

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

Thursday, October 11, 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 September 13, 2007 (Action)

**REPORTS**

2. City Council Liaison (Information)
3. Human Resources Director's Report

**NEW BUSINESS**

4. Job Descriptions
  - a) Laborer (approval with changes)
  - b) City-wide Education Requirements
5. Training Update
6. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Apparatus Operator (2006)
  - b) Lateral Police Officer (2007)
  - c) Police Lieutenant (2005)
  - d) Police Officer Trainee (2007)
  - e) Water Meter Reader (2004)
7. Extension of Eligible Registers, (Action)
  - a) Police Officer Trainee (2<sup>nd</sup> Extension, 6 mos)
8. Future Agenda Topics



Holly Brock-Cohn  
Human Resources Director

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

**MINUTES**

**Thursday, September 13, 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, September 13, 2007, at Hayward City Hall, Conference Room 4A, by Chair John Vukasin. The Pledge of Allegiance was led by Commissioner Gary Steinberger.

**HUMAN RESOURCES DEPARTMENT STAFF**

Phil Williams, Sr. Human Resources Analyst/Affirmative Action Specialist  
Chris Oshiro, Human Resources Analyst II  
Cecelia Cooke, Human Resources Administrative Secretary

**CITY COUNCIL**

Olden Henson.

**ABSENT**

None.

Attendance	<b><u>REGULAR MEETINGS</u></b>			<b><u>SPECIAL MEETINGS</u></b>	
	<b>Present This Meeting</b>	<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>	<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>
John Vukasin (chair)*	X	2	0	0	0
Rocky Fernandez	X	1	1	0	0
Janet Kassouf	X	2	0	0	0
Gary Steinberger	X	2	0	0	0
Steve Bristow	X	2	0	0	0
Julius Willis	X	2	0	0	0
X = present, O = absent					

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of July 12, 2007; (Action)  
Minutes were approved. (Kassouf/Willis); (6-0-0)

**REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
Councilmember Henson thanked everyone for all their hard work. He stated that the City Council feels positive about the new City Manager, Greg Jones, coming in October. Along with our Assistant City Manager, and also a new City Attorney in the near future, there will be a new City Management Team. Councilmember Henson spoke about the

State deficit and said that the City has to become more aggressive in acquiring Federal Funding to assist the City of Hayward with Public Safety issues. It is hoped that the new theater in the downtown and other new retail will bring in more revenue to the City. Stonebrae, the new housing development with a golf course, is sold out and will be helpful by bringing in transfer taxes. He spoke about the needs of the Police Department, the hope for a new Library, and the schools conjuring a tax bond. He also stated that the City needs to update with the next generation of Technology for public safety needs.

3. Dispatcher Testing

Phil Williams gave the Staff Report. In June the Commission asked Staff to provide an update on the new recruitment process for 911 Dispatcher and Police Officer Trainee. The report shows that we have processed 30 candidates, and they are currently in the screening and multi-task phase. Human Resources is pleased with the process of continuous hiring. It expedites the recruitment and screening process.

Commissioner Vukasin asked if Human Resources continues to add names to the existing eligibility list. Phil Williams said yes since it is a continuous list.

**MISCELLANEOUS**

Chair Vukasin asked if we could get a new flag and tape recorder.

Action: Staff will order both for the next meeting.

Chair Vukasin asked Commissioner Fernandez if he accepted the Vice Chair position since he was not present when he was elected. Commissioner Fernandez said yes.

**NEW BUSINESS**

4. Job Descriptions

- a) Laborer (approval of recommended changes)
  - 1) Phil Williams pointed out that the education requirement has been upgraded from an 8<sup>th</sup> grade education to a high school diploma or equivalent. The other change to this job description is essential work duties, which has to do with the City being in compliance with the ADA regulations for work environment safety and lifting.
    - a. Commissioner Vukasin asked if these type changes go through the City's Legal Department. Chris Oshiro said yes.
    - b. Commissioner Bristow said he feels the new requirement of a high school diploma or equivalent requirement is unfair since it restricts many people from applying for some entry level positions. Some people are not able to complete their education due to unforeseen circumstances.

Staff said this requirement was changed since there is a safety issue due to level of reading and possibly not understanding written instructions.

Action: After discussion, the Commission asked that this job description be tabled and brought back to the October 11 meeting.

To better understand the impact of this change, Staff was asked to provide the following data:

- 1) Number of current employees with an 8<sup>th</sup> grade education.
- 2) City jobs that currently require an 8<sup>th</sup> grade education.
- 3) Numbers of applicants without a high school diploma or equivalent.

Commissioner Vukasin wants typing revisions on #4 and #11 since they are the same duty. Number 10 should be checked blocks "of" instead of "or".

Action: Staff will correct prior to next meeting.

Janet Kassouf left meeting at 6:35 p.m.

b) Transportation Manager (approval of recommended changes)

- 1) Phil Williams introduced Morad Fakhrai, Deputy Director of Public Works//City Engineer.
  - a. Mr. Fakhrai gave overview of both the Transportation Manager and Assistant City Engineer Job Descriptions since the job descriptions are related.
  - b. There are two key sections to Engineering and Transportation – one is Transportation and Development, and the other is Design and Construction Services.
  - c. It is proposed to change these two management positions due to the difficulty in recruiting people who have both the transportation and development background that is required. This will reduce the requirements by not requiring a professional engineer license.
  - d. Question: What is equivalent to a BA Degree?

Mr. Fakhrai said experience or another degree from another country is equivalent. It is very difficult to get the Assistant Civil Engineer License without a BA Degree.

- e. Commissioner Vukasin asked regarding Page 4 of the Transportation Manager job description and Page 5 of the Assistant City Engineer job description, why there is a 20 lb. weight instead of a 40 lb. requirement when it may be necessary to lift heavier items.

Chris Oshiro stated she checked with the Public Works Department, and they normally only have to carry a laptop. There are plans, but the contractors bring those when they attend meetings.

Action: Phil Williams said we will take another look at this.

Commissioner Vukasin referenced Page 3 that states the position requires a valid Class C license and asked if the person in this position would be able to take public transportation and if this requirement would limit any potential candidate.

Mr. Fakhrai said this position requires the Class C license because the employee is required to drive to the sites, which are not usually on a public transportation route. They would be able to drive either their own car or a City vehicle.

- f. Commissioner Vukasin suggested the following changes to Assistant City Engineer:

Page 2 and Page 3: #4, #7, and #21 could possibly be combined.

Page 2: #5, change the word "problems" to "issues".

Page 3: #C, change the word "Modern" to "Recent".

Page 3: #D and #E are similar and should be combined.

Page 4: #M should be consistent with other job descriptions i.e., dealing with the public.

Commissioner Vukasin recommends that both job descriptions state the weight requirement at 40 lbs.

Question was asked about Assistant City Engineer, Page 3, #18 and who this position supervises.

Mr. Fakhrai said this position supervises Assistant Engineers, Technicians, Construction Inspectors, approximately 22 people.

- c) Assistant City Engineer (approval of recommended changes)
  - 1) Refer to b) above.

- d) Human Resources Technician (approval of revisions)
  - 1) The recommended changes were made.
- e) Human Resources Analyst I/II (approval of revisions)

- 1) The recommended changes were made.

Laborer will be tabled until October 11, 2007 meeting.

Moved to accept Transportation Manager and Assistant City Engineer with changes.

Moved to accept Human Resources Technician and Human Resources Analyst I/II.

(Bristow/Willis) (5-0-0)

5. Training Update (effectiveness, report of training success)

Action: Phil Williams explained that Dave Harding, Training Manager, will come to the October 11, 2007 meeting to discuss the following:

- a) Evaluation of employees who took trainings and retention of trainings.
- b) Evaluation of harassment classes.
- c) Commissioner Bristow requested Staff to provide information on safety training regarding “shoring” and “confined spaces”.

6. Affirmative Action Report

- a) Phil Williams reported on the City’s Work Force Composition by Job Group and the Work Force Diversity Report.
- b) Commissioner Vukasin said the totals do not match from report to report.

Chris Oshiro told the Commission that the City’s fields/headings do not match the Census’ field/headings because our reporting systems are not compatible. She spoke with other large agencies, and they had trouble matching up items also.

Action: Table and bring back to the December 13 meeting. Commissioner Vukasin requested Staff to provide additional information including “indicators” or “measures” to determine how well the City is doing in specific areas; and an analysis to show where the City is in terms of compliance.

Gary Steinberger left meeting at 7:20 p.m.

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 (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)

Moved to Approve New Eligible Registers; (Bristow/Willis); (4-0-0)

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)

Moved to Approve Extension of Eligibility Lists; (Willis/Fernandez); (4-0-0)

Commissioner Vukasin requested on the Eligibility Lists to combine pages to save paper.

Action: Staff will take care of this.

9. Future Agenda Topics

Commissioner Vukasin thanked Staff and Commission for all their work and interests.

10. Adjournment at 7:40 p.m.

The next regularly held meeting will be Thursday, October 11, 2007, at 5:30 p.m. at Hayward City Hall, Conference Room 4A.

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