



**CITY OF HAYWARD
PERSONNEL COMMISSION**

Special Meeting

June 13, 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 April 11, 2013 (Action)

REPORTS

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

NEW BUSINESS

- IV. Job Descriptions
 - A. Code Enforcement Inspector I/II
 - B. Sr. Code Enforcement Inspector
 - C. Library Page
 - D. Senior Library Page
 - E. Equipment Operator
 - F. Water Pollution Control Administrator
 - G. Airport Operations Supervisor

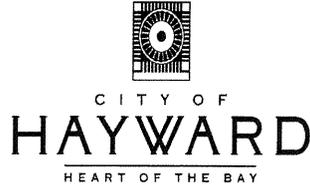
- V. Revised Salary and Class Plan
 - A. Code Enforcement Inspector I/II
 - B. Sr. Code Enforcement Inspector
 - C. Code Enforcement Supervisor

VI. Future Agenda Topics/General Comments

VII. Adjournment



Frances M. Robustelli, Human Resources Director



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, April 11, 2013
Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:35pm on Thursday, April 11, 2013 at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Frances Robustelli, Human Resources Director
Nina S. Morris Collins, Human Resources Analyst II

CITY COUNCIL

Council Member Salinas

OTHERS PRESENT

Michael Lawson, City Attorney
Seema Vashi, Deputy City Attorney
Sean Reinhart, Director of Library and Community Services
Marva Hickman, Police Records Administrator
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	3	0		
Cheryl Butler-Adams	O	0	3		
Janet Kassouf *	X	2	1		
Crystal Porter **	X	3	0		
Santinder Pal Singh	O	1	2		
Doris Yates	X	3	0		
Marie DeLeon	X	3	0		

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

PUBLIC COMMENTS

No Public comments

APPROVAL OF MINUTES

- I. Approval of January 10, 2013 Meeting Minutes.
(M/S/P) (Porter/Bristow) (Passed)

REPORTS

II. City Council Liaison (Information)

Councilmember Salinas reported that the Loop has been installed. He pointed out that this is the most expensive and the biggest public works project in Hayward's history, designed to improve traffic flow downtown while relieving congestion and providing easier access to Hayward's downtown. Construction of this massive project will be complete by June 2013. Commissioner Porter inquired about a methodology to evaluate effectiveness of the Loop and whether it is serving the intended purpose of reducing traffic. Councilmember Salinas replied that once the project is completed there will be an evaluation. Commissioner Yates indicated that there has been 100% increase in traffic on some of the smaller side streets. She asked what is going to be done to address the issue of the side streets and the gridlock there. Councilmember Salinas responded that he will look into this.

Councilmember Salinas reported that the second piece of news was labor negotiations. He indicated that the City is now in negotiations with labor unions.

III. Human Resources Director (Information)

- A. Ms. Frances Robustelli reported that the City Clerk is putting together a community engagement open house to recruit new members for various City Boards, Commissions, and Committees. The event is scheduled for June 1, 2013, time to be determined. She encouraged Commission members to participate in the event.
- B. Ms. Robustelli also requested that Commission members commit to attend a special Personnel Commission meeting on June 13, 2013, which will be important for following through with the budget process.
- C. Ms. Robustelli mentioned that she had a staff request pertaining to meeting management. She explained that recordings of the Personnel Commission meetings are used to generate the minutes. For this reason, she requested that Commissioners state their names when making and seconding a motion.
- D. Ms. Robustelli reported that agenda item 4, "Discussion of Additional Points in Recruitment Tests for Hayward Residents," was deferred per a memo sent to the Commissioners earlier that week. Commissioner Bristow requested that this memo be included in the agenda packet for the next regular meeting. Commissioner Porter inquired whether agenda item 4 will be included on the agenda of the next regular Personnel Commission meeting in July. The City Attorney replied that this depends on whether the bargaining with various labor groups will be completed by that time. He also indicated that discussion at the City Council closed session will determine how they will make the presentation—whether the report will be oral or written. Commissioner Porter requested that if there was to be a written presentation, a copy of the memo be emailed to the Commission together with the agenda packet prior to the next regularly scheduled meeting.

NEW BUSINESS

- IV. Discussion of Additional Points in Recruitment Tests for Hayward Residents (Oral Report). This item has been deferred per Memo sent to the Commissioners on April 9, 2013.

V. Job Descriptions

A. Police Records Clerk

Marva Hickman, Police Records Administrator, provided an overview of the Police Records Clerk job description.

(M/S/P) (Bristow/Porter) Approved with noted edits.

B. Deputy Finance Director

Stacey Vesely, Finance Director, gave an overview of the Deputy Finance Director job description. This newly created position is a part of an overall reorganization of the Finance Department that will result in greater efficiency, accountability and improved services to the community.

(M/S/P) (Porter/Bristow) Approved with noted edits.

C. Community Services Manager

Sean Reinhart, Director of Library and Community Services, provided an overview of the Community Services Manager job description. The Community Services Manager is a new classification within the Library and Community Services Department.

(M/S/P) (Porter/Bristow) Approved with noted edits.

Fran Robustelli, Human Resources Director, gave an overview of job descriptions D through G.

D. City Building Official

(M/S/P) (Yates/Porter) Approved with noted edits.

E. Planning Manager

(M/S/P) (Yates/Porter) Approved with noted edits.

F. Associate Planner

(M/S/P) (Porter/Yates) Approved with noted edits.

G. Senior Planner

(M/S/P) (Yates/Porter) Approved with noted edits.

VI. Revised Salary and Class Plan

A. Deputy Finance Director

B. Community Services Manager

Motion was made to approve the new classification plan that includes the Deputy Finance Director and Community Services Manager. (M/S/P) (Porter/Yates) Approved

Commission recommended that the City Council approve the salary plan to include the positions of Deputy Finance Director and Community Services Manager. (M/S/P) (Porter/Bristow) Approved

VI. Recruitment Diversity Report (Oral Report)

Frances Robustelli gave an overview of the report.

VII. Future Agenda Topics/General Comments

1. Personnel Commission Special Meeting will be held on June 13, 2013 at 5:30 pm.
2. Commission requested that a copy of the organizational chart be emailed to the Commission members along with the Agenda packet prior to each meeting.
3. Discussion of Additional Points in Recruitment Tests for Hayward Residents.
4. Overview of CalOpps and Analysis of Recruitment Processes. Adverse Impact of Sending E-mails to Applicants.

XI. Adjournment

Meeting was adjourned at 7:10pm.



Frances M. Robustelli, Human Resources Director