

**CITY OF HAYWARD
PERSONNEL COMMISSION**

Regular Meeting

**January 12, 2012
5:30 p.m. Room 4A
Hayward City Hall
777 B Street**

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel 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 October 13, 2011. (Action)

REPORTS

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

OLD BUSINESS

4. Mission Statement Discussion and Revision

NEW BUSINESS

5. Job Descriptions
 - a) Accounting Technician
 - b) Family Counselor I
 - c) Operations Support Services Manager
6. Diversity Statistics Report
7. Recruitment Statistics (Oral Report)
8. Future Agenda Topics/General Comments



Frances Robustelli, Human Resources Director

**CITY OF HAYWARD
PERSONNEL COMMISSION**

**Regular Meeting
Thursday, October 13, 2011
Room 4A
DRAFT MINUTES**

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:32 p.m. on Thursday, October 13, 2011, at Hayward City Hall, Conference Room 4A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Fran Robustelli, Human Resources Director
LaTanya Bellow, Human Resources Manager
Sarah Monnastes, Human Resources Analyst II

CITY COUNCIL

Council Member Henson, not present

OTHERS PRESENT

Sean Reinhart, Library and Community Services Director

Attendance	<u>REGULAR MEETINGS</u>		Absent to Date This Fiscal Yr.	<u>SPECIAL MEETINGS</u>	
	Present This Meeting	Present to Date This Fiscal Yr.		Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Steve Bristow	X	7	3	4	0
Cheryl Butler-Adams	X	8	2	3	1
Janet Kassouf *	X	8	2	1	3
Gurjit Kaur	O	4	1	3	1
Crystal Porter **	X	10	0	4	0
Santinder Pal Singh	X	5	0	4	0
Doris Yates	X	1	0	0	0

X = present O = absent * Chair ** Vice Chair

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of July 14, 2011, Regular Meeting Minutes with suggested edits.
(M/S/P) (6-0-0)

July 14, 2011 Minutes were reviewed and do reflect: under "REPORTS", City Council Liaison (Information), that Council Member Henson stated that almost twenty percent of Hayward's population has less than a high school diploma; and, under "NEW BUSINESS", 7. Legalities of Offering Preference to Hayward Residents for Job Openings, that Daniel Connolly, Assistant City Attorney, said he would broaden his search across the United States to gather data on how other municipalities address this issue.

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.

REPORTS

2. City Council Liaison (Information)
None.
3. Human Resources Director (Information)
Fran Robustelli provided to the Commission the following:
 - a) Introduced and welcomed new Personnel Commissioner, Dr. Doris Yates, and provided her background.
 - b) Explained that Daniel Connolly, Assistant City Attorney, who attends the Personnel Commission meetings, has resigned and has accepted a position at the Port of Oakland. Michael Lawson, City Attorney, will select another Attorney to attend the meetings.
 - c) Both the Diversity Report and the Personnel Rules discussion and timeline will be added to the January 12, 2012 agenda.
 - d) The Personnel Commissioner Binders were distributed. A job description policy section will be added to the binders at the January 12, 2012 meeting.

NEW BUSINESS

4. Job Descriptions
 - a) Library Assistant
 - b) Library Page

Sean Reinhart gave an overview for the Library Assistant and Library Page job descriptions.

(M/S/P) (6-0-0) Accepted with noted edits.

- c) Landscape Maintenance Supervisor
- d) Fleet Management Supervisor

Fran Robustelli gave an overview for the Landscape Maintenance Supervisor and Fleet Management Supervisor job descriptions.

(M/S/P) (6-0-0) Accepted with noted edits.

- e) Senior Utilities Engineer
- f) Accounting Manager

Fran Robustelli gave an overview for the Senior Utilities Engineer and Accounting Manager job descriptions.

(M/S/P) (6-0-0) Accepted with noted edits.

5. Personnel Commission Mission Statement
 - a) One of the goals and objectives for 2012 is to revise the Mission Statement. Staff wants the Commission to recommend and approve.
 - 1) Commissioner Porter: would like to add the word "investigate" to the Mission Statement since the Commission would have to investigate any disciplinary

appeals, and the Commission also investigates job descriptions as they are presented.

- 2) Commissioner Bristow says it is important to maintain “hold hearings for employee grievances” on the Mission Statement.
- b) Commission decided to table the discussion and keep on future agendas.

(M/S/P) (Bristow/Motion) (6-0-0) Approved to table and continue to keep this item on future agendas for discussion.

6. Future Agenda Topics/General Comments

- a) Diversity Report.
- b) Personnel Rules Discussion and Timeline.
- c) Mission Statement Revision.
- d) Next regular meeting is scheduled for January 12, 2012.

Meeting adjourned at 6:33p.m.



Frances Robustelli, Human Resources Director