



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, November 16, 2017
Conference Room 4A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 6:03 p.m. on Thursday, November 16, 2017, at Hayward City Hall, Conference Room 4A.

HUMAN RESOURCES DEPARTMENT STAFF

Farbod Pirouzmand, Deputy Director of Human Resources
Vanessa Lopez, Senior Human Resources Analyst
Lisette Del Pino, Human Resources Analyst II
Anthony Phillip, Human Resources Analyst I

OTHERS PRESENT

Marvin Peixoto, Council Member
Seema Vashi, Assistant City Attorney
Fred Kelley, Transportation Manager
Clio Hathaway, Supervising Librarian I

Attendance	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>		
	Present 11.16.2017 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.
Doris Yates	X	2	0	0	1
Elecia Garrett	O	1	1	0	1
V. Toni Adams	O	0	2	0	1
Jose Guadamuz	X	1	1	1	0
*Rachel Lucas	X	2	0	1	0
Giancarlo Scalise	O	1	1	1	0
Allen Zargar	X	1	1	1	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of October 26, 2017 Meeting Minutes (Action)

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

REPORTS

City Council Liaison (Information)

Council Member Peixoto stated that Council recently approved a project at the old Haymont strip mall site located on Mission Boulevard. The project consists of 35- condominiums and 39 affordable housing apartments. This project was unanimously approved by Council.

Director of Human Resources (Information)

Deputy Director Pirouzmand gave a brief report on behalf of Director Collins. He stated that the Scope and Goals discussion from the October 26th meeting will continue at the next meeting in January.

ACTION ITEMS

2. Revised Job Description for Hazardous Materials Investigator

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Hazardous Materials Investigator job specification and answered questions.

(M/S/P) (Lucas/Yates) Approved with edits.

3. Revised Job Description for Librarian I

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Librarian I job specification and answered questions.

(M/S/P) (Lucas/Zargar) Approved with edits.

4. Revised Job Description for Senior Transportation Engineer

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Senior Transportation Engineer job specification. He and Fred Kelley, Transportation Manager, answered questions.

(M/S/P) (Lucas/Zargar) Approved.

5. Revised Job Description for Deputy City Clerk

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Deputy City Clerk job specification. He and Lisette Del Pino, Human Resources Analyst II, answered questions.

(M/S/P) (Zargar/Lucas) Approved with edits.

6. Revised City Classification and Salary Plan for Fiscal Year 2018 – Updated November 16, 2017 – Effective December 5, 2017

Farbod Pirouzmand, Deputy Director of Human Resources provided an overview of the revised classification and salary plan. He began with an overview of the revised classification plan, which was updated to include the reactivation of the Senior Equipment Mechanic, the addition of the Information Technology Intern, and the retitling of Hazardous Materials Investigator to Hazardous Materials Inspector.

Lastly, Deputy Director Pirouzmand provided an overview of the revised salary plan. The revised salary plan includes the reactivation of the Senior Equipment Mechanic, the addition of the Information Technology Intern, the retitling of Hazardous Materials Investigator to Hazardous Materials Inspector, a correction of an administrative error to the Firefighter Trainee salary steps, and a salary increase to Deputy City Clerk.

(M/S/P) (Zargar/Lucas) Adopted revised classification plan.

(M/S/P) (Lucas/Zargar) Recommended salary plan for Council approval.

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

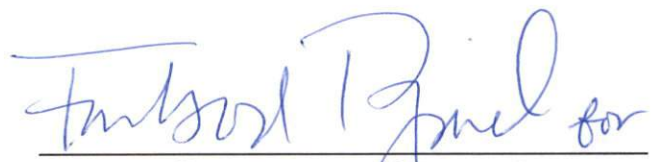
Deputy Director Pirouzmand provided a diversity report on various recruitments since July of 2017. The report was given on the following six (6) recruitments:

- WPCF Operations & Maintenance Manager
- Airport Business Supervisor
- Program Assistant PT
- Senior Management Analyst
- Lead Program Assistant
- Utilities Engineering Manager

RECURRING AGENDA TOPICS/GENERAL COMMENTS

ADJOURNMENT

Meeting was adjourned at 6:54 p.m.


Nina S. Collins, Director of Human Resources