

**CITY OF HAYWARD
PERSONNEL COMMISSION**

Special Meeting

**March 1, 2012
5:30 p.m. Room 2A
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

- I. Approval of Minutes for January 12, 2012. (Action)

REPORTS

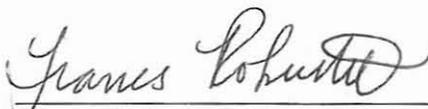
- II. City Council Liaison (Information)
- III. Human Resources Director (Information)

OLD BUSINESS

- IV. Mission Statement Discussion and Revision

NEW BUSINESS

- V. Job Descriptions
- A) Animal Care Attendant
 - B) Community Services Officer
 - C) Animal Services Administrator, Jail/Property Evidence and Crime Scene Administrator, Record's Administrator, Youth and Family Services Administrator
 - D) Video Assistant
 - E) Administrative Analyst I/II
- VI. Future Agenda Topics/General Comments



Frances Robustelli, Human Resources Director

**CITY OF HAYWARD
PERSONNEL COMMISSION**

**Regular Meeting
Thursday, January 12, 2012
Room 4A
DRAFT MINUTES**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:34 p.m. on Thursday, January 12, 2012, 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

OTHERS PRESENT

Michael Lawson, City Attorney
Cepideh Roufougar, Assistant City Attorney
Diane Urban, Chief of Police
Emily Ruffo, Police Department Counselor Supervisor
Tracy Vesely, Finance Director

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	8	3	4	0
Cheryl Butler-Adams	X	9	2	3	1
Janet Kassouf *	O	8	3	1	3
Gurjit Kaur	X	5	1	3	1
Crystal Porter **	X	11	0	4	0
Santinder Pal Singh	X	6	0	4	0
Doris Yates	X	2	0	0	0

X = present O = absent * Chair ** Vice Chair
Commissioner Yates – New Commissioner as of September 2011.

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES

1. Approval of October 13, 2011, Regular Meeting Minutes with noted edits.
(M/S/P) (Bristow/Butler-Adams) (6-0-0)

REPORTS

2. City Council Liaison (Information)
Council Member Olden Henson thanked City Staff and the Commissioners for their hard work. He discussed the following: a) losing the Redevelopment challenge and how this affects Redevelopment Agencies in California; b) Council Priorities are scheduled on the January 17th City Council Meeting Agenda, and Council Member Henson encouraged ideas from the Commission; and, c) an effort is being made to add Measure B3 to the November ballot, which would add an one-half cent sales tax to the existing one-half cent sales tax (Measure B) and would benefit various transportation projects.
3. Human Resources Director (Information)
Fran Robustelli, Human Resources Director, acknowledged City Staff in attendance, and introductions were made; reminded everyone to complete their Harassment Prevention Training; and noted that the Personnel Rules originally slated for the January 12th meeting will be moved to the April 12, 2012 quarterly meeting due to numerous concession and open contract meetings with bargaining units.

OLD BUSINESS

4. Mission Statement Discussion and Revision
 - a) Fran Robustelli provided sample mission statements from several outside organizations.
 - b) Human Resources Staff will research and email to the Commissioners Mission Statements from other municipalities prior to the April meeting.
 - c) Mission Statement discussion will be added to the Agenda for the April 12, 2012 quarterly meeting for further discussion.

NEW BUSINESS

Commissioner Bristow asked that the Minutes reflect the following: On the job description Staff Reports, under "Recommendation. That the Personnel Commission reviews and comments on the job description for each position to ensure that employment standards are job-related." that job-related standards addresses all aspects, including supervision exercised, education, and experience.

5. Job Descriptions
 - a) Accounting Technician

Tracy Vesely, Finance Director, gave an overview of the Accounting Technician job description.

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

b) Family Counselor I

Emily Ruffo, Police Department Counselor Supervisor gave an overview of the Family Counselor I job description.

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

c) Operations Support Services Manager

Police Chief Diane Urban gave an overview of the Operations Support Services Manager job description.

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

6. Diversity Statistics Report

The Annual Diversity Statistics Report with 2010 Census information was provided. The Commission will continue to receive quarterly diversity information from applicant tracking. A request was made by the Commission for more detail on the Diversity Statistics Report, such as breakdown by job category or department, by economic compensation, and breakdown of male/female. On the report City of Hayward (COH) designates comparison of City of Hayward employees to City residents. Staff will provide more clarity on this. Staff will bring detailed information to April quarterly meeting.

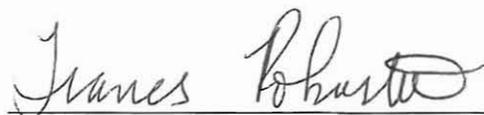
7. Recruitment Statistics (Oral Report)

LaTanya Bellow, Human Resources Manager, presented report. Both internal and external promotions were presented for the period of January through December 2011 and designated ethnicity and gender pool.

8. Future Agenda Topics/General Comments

- a) A Special Meeting will be scheduled for March 1, 2012, to discuss job descriptions, and a Special Meeting will be scheduled for May 17, 2012 to discuss Salary Plan/Class Plan.
- b) The April 12, 2012 Quarterly Meeting Agenda will include Diversity Statistics, Mission Statement Discussion and Personnel Rules.

Meeting adjourned at 7:16pm.



Frances Robustelli, Human Resources Director