



**CITY OF HAYWARD  
PERSONNEL COMMISSION**

**Regular Meeting**

**January 10, 2013  
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 October 11, 2012 (Action)

**REPORTS**

- II. Human Resources Director (Information)

**NEW BUSINESS**

- III. Job Descriptions  
A. Utilities Service Worker  
B. Economic Development Manager
- IV. Recruitment Diversity Report (Oral Report)
- V. Goals and Objectives for the Calendar Year 2013
- VI. City Council Liaison (Information)
- VII. Future Agenda Topics/General Comments
- VIII. Adjournment

Frances Robustelli, Human Resources Director



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Regular Meeting  
Thursday, October 11, 2012  
Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:35pm on Thursday, October 11, 2012, at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

**HUMAN RESOURCES DEPARTMENT STAFF**

Fran Robustelli, Human Resources Director  
Nina Morris Collins, Human Resources Analyst II

**CITY COUNCIL**

Council Member Salinas

**OTHERS PRESENT**

Michael Lawson, City Attorney  
Chief Diane Urban, Hayward Police Department  
Tracy Vesely, Finance Director  
Mark Guenther, Acting Director of Technology Services  
Don Frascinelli, Senior Utilities Engineer

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	1	0		
Cheryl Butler-Adams	O	0	1		
Janet Kassouf *	O	0	1		
Crystal Porter **	X	1	0		
Santinder Pal Singh	O	0	1		
Doris Yates	X	1	0		
Marie DeLeon***	X	1	0		

X = present    O = absent    \* Chair    \*\* Vice Chair    \*\*\* New Commissioner

**PUBLIC COMMENTS**

No Public comments

**APPROVAL OF MINUTES**

- I. Approval of July 19, 2012 Meeting Minutes  
(M/S/P) (Bristow/Porter) (Approved)

## REPORTS

### II. Human Resources Director (Information)

Fran Robustelli reported that LaTanya Bellow, Human Resources Manager, and Cepideh Roufougar, Assistant City Attorney, have both left the City for other positions. They will be greatly missed.

The Residency Research Report will be brought back to a future meeting once new staff is on board.

City Staff attending the meeting introduced themselves to the Commission.

## NEW BUSINESS

### III. Introduction of New Personnel Commissioner

Fran Robustelli, Human Resources Director, introduced Marie DeLeon, the new Commissioner and welcomed her. Ms. Robustelli provided a short bio on Commissioner DeLeon for the group.

### IV. Revised Salary and Class Plan

There are three changes to the Salary and Class Plan:

- 1) The salary of the Traffic Signal Technician is set internally the same as the Engineering Technician, the benchmark position, which is similar in classification level and type of work performed.
- 2) The salary of the Technology Solutions Analyst I/II is set internally and is the same as the Information Technology Analyst I/II class based on the assigned duties and responsibilities.
- 3) The salary of the Personnel and Training Administrator is set internally at 10% higher than the position that reports to it based on the HAME Memorandum of Understanding.

Fran Robustelli is asking the Commission to review and recommend approval to the City Council. This item will be on the Agenda for the October 23, 2012 Council Meeting.

(M/S/P) (Approved)

### V. Job Descriptions

#### A. Technology Solutions Analyst I/II

Fran Robustelli reported that this is a broad classification which could serve any department depending on the technical needs. She also stated that this is a flexibly staffed position.

Chief Diane Urban provided an overview of how the Police Department would implement this position.

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

#### B. Personnel and Training Administrator

Chief Diane Urban and Fran Robustelli answered questions from the Commissioners.

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

#### C. Police Sergeant

D. Police Lieutenant

Chief Diane Urban said the Police Sergeant and Police Lieutenant job descriptions were edited to encompass all of the duties.

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

E. Senior Accountant

Fran Robustelli reported that the Finance Department is understaffed. The Senior Accountant position is the most urgent to fill at this time. At the January 2013 meeting, there will be additional Finance Department job descriptions to review.

Tracy Vesely, Finance Director, answered questions from the Commissioners.

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

F. Traffic Signal Technician

Fran Robustelli provided an overview of this job description. This is a new position. The salary for this position is set internally the same as the Engineering Technician, the benchmark position, which is similar in classification level and type of work performed.

Don Frascinelli provided additional information and answered questions.

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

VI. Recruitment Diversity Report (Oral Report)

Fran Robustelli gave an overview of the report and stated there are several recruitments that have been established since the last meeting.

- A. Library Page
- B. Laborer
- C. Executive Assistant
- D. HR Technician
- E. Recycling Specialist
- F. Administrative Clerk
- G. Administrative Analyst I
- H. Video Assistant
- I. Lateral Police Officer
- J. Police Officer
- K. Sweeper Equipment Operator
- L. Equipment Mechanic
- M. Associate Civil Engineer
- N. Police Officer Trainee

VII. City Council Liaison (Information)

Council Member Salinas reported that the City's Budget is structurally sound. Commissioner Porter asked if Proposition 30 passes, will that bring funds back in to the City. Neither Council Member Salinas nor Tracy Vesely, Finance Director, has information of what the impact may be at this time.

VIII. Future Agenda Topics/General Comments

- A. Legalities of Offering Preference to Hayward Residents for Job Openings.
- B. Overview of CalOpps and Analysis of Recruitment Processes. Adverse Impact of Sending E-mails to Applicants.

IX. Adjournment

Meeting was adjourned at 7:00pm.



---

Frances Robustelli, Human Resources Director