

**CITY OF HAYWARD**  
**PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**  
Thursday, September 13, 2007 at 5:30 p.m.

Hayward City Hall  
777 B Street  
Conference Room 4A

**REVISED 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 July 12, 2007 (Action)

**REPORTS**

2. City Council Liaison (Information)
3. Dispatcher Testing

**NEW BUSINESS**

4. Job Descriptions
  - a) Laborer (approval of recommended changes)
  - b) Transportation Manager (approval of recommended changes)
  - c) Assistant City Engineer (approval of recommended changes)
  - d) Human Resources Technician (approval of revisions)
  - e) Human Resources Analyst I/II (approval of revisions)
5. Training Update (effectiveness, report of training success)
6. Affirmative Action Report
7. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Assistant Civil Engineer (2004)
  - b) Community Service Officer (2006)
  - c) Construction Inspector (2004)
  - d) Lateral Police Officer (2007)
  - e) Librarian I (2006)
  - f) Mail Clerk (2005)
  - g) Network Systems Specialist (2002)
  - h) Permit Technician (2002)
  - i) Police Records Clerk II (2007)
  - j) Police Officer Trainee (2007)
  - k) Secretary (2006)
  - l) Social Services Planning Manager (unknown)
  - m) Tree Trimmer (unknown)
  - n) Veterinary Technician (2007)
  - o) WPCF Lead Operator (2006)

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8. Extension of Eligible Registers, (Action)
  - a) Lateral Police Officer (1<sup>st</sup> Extension, 6 mos)
  - b) Police Sergeant (1<sup>st</sup> Extension, 6 mos)
  - c) Administrative Analyst II (1<sup>st</sup> Extension, 9 mos)
9. Future Agenda Topics



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, July 12, 2007

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:45 p.m. on Thursday, July 12, 2007, at Buon Appetito Restaurant, 917 A Street, Hayward by Commissioner Joyce Dobro. Pledge of allegiance was led by Commissioner Willis.

**HUMAN RESOURCES DEPARTMENT STAFF**

Holly Brock-Cohn, Human Resources Director  
Chris Oshiro, Human Resources Analyst II  
Cecelia Cooke, Human Resources Administrative Secretary

**CITY COUNCIL**

Olden Henson.

**ABSENT**

Rocky Fernandez.

Attendance	<b><u>REGULAR MEETINGS</u></b>			<b><u>SPECIAL MEETINGS</u></b>	
	Present This Meeting	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Joyce Dobro (chair)*	X	1	0	0	0
Rocky Fernandez	0	0	1	0	0
Janet Kassouf	X	1	0	0	0
Gary Steinberger	X	1	0	0	0
John Vukasin	X	1	0	0	0
Steve Bristow	X	1	0	0	0
Julius Willis	X	1	0	0	0

X = present, O = absent

\*Appointed July 1999

**PUBLIC COMMENTS**

Commissioner Joyce Dobro completed her term of service and was presented with a certificate and flowers. Commissioner Vukasin thanked her on behalf of the Commission for her guidance and support of the City and the Commission. Commissioner Dobro acknowledged her appreciation to have been part of the Commission.

New Commissioner Willis was welcomed.

**APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of June 14, 2007; (Action)  
Minutes were approved with changes submitted.

There was discussion about adding "Action" sections where applicable to the Minutes as a way to track future items along with a date for the Action to be complete.

Moved to accept Minutes as modified; (6-0).

**REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
No report.
3. Selection of Chair and Vice Chair  
Commissioner Bristow suggested that there be a rotation of Chair and Vice Chair, either by tenure or by election, with service of one year, so that everyone gets a chance to serve. It was decided to finalize the selection process prior to next year's selection of Chair and Vice Chair.

Commissioner Bristow made a motion that Commissioner Vukasin become Chair and Commissioner Fernandez become Vice Chair. Motion was seconded by Kassouf and unanimously approved. (6-0).

**NEW BUSINESS**

4. Future Agenda Topics
  - a. Eligibility Lists and Job Descriptions.
  - b. Quarterly Report with additional columns to address number of current positions filled, frozen positions, and vacant funded positions.  
Action: HR to provide at the September 13, 2007 Meeting.
  - c. Commissioner Vukasin reminded the Commission to comment on the Draft Minutes that are emailed prior to each meeting and also provide any additional Agenda items they might want added in their return email.
  - d. Commissioner Bristow would like the July Minutes to reflect that the Dispatcher issue has been resolved. No Staff Report is needed.

There being no further business, the meeting was adjourned at 6:15 p.m.

The next regularly held meeting will be Thursday, September 13, 2007 at 5:30 p.m. at City Hall, Conference Room 4A.

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**CITY OF HAYWARD  
STAFF REPORT**

AGENDA DATE 9/13/07

AGENDA ITEM 3

**TO:** Personnel & Affirmative Action Commission  
**FROM:** Holly Brock-Cohn, Human Resources Director  
**SUBJECT:** New Continuous Testing Process for 911 Dispatcher and Police Officer Trainee

**RECOMMENDATION:**

This staff report provides information only. No action is required.

**BACKGROUND/DISCUSSION:**

At the June Commission meeting, the Commission asked staff to provide a report on the new recruitment process for 911 Dispatcher and Police Officer Trainee.

The task of appointing 911 Dispatcher's and Police Officer Trainee's for the City of Hayward has historically been time consuming and costly. The process could take up to three months until an eligible list was established. Then the candidates had to begin a lengthy background investigation that could take another six to eight weeks. The City of Hayward Police Department has always had, and continues to have, some of the highest expectations in the hiring standards of our new officers and dispatchers. Time has always been a crucial factor in the hiring for these positions since the first agency to make the hiring offer gets the most qualified candidates.

We have developed a new process, which entails an open continuous application process and outsourcing the POST written exam for both classifications and physical agility for police officer trainee. Candidates simply have to submit an application and make an appointment for testing with the South Bay Regional Public Safety Training Consortium located in San Mateo and San Jose. These testing sites are affiliated with the police academy. They offer testing four times a month and this service is free. The police academy offers this service to recruit business for the police and dispatcher academy. We also accept passing scores from any California law enforcement agency or police academy if the candidate has tested within the past six months.

When candidates achieve a passing score, the candidate is responsible for sending their results to Human Resources. The Police Department (PD) is notified as candidates qualify. PD will interview and administer writing assessments for police officers and multi-tasking tests for dispatchers. The PD will then rank the successful candidates and send the scores to Human Resources to establish an eligible list. These eligible lists are created on a continuous basis as candidates are processed.

This new process began for Police Officer Trainee in April 2007. The PD has processed 50 candidates and has made two appointments. There are currently 26 candidates in the writing assessment and background process.

This new process for Dispatcher began in June 2007. PD has processed 30 candidates and they are currently in the screening and multi-tasking test phase.

Using the previous and current recruitment process, it is not uncommon for the PD to exhaust the eligible lists after only hiring a few candidates. PD has an 80% drop off rate of candidates that are unsuccessful in the interview screening, writing and multi-task assessments, background investigation, or candidates withdrawing from the process altogether.

The PD has embraced this new process and they are optimistic that a continuous flow of candidates to process and choose from will help them fill their current and future vacancies more efficiently.



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Holly Brook-Cohn, Human Resource Director