



**CITY OF HAYWARD
PERSONNEL COMMISSION**

Revised Agenda
Regular Meeting
January 9, 2014
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 10, 2013 (Action)

REPORTS

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

NEW BUSINESS

- IV. Job Descriptions

Development Review Engineer
Plan Checker
Permit Center Supervisor
Sr. Utility Leader
WPCF Operator
Librarian I
ICMA Management Fellow
Administrative Analyst III

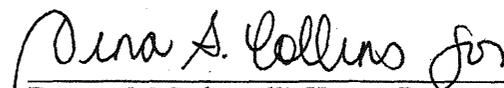
V. Revised Salary and Class Plan

ICMA Management Fellow
Permit Center Supervisor

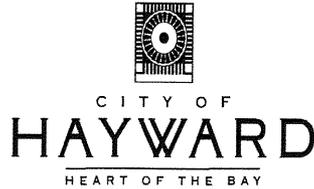
VI. Recruitment Diversity Report (Oral Report)

VII. Future Agenda Topics/General Comments

VIII. Adjournment



Frances M. Robustelli, Human Resources Director



CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, October 10, 2013
Room 2A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:35 pm on Thursday, October 10, 2013 at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Frances Robustelli, Human Resources Director
 Ali Brandt, Human Resources Analyst I

CITY COUNCIL

Council Member Salinas

OTHERS PRESENT

Diane Urban, Chief of Police
 Alex Ameri, Directory of Public Works – Utilities & Environmental Services
 Michael Lawson, City Attorney
 Seema Vashi, Deputy City Attorney
 George Beattie, Personnel and Training Administrator, Police Department
 Gary Lepori, City Building Official, Development Services

Attendance	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>		
	Present 10.10.2013 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	O	1	1		
Satyendra Kaith***	X	1	0		
Janet Kassouf *	X	1	1		
Crystal Porter **	O	1	1		
Santinder Pal Singh	X	2	0		
Doris Yates	X	2	0		
Marie DeLeon	X	2	0		
Cheryl Butler-Adams		1	0		

X = present O = absent

* Chair

** Vice Chair

***New Commissioner (succeeded Commissioner Butler-Adams effective 09/18/13)

PUBLIC COMMENTS

No Public comments

APPROVAL OF MINUTES

- I. Approval of July 11, 2013 Regular Meeting Minutes.
(M/S/P) (Yates/Singh) Approved with noted corrections.

Commissioner Yates pointed out that in some places in the minutes, Fran Robustelli, Human Resources Director, is referred to as Ms. Fran Robustelli, and in another places as Fran Robustelli. She emphasized the necessity of being consistent with the language.

REPORTS

- II. City Council Liaison (Information)

Councilmember Salinas reported that the City is moving forward with labor negotiations with SEIU Local 1021 and Local 21. He also reported that two ordinances—the alcohol ordinance and the public food sharing ordinance—came across their table. Councilmember Salinas also mentioned that last Tuesday the Council held the Annual Volunteer Recognition and Awards Dinner.

- III. Human Resources Director (Information)

Fran Robustelli reminded Commissioners about the mandatory requirement to take ethics and harassment prevention training. She indicated that there is an online option and that staff is also working on putting together a community classroom option for those who would like to attend in person. Ms. Robustelli introduced Satyendra Kaith, the new Commissioner, and welcomed him. Mr. Kaith provided a short autobiography for the group.

- IV. Brown Act and Attendance Policy Training

Deputy City Attorney Seema Vashi provided a brief training on a Brown Act and City of Hayward Attendance Policy for Commissioners.

NEW BUSINESS

- V. Job Descriptions

- A. Police Captain

Diane Urban, Chief of Police, provided an overview of the Police Captain job specification and answered questions.

M/S/P) (Singh/Kaith) Approved

- B. Communications Operator

Diane Urban, Chief of Police, provided an overview of the Communications Operator job specification and answered questions.

M/S/P) (Kaith/DeLeon) Approved

C. Building Inspector

Gary Lepori, City Building Official, provided an overview of the Building Inspector job specification and answered questions.

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

D. Utilities Operations and Maintenance Manager

Alex Ameri, Director of Public Works – Utilities and Environmental Services, provided an overview of the Utilities Operations and Maintenance Manager job specification and answered questions.

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

E. WPCF Lead Operator

Alex Ameri, Director of Public Works – Utilities and Environmental Services, provided an overview of the WPCF Lead Operator job specification and answered questions.

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

F. Economic Development Specialist

Fran Robustelli, Director of Human Resources, provided an overview of the Economic Development Specialist job specification and answered questions.

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

VI. Analysis of the Participation Rate in the Recruitment Process.

Fran Robustelli introduced Ali Brandt, HR Analyst I. Ms. Robustelli stated that in response to the Commission's concern about attendance at exams, Ms. Brandt had conducted a study as a part of her Master's thesis on how e-recruitment is affecting the public sector with respect to staffing and retention of qualified candidates. Ms. Brandt provided a brief overview of her study for the Commission. She indicated that the project focused on the participation rate in the City of Hayward recruitment process in fiscal year 2013 and covered entry-level recruitments that required written examinations. All candidates who chose not to participate in the recruitment process were surveyed to determine why the city of Hayward has a 36% average no-show rate. The main question in the survey was "What was your reason for not participating in the exam?" 37% of respondents stated that the exam time was not flexible, while 29% stated that they couldn't take time off from their current job. Taking the survey results into consideration, a case study was conducted on HR Analyst I recruitment and changes in exam scheduling were implemented accordingly. The changes included giving candidates three weeks' advance notice and offering self-selected exam times as well as lunch and evening exams. As a result, the no-show rate has dropped dramatically, by 63%.

VII. Recruitment Diversity Report (Oral Report)

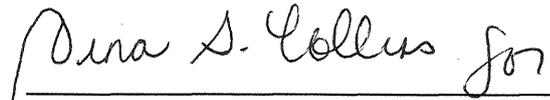
At the pleasure of the Commission, the Diversity Statistics Report was moved to the next Personnel Commission meeting.

VIII. Future Agenda Topics/General Comments

1. A report that shows the breakdown of neighboring cities and how their community population compares in ethnic diversity to their municipal employees.
2. Discussion of Additional Points in Recruitment Tests for Hayward Residents.
3. Recruitment Diversity Report (Oral Report)

IX. Adjournment

Meeting was adjourned at 6:38 pm.



Frances Robustelli, Human Resources Director