



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Special Meeting
Thursday, March 27, 2025**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:12 p.m. on Thursday, March 27, 2025, in Conference Room 2A.

CITY STAFF:

Brittney Frye, Director of Human Resources
Ian Tecson, Deputy Director of Human Resources
Sangeetha Waltz, Deputy City Attorney II
Salina Flores, Human Resources Manager
Janice Cahee, Human Resources Analyst
Valeria Cazares, Human Resources Analyst
Candi Jackson, Human Resources Administrative Assistant
Regina Youngblood, Assistant City Manager
Dustin Claussen, Assistant City Manager
Todd Rullman, Director of Maintenance Services
Richard Nield, Landscape Maintenance Manager
Kyle Carbert, Principal Utilities Engineer
Michael DeOrian, Communications Administrator
Eric Vollmer, Fire Chief
Tara Reyes, Fire Services Supervisor

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 03.27.25 Special 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.
Erika Cortez	O	0	2	-	1
*Randy Wright	X	2	-	1	-
Lucy Woo	O	1	-	-	1
Linda Gruel-Neff	X	1	-	1	-
Rebecca Parr	X	1	-	1	-

X = present O = absent

* Chair Person

AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION

None.

PRESENTATION – OVERVIEW AND TRAINING ON CONSENT CALENDAR ITEMS

Human Resources Director Brittney Frye kicked off the presentation on the Overview and Training of Consent Calendar Items, joined by Deputy Human Resources Director Ian Tecson, Human Resources Analysts Janice Cahee and Valeria Cazares, and Human Resources Manager Salina Flores.

PUBLIC COMMENTS

No public comments were received.

ELECTION OF OFFICERS

Chair Wright stated that he will table this item until the next Personnel Commission meeting.

REPORTS

1. Review the Proposed 2024-2025 Fiscal Year Agenda Planning Calendar

The Personnel Commission received the report.

CONSENT

Consent items 2-3 and 5-8 were removed from the Consent Calendar for comment.

4. Abolish the Real Property Manager Employment Register (Eligible List)

(M/S/P) Parr/Gruel-Neff – Approved – 3 AYES.

2. Review and Approve the December 12, 2024 Regular Personnel Commission Meeting Minutes

(M/S/P) Wright/Gruel-Neff – Approved – 3 AYES.

Deputy Director Ian Tecson answered questions on this item.

3. Review Revisions to the Job Descriptions for Groundskeeper I, Groundskeeper II, and Groundskeeper III; and Adopt Revisions to the Classification Plan

(M/S/P) Parr/Gruel-Neff – Approved – 3 AYES.

Maintenance Services Director Todd Rullman and Human Resources Director Brittney Frye answered questions on this item.

5. Review Revisions to the Job Description for the Fire Services Supervisor Classification and

Adopt the Revised Classification into the City's Classification Plan

(M/S/P) Wright/Gruel-Neff – Approved – 3 AYES.

Deputy Director Ian Tecson and Human Resources Director Brittney Frye answered questions on this item.

6. Review Revisions to the Job Description for the Senior Utilities Engineer Classification and Adopt the Revised Classification into the City's Classification Plan

(M/S/P) Gruel-Neff/Parr – Approved – 3 AYES.

7. Review Revisions to the Job Descriptions for Call Taker, Communications Operator, Communications Supervisor, and Communications Administrator; and Adopt Revisions to the Classification Plan

(M/S/P) Wright/Parr – Approved – 3 AYES.

Human Resources Director Brittney Frye and Communications Administrator Michael DeOrian answered questions on this item.

8. Recommend to City Council the Adoption of the Revised Salary Plan for Fiscal Year 2024-2025

Council Member Syrop and Assistant City Manager Dustin Claussen answered questions related to the budget on this item.

(M/S/P) Parr/Gruel-Neff – Recommend Council Adopt the Revised Salary Plan – Approved, 3 AYES.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Council Member Syrop.

Director of Human Resources (Informational)

Human Resources Director Brittney Frye thanked the commission for their support as we continue to navigate through the changes since the Personnel Commission Retreat. She added that we will be scheduling a special meeting towards the end of May to discuss vacancies, to meet the requirements from the retreat and the new legislation, AB 2561.

She added that the City will have a business closure on Monday, March 31st for Cesar

Chavez Day. The City's Business Closure of City Hall and non-essential services on Monday, December 23rd through Friday, January 3rd. City Hall and non-essential services will resume on Monday, January 6th.

- On behalf of Director Frye and the City of Hayward, Deputy Director Tecson gave a public thank-you to the former commissioners: Rachel Zargar, Megan Sediqui, Denise Thompson, and Jade Edwards for their contributions during their time with the Personnel Commission.
- Lastly, on behalf of Director Frye and the City of Hayward, Deputy Director Tecson welcomed the new commissioners: Linda Gruel-Neff and Rebecca Parr.

Chair Wright asked the new commissioners to reach out to Director Frye or Deputy Director Tecson to volunteer for one of the Personnel Commission Subcommittees once they are comfortable.

Commissioner Parr asked for a list of the subcommittees. Deputy Director Tecson answered that he will send an email of the subcommittees and their descriptions.

ADJOURNMENT

Meeting was adjourned at 6:31 p.m.



Brittney Frye
Director of Human Resources