden Henson

**ABSENT**

Carol Johnson, absent

Johnnie Lacy, absent

<b>Attendance</b>	<b>Present This Meeting</b>	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>	
		<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>	<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>
		Kathleen Booth (chair)*	X	8	0
Freddye M. Davis	X	6	2	0	0
Joyce Dobro (vice-chair)*	X	8	0	0	0
Anthony Hayes	X	4	2	0	0
Carol Johnson	O	6	2	0	0
Johnnie Lacy	O	1	7	0	0
Wade Owen Winblad	X	8	0	0	0

X = present, O = absent

\*Appointed July 1999

**PUBLIC COMMENTS**

Chairperson Davis announced the Gang Violence Youth Forum on May 17, 2006 from 6 to 8 p.m. at Cesar Chavez Middle School.

**APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of March 9, 2006; (Action)  
Moved to approve Minutes; (Davis/Dobro); (5-0-0)

**REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
Council Member Henson discussed the South Hayward BART Village Project and its impact on increasing the City's population.
3. CalOpps Demonstration, (Information)  
Human Resources Director Holly Brock-Cohn provided a multi-media demonstration of the department's new software processing system for applicant tracking and notification. The Commission commended her on the successful implementation of this technological advancement.
4. Recruiting Distribution Lists, (Information)  
The Commission reviewed the mailing distribution list for the recruiting bulletins. The list includes internal posting city-wide, and outside community agencies. At any time a Commissioner may notify the Human Resources Department to add an agency name to the distribution list.

**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)Moved to approve New Eligible Registers; (Dobro/Winblad); (5-0-0)
6. Adoption of new Classification Specification, (Action)
  - a) Veterinary TechnicianMoved to approve new Classification Specification; (Davis/Dobro); (5-0-0)

There being no further business, the meeting was adjourned at 6:34 p.m.

The next regularly held meeting will be Thursday, June 8, 2006 at 5:30 p.m. at Hayward City Hall, 777 B Street, Hayward, CA, conference room 4A.



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