



**CITY OF HAYWARD
PERSONNEL COMMISSION**

Regular Meeting
November 13, 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 Special Meeting September 18, 2014 (Action)

REPORTS

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

NEW BUSINESS

- IV. Job Descriptions
- A. Call Taker
 - B. Family Counselor I
 - C. Groundskeeper III
 - D. Permit Technician
 - E. Supervising Plan Checker/Expeditor
 - F. Lead Library Assistant
 - G. Volunteer Program Assistant
 - H. Administrative Clerk I/II

- V. Revised Salary and Classification Plan
 - A. Call Taker
 - B. Supervising Plan Checker/Expeditor
 - C. Volunteer Program Assistant
 - D. Deletion of 45 Job Classifications
- VI. Recruitment Diversity Report (Oral Report)
- VII. Ethnicity and Employment Demographic Report (Oral Report)
- VIII. Future Agenda Topics/General Comments
- IX. Adjournment


for Nina S. Collins, Acting Director of Human Resources



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Special Meeting
Thursday, September 18, 2014
Room 2A**

A special meeting of the City of Hayward Personnel Commission was called to order at 5:38 pm on Thursday, September 18, 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
Samantha Halverson, Human Resources Analyst I

CITY COUNCIL

Council Member Marvin Peixoto

OTHERS PRESENT

Diane Urban, Police Chief
David Rizk, Director of Development Services
Fred Kelley, Transportation Manager
Seema Vashi, Deputy City Attorney

Attendance	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>		
	Present	Present	Absent	Present	Absent
	09.18.2014	to Date	to Date	to Date	to Date
	Special	This Fiscal	This	This	This
	Meeting	Yr.	Fiscal Yr.	Fiscal Yr.	Fiscal Yr.
Steve Bristow	X	1	0	1	0
Satyendra Kaith	X	1	0	1	0
Tony Beaman	X	0	0	1	0
Crystal Porter **	X	1	0	1	0
Justin King	O	0	0	0	1
Doris Yates	O	1	0	0	1
Marie Amboy	X	0	1	1	0

X = present O = absent

* Chair is currently vacant.

** Vice Chair

PUBLIC COMMENTS

No Public comments

APPROVAL OF MINUTES

I. Approval of July 10, 2014 Regular Meeting Minutes (Action)

Acting Director Collins noted that the vote for Commission to change the meeting schedule to every other month was incorrectly documented as 3 to 1, instead of 4 to 1.

(M/S/P) (Porter/Amboy) Approved with noted corrections.

REPORTS

II. City Council Liaison (Information)

Council Member Peixoto thanked the Commission for the chance to work together, stating that he looked forward to the Personnel Commission meetings. He stated that because most of the council items this week were discussed in closed session, he was unable to report on any council items; however, in the future, he hopes to be able to give the Commission reports as to what is coming up in council.

III. Human Resources Director (Information)

Acting Director Collins began by welcoming the Commissioner Beaman to his first Commission meeting. She reported that the Human Resources Department is very busy, having just finished its Health and Wellness Fair and being in the middle of the Open Enrollment period for employees. She also noted that the City would be hosting another job fair in mid-January, and that she is hoping to have greater participation from the Commission for resume review.

Acting Director Collins noted that Item E, Library Assistant, would be pulled from the Revised Salary Plan discussion. She also noted that the Brown Act and Attendance Policy training was moved to after the New Business in order to accommodate the attending City staff.

NEW BUSINESS

IV. Job Descriptions

Animal Control Officer

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

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

Shelter Volunteer Coordinator

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

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

NEW BUSINESS (Continued)

City Building Official

Sarah Monnastes, Senior Human Resources Analyst, provided an overview of the City Building Official job specification and answered questions.

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

Supervising Plan Checker/Expeditior

Sarah Monnastes, Senior Human Resources Analyst, and David Rizk, Director of Development Services, provided an overview of the Supervising Plan Checker/Expeditior job specification and answered questions.

Commissioner Porter noted that there was a typo in the Essential Duties section; there needed to be a space between two of the essential duties.

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

Development Review Specialist

David Rizk, Director of Development Services, provided an overview of the Development Review Specialist job specification and answered questions.

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

Associate Transportation Planner

Fred Kelley, Transportation Manager, provided an overview of the Associate Transportation Planner job specification and answered questions.

Commissioner Porter noted that the language in the “Special Requirements” section did not state that the position needed to be performed with or without reasonable accommodation and asked for the language to be inserted.

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

HVAC Mechanic

Sarah Monnastes, Senior Human Resources Analyst, provided an overview of the HVAC Mechanic job specification and answered questions.

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

V. Revised Salary and Classification Plan

Acting Director Collins discussed the changes in the salary plan:

Salary schedules were recommended for the two recently created positions, HVAC Mechanic and Shelter Volunteer Coordinator.

NEW BUSINESS (Continued)

City Building Official, Crime Prevention Specialist, and Records Supervisor were recommended to receive equity adjustments to the mid-market range, as there had been problems with recruitment and retention of these positions. These positions were chosen for a review of the 2012 Salary Survey, as they were slightly below or at market average. A total compensation analysis was done to include all benefits received by each position, and each position was compared in a total market survey. The survey showed that most positions were above market average, but those positions that were below market average were recommended for equity adjustments.

City Building Official was adjusted due to recruitment issues and being below market, Crime Prevention Specialist was 7% below market, and the Records Supervisor was 14% below market. The recommendations are independent of labor negotiations and necessary due to the inconsistencies and difficulties in recruitment.

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

VI. Recruitment Diversity Report (Oral Report)

Sarah Monnastes, Senior Human Resources Analyst, provided an overview of the report. An oral report was given on 15 recruitments:

- Paralegal
- Deputy Director of Development Services
- Planning Manager
- Senior Customer Account Clerk
- Purchasing Technician
- Accountant
- Fire Prevention Inspector
- Firefighter Trainee
- Hazardous Materials Investigator
- Lead Library Assistant
- Transportation Manager
- Associate Civil Engineer
- Utilities Field Services Supervisor
- Police Sergeant
- Police Records Clerk II

TRAINING

VII. Brown Act and Attendance Policy Training

Seema Vashi, Deputy City Attorney, gave a brief overview of the Brown Act, Attendance Policy, and expectations of the Commissioners under each.

VIII. Future Agenda Topics/General Comments

1. Commissioner Bristow met with Jeff Smith of the Police Department and Acting Director Collins to discuss the Hayward Police Dispatcher Recruitment and Staffing Shortage. He reported that he is pleased with the efforts made by both the Human Resources and Police Departments. Acting Director Collins commented that she appreciated meeting with Commissioner Bristow and found the meeting validating to the City's efforts.
2. 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.
3. 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.
4. Discussion of additional points in recruitment tests for Hayward Residents.
5. Acting Director Collins would like to review the goals of the Commission at the November meeting, in order to adjust as necessary.
6. Discussion of contracting for a Diversity Officer to assist with recruitment diversity. Commissioner Porter would like to explore what a Diversity Officer could bring and research how this position would be able to increase diversity in those departments that are not as diverse.
7. Discussion of how the City of Hayward advertises and attracts applicants for City employment.
8. Discussion of internship opportunities and outreach efforts to coordinate with Chabot and Cal State East Bay.

IX. Adjournment

Meeting was adjourned at 7:00 pm.



Nina S. Collins, Acting Director of Human Resources