

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

Thursday, December 14, 2006 at 5:30 p.m.

**Skywest Golf Course Restaurant
1401 Golf Course Road, Hayward**

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 November 9, 2006, (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) Communications Operator, Lateral, (2006)
 - b) Community Preservation Inspector, (2002)
 - c) Police Officer, Lateral, Journey, Academy Graduates, (2006); (2)
 - d) Senior Planner, (2005)
 - e) Senior Police Records Clerk, (2003)
 - f) Data Systems Operator, (unkn)
 - g) Equipment Mechanic I, (2004)
 - h) Library Assistant, (2004)
 - i) Recycling Specialist, (2005)
4. Extension of Eligible Registers, (Action)
 - a) Senior Customer Account Clerk, (1st extension, 6 months)
 - b) Staff Fire Captain, (1st extension, 6 months)



**Holly Brock-Cohn
Human Resources Director**

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

MINUTES

Thursday, November 9, 2006

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:36 p.m., on Thursday, November 9, 2006 at Hayward City Hall, conference room 2A, by Chairperson Kathleen Booth. Pledge of Allegiance was led by Chairperson Booth.

VISITORS/GUESTS

Dan Connolly, Assistant City Attorney
Loren Kassouf

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

ABSENT

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)*	X	3	1	0	0
Joyce Dobro (vice-chair)*	X	3	1	0	0
Rocky Fernandez	X	4	0	0	0
Anthony Hayes	O	1	3	0	0
Janet Kassouf	X	4	0	0	0
Gary Steinberger	X	3	0	0	0
John Vukasin	X	3	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 October 12, 2006; (Action)
Moved to approve Minutes; (Kassouf/Dobro); (4-0-1)

REPORTS

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

OLD BUSINESS

3. 2006 Quarterly Reports
Human Resources Director Holly Brock-Cohn indicated that staff is working with Technology Services to develop reports that provide information requested by the Commission. The January agenda will reflect reports for the entire 2006 in a format that responds to questions asked in September.
4. City Attorney Brown Act Training and Response to Commission Questions from September Meeting
Assistant City Attorney Daniel Connolly provided training on the City of Hayward's charter provisions, administrative code sections, and Personnel Rules pertaining to the Commission, the Commission's jurisdiction, and the Ralph M. Brown Act (the open meeting law). Materials were provided as part of the Commission training.

NEW BUSINESS

5. 2007 Holiday Dinner Location, (Action)
By majority vote (5-1-0), the Skywest Golf Club Restaurant was selected for the location of the Thursday, December 14, Holiday Dinner at 5:30 p.m.
6. Community Service Officer Classification Revision, (Action)
Moved to approve revision; (Vukasin/Kassouf); (5-0-0)
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)Moved to re-agenda New Eligible Registers to December meeting; (Dobro/Kassouf); (6-0-0)

FUTURE AGENDA ITEMS

8. Chair Booth requested that the Commission consider selection of a new chair at the January meeting.

There being no further business, the meeting was adjourned at 7:20 p.m.

The next regularly held meeting will be Thursday, December 14, 2006 at 5:30 p.m. at the Skywest Golf Club Restaurant located at 1401 Golf Course Road, Hayward.