

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

Thursday, January 11, 2007 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 December 14, 2006 (Action)

REPORTS

2. City Council Liaison (Information)
3. 2006 New Hire, Promotion & Separation Report (Information)

NEW BUSINESS

4. Revision of Classification Specification (Action)
Administrative Analyst I/II
5. Adoption of New Classification Specification (Action)
Senior Permit Technician
6. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Facilities Serviceworker II, (unkn)
 - b) Purchasing and Services Manager, (2004)
 - c) Police Officer – Entry Level (2006)
7. Selection of Chair Person



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

777 "B" Street
Hayward, California 94541-5007

MINUTES

Thursday, December 14, 2006

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:58 p.m., on Thursday, December 14, 2006 at Skywest Golf Course Restaurant in Hayward, by Chairperson Kathleen Booth. Pledge of Allegiance was led by Mrs. Sonja Stanchina.

VISITORS/GUESTS

Mr. Larry Booth
Mr. Milan Dobro
Miss Lauren Kassouf
Mrs. Afa Vukasin

HUMAN RESOURCES DEPARTMENT STAFF

Holly Brock-Cohn, Human Resources Director
Sonja Stanchina, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

Phil Williams, Senior Human Resources Analyst / Affirmative Action Specialist

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	4	1	0	0
Joyce Dobro (vice-chair)*	X	4	1	0	0
Rocky Fernandez	X	5	0	0	0
Janet Kassouf	X	5	0	0	0
Gary Steinberger	X	4	0	0	0
John Vukasin	X	4	0	0	0

X = present, O = absent

*Appointed July 1999

PUBLIC COMMENTS

Mrs. Stanchina announced that she has been offered a management position with the East Bay Regional Park District Human Resources Department; to begin in January. This will therefore be her last meeting serving the Commission. She thanked the Commission for the past five and one-half years.

Mr. Booth and Commissioner Steinberger talked about the meeting of the Hayward Area Shoreline Preservation Association (HASPA).

Chairperson Booth announced the recent Council action seeking applicants for the Keep Hayward Clean and Green Task Force. More details are available from the City Clerk's Office.

Human Resources Director Brock-Cohn announced that Anthony Hayes resigned the Commission. He was invited to the dinner, but did not respond.

APPROVAL OF MINUTES

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

REPORTS

2. City Council Liaison, (Information)
Councilmember Olden Henson arrived shortly after the brief meeting agenda was closed.

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)Moved to Approve New Eligible Registers; (Vukasin/Steinberger); (5-0-0)
4. Extension of Eligible Registers, (Action)
 - a) Senior Customer Account Clerk, (1st extension, 6 months)
 - b) Staff Fire Captain, (1st extension, 6 months)Moved to Approve Extension of Eligible Registers: (Steinberger/Vukasin); (5-0-0)

There being no further business, the meeting was adjourned at 6:01 p.m.

The next regularly held meeting will be Thursday, January 11, 2007 at 5:30 p.m. at Hayward City Hall, conference room 2A.