



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Agenda Personnel Commission

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**Thursday, March 27, 2025**

**5:00 PM**

**Conference Room 2A and  
Virtual Platform (Zoom)**

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NOTICE: The Personnel Commission will hold a hybrid meeting in Conference Room 2A and virtually via Zoom.

How to submit written Public Comment:

Send an email to [Human.Resources@hayward-ca.gov](mailto:Human.Resources@hayward-ca.gov) by 12:00pm, the day of the meeting. Emails will be compiled into one file and distributed to the Personnel Commission and City staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda:

<https://hayward.legistar.com/Calendar.aspx>

To provide live Public Comment during the meeting, participate in Conference Room 2A or click the link below to join the webinar:

<https://hayward.zoom.us/j/87682193347?pwd=gsAhQLRHbmH5M1tf1bjbc3M9yq0jDS.1>  
Webinar ID: 876 8219 3347  
Password: hePY3E6\*

Or join by phone:

US: +1 669 900 6833 or +1 646 931 3860  
Webinar ID: 876 8219 3347  
Password: 04622344

**CALL TO ORDER****PLEDGE OF ALLEGIANCE****AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION****ROLL CALL****PRESENTATION - OVERVIEW AND TRAINING ON CONSENT CALENDAR ITEMS****PUBLIC COMMENTS:**

*The Public Comment section provides an opportunity to address the Personnel Commission on items not listed on the agenda. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Commission or are within the jurisdiction of the Commission as the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.*

**ELECTION OF OFFICERS****REPORTS**

1. [RPT 25-022](#) Review the Proposed 2024-2025 Fiscal Year Agenda Planning Calendar

**Attachments:** [Attachment I Staff Report](#)

**CONSENT**

2. [MIN 25-029](#) Review and Approve the Minutes of the Regular Personnel Commission Meeting on December 12, 2024

**Attachments:** [Attachment I Minutes](#)

3.        [CONS 25-089](#)        Review Revisions to the Job Descriptions for Groundskeeper I, Groundskeeper II, and Groundskeeper III; and Adopt Revisions to the Classification Plan

**Attachments:**        [Attachment I Staff Report](#)  
                              [Attachment II Revised Job Description for Groundskeeper I - Redlined](#)  
                              [Attachment III Revised Job Description for Groundskeeper I - Clean](#)  
                              [Attachment IV Revised Job Description for Groundskeeper II - Redlined](#)  
                              [Attachment V Revised Job Description for Groundskeeper II - Clean](#)  
                              [Attachment VI Revised Job Description for Groundskeeper III - Redlined](#)  
                              [Attachment VII Revised Job Description for Groundskeeper III - Clean](#)  
                              [Attachment VIII FY 24-25 Maintenance Svcs Department Org Chart](#)

4.        [CONS 25-090](#)        Abolish the Real Property Manager Employment Register (Eligible List)

**Attachments:**        [Attachment I Staff Report](#)

5.        [CONS 25-094](#)        Review Revisions to the Job Description for the Fire Services Supervisor Classification and Adopt the Revised Classification into the City's Classification Plan

**Attachments:**        [Attachment I Staff Report](#)  
                              [Attachment II Revised Job Description for Fire Services Supervisor - Redlined](#)  
                              [Attachment III Revised Job Description for Fire Services Supervisor - Clean](#)  
                              [Attachment IV FY24-25 Fire Department Org Chart](#)

6. [CONS 25-095](#) Review Revisions to the Job Description for the Senior Utilities Engineer Classification and Adopt the Revised Classification into the City's Classification Plan

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Revised Job Description for Senior Utilities Engineer - Redlined](#)  
[Attachment III Revised Job Description for Senior Utilities Engineer - Clean](#)  
[Attachment IV FY24-25 Public Works and Utilities Department Org Chart](#)

7. [CONS 25-097](#) Review Revisions to the Job Descriptions for Call Taker, Communications Operator, Communications Supervisor, and Communications Administrator; and Adopt Revisions to the Classification Plan

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Revised Job Description for Call Taker - Redlined](#)  
[Attachment III Revised Job Description for Call Taker - Clean](#)  
[Attachment IV Revised Job Description for Communications Operator - Redlined](#)  
[Attachment V Revised Job Description for Communications Operator - Clean](#)  
[Attachment VI Revised Job Description for Communications Supervisor - Redlined](#)  
[Attachment VII Revised Job Description for Communications Supervisor - Clean](#)  
[Attachment VIII Revised Job Description for Communications Administrator - Redlined](#)  
[Attachment IX Revised Job Description for Communications Administrator - Clean](#)  
[Attachment X FY24-25 Police Department Org Chart](#)

8. [CONS 25-096](#) Recommend to City Council the Adoption of the Revised Salary Plan for Fiscal Year 2024-2025

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II FY24-25 Revised Salary Plan](#)  
[Attachment III FY24-25 Revised Classification Plan](#)

## COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Director of Human Resources (Informational)

**ADJOURNMENT****NEXT REGULAR MEETING – June 12, 2025**

*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.*