



CITY OF
HAYWARD
HEART OF THE BAY

**CITY OF HAYWARD
PERSONNEL COMMISSION**

Regular Meeting

**July 19, 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 June 7, 2012 (Action)

REPORTS

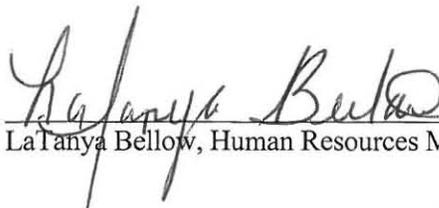
- II. City Council Liaison (Information)
III. Human Resources Director (Information)

NEW BUSINESS

- IV. Revised Salary and Class Plan
V. Job Descriptions
A. Police Officer
B. Senior Water Pollution Control Inspector
C. Educational Services Coordinator
D. Senior Transportation Engineer
VI. Recruitment Diversity Report (Oral Report)
A. Accounting Technician
B. Accounting Manager
C. Operations Support Services Manager
D. Community Service Officer
E. Animal Care Attendant
F. Utilities Maintenance Mechanic
G. WPCF Operator
H. WPCF Lead Operator
I. Code Enforcement Supervisor

- J. Apparatus Operator
- K. Fire Captain
- L. Fire Marshal
- M. Deputy Fire Chief
- N. Police Sergeant
- O. Police Lieutenant

VII. Future Agenda Topics/General Comments


LaTanya Bellow, Human Resources Manager



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**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Special Meeting
Thursday, June 7, 2012
Room 1C**

A special meeting of the City of Hayward Personnel Commission was called to order at 5:38pm on Thursday, June 7, 2012, at Hayward City Hall, Conference Room 1C, 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

Kelly Morariu, Assistant City Manager
Chief Diane Urban, Hayward Police Department
Alex Ameri, Director of Public Works - Public Utilities and Environmental Services
Sean Reinhart, Library and Community Services Director
Cepideh Roufougar, Assistant City Attorney
Cheryl Penick, Library Youth Services Librarian
Pam Covington, Representative, Professional and Technical Engineers, IFPTE Local 21 Union

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	6	0
Cheryl Butler-Adams	X	8	2	5	1
Janet Kassouf *	X	8	2	2	4
Crystal Porter **	X	10	0	6	0
Santinder Pal Singh	X	5	0	6	0
Doris Yates	X	3	0	1	1

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

PUBLIC COMMENTS

No Public comments.

APPROVAL OF MINUTES

- I. Approval of April 12, 2012, Regular Meeting Minutes with noted corrections.
OLD BUSINESS, IV. B., correction made regarding Mission Statement; and
NEW BUSINESS, V. A., correction made regarding Diversity Report.

(M/S/P) (Bristow/Yates) (Approved)

REPORTS

II. City Council Liaison (Information)

Council Member Henson announced this was his last meeting since he was not re-elected to City Council. He began with the Personnel Commission when it was still called the Personnel and Affirmative Action Commission and has enjoyed serving on this Commission. Council Member Henson thanked Staff for all of their hard work and expressed his appreciation to their dedication. He discussed the City's new web site and its new technology.

Commissioner Crystal Porter thanked Council Member Henson on behalf of the Commission for his dedication and contribution to the Personnel Commission and stated he will be greatly missed. The Commission presented him with a farewell gift.

Mayor Michael Sweeney briefly joined the meeting and thanked Council Member Henson for his years of dedication and service to the Commission and the Hayward Community.

III. Human Resources Director (Information)

Fran Robustelli, Human Resources Director, thanked Council Member Henson for his support to the Personnel Commission, the Human Resources Staff, and also to the Hayward Community.

Ms. Robustelli stated that LaTanya Bellow will staff the July meeting because Ms. Robustelli will be out of state at a training.

NEW BUSINESS

IV. Salary and Classification Plan

Fran Robustelli asked that the Personnel Commission review and recommend approval of the Salary and Classification Plans. These Plans are scheduled to go before City Council on June 26 for approval.

A. Classification Plan

Ms. Robustelli provided the following handouts: 1) a Classification Plan Matrix that identifies class concepts; 2) an Amended Class Plan document that the Personnel Commission will take action on at this meeting; and, 3) a Table that indicates the changes, which includes new proposed items, any administrative changes, positions that the Commission has reviewed throughout the year, and an amended plan. Ms. Robustelli presented an overview of the various documents and opened up for discussion.

Commissioner Porter said it would be helpful to have a one page document that shows the difference between the job classes. Staff provided a Class Plan Matrix.

(M/S/P) (Bristow/Butler-Adams) (Approved)

B. Salary Plan

Fran Robustelli provided two handouts: 1) Salary Plan Modifications; these are administrative changes that were made after the Agenda was sent out to the Commission, and there are no informational changes; and, 2) Summary of Changes. Ms. Robustelli presented an overview of the summary and opened the floor for discussion. The Salary Plan is standardized based on Memorandums of Understanding with the various bargaining groups. Staff uses ten other cities for the data, and the survey results are based on geographic regions, the size of the city, and the scope and complexity of the organization.

(M/S/P) (Bristow/Porter) (Approved)

V. Job Descriptions

Kelly Morariu, Assistant City Manager, provided an overview of the Community and Media Relations Officer and the Code Enforcement Supervisor job descriptions. Both positions report to the City Manager's Office.

A. Community and Media Relations Officer

(M/S/P) (Bristow/Porter) (Approved)

- B. Code Enforcement Supervisor
(M/S/P) (Bristow/Porter) (Approved)
- C. Fire Services Supervisor, Fire Technician I/II
Fran Robustelli presented an overview of the Fire Services Supervisor and Fire Technician I/II job descriptions.
- Fire Services Supervisor
(M/S/P) (Bristow/Singh) (Approved)
- Fire Technician I/II
(M/S/P) (Porter/Bristow) (Approved)
- D. Finance Technician, Financial Analyst
Fran Robustelli presented an overview of the Finance Technician and Financial Analyst job descriptions.
- Finance Technician
(M/S/P) (Bristow/Yates) (Approved)
- Financial Analyst
(M/S/P) (Porter/Bristow) (Approved)
- E. Information Technology Analyst I/II
Fran Robustelli presented an overview of the Information Technology Analyst I/II job description.
- (M/S/P) (Porter/Butler-Adams) (Approved)
- F. Environmental Services Manager
Alex Ameri, Director of Public Works - Public Utilities and Environmental Services, presented an overview for the Environmental Services Manager job description.
- (M/S/P) (Bristow/Singh) (Approved)
- G. Education Services Coordinator
Fran Robustelli stated that the Professional and Technical Engineers, IFPTE Local 21 Union would like this job description pulled from tonight's agenda because they have a concern with the language. L21 and Human Resources Staff had a meet and confer on May 31, 2012, and another one will be scheduled. Delaying the review of this job description will not impact recruitment, and the position will be included in the new budget.
- Pam Covington, L21's Representative and Cheryl Penik, L21's City Steward, confirmed they want this job description pulled until they have a resolution. Ms. Penik provided an explanation of L21's concern.
- Sean Reinhart, Library and Community Services Director, presented an overview of the job description.
- A Motion was made to pull the Education Services Coordinator job description from tonight's agenda to allow L21 and Human Resources Staff an opportunity to go through the meet and confer process; and, if there is no resolution after two meet and confer meetings, the job description will be brought back to the Personnel Commission for review.
- (M/S/P) (Bristow/Porter) (Approved)

H. Police Program Analyst, Communications Administrator

Chief Diane Urban presented an overview for the Police Program Analyst and the Communications Administrator job descriptions.

Police Program Analyst
(M/S/P) (Yates/Singh) (Approved)

Communications Administrator
(M/S/P) (Bristow/Porter) (Approved)

Council Member complimented Chief Urban for her detailed reports and her technology expertise.

I. Human Resources Administrative Secretary

Fran Robustelli presented an overview of the Human Resources Administrative Secretary job description.

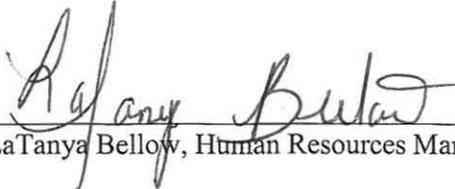
(M/S/P) (Yates/Bristow) (Approved)

VI. Future Agenda Topics/General Comments

- A. Fran Robustelli thanked the Commission for their hard work due to all of the special meetings recently.
- B. Commissioner Singh asked if the City offers an education program where students can visit other countries and learn about their education system; this would teach them to appreciate our education system better. Council Member Henson stated he is involved in the process of creating a Taiwan city as a Sister City of Hayward, and there is a group of students coming from Taiwan this summer to visit Cal State East Bay. Next year our students will go to Taiwan to visit. It was also suggested that the Youth Commission might assist with this idea.

VII. Adjournment

Meeting was adjourned at 7:30pm.



LaTanya Bellow, Human Resources Manager