

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION
September 11, 2008 at 5:30 p.m., Room 2A

Hayward City Hall
777 B Street
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 10, 2008 (Action)

REPORTS

2. City Council Liaison (Information)
3. Senior Analyst (Information)

NEW BUSINESS

4.
 - a) Introduction of new Commissioners
 - b) Election of Chair and Vice-Chair for FY09
 - c) Disabled Employees Tracking (Discussion)
 - d) Job Specification Appeal Process
 - e) Response to Request of Lawsuit Updates
5. Job Descriptions
 - a) 1) Crime Prevention Supervisor
6. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Administrative Analyst I/II (2006)
 - b) Administrative Secretary (2007)
 - c) Community Programs Specialist (2001)
 - d) Community Service Officer (2007)
 - e) Firefighter Trainee (2007)
 - f) Lateral Police Officer (2007)
 - g) Maintenance Worker/Laborer 2006
 - h) Neighborhood Partnership Manager (2001)
 - i) Police Officer Trainee (2008)
 - j) Senior Utility Service Rep (Unknown)
 - k) Utility Worker/Laborer (Unknown)
7. Extension of Eligible Registers, (Action)
 - a) Airport Maintenance Worker (2nd Extension, 6 mos)
 - b) Assistant Civil Engineer (1st Extension, 6 mos)
 - c) Community Preservation Inspector (2nd Extension) (Omitted from July 2008 Meeting)
 - d) Mail Clerk (1st Extension, 6 mos)
 - e) Tree Trimmer (1st Extension)
8. Future Agenda Topics/General Comments

Phil Williams 
Human Resources Senior Analyst

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
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION
777 "B" Street
Hayward, California 94541-5007
MINUTES
Thursday, July 10, 2008

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:35 p.m. on Thursday, July 10, 2008, at Hayward City Hall, Conference Room 2A, by Chair John Vukasin. The Pledge of Allegiance was led by Commissioner Bristow.

HUMAN RESOURCES DEPARTMENT STAFF

Holly Brock-Cohn, Human Resources Director
Phil Williams, Sr. Human Resources Analyst/Affirmative Action Specialist
Chris Oshiro, Human Resources Analyst II

CITY COUNCIL

Council Member Olden Henson Not Present

OTHERS PRESENT

Lisa Rosenblum, Director of Library and Neighborhood Services
Chief Ron Ace, Hayward Police Department
Cindy Waters, Director Operations Support, Hayward Police Department

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	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.
John Vukasin (chair)*	X	11	0	0	0
Rocky Fernandez	X	8	3	0	0
Janet Kassouf	O	10	1	0	0
Gary Steinberger	X	9	2	0	0
Steve Bristow	X	11	0	0	0
Julius Willis	X	11	0	0	0

X = present O = absent

Commissioner Steinberger arrived at 5:36 p.m.

PUBLIC COMMENTS

Commissioner Steinberger said there is a Downtown Street Party on Thursday, July 17, and encouraged everyone to attend to bring more business into the downtown area.

Commissioner Vukasin asked Chief Ace if the new cell phone law applied to the Police Officers. Chief Ace said Police Officers are exempt while they are working.

Commissioner Vukasin asked for introductions of others in attendance.
Cindy Waters, Support Operations Director from Police Department.
Lisa Rosenblum, Director of Library and Neighborhood Services
Ron Ace, Chief of Police

APPROVAL OF MINUTES

1. Approval of Minutes with accepted corrections for the regular meeting of June 12, 2008;
(Action)

Minutes were approved (Bristow/Willis); (5-0-0)

REPORTS

2. City Council Liaison (Information)
Council Member Henson was not present.
3. Human Resources Director's Report

Holly Brock-Cohn responded to the Commission's request from the June meeting regarding the new Director of Library and Neighborhood Services Department and what happens if the Commission does not approve that Job Specification. Ms. Brock-Cohn gave the Commission a memorandum provided by the Assistant City Attorney addressing this matter. According to the Charter, the Commission is advisory to the City Council and can voice concerns to Council. Department Head positions are "at will", and the Commission does not need to review those. The positions the Commission should review are part of a "merit service".

Commissioner Vukasin asked what the process is if the Commission does not approve or want to appeal.

Action: Ms. Brock-Cohn said she will confirm with the City Clerk about the process for this. She will bring this information back to the September Meeting.

NEW BUSINESS

4. a) Affirmative Action and Allocated Positions Report
Provided for Information Only as Requested

There was discussion about the reports and how the numbers are obtained. The question as asked if there is any type of report that shows how many employees there are with disabilities. Ms. Brock-Cohn said we do accommodate the employees, but currently there is not report showing numbers on this. Phil Williams said accommodations are provided at testing as needed.

Action: Human Resources will check to see if this type of tracking can be provided.

- b) City's Reorganization Discussion
5. Job Descriptions
 - a) 1) Communications Manager Discussion (clarification from June meeting)
 - a. The Fire Department reviewed the job description and did not have concerns with it.

- b. If there is a medical emergency, the Hayward Police Department calls Alameda County to respond with medical assistance.

Moved to approve Communications Manager (Bristow/Willis) (5-0-0)

- 2) Director of Library and Neighborhood Services (clarification from June meeting)
 - a. Ms. Brock-Cohn said that due to other commitments, no one from the City Manager's office could come to the meeting and address the Commission's concerns. Possession of a Master of Library Science Degree from an accredited college or university was reinstated as a requirement to the Experience and Education section.

- The Commission provided Administrative Changes for the job description. Human Resources noted and will make these recommended changes.

Moved to approve the Director of Library and Neighborhood Services (Bristow/Willis) (5-0-0)

- b) 1) Animal Services Supervisor

- The Commission provided Administrative Changes for the job description. Human Resources noted and will make these recommended changes.

Moved to approve Animal Services Supervisor (Kassouf/Bristow) (5-0-0)

- 2) Animal Shelter Supervisor

- The Commission provided Administrative Changes for the job description. Human Resources noted and will make these recommended changes.

Moved to approve Animal Shelter Supervisor (Kassouf/Bristow) (5-0-0)

- 3) Communications Supervisor

- The Commission provided Administrative Changes for the job description. Human Resources noted and will make these recommended changes.

Moved to approve Communications Supervisor (Kassouf/Willis) (5-0-0)

Commissioner Kassouf left the meeting at 6:07 p.m.

- 4) Jail Supervisor

- The Commission provided Administrative Changes for the job description. Human Resources noted and will make these recommended changes.

Moved to approve Jail Supervisor (Willis/Steinberger) (4-0-0)

5) Records Supervisor

- The Commission provided Administrative Changes for the job description. Human Resources noted and will make these recommended changes.

Moved to approve Records Supervisor (Willis/Steinberger) (4-0-0)

c) Neighborhood Services Manager

- The Commission provided Administrative Changes for the job description. Human Resources noted and will make these recommended changes.

Moved to approve Neighborhood Services Manager (Bristow/Willis) (4-0-0)

d) Neighborhood Partnership Manager

- The Commission provided Administrative Changes for the job description. Human Resources noted and will make these recommended changes.

Moved to approve Neighborhood Partnership Manager (Bristow/Willis) (4-0-0)

Commissioner Bristow requested that job specifications be identified as to whether they are new, reclasses, etc. and the purpose of the position.

Lisa Rosenblum explained that the Neighborhood Partnership Manager position is new to the City and was developed to address the need to have a pro-active interaction in the neighborhoods and to educate the Community in the best way to solve problems.

Action: Human Resources will identify job specifications on future Agendas as to whether they are new or revisions.

6. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
- a) Fire Captain (2007)
 - b) Police Sergeant (2006)
 - c) Senior Civil Engineer (2003)
 - d) Transportation Manager (2005)

Moved to approve Eligible Registers (Willis/Bristow) (4-0-0)

7. Extension of Eligible Registers, (Action)
- a) Community Preservation Inspector (2nd Extension, 6 mos)
 - b) Facilities Service Worker II (1st Extension, 6 mos)
 - c) Police Inspector (1st Extension, 6 mos)

Moved to approve Extension of Eligible Registers for Facilities Service Worker II and Police Inspector (Steinberger/Willis) (4-0-0)

Action: Bring Community Preservation Inspector back to September meeting. No copy was provided for review.

8. General Comments/Future Agendas

General Comments:

Commissioner Bristow asked that updates be provided to the Commission when there are lawsuits against the City or when Human Resources gets any notice of these types of situations as related to Affirmative Action in case they are approached by the Public.

Ms. Brock-Cohn will check with the City Attorney's office regarding how this should be handled.

Future Agendas:

a) Action: Ms. Brock-Cohn said she will confirm with the City Clerk about the process for appeal when the Commission does not approve a job specification. She will bring this information back to the September Meeting.

b) Action: Bring Back Community Preservation back under Extension of Eligible Registers section for review and voting.

c) Action: Human Resources will check to see if tracking can be provided of employees with disabilities.

d) Action: City Attorney to attend the September meeting to address how lawsuit against the City should be handled by the Commission if they are approached by the Public.

e) Action: Election of Chair and Vice-Chair for FY09

9. Election of Chair and Vice-Chair for FY09

Motion was made to carry over the Election of Chair and Vice-Chair for FY09 to the September meeting. (Steinberger/Bristow) (4-0-0)

Meeting adjourned at 7:19 p.m.

The next regularly held meeting will be Thursday, September 11, 2008, at 5:30 p.m. at Hayward City Hall, Conference Room 2A.

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