



**CITY OF HAYWARD
PERSONNEL COMMISSION**

Special Meeting
September 18, 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 Regular Meeting July 10, 2014 (Action)

REPORTS

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

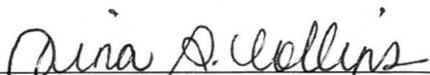
TRAINING

- IV. Brown Act and Attendance Policy Training

NEW BUSINESS

- V. Job Descriptions
 - A. Animal Control Officer
 - B. Shelter Volunteer Coordinator
 - C. City Building Official
 - D. Supervising Plan Checker/Expeditor
 - E. Development Review Specialist
 - F. Associate Transportation Planner
 - G. HVAC Mechanic

- VI. Revised Salary and Classification Plan
 - A. HVAC Mechanic
 - B. Shelter Volunteer Coordinator
- VII. Recruitment Diversity Report (Oral Report)
- VIII. Future Agenda Topics/General Comments
- IX. Adjournment



Nina S. Collins, Acting Director of Human Resources



CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, July 10, 2014
Room 2A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:30 pm on Thursday, July 10, 2014 at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Acting Director of Human Resources
 Sarah Monnastes, Senior Human Resources Analyst
 Julie Guimond, Acting Senior Human Resources Analyst

CITY COUNCIL

No council liaison was present

OTHERS PRESENT

Garrett Contreras, Fire Chief
 John Anderson, Deputy Fire Chief
 Diane Urban, Police Chief
 Alex Ameri, Director of Utilities and Environmental Services
 Seema Vashi, Deputy City Attorney

Attendance	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>		
	Present 07.10.2014 Regular 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	0	0
Satyendra Kaith***	X	1	0	0	0
Janet Kassouf *	X	1	0	0	0
Crystal Porter **	X	1	0	0	0
Santinder Pal Singh	O	0	1	0	0
Doris Yates	X	1	0	0	0
Marie DeLeon	O	0	1	0	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 May 28, 2014 Regular Meeting Minutes (Action)

There were no noted changes or additions the meeting minutes.

(M/S/P) (Bristow/Kaith) Approved.

REPORTS

II. City Council Liaison (Information)

Because Council Member Salinas was not in attendance, there was no report from Council Member Salinas as scheduled. Acting Director Collins mentioned that there was not a City Council Liaison at this time, and that the New Mayor will appoint someone into this position. Acting Director Collins stated that she would let the Commission know as soon as possible who the appointed Liaison will be.

III. Human Resources Director (Information)

The Human Resources Department presented flowers for outgoing Commissioners and thanked the outgoing Commissioners for their time served on the council. Acting Director Collins mentioned that Human Resources would host an honorary ceremony at the next September meeting, should the Commissioners vote to approve the adjusted schedule.

NEW BUSINESS

IV. Job Descriptions

Hazardous Materials Investigator

Garret Contreras, Fire Chief, provided an overview of the Hazardous Materials Investigator job specification and answered questions.

Commissioner Porter asked that the language pertaining to education in the essential duties section use consistent verb tense.

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

Jail Administrator

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

Commissioner Yates noted that the language of the educational requirements sometimes refers to the completion of 12th grade, sometimes refers to the General Educational Degree (G.E.D), and other times states the completion of high school. She asked that the language and equivalencies be consistent in the educational requirements.

NEW BUSINESS (Continued)

IV. Job Descriptions (Continued)

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

Property/Evidence and Crime Scene Administrator

Diane Urban, Police Chief, provided an overview of the Property/Evidence and Crime Scene Administrator job specification and answered questions.

Commissioner Porter noted that ability to lift a weight of up to (60) pounds was noted in the essential qualifications and special requirements, and that the language in the essential qualifications should be removed as the language belongs properly in the special requirements section.

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

Shelter Operations Supervisor

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

Commissioner Porter questioned if the language in the essential qualifications regarding the ability to lift fifty (50) pounds more properly belonged in the special qualifications section. Police Chief Urban noted that the ability to lift and control animals was an essential duty of the job itself, outside of the general ability to lift fifty (50) pounds.

(M/S/P) (Yates/Bristow) Approved.

Wastewater Collections System Supervisor

Alex Ameri, Director of Utilities and Environmental Services, provided an overview of the Wastewater Collections System Supervisor and answered questions.

Commissioner Yates noted that there needed to be a space in the essential duties between two listed duties on the second page. She also pointed out that the language and equivalencies regarding the completion of the 12th grade be kept consistent.

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

Customer Account Clerk

Sarah Monnastes, Senior Human Resources Analyst provided an overview of the Customer Account Clerk job specification and answered questions.

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

NEW BUSINESS (Continued)

V. Revised Salary and Classification Plan (continued)

Sarah Monnastes, Senior Human Resources Analyst, discussed the changes in the salary plan:

Accounting Manager- the City has advertised and recruited for this position more than once recently, and in an attempt to draw in more qualified candidates, a review of the position was done. First, the recruitments were reviewed to see what outreach and processes were in place, and then a compensation analysis was performed to determine how comparable in pay the Accounting Manager position was compared to neighboring cities. It was found that the position is nine (9) percent under market value. The recommendation is to increase the salary of this position in the hopes to attract and retain quality candidates at a rate comparable to market value.

Sworn Fire Classifications- in accordance with an addendum to the current Local 1909 MOU, as of July 1, 2014, sworn fire classifications were eligible for up to a two (2) percent increase based on a salary survey of comparable cities. The survey showed a six (6) percent increase in comparable salaries of other cities, however per the addendum, the sworn fire classifications were capped at two (2) percent. The salary plan has been updated to reflect these changes.

Animal Services Administrator, Jail Administrator, and Property/Evidence and Crime Scene Investigator- these three jobs, in order to establish parity, were to recommended to receive increases in salary equivalent to the other two Administrator positions in the police department- Communications Administrator and Records Administrator.

Shelter Operations Supervisor- as a newly created position, and as replacement for both of the Animal Shelter Supervisor and Shelter Supervisor position, it was recommended that the salary was set internally to match the Animal Shelter Supervisor position that it was replacing.

Wastewater Collection System Supervisor- as a newly created position, the salary was established based on a survey of the wages of internal and external management staff in similar positions. The salary was set to mirror other Supervisor classifications within the department.

Animal Shelter Supervisor and Shelter Supervisor were recommended to be deleted from the salary plan, as they came together to create the Shelter Operations Supervisor.

Commissioner Bristow had concerns regarding the salary increases that were being awarded while contract negotiations were still ongoing. He also expressed his concerns with increasing salaries while the City has a budget deficit. Acting Director Collins spoke to how these efforts are helping to keep the City at manageable staffing levels. Commissioner Porter commented that it seemed there was an increase in managerial staffing levels and not at entry level and mid-level staffing levels. Acting Director Collins mentioned that new positions, at all levels, have been added to the budget and salary plan across the board.

(M/S/P) (Porter/Bristow) Recommended for Council Approval.

NEW BUSINESS (Continued)

V. Annual Diversity Statistics Report

Acting Director Collins began the report by noting that the applicant pool has increased in diversity for each recruitment, but the increase in diversity is not reflected in the selection process. She mentioned that staff are currently working on collecting data from neighboring jurisdictions to see their selection processes and diversity data of each department in order to better evaluate how to increase diversity.

Acting Director Collins noted that there has not been a huge change in the increase or decrease of the ethnicities of city employees from fiscal year 2013 to 2014; however, the data still does not accurately represent the City Community. Commissioner Porter made the recommendation to get a feedback survey from each panelist from surveys, as she believes some panels only consider the department representative's feedback and recommendations. Acting Director Collins noted that while it might take some work, the department is committed to investigating the selection process.

Commissioner Kaith had questions regarding the selection process, and wanted clarity to whether or not the selection process of candidates is based on performance or based on affirmative action. Acting Director Collins clarified that ethnicity is not the sole deciding factor in selection, and that performance of the candidate is considered in the hiring processes.

Acting Director Collins pointed out that the Human Resources team is currently one of the more diverse teams. Commissioner Porter expressed her disappointment that the Police and Fire departments were still the least diverse departments in the City. She suggested that when surveying other cities for their department diversity, the question should also be raised as to those police and fire departments are attracting and retaining a diverse workforce. Acting Director Collins commented on the outreach efforts of both the fire and police department to attract a more diverse workforce, including sending diverse members of the departments out to the community. Acting Director Collins mentioned that as part of the community outreach, the police and fire departments would be participating in a community job fair on July 22, 2014; both the Police and Fire Chiefs are committed to making a change in the diversity makeup of the departments.

Commissioner Bristow reminded the Commission that the process of changing diversity would take a while. Commissioner Porter thanked the efforts of Human Resources for their continued outreach, mentioning she had seen an improvement in the diversity of the applicant pool.

VI. Recruitment Diversity Report (Oral Report)

Acting Director Collins provided an overview of the report. An oral report was given on 15 recruitments:

- Administrative Secretary
- Financial Analyst
- Purchasing and Services Manager
- Senior Account Clerk

NEW BUSINESS (Continued)

VII. Recruitment Diversity Report (Oral Report)

- Deputy Fire Chief
- Fire Captain
- Environmental Specialist
- Library Page
- Supervising Librarian
- Operator-in-Training
- Equipment Mechanic I/II
- Utilities Service Worker
- Communications Supervisor
- Property Technician
- Police Officer Trainee

Acting Director Collins reported that 150 out of 724 candidates took the written examination for the Administrative Secretary position. She mentioned that the process has changed in scheduling, so that candidates could now pick their examination times instead of pre-assigning times; however, there is still a concern with people attending the recruitment processes.

Commissioner Yates asked if there was a delay between the application being submitted by a candidate and when the candidate is invited to the testing. She questioned if the delay was contributing to the disparity in candidate participation. Acting Director Collins noted that the job announcements usually list the timeline of the recruitments, and that candidates usually do get a message once their application is received. Sarah Monnastes, Senior Human Resources Analyst also mentioned that the processes do sometimes take out candidates from the impacted recruitment process. She also mentioned that candidates are kept up to date as to their progress within the recruitment to the greatest extent possible.

VIII. Vote to Increase Number of Meetings (Action)

Commissioner Bristow recommended changing the meeting number from the current four (4) to six (6) regular meetings, in order to accommodate the large number of agenda items. He mentioned that in the past, the Commission would meet up to 10 times a year, in order to more efficiently review all items that come before the Commission.

Commissioner Porter commented that the change in meetings would help to lighten the workload and allow for less Special Meetings. Acting Director Collins proposed a meeting schedule to the Commission to meet every other month, with the first meeting in September.

V. Vote to Increase Number of Meetings (Action)(continued)

Commissioner Yates asked Seema Vashi, Deputy City Attorney, the legalities of changing the number of meetings. Ms. Vashi answered that the Commission does have the authority to change the amount of meeting minutes. Commissioner Kassouf noted that the schedule should be brought to the attention to any incoming Commissioners.

(M/S/P) (3-1-0) Approved. Yates Opposed.

the amount of meeting minutes. Commissioner Kassouf noted that the schedule should be brought to the attention to any incoming Commissioners.

(M/S/P) (3-1-0) Approved. Yates Opposed.

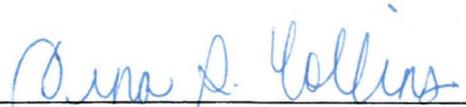
NEW BUSINESS (Continued)

VI. 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. It was suggested that the report include the diversity of the Fire and Police departments of other cities.
2. Discussion of Additional Points in Recruitment Tests for Hayward Residents.
3. A suggestion was made to conduct a confidential survey/assessment to collect feedback from the panel after the oral board interviews to gain insight into the process and see how it could be improved.
4. Commissioner Bristow will meet with a representative of the Police Department to discuss the recruitment processes of the Police Department. He will report back at the next Commission meeting any suggestions or recommendations that came out of the discussion.
5. Acting Director Collins would like to review the goals of the Commission at the September meeting, in order to adjust as necessary.

VII. Adjournment

Meeting was adjourned at 7:02 pm.



Nina S. Collins, Acting Director of Human Resources