



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**CITY OF HAYWARD  
PERSONNEL COMMISSION**

**REVISED**

**Special Meeting**

**June 7, 2012  
5:30 p.m. Room 1C  
(Change of Meeting Room)  
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 April 12, 2012 (Action)

**REPORTS**

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

**NEW BUSINESS**

- IV. Salary and Classification Plan  
V. Job Descriptions  
A) Community and Media Relations Officer  
B) Code Enforcement Supervisor  
C) Fire Services Supervisor, Fire Technician I/II  
D) Finance Technician, Financial Analyst  
E) Information Technology Analyst I/II  
F) Environmental Services Manager  
G) Education Services Coordinator  
H) Police Program Analyst, Communications Administrator  
I) Human Resources Administrative Secretary  
VI. Future Agenda Topics/General Comments

  
Frances Robustelli, Human Resources Director



**CITY OF HAYWARD  
PERSONNEL COMMISSION**

**Regular Meeting  
Thursday, April 12, 2012  
Room 2A  
DRAFT MINUTES**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:38pm on Thursday, April 12, 2012, at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

**HUMAN RESOURCES DEPARTMENT STAFF**

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

**CITY COUNCIL**

Council Member Henson

**OTHERS PRESENT**

Cepideh Roufougar, Assistant City Attorney  
Greg Shreeve, Water Pollution Control Facility Manager  
Robert Gerena, Utilities Operations and Maintenance Supervisor

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	7	3	5	0
Cheryl Butler-Adams	X	8	2	4	1
Janet Kassouf *	X	8	2	2	3
Gurjit Kaur	X	5	0	3	2
Crystal Porter **	X	10	0	5	0
Santinder Pal Singh	X	5	0	5	0
Doris Yates	X	3	0	0	1

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

**PUBLIC COMMENTS**

No Public comments.

**APPROVAL OF MINUTES**

- I. Approval of March 1, 2012, Special Meeting Minutes.  
(M/S/P) (Bristow/Santinder) (Passed)

**REPORTS**

- II. City Council Liaison (Information)  
Council Member Henson discussed the City's budget; the loss of the Redevelopment Agency; Measure B3 which will be on the November ballot and will increase the sales tax an additional one-half cent to fund Alameda County transportation projects and provide more jobs; and said that AC Transit, who has

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been using Amsterdam and Belgium for constructing their buses, is now using a Hayward business, Gillig, Inc., for 400 of their buses. Hayward is looking to have electric vehicles charge stations.

III. Human Resources Director (Information)

- A. Fran Robustelli introduced City Staff, Greg Shreeve, Water Pollution Control Facility Manager, and Robert Gerena, Utilities Operations and Maintenance Supervisor, who will answer questions about the Utilities Maintenance Mechanic job description.
- B. Ms. Robustelli said City staff is currently meeting with the bargaining groups, trying to close the budget gap. Some bargaining groups have already reached agreements, and it is hoped that the remaining groups will reach agreements by the time the Budget goes before Council on June 19.
- C. There is a special Personnel Commission meeting on May 17 to review the Salary/Classification Plan, which goes before City Council for adoption along with the City's Budget on June 19.

**OLD BUSINESS**

IV. Mission Statement Discussion and Revision

- A. Council Member Henson stated that the City's Charter guides the Mission Statement, referencing the Charter, page 20, Section 907, titled PERSONNEL BOARD, POWERS AND DUTIES, #1 - 5. He further stated no other City of Hayward Commission has a separate Mission Statement.
- B. Fran Robustelli stated that changing the Mission Statement would be inconsistent with the language of the City's Charter. After discussion, the Commission agreed there would no longer be a Mission Statement.

**NEW BUSINESS**

V. Diversity Report

- A. LaTanya Bellow presented the Diversity Report and explained how data is obtained. Staff will incorporate Personnel Commission's requests into future reports. There was discussion regarding recruitment outreach. Cepideh Roufougar, Assistant City Attorney, stated that Veterans are allowed extra points when applying for City positions; and she will research the legalities of whether or not Hayward Residents can be allowed extra points. She will bring this information back to the July 12, 2012 meeting.  
(M/S/P) (Bristow/Kassouf) (Passed)

VI. Job Descriptions

Minutes reflect that on Job Description Staff Reports, "Special Requirements" will be reworded to state, "Added language that has been reviewed by the Personnel Commission to address physical requirements and essential functions, which must be performed with or without reasonable accommodations."

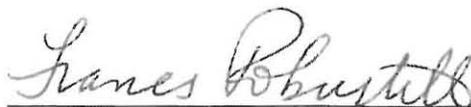
- A. Utilities Maintenance Mechanic  
(M/S/P) (Bristow/Kassouf) (Passed)

VII. Future Agenda Topics/General Comments

- A. Salary/Classification Plan, May 17, 2012, Special Meeting
- B. Recruiting and Classifications, July 12, 2012, Regular Meeting
- C. Legalities of City's Hiring Policy, July 12, 2012, Regular Meeting
- D. Recruitment Outreach List, July 12, 2012, Regular Meeting

VIII. Adjournment

- A. Meeting adjourned at 6:54pm.  
(M/S/P) (Kassouf/Bristow) (Passed)



Frances Robustelli, Human Resources Director