



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, November 8, 2018
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:30 p.m. on Thursday, November 8, 2018, at Hayward City Hall, Conference Room 2A.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources
Farbod Pirouzmmand, Deputy Director of Human Resources
Vanessa Lopez, Senior Human Resources Analyst
Lisette Del Pino, Human Resources Analyst II
Candi Jackson, Human Resources Administrative Assistant

OTHERS PRESENT

Seema Vashi, Assistant City Attorney
Jason Martinez, Police Captain
Emily Young, YFSB Administrator
Omar Noorzad, Supervising Building Inspector

Attendance	REGULAR MEETINGS		SPECIAL MEETINGS		
	Present 11.8.2018 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	O	1	2	0	0
*Rachel Lucas	X	3	0	0	0
Allen Zargar	X	2	1	0	0
Erika Cortez	X	1	1	0	0
Mekia Fields	X	2	0	0	0
Nicolia Gooding	X	2	0	0	0
Zheefong He	X	2	0	0	0

X = present O = absent
* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of July 12, 2018 Meeting Minutes (Action)

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

2. Approval of September 20, 2018 Meeting Minutes (Action)

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

REPORTS

City Council Liaison (Information)

Council Member Peixoto was unable to attend.

Director of Human Resources (Information)

Nina Collins, Director of Human Resources, reported that Council Member Peixoto was unable to attend the meeting. She also informed the Commission today's meeting would have been his last meeting because there is a new Council Member. She also reported that a new liaison will be assigned to the Personnel Commission. She reiterated how Council Member Peixoto was a solid supporter of reinvigorating and restructuring the Personnel Commission and that he will be missed. She committed to sharing with the Commission the identity of the new Council Liaison as soon as practicable.

Because the volume of agenda items brought to the Commission have decreased, Director Collins asked the commission to consider moving the meetings back to quarterly. She proposed discussing this option at the next meeting in January.

Lastly, Director Collins reported on the annual closure of City Hall. All non-essential City services will be closed the week of November 19th for Thanksgiving and beginning December 24th through January 4th.

Election of Vice Chair (Vote)

Commissioner Zargar was elected Vice Chair (5-0).

ACTION ITEMS

3. Revised Job Description for Lead Program Assistant

Emily Young, YFSB Administrator, gave an overview of the Lead Program Assistant job specification and answered questions.

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

4. Revised Job Description for Supervising Building Inspector

Omar Noorzad, Supervising Building Inspector, gave an overview of the Supervising Building Inspector job specification and answered questions.

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

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

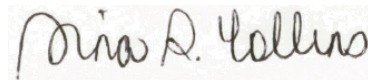
Deputy Director Pirouzmand provided a diversity report on recruitments completed since our last meeting on September 20, 2018. The report provided details for the following six (6) recruitments:

- Assistant/Associate Planner
- Human Resources Technician
- Literacy Program Coordinator
- Police Officer Trainee
- Utilities Service Worker
- Water Pollution Control Facility Lead Operator

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:11 p.m.



Nina S. Collins, Director of Human Resources