

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

Thursday, November 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 October 12, 2006, (Action)

REPORTS

2. City Council Liaison, (Information)

OLD BUSINESS

3. 2006 Quarterly Reports (Staff Report Attached)
4. City Attorney Brown Act Training and Response to Commission Questions from Sept. Mtg.

NEW BUSINESS

5. 2007 Holiday Dinner Location, (Action)
6. Community Service Officer Classification Revision, (Action)
7. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Communications Operator, Lateral, (2006)
 - b) Community Preservation Inspector, (2002)
 - c) Police Officer, Lateral, Journey, Academy Graduates, (2006)
 - d) Senior Planner, (2005)
 - e) Senior Police Records Clerk, (2003)


Holly Brock-Cohn
Human Resources Director

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

MINUTES

Thursday, October 12, 2006

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:32 p.m., on Thursday, October 12, 2006** at Hayward City Hall, conference room 2A, by Vice-Chairperson Joyce Dobro. Pledge of Allegiance was led by Commissioner Rocky Fernandez.

VISITORS/GUESTS

None

HUMAN RESOURCES DEPARTMENT STAFF

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

CITY COUNCIL

Olden Henson

ABSENT

Holly Brock-Cohn, Human Resources Director
 Kathy Booth, Chairperson
 Anthony Hayes, Commissioner

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	O	2	1	0	0
Joyce Dobro (vice-chair)*	X	2	1	0	0
Rocky Fernandez	X	3	0	0	0
Anthony Hayes	O	1	2	0	0
Janet Kassouf	X	3	0	0	0
Gary Steinberger	X	2	0	0	0
John Vukasin	X	2	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 September 14, 2006; (Action)
Moved to approve Minutes; (Fernandez/Vukasin); (4-0-0)

Commissioner Vukasin requested that in the future minutes be forwarded earlier than one week prior to the meeting. Staff agreed to comply.

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Councilmember Henson shared the Mayor's plan for a proposed city-wide neighborhood clean up. He also provided an update on the B Street and Foothill Boulevard construction of the movie theatre. Opening is anticipated to be the fall of 2007. Councilmember Henson announced the meeting tonight at Treeview School pertaining to the future of the Fairway Shopping Center, since losing their anchor store Albertsons. He reminded the Commission of the 26th Annual NAACP Outstanding Community Service Awards Banquet at the Fremont Marriott tomorrow evening.

Vice-Chairperson Dobro supported the Mayor/Council effort to clean up the city and asked Councilmember Henson to address an issue with a transient at the Skywest Golf Club, having been seen there regularly for the past six months.

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Animal Control Officer, (2005)
 - b) Engineering Technician, (2003)
 - c) Police Records Clerk II, (2006)
 - d) WPCF Operations Supervisor, (2004)Moved to approve New Eligible Registers; (Kassouf/Vukasin); (5-0-0)
4. Extension of Eligible Registers, (Action)
 - a) Airport Attendant, (1st extension, 6 months)
 - b) Associate Transportation Engineer, (1st extension, 6 months)
 - c) Communications Operator, Lateral, (1st extension, 6 months)
 - d) Electrician I, (1st extension, 6 months)
 - e) Geographic Information Systems Coordinator, (1st extension, 6 months)Moved to approve Extension of Eligible Registers; (Kassouf/Fernandez); (5-0-0)

There being no further business, the meeting was adjourned at 5:54 p.m.

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