

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION

April 14, 2011

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 Special Meeting of March 10, 2011 (Action)

REPORTS

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

NEW BUSINESS

4. Job Descriptions
 - a) Executive Assistant
 - b) Purchasing Technician
 - c) Senior Sweeper Equipment Operator
5. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Date), (Expiration Date) (Eligible Candidates) (Action)
 - a) Airport Manager (Unknown) (April 2012) (7)
 - b) Electrician I/II (2009) (April 2012) (10)
 - c) Engineering Technician (2006) (April 2012) (16)
 - d) Noise Abatement Analyst (New) (April 2012) (2)
 - e) Police Records Clerk II (2007) (April 2012) (70)
 - f) Senior Airport Maintenance Worker (Unknown) (April 2012) (4)
 - g) Survey Engineer (Unknown) (April 2012) (8)
 - h) Sweeper Equipment Operator (2009) (April 2012) (5)
 - i) Water Meter Mechanic (Unknown) (April 2012) (7)
6. Extension of Eligible Registers, (Action)
 - a) Housing Manager (1st Extension, 6 mos) (1 of 8 selected)
 - b) Permit Technician (1st Extension, 6 mos) (3 of 15 selected)
 - c) Utilities Engineer (2nd Extension, 6 mos) (1 of 7 selected)
7. Future Agenda Topics/General Comments
 - a) Special June 2011 Meeting to Discuss Salary Plan and Classification Plan



Frances Robustelli, Human Resources Director

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

**Special Meeting
Thursday, March 10, 2011
Room 4A
DRAFT MINUTES**

A special meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:35 p.m. on Thursday, March 10, 2011, at Hayward City Hall, Conference Room 4A. The Pledge of Allegiance followed.

HUMAN RESOURCES DEPARTMENT STAFF

Fran Robustelli, Human Resources Director
LaTanya Bellow, Human Resources Manager

CITY COUNCIL

Council Member Henson

OTHERS PRESENT

Daniel Connolly, Assistant City Attorney

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.
Steve Bristow	X	5	2	3	0
Cheryl Butler-Adams	X	5	2	3	0
Janet Kassouf *	O	5	2	0	3
Gurjit Kaur	X	2	0	3	0
Crystal Porter **	X	7	0	3	0
Santinder Pal Singh	X	2	0	3	0
John Vukasin	X	7	0	3	0

X = present O = absent

* Chair ** Vice Chair

Commissioner Bristow chaired the beginning of the meeting.

PUBLIC COMMENTS

No Public comments.

APPROVAL OF MINUTES

1. Approval of February 24, 2011 Special Meeting Minutes.
(M/S/P) (Butler-Adams/Singh) (5-0-0)

NEW BUSINESS

2. Municipal Code Revisions Discussion: Chapter 2, Article 3 – Personnel and Affirmative Action Commission; and Chapter 2, Article 4 – Employees

Ms. Robustelli provided objectives for the meeting: 1) Review additional proposed administrative changes; 2) Receive feedback from Commission; and 3) Receive unanimous support from Commission to take document forward with recommendation and approval to City Council on April 26, 2011 for approval.

Council Member Henson joined the meeting.

Ms. Robustelli presented further changes to the Municipal Code to address the Commission's concerns as noted below:

A. Chapter 2, Article 3:

- Section 2-3.10
 - At the request of the Commission at the February 24, 2011 meeting, the first and second paragraphs that reference vacancies on the Commission were added back to the document. Staff recommended deletion of the third paragraph that references vacancies on the Commission since this is also addressed in the first paragraph.
- Section 2-3.11
 - Added the word "Personnel" to the existing word "commission", so that this section reads "Personnel Commission".
- Section 2-3.12
 - (f): Replace the word "Hear", with "Review"; and strike "which are submitted through the appeal process".
 - Commissioners asked how they would receive appeal information if they do not "hear" the appeals and only review the appeals. Ms. Robustelli responded that the appeal process is addressed in the Personnel Rules; striking, (f) becomes more succinct.
 - (j): Strike last word "program"; replace with "Administrative Rule" for consistency.

Commissioner Porter joined meeting and chaired the remainder of the meeting.

B. Chapter 2, Article 4:

- Section 2-3.11 and 2-4.10: Staff will change "commission" to "Personnel Commission" in 2-3.11 to be consistent with 2-4.10 as reflected in the February 24, 2011 Minutes.
- Section 2-4.21 CLASSIFICATION PLAN will be changed to Section 2-4.20;
- Section 2-4.20 CLASSIFICATION PLAN, MANNER OF ADOPTION, will be changed to Section 2-4.21.

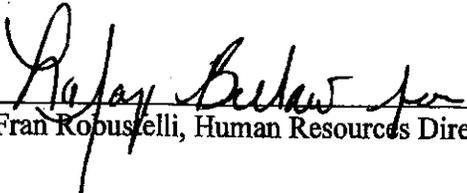
Motion made to approve Municipal Code Revisions, Chapter 2, Article 3 - Personnel and Affirmative Action Commission; and Chapter 2, Article 4 – Employees; to include those set forth in Sections 2.A and 2.B.

(M/S/P) (Butler-Adams/Vukasin) (6-0-0)

3. Future Agenda Topics/General Comments
None specified.

Meeting adjourned at 6:09 p.m.

Next Regular Meeting April 14, 2011, 5:30 p.m., Room 2A


Fran Robustelli, Human Resources Director