



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Special Meeting  
Thursday, August 28, 2025**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:05 p.m. on Thursday, August 28, 2025, in Conference Room 2A.

**CITY STAFF:**

Mary Thomas, Assistant City Manager  
Ian Tecson, Acting Director of Human Resources  
Salina Flores, Human Resources Manager  
Valeria Cazares, Human Resources Analyst  
Amber Davis, Human Resources Analyst  
Samantha Kevorkian, Human Resources Analyst  
Candi Jackson, Human Resources Administrative Assistant  
Sangeetha Waltz, Deputy Assistant City Attorney  
Eric Vollmer, Interim Fire Chief  
Tara Reyes, Fire Services Supervisor  
Lindsey Vien, Acting Director of Library Services  
Christina Morales, Deputy Director of Development Services

<b>Attendance</b>	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>		
	<b>Present 08.28.25 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	-	-	-	-	-
*Randy Wright	X	-	-	1	-
**Linda Gruel-Neff	X	-	-	1	-
Rebecca Parr	X	-	-	1	-

X = present    O = absent

\* Chair

\*\* Vice Chair

**AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION**

**PUBLIC COMMENTS**

Chair Wright read public comments received via email from Mr. Cordell Hindler.

## **REPORTS**

1. Review the Proposed 2025-2026 Fiscal Year Agenda Planning Calendar  
The Personnel Commission received the report and Commissioner Parr stated that she will not be able to attend the March 2026 meeting.

## **CONSENT**

Chair Wright stated that item #5 was pulled and will be brought to the Commission at a future meeting.

Commissioner Parr suggested that staff go through the job descriptions for consistency with the oxford comma and capitalization of common nouns, before posting online.

Acting HR Director Tecson acknowledged the suggestion.

2. Review and Approve the Minutes of the Special Meeting on March 27, 2025.  
(M/S/P) Gruel-Neff/Parr – Approved, 3 AYES.
3. Review and Approve the Minutes of the Special Meeting on May 21, 2025.  
(M/S/P) Gruel-Neff/Parr – Approved, 3 AYES.
4. Review Revisions to the Job Description for Accounting Manager and Adopt the Revised Classification into the City's Classification Plan  
(M/S/P) Gruel-Neff/Parr – Approved, 3 AYES.
6. Review Revisions to the Job Description for Hazardous Materials Program Coordinator 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 Description for Library Operations Manager and Adopt the Revised Classification into the City's Classification Plan  
(M/S/P) Gruel-Neff/Parr – Approved, 3 AYES.
8. Review Revisions to the Job Description for Fire Plans Examiner and Adopt the Revised Classification into the City's Classification Plan  
(M/S/P) Gruel-Neff/Parr – Approved, 3 AYES.
9. Review Revisions to the Job Description for Housing Development Specialist, the New Job Description for Senior Plan Checking Engineer and Adopt both

Classifications into the City's Classification Plan

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

10. Abolish the Utility Worker – Water Employment Register (Eligible List)

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

11. Abolish the Equipment Operator Employment Register (Eligible List)

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

### **ACTION ITEMS**

12. Recommend to City Council the Adoption of the Revised Salary Plan for Fiscal Year 2026

Human Resources Analyst Valeria Cazares presented this item. Acting Director of Human Resources Ian Tecson answered questions on this item.

Acting Director of Human Resources Tecson acknowledged the questions regarding the job specifications and suggested presenting a training to the Personnel Commission at the March meeting.

(M/S/P) Wright/Gruel-Neff - Recommend to Council the Adoption of the Revised Salary Plan – Approved, 2 AYES, 1 ABSTENTION.

### **COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

City Council Liaison (Informational)

Council Member Syrop stated that Council completed commission interviews last Tuesday and that we have four (4) new Personnel Commissioners coming in. He added that we also have two (2) new alternates coming in, so the question of quorum should be resolved for the time being.

Council Member Syrop commended Commissioner Parr for raising questions around the salary plan and stated that the Commission should continue to be diligent in its oversight. He added that the City is currently experiencing a budget deficit and that additional information will be shared. He also expressed hope that the new Commissioners will bring the same level of intensity to the work of the Personnel Commission.

Lastly, Council Member Syrop requested that, if appropriate, Acting Director Tecson

provide an overview of the work being done by the PC Subcommittees at the next meeting. He added that this would be an opportunity to gauge the interest of the new Commissioners and identify those who may be eager to get involved.

#### Acting Director of Human Resources (Informational)

Acting Director of Human Resources Ian Tecson emphasized the importance of participation in the Personnel Commission Subcommittees, noting that involvement will support collaboration.

Acting Director Tecson also stated if Commissioners have any suggestions for training topics for future Personnel Commission meetings, please let us know. He reiterated that he understands the need for a walkthrough of what a job specification looks like, including the analysis conducted by Human Resources staff prior to it being brought to the Commission. In response, HR will develop and present this topic as a training session at the March meeting.

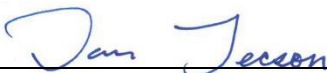
Chair Wright asked if the City is recruiting for a HR Director.

Acting Director Tecson answered stating that that recruitment has not been prioritized. He added that there is active recruitment for the Director of Finance, which closes on September 11<sup>th</sup>. After that, the next recruitment will be the Director of Information Technology.

Chair Wright reminded the Commission that the next regular meeting will be held in two (2) weeks on September 11<sup>th</sup>.

#### **ADJOURNMENT**

Chair Wright adjourned the meeting at 5:45 p.m.

  
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Ian Tecson  
Acting Director of Human Resources