



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Special Meeting  
Thursday, May 18, 2023  
Hybrid**

A special meeting of the City of Hayward Personnel Commission was called to order at 5:45 p.m. on Thursday, May 18, 2023, in Conference Room 2A via a Zoom conference call.

**CITY STAFF:**

Regina Youngblood, Assistant City Manager  
Brittney Frye, Director of Human Resources  
Jayanti Addleman, Director of Library Services  
Garrett Contreras, Fire Chief  
Todd Rullman, Director of Maintenance Services  
Ian Tecson, Deputy Director of Human Resources  
Mary Morales, Human Resources Manager  
Sangeetha Waltz, Deputy City Attorney II  
Candi Jackson, Human Resources Administrative Assistant

<b>Attendance</b>	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>		
	<b>Present 5.18.23 Special Meeting</b>	<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>	<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>
Erika Cortez	X	1	1	2	3
Robert Gaumer	X	2	-	5	0
Denise Thompson	O	2	-	3	2
*Randy Wright	X	2	-	5	0
Rachel Zargar	O	2	-	4	1
Jade Edwards	X	2	-	2	2
Lucy Woo	X	1	1	4	0

X = present    O = absent

\* Chair Person

**AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION**

No notifications received for consideration.

**PUBLIC COMMENTS**

No live public comments received.

## **MINUTES**

1. Review and Approve the March 9 2023 Regular Personnel Commission Meeting Minutes (ACTION)

(M/S/P) Wright/Gaumer – Approved - 4 AYES.

## **REPORTS**

2. Review the Proposed 2023 Fiscal Year Agenda Planning Calendar

The Personnel Commission received the report.

## **ACTION ITEMS**

3. Abolish the Human Resources Technician Employment Roster (Eligible List)

Human Resources Analyst Wayne Smith gave an overview of this item and answered question.

(M/S/P) Gaumer/Woo – Approved - 5 AYES.

4. Review New Job Description for Senior Fire Protection Engineer and Adopt Addition to both the Salary Plan and Classification Plan

Human Resources Manager Mary Morales gave an overview of this item and answered questions with the help of Fire Chief Garrett Contreras.

(M/S/P) Cortez/Woo – Approved - 4 AYES.

5. Review New Job Description for Deputy Director of Maintenance Services and Adopt Addition to both the Salary Plan and Classification Plan

Human Resources Manager Mary Morales gave an overview of this item and answered questions with the help of Maintenance Services Director Todd Rullman.

(M/S/P) Cortez/Edwards – Approved - 5 AYES.

6. Review New Job Description for Deputy Director of Library Services and Adopt Addition to both the Salary Plan and Classification Plan

Human Resources Manager Mary Morales gave an overview of this item and answered questions with the help of Library Services Director Jayanti Addleman.

(M/S/P) Woo/Gaumer – Approved - 5 AYES.

7. Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2023

Human Resources Director Brittney Frye presented this item and answered questions. She introduced the revised salary plan for FY23, which reflects a salary adjustment for Planning Manager. The Salary Plan and Classification Plan have also been revised to reflect the addition of Deputy Director of Maintenance Services, Deputy Director of Library Services, and Senior Fire Protection Engineer.

(M/S/P) (Wright/Woo) Adopt the Revised Classification Plan – Approved,  
5 AYES.

(M/S/P) (Gaumer/Cortez) Recommended to Council for Approval – Approved,  
5 AYES.

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

Chair Wright announced that Carmen (of Carmen's BBQ) will be celebrating her 97<sup>th</sup> birthday on Monday (5/22) at 1pm at Carmen's BBQ. He invited everyone to stop by and say hello. Carmen's BBQ is located at the corner of West A Street and Royal Avenue.

City Council Liaison (Informational)

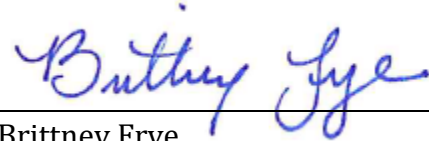
Council Member Syrop stated his appreciation for the Commission's participation in the meeting. He believes the Commission is stronger when everyone is engaged.

Director of Human Resources (Informational)

Human Resources Director Brittney Frye reported that the City just wrapped up several events over the last couple weeks, with Bring Your Child to Work Day and Public Service Recognition Week last week. She thanked the Commission for their public service on this Commission. She also added that the Downtown Street Parties will be back this summer on the third Thursdays, starting with the Juneteenth Celebration on June 15<sup>th</sup> and that HR will be staffing a booth.

## ADJOURNMENT

Meeting was adjourned at 6:55 p.m.



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Brittney Frye  
Director of Human Resources