



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**CITY OF HAYWARD  
PERSONNEL COMMISSION**

**Special Meeting**

**September 17, 2015**

**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 09, 2015 (Action)

**REPORTS**

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

**NEW BUSINESS**

- IV. Job Descriptions
  - A. Crime and Intelligence Analyst
  - B. Senior Crime and Intelligence Analyst
  - C. Reserve Officer Supervisor
  - D. Laboratory Technician
  - E. Facilities and Building Manager
  - F. Streets Maintenance Manager
  - G. Mail and Revenue Clerk
  - H. Senior Building Inspector- Building
  - I. Traffic Signal Technician
  - J. GIS Technician I/II
  - K. IT Technician I/II
  - L. HR Administrative Assistant

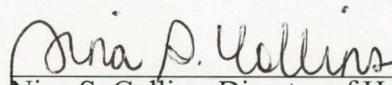
V. Revised Salary and Classification Plan

- A. Crime and Intelligence Analyst
- B. Senior Crime and Intelligence Analyst
- C. Reserve Officer Supervisor
- D. Mail and Revenue Clerk
- E. Lead Customer Account Clerk
- F. GIS Technician I/II
- G. IT Technician I/II
- H. HR Administrative Assistant

VI. Recruitment Diversity Report (Oral Report)

VII. Future Agenda Topics/General Comments

VIII. Adjournment



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Nina S. Collins, Director of Human Resources



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Regular Meeting  
Thursday, July 9, 2015  
Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:37 pm on Thursday, July 9, 2015 at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

**HUMAN RESOURCES DEPARTMENT STAFF**

Nina Collins, Director of Human Resources  
Vanessa Lopez, Senior Human Resources Analyst  
Samantha Halverson, Human Resources Analyst I

**CITY COUNCIL**

Council Member Marvin Peixoto

**OTHERS PRESENT**

Diane Urban, Chief of Police  
Todd Rullman, Director of Maintenance Services  
Alex Ameri, Director of Utilities and Environmental Services  
Jason Whipple, Supervising Construction Inspector  
Seema Vashi, Assistant City Attorney

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 07.09.2015	Present to Date	Absent to Date	Present to Date	Absent to Date
	Regular Meeting	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Steve Bristow	X	5	1	1	0
Satyendra Kaith	X	5	1	1	0
Crystal Porter *	X	6	0	1	0
Justin King**	O	4	1	0	1
Doris Yates	X	6	0	0	1
Marie Amboy	O	2	4	1	0

X = present O = absent

\* Chair Person

\*\* Vice Chair

**PUBLIC COMMENTS**

No public comments.

## APPROVAL OF MINUTES

### I. Approval of May 14, 2015 Meeting Minutes (Action)

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

## REPORTS

### II. City Council Liaison (Information)

Council Member Peixoto updated the Commission as to the plans for a City of Hayward community center that would focus on providing services including job training and family services.

### III. Human Resources Director (Information)

Director Collins noted that the City had recently settled contract agreements with SEIU and HAME, which were approved by Council as of Tuesday, July 7, 2015. She continued that with the settling of the contracts, and update of the Unrepresented Employees resolution, the department will start focusing efforts on continuing to make the City an employer of choice, in alignment with the City's "Thrive" initiative. With that, she stated, would be the launching of an employee engagement survey soon, as well as health and wellness initiatives. Commissioner Porter asked Director Collins to clarify what employee engagement detailed. Director Collins explained that unlike satisfaction, which focused on the day to day feelings of the employee, engagement focuses on the motivational factors of success for an employee in their position, and what employees need to be successful at the City.

## NEW BUSINESS

### IV. Job Descriptions

#### Administrative Supervisor

Nina S. Collins, Director of Human Resources, provided an overview of the Administrative Supervisor job specification and answered questions.

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

#### Management Analyst I/II

Nina S. Collins, Director of Human Resources, provided an overview of the Management Analyst I/II job specification and answered questions.

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

#### Senior Management Analyst

Nina S. Collins, Director of Human Resources, provided an overview of the Senior Management

Analyst job specification and answered questions.

Commissioner Porter noted that under the Essential Duties, there was some verb inconsistency. She also recommended moving the sentence regarding a comprehensive background investigation be moved to the "Ability To" section, in keeping consistent with other job specifications and language.

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

#### Police Program Analyst

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

Commissioner Porter pointed out verb inconsistency under the essential duties section.

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

#### Certified Latent Print Examiner

Diane Urban, Chief of Police, provided an overview of the Certified Latent Print Examiner job specification and answered questions.

Commissioner Porter pointed out that language to pass a police background investigation should be removed for consistency sake, as it is required for all Police Department candidates. She also noted that punctuation was missing from one of the statements in the "Knowledge Of" section.

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

#### Call Taker

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

Commissioner Porter voiced her concern that the Call Taker position would still be handled by a non-experienced person who had not gone through the POST 1957 testing process. Chief Urban explained that the Call Taker would still be trained and go through an extensive training program in order to be able to address emergency and non-emergency calls. The Chief continued that the call taker training, while shorter than the communications operator training, does require them to still be POST certified in order to take emergency and non-emergency calls, and that the position was similar in ideology to the Police Officer Trainee.

Commissioner Porter noted that the language of the job related knowledge should include "ability to learn", as this position is an entry level position

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

### Construction Inspector

Jason Whipple, Supervising Construction Inspector, provided an overview of the Construction Inspector job specification and answered questions.

Commissioner Porter noted typos throughout the document and Director Collins commented that those typos were track changes that were not accepted and needed to be. Commissioner Porter also noted that under the "Experience" section, there were apostrophes after the word "years" that needed to be removed.

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

### Tree Trimmer

Todd Rullman, Director of Maintenance Services, provided an overview of the Tree Trimmer job specification and answered questions.

Commissioner Bristow noted that the educational requirement was moved from 8<sup>th</sup> grade to 12<sup>th</sup> grade. He questioned why this change was made and what reasoning was made in changing the educational requirement. Director Rullman explained that the change in educational requirement was changed to be in alignment with other similar lead positions, and Director Collins reiterated that while the educational requirement was changed, the equivalency for the position wouldn't exclude candidates with an 8<sup>th</sup> grade education so long as they still meet minimum qualifications.

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

### Facilities Service Worker I

Todd Rullman, Director of Maintenance Services, provided an overview of the Facilities Service Worker I job specification and answered questions.

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

### Water Resources Manager

Alex Ameri, Director of Utilities and Environmental Services, provided an overview of the Water Resources Manager job specification and answered questions.

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

## V. Revised Salary and Classification Plan

Director Collins provided an overview of the revised salary and classification plan. She began with the classification plan, which was updated to include the new titling changes as well as the new positions that were brought before the Commission. Next, she spoke to the updated salary plan, which included the salaries for the Administrative Supervisor, Certified Latent Print Examiner, and Water Resources Manager. She concluded that the salary plan had also been updated to include negotiated cost of living adjustments for Police and Fire employees, SEIU 1021, unrepresented employees, and the Hayward Association of Management Employees (HAME).

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

VI. Annual Diversity Statistics Report (Oral Report)

Director Collins provided an oral report on the diversity makeup of the City of Hayward in comparison to consensus data for the City. She reviewed each department's gender and diversity statistics from fiscal year 2014 to fiscal year 2015.

Director Collins also reported to the Commission that unfortunately, despite repeated request, had not received additional diversity data from other cities regarding their sworn Police and Fire departments. She did note that she had received the diversity data for the City of San Leandro, and reported the data to the Commission. Commissioner Porter asked if the figures provided were for the sworn or unsworn employees, and Director Collins reiterated that the data was for sworn Police employees.

Commissioner Porter asked for further discussion regarding extra points for residency for candidates applying to City of Hayward positions, and also asked to consider substantial context preference as a way to have diversity of candidates better reflect the diversity of Hayward. Seema Vashi, Assistant City Attorney, noted that the discussion was previously tabled due to Council direction to focus on negotiations and that she would brief the City Attorney to review the legalities of candidate preferential points.

VII. Recruitment Diversity Report (Oral Report)

Director Collins provided an overview of candidate diversity tracking during the hiring process of various recruitments. An oral report was given on 10 recruitments:

- Laborer
- Finance Technician
- Network Microcomputer Specialist
- Education Service Manager
- Supervising Building Inspector
- Associate Planner
- Senior Civil Engineer
- Survey Engineer
- Senior Management Analyst
- Fire Captain

VIII. Future Agenda Topics/General Comments

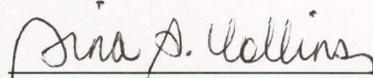
1. Director Collins will send the Commission a revised copy of the Oral Panel Survey for further review.
2. Commissioner Porter would like a discussion of additional points in recruitment tests for Hayward Residents or those with substantial context.
3. Commissioner Porter would like a discussion of 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.

4. Commissioner Porter would like to revisit the diversity information for both the sworn Police and Fire Departments and continue discussion on diversity recruitment efforts.
5. Discussion of internship opportunities and outreach efforts to coordinate with Chabot and Cal State East Bay.

IX. Adjournment

Meeting was adjourned at 7:03 pm.



Nina S. Collins, Director of Human Resources