



**CITY OF HAYWARD
PERSONNEL COMMISSION**

Regular Meeting

July 11, 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 June 13, 2013 (Action)

REPORTS

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

NEW BUSINESS

- IV. Discussion of Additional Points in Recruitment Tests for Hayward Residents (Oral Report)
- V. Job Descriptions
 - A. Water Pollution Control Facility Supervisor
 - B. Equipment Operator
 - C. Senior Maintenance Leader
 - D. Graphics/Planning Technician
 - E. Accountant
 - F. Revenue Manager
 - G. Senior Transportation Engineer
 - H. HR Analyst I/II
 - I. Senior HR Analyst

VI. Revised Salary and Class Plan

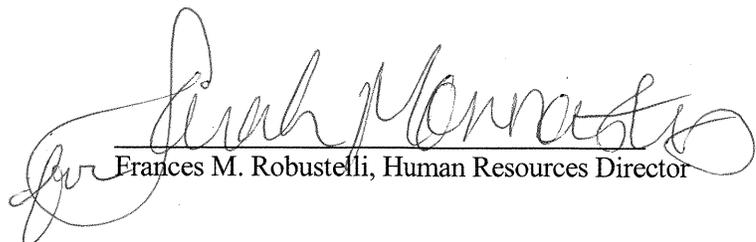
- A. Revenue Manager
- B. Accounting Manager
- C. Accountant
- D. Deputy City Attorney I/II
- E. Deputy Fire Chief (40 hr)
- F. Fire Marshal (40 hr)
- G. Fire Training Officer (40 hr)
- H. Battalion Chief (56 hr)
- I. Battalion Chief (40 hr)
- J. Staff Fire Captain (40 hr)
- K. Fire Captain (56 hr)
- L. Fire Captain (40 hr)
- M. Fire Prevention Inspector (56 hr)
- N. Fire Prevention Inspector (40 hr)
- O. Apparatus Operator (56 hr)
- P. Apparatus Operator (40 hr)
- Q. Firefighter (56 hr)
- R. Firefighter (40 hr)
- S. Firefighter Trainee (40 hr)
- T. HR Analyst I/II
- U. Senior HR Analyst
- V. HR Manager

VII. Annual Diversity Statistics Report

VIII. Recruitment Statistics Report (Oral Report)

IX. Future Agenda Topics/General Comments

X. Adjournment


Frances M. Robustelli, Human Resources Director



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Special Meeting
Thursday, June 13, 2013
Room 2A**

A special meeting of the City of Hayward Personnel Commission was called to order at 5:34 pm on Thursday, June 13, 2013 at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Frances Robustelli, Human Resources Director
Nina Morris Collins, Acting Senior HR Analyst

CITY COUNCIL

Council Member Salinas

OTHERS PRESENT

Seema Vashi, Deputy City Attorney
Sean Reinhart, Director of Library and Community Services
Alex Ameri, Director of Public Works – Utilities & Environmental Services
Douglas McNeeley, Airport Manager
Kelly McAdoo, Assistant City Manager
Stacey Bristow, Neighborhood Partnership Manager

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	1	0
Cheryl Butler-Adams	O	0	3	1	0
Janet Kassouf *	X	2	1		
Crystal Porter **	X	3	0	1	0
Santinder Pal Singh	O	1	2	1	0
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 June 13, 2013 Special Meeting Minutes.
(M/S/P) (Porter/Bristow) (Passed)

REPORTS

- II. City Council Liaison (Information)

Councilmember Salinas reported that the City Council has heard budget presentations from all departments. He stated that a final budget will be coming to the Council by the end of July 2013. Councilmember Salinas then addressed questions about the Loop raised during April 11, 2013 Personnel Commission Meeting. Thirdly, Mr. Salinas shared some of his observations made over the last few weeks from listening to all the budget presentations made by department heads. He urged the Personnel Commission to publicly join him in formally expressing its appreciation to City staff for delivering outstanding work and meeting the extraordinary expectations placed on them by the City Council, and for doing so with historically low resources.

Commissioner Porter inquired whether more funds are being returned from the State in the form of payments to the Unified School District. Councilmember Salinas replied that he no longer has direct knowledge of District affairs but that he would look into it.

Commissioner Butler-Adams then said that on behalf of the Commission she would like to recognize the phenomenal work being done by the City employees, labor representatives, and the HR Department in keeping the City going through such tough times.

- III. Human Resources Director (Information)

Ms. Fran Robustelli thanked the Commission members and Councilmember Salinas for attending the Personnel Commission Special Meeting. She also thanked Commissioner Yates and Councilmember Salinas for supporting staff and representing the Personnel Commission during the Community Engagement Open House last weekend.

Ms. Robustelli reported that New Business agenda item IV, "*Equipment Operator*" Job Description, is being removed from the agenda because additional changes need to be made. The item will be revisited and included in the agenda of the next regular Personnel Commission meeting on July 11, 2013.

Commissioner Bristow arrived at 5:44 pm.

NEW BUSINESS

- IV. Job Descriptions

Fran Robustelli, Human Resources Director, provided an overview of the Senior Code Enforcement and Code Enforcement Inspector I/II job descriptions. The Code Enforcement Inspector I/II and Senior Code Enforcement Inspector are new classifications created to provide a more flexible staffing model to serve the broad need for inspections. The Code Enforcement Inspector I/II replaces the current Housing Inspector and Community Preservation Inspector positions.

Kelly McAdoo, Assistant City Manager, and Stacey Bristow, Neighborhood Partnership Manager, answered questions.

A. Code Enforcement Inspector I/II
(M/S/P) (Porter/Butler-Adams) Approved with noted edits.

B. Senior Code Enforcement Inspector
(M/S/P) (Porter/Bristow) Approved with noted edits.

C. Library Page

D. Senior Library Page

Sean Reinhart, Director of Library and Community Services, provided an overview of the Library Page and Senior Library Page job descriptions and answered questions.

(M/S/P) (Porter/Butler-Adams) Approved with noted edits.

E. Equipment Operator
Removed from the agenda.

F. Water Pollution Control Administrator

Alex Ameri, Director of Public Works - Utilities and Environmental Services, provided an overview of the Water Pollution Control Administrator job specification and answered questions.

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

G. Airport Operations Supervisor

Douglas McNeeley, Airport Manager, provided an overview of the Airport Operations Supervisor job specification and answered questions.

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

V. Revised Salary and Class Plan

Salary Plan - Review and Recommend Approval to Council for Classified Service

- 1) Code Enforcement Inspector I/II: This newly created classification provides a broad and flexible class to meet the City's needs for inspection of single and multi-family housing, hotels, and motels. The salary for Code Enforcement Inspector II is set internally and is pegged to the salary scale for Building Inspector according to assigned duties and responsibilities, but is 5% lower because of the technical certifications required by the Building Inspector position. Code Enforcement Inspector I, an entry-level classification, is set 10 % below the Journey level.
- 2) Senior Code Enforcement Inspector: This newly created position is the Advanced Journey-level position in the Code Enforcement Inspector series. The salary of the Senior Code Enforcement Inspector is set internally at 10% above the Journey-level Code Enforcement Inspector II.
- 3) The salary of the Code Enforcement Supervisor position is set internally at 10% higher than the position that directly reports to it (Senior Code Enforcement Inspector) based on the HAME Memorandum of Understanding.

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

Classification Plan - Review and Approve for Classified Service
(M/S/P) (Porter/Bristow)

VI. Future Agenda Topics/General Comments

1. Overview of CalOpps and Analysis of Recruitment Processes. Adverse Impact of Sending E-mails to Applicants.
2. Discussion of Additional Points in Recruitment Tests for Hayward Residents.

XI. Adjournment

Meeting was adjourned at 6:45pm.


Frances Robustelli, Human Resources Director