



**CITY OF HAYWARD
PERSONNEL COMMISSION**

Regular Meeting
April 10, 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 January 9, 2014 (Action)

REPORTS

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

NEW BUSINESS

- IV. Job Descriptions

Records Supervisor
Utilities Field Services Supervisor
Administrative Analyst I/II
Administrative Analyst III

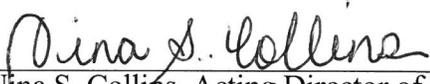
V. Revised Salary and Classification Plan

Community Services Officer
Senior Equipment Mechanic
Equipment Mechanic I
Equipment Mechanic II
Senior Utility Leader – Sewer
Utility Leader – Sewer
Utility Worker – Sewer

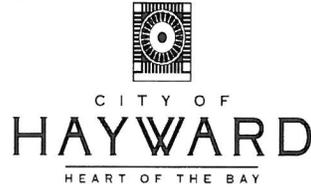
VI. Recruitment Diversity Report (Oral Report)

VII. Future Agenda Topics/General Comments

VIII. Adjournment



Nina S. Collins, Acting Director of Human Resources



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, January 9, 2014
Room 2A**

A special meeting of the City of Hayward Personnel Commission was called to order at 5:35 pm on Thursday, January 9, 2014 at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Frances Robustelli, Director of Human Resources
Nina Morris Collins, Senior Human Resources 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
Gary Lepori, City Building Official
Pam Covington, Representative, Local 21
Cheryl Penick, President, Local 21

| Attendance | <u>REGULAR MEETINGS</u> | | | <u>SPECIAL MEETINGS</u> | |
|---------------------|-------------------------|-------------|------------|-------------------------|------------|
| | Present | Present | Absent | Present | Absent |
| | 01.09.2014 | to Date | to Date | to Date | to Date |
| | Regular | This Fiscal | This | This | This |
| | Meeting | Yr. | Fiscal Yr. | Fiscal Yr. | Fiscal Yr. |
| Steve Bristow | X | 2 | 1 | | |
| Satyendra Kaith*** | X | 2 | 0 | | |
| Janet Kassouf * | X | 2 | 1 | | |
| Crystal Porter ** | O | 1 | 2 | | |
| Santinder Pal Singh | X | 3 | 0 | | |
| Doris Yates | X | 3 | 0 | | |
| Marie DeLeon | O | 2 | 1 | | |

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 Minutes for October 10, 2013 (Action)
(M/S/P) Approved.

REPORTS

- II. City Council Liaison (Information)
Councilmember Salinas reported that the City Council has not had a meeting in the last two weeks.
- III. Director of Human Resources (Information)

Ms. Fran Robustelli, Director of Human Resources, introduced new Human Resources staff: Ms. Alisa Gordon; HR Technician; Samantha Halverson, HR Analyst I; and Grant Sakakihara, HR Technician. Each provided a short autobiography for the group.

Ms. Robustelli reminded Commissioners about the upcoming Job Fair that will take place on Saturday, January 11, 2014 at City Hall. She indicated that the primary goal is to provide an opportunity for individuals from the community and surrounding areas to learn about the City's current job openings. She encouraged Commissioners to be a part of the event and asked if they would be available and willing to assist with a resume review booth.

Ms. Robustelli also requested that Commission members commit to attend a special Personnel Commission meeting in February 2014 and requested that they provide her with dates on which they are available by the end of the meeting.

NEW BUSINESS

- IV. Job Descriptions

Librarian I

Pamela Covington, Local 21 representative, stated that the union was notified by HR in November 2013 about the changes for the Librarian I job classification. The City and the union met on November 14, 2013 to discuss the changes. She explained that initially the union's main concern was that the City was trying to abolish Librarian I and Librarian II and indicated that the union and the City had met and were able to resolve the issue. The City agreed to keep both the Librarian I and Librarian II job classifications in the City's Classification Plan as two distinct job classes.

Ms. Covington stated that the union had other concerns about the Librarian positions. First, the union questioned the new language under the heading "Supervision Exercised." Ms. Robustelli responded for the City that the language related to supervision exercised in the amended Librarian I job specification is standard for all journey-level City job classifications; therefore, since Librarian I has been, and continues to be, a journey-level position, the opportunity to supervise clerical and technical staff is appropriately identified in the job spec.

Ms. Covington then indicated that while educational qualifications for the Librarian I and II positions are being downgraded from Master's degree to Bachelor's, new duties are being added.

The union requested that on account of these additional duties, the salaries for Librarian I/II be increased. Ms. Covington stated that the union would like to continue to confer with the City over the Librarian I job specification and the salary issue.

Ms. Robustelli responded that the City had updated the language in the Librarian I job class without changing the scope of work of the class, as the job spec was very dated (last amended in 1983). She said that the changes are consistent with the work currently being performed by a journey level Librarian I.

Personnel Commission directed the City and Local 21 to resume the meet-and-confer process and to reconvene as many times as needed to resolve the issues of the added duties and other changes. It was suggested that Librarian I job spec be tabled for the next Personnel Commission meeting providing Local 21 and the City meet at least a couple of times and review the issues.

Development Review Engineer

Gary Lepori, City Building Official, provided an overview of the Development Review Engineer job description and answered questions.

(M/S/P) Approved.

Plan Checker

Gary Lepori, City Building Official, provided an overview of the Plan Checker job description and answered questions.

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

Permit Center Manager

Ms. Robustelli reported that Permit Center Supervisor is being pulled from the agenda and will be brought to the next Personnel Commission Meeting.

Senior Utility Leader

Alex Ameri, Director of Public Works - Utilities and Environmental Services, provided an overview of the Senior Utility Leader and answered questions.

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

Water Pollution Control Facility Operator

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

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

ICMA Management Fellow

Ms. Robustelli, Director of Human Resources, provided an overview of the ICMA Management Fellow and answered questions.

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

Admin Analyst III

Ms. Robustelli, Director of Human Resources, provided an overview of the Admin Analyst III and answered questions.

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

V. Revised Salary and Class Plan

ICMA Management Fellow

Ms. Robustelli indicated that to meet the financial obligation of hosting a Management Fellow, the salary of the ICMA Management Fellow position has been adjusted to \$45,000 annually.

Review and Recommend Approval to Council for Classified Service.

(M/S/P) Approved

V. Recruitment Diversity Report (Oral Report)

Ms. Robustelli, Director of Human Resources, provided an overview of the report. An oral report was given on the seventeen recruitments.

VII. 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)
4. Next Special Personnel Commission meeting is scheduled for Thursday, February 27, 2014 at 5:30 pm.

VII. Adjournment

Meeting was adjourned at 7:11 pm.



Nina S. Collins, Acting Director of Human Resources