

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

Thursday, March 8, 2007 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 February 8, 2007 (Action)

REPORTS

2. City Council Liaison (Information)

NEW BUSINESS

3. Selection of new Vice Chairperson.
4. Discussion to change date of April Commission meeting.
5. Commission attendance at staff training.
6. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Fire Captain (2005)
 - b) Police ID Specialist (2004)
 - c) Airport Maintenance Worker (2002)
 - d) Development Review Engineer (2006)
7. Extension of Eligible Registers, (Action)
 - a) Battalion Chief (1st extension, 6 months)
 - b) Fire Captain (2nd extension, 6 months)
 - c) Utilities Maintenance Mechanic (1st extension, 6 months)
 - d) Senior Maintenance Leader (2nd 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, February 8, 2007

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:45 pm on Thursday February 8, 2007 at Hayward City Hall, Conference Room 2A, by Vice-Chairperson Joyce Dobro. Pledge of allegiance was led by Gary Steinberger.

HUMAN RESOURCES DEPARTMENT STAFF

Holly Brock-Cohn, Human Resources Director

Phil Williams, Senior Human Resources Analyst / Affirmative Action Specialist

Chris Oshiro, Human Resources Analyst II

CITY COUNCIL

Olden Henson, Absent

ABSENT

Kathleen Booth

Janet Kassouf

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)*	O	5	2
Joyce Dobro (vice-chair)*	X	6	1	0	0
Rocky Fernandez	X	7	0	0	0
Janet Kassouf	O	6	1	0	0
Gary Steinberger	X	6	0	0	0
John Vukasin	X	6	0	0	0

X = present, O = absent

*Appointed July 1999

PUBLIC COMMENTS

Commissioner Steinberger commented on the City's new garbage policy regarding apartment complexes no longer get one free pickup during the year.

Vice-Chair Dobro inquired if Human Resources Staff could continue with phone call reminders to the Commissioners the day before meetings. Human Resources Director Holly Brock-Cohn said phone call reminders will take place prior to meetings and also that draft Meeting Minutes would be emailed to Commissioners within one week following a meeting.

Commissioner Steinberger wanted an update to whether Commissioners could attend training classes provided by the City that are given to Employees.

Human Resources Director Holly Brock-Cohn announced the retirement of the City Manager, Jesús Armas at the end of June 2007. The City Council will hire an Executive Search Firm to assist in hiring a new City Manager. She also introduced Chris Oshiro, Human Resources Analyst II as a staff member who will be attending meetings.

Commissioner Vukasin commented on the vacancy of Vice-Chair for the Commission and how does that get chosen. Vice-Chair Joyce Dobro commented that the group should vote on a new Vice-Chair. The position should be maintained in case of the absence of the Chair the Vice-Chair could chair the meeting.

Human Resources Director Holly Brock-Cohn provided a response to the item from the previous meeting regarding the City having a policy regarding smoking and use of cell phones while driving City vehicles. Public Works has a memo regarding such but not a formal policy. The Equipment Manager is working on a policy knowing that all cell phone usage in a car must be hands-free as of January 1, 2008.

Commissioner Steinberger inquired if City vehicles had a phone number displayed on vehicles for citizens to call regarding safe driving. Vice-Chair Dobro would like staff to follow up on this item.

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of January 11, 2007; (Action)
Minutes were approved with a change submitted by Vice-Chair Dobro to item #7:
Selection of Chairperson
Moved to approve minutes as modified; (Steinberger/Vukasin); (4-0-0)

NEW BUSINESS

2. Review of Human Resources Director's Certification of eligible Registers, (Previous Adoption Dates), (Action)
 - a) Housing Inspector, (2002)
 - b) Senior Library Assistant, (2001)
 - c) Neighborhood and Economic Development Manager, (2004)Commissioner Vukasin commented on the reports attached to the Eligibility Lists. He asked staff to total the number of candidates on each page of the attachments. Commissioner Sternberger would like to see the current gender and make-up of the hiring department, and also to see how the numbers diminish throughout the recruitment process. A discussion was held regarding why a recruitment is open/promotional vs. closed and who decides. Commissioner Fernandez commented on whether or not the City would have the need for certain job descriptions to require bilingualism. Human

Resources Director Holly Brock-Cohn explained the City's policy on bilingual incentive once Employees are hired and that bilingualism is desirable but not required for employment.

Moved to approve New Eligible Registers; (Vukasin/Hernandez) 4-0-0)

3. Extension of Eligible Registers, (Action)

a) Apparatus Operator, (1st extension, 6 months)

Moved to approve Extension of Eligible Registers; (Steinberger/Vukasin); (4-0-0)

There being no further business, the meeting was adjourned at 6:20 p.m.

The next regularly held meeting will be Thursday, March 8, 2007 at 5:30 p.m. at Hayward City Hall, Conference Room 4A.

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



**CITY OF HAYWARD
STAFF REPORT**

AGENDA DATE 03/8/07

AGENDA ITEM 3

TO: Personnel and Affirmative Action Commission
FROM: Holly Brock-Cohn, Human Resources Director
SUBJECT: Selection of New Vice Chairperson

RECOMMENDATION:

Select a vice chairperson to serve through the June, 2007 meeting. Select a vice chairperson annually thereafter.

BACKGROUND:

During the February 8, 2006 meeting, the commission discussed selection of a vice chairperson. They requested that staff place this item on the next commission meeting agenda.

A handwritten signature in cursive script, appearing to read "Holly Brock-Cohn", is written over a horizontal line.

Holly Brock-Cohn, Human Resources Director



**CITY OF HAYWARD
STAFF REPORT**

AGENDA DATE 03/8/07

AGENDA ITEM 4

TO: Personnel and Affirmative Action Commission
FROM: Holly Brock-Cohn, Human Resources Director
SUBJECT: April Commission Meeting Date

RECOMMENDATION:

Discuss a change in the date of the April commission meeting.

BACKGROUND:

The April commission meeting falls during the week of spring break. Since there may be absences, staff suggests the commission discuss changing the date of the April commission meeting.

A handwritten signature in cursive script, appearing to read "Holly Brock-Cohn", is written over a horizontal line.

Holly Brock-Cohn, Human Resources Director



**CITY OF HAYWARD
STAFF REPORT**

AGENDA DATE 3/8/07

AGENDA ITEM 5

TO: Personnel & Affirmative Action Commission
FROM: Holly Brock-Cohn, Human Resources Director
SUBJECT: Request to attend staff training sessions

RECOMMENDATION:

Provide direction to staff on the Commission's interest in receiving a modified training session.

BACKGROUND/DISCUSSION:

In November the Commission asked staff if commission members are allowed to attend training sessions put on for City Staff. After consultation with the City Attorney's office staff has determined that training sessions are for City staff members only. In part this decision is based on the fact that the Personnel & Affirmative Action Commission is a potential hearing body for grievances and discipline. If a potential grievance or discipline were to involve employees who attended training sessions where Personnel & Affirmative Action Commissioners were in attendance or involved the training session itself, the Commission members would have to recuse themselves from hearings.

I understand that the Commission may be interested in developing a clearer understanding of the type of training the City provides to employees in certain areas such as harassment prevention and diversity. If the Commission would like to identify the specific topics it is interested in, we can schedule time during a regular Commission meeting or a special meeting, for our Training Analyst Dave Harding to attend and conduct a modified training session for the Commission based on the training provided to employees.



Holly Brock-Cohn, Human Resource Director