



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Agenda Personnel Commission

Wednesday, March 18, 2026

5:30 PM

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

Special Meeting

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 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:

When: Mar 18, 2026 05:30 PM Pacific Time (US and Canada)

Topic: Special Personnel Commission Meeting

Please click the link below to join the webinar:

<https://hayward.zoom.us/j/81462374041?pwd=MZdNJWdNJby7DLZ2gafjJpEdnbjYef.1>

Webinar ID: 814 6237 4041

Password: Pc3/18@530

Or join by phone:

US: +1 669 900 6833 or +1 646 931 3860

Webinar ID: 814 6237 4041

Password: 2460645670

International numbers available: <https://hayward.zoom.us/j/kcAKxHh5BH>

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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.

REPORTS

1. [RPT 26-024](#) Review the Proposed 2026 Fiscal Year Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

CONSENT

2. [MIN 26-027](#) Review and Approve the Minutes of the Regular Meeting on December 11, 2025

Attachments: [Attachment I Minutes](#)
[Attachment II Personnel Commission Retreat 2023 Action Plan & Summary Report](#)

3. [CONS 26-084](#) Abolish the Airport Business Supervisor Employment Register (Eligible List)

Attachments: [Attachment I Staff Report](#)

- 4. [CONS 26-081](#) Review Revisions to the Job Descriptions for the Two (2) Public Works Department Classifications of Airport Business Supervisor and the Utilities Operations and Maintenance Manager

Attachments: [Attachment I Staff Report](#)
 [Attachment II Revised Job Description for Airport Business Supervisor - Redlined](#)
 [Attachment III Revised Job Description for Airport Business Supervisor - Clean](#)
 [Attachment IV Revised Job Description for Utilities O&M Manager - Redlined](#)
 [Attachment V Revised Job Description for Utilities O&M Manager - Clean](#)
 [Attachment VI FY26 Public Works Department Org Chart](#)

ACTION ITEMS

- 5. [PH 26-013](#) Recommend to City Council Adoption of the Revised Salary Plan for Fiscal Year 2026

Attachments: [Attachment I Staff Report](#)
 [Attachment II Revised Salary Plan for FY26](#)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Director of Human Resources (Informational)

ADJOURNMENT

NEXT MEETING – JUNE 11, 2026

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.