



# 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, December 12, 2024**

**5:30 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/87315553797?pwd=qCEEmECTSIUcSP5QEF7uXAhFE8flef.1>*

*Webinar ID: 873 1555 3797*

*Password: perC1212\$*

*Or join by phone:*

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

*Webinar ID: 873 1555 3797*

*Password: 928219849*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION**

**ROLL CALL**

**PRESENTATIONS**

Brown Act Training

Personnel Commission Reform Subcommittee Update

Personnel Rules Subcommittee Update

**PUBLIC COMMENTS:**

*The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board 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 Board or are within the jurisdiction of the Board as the Board 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 24-093](#) Review the Proposed 2025 Fiscal Year Agenda Planning Calendar

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

**CONSENT**

- 2. [CONS 24-617](#) Review and Approve the Minutes of the Regular Personnel Commission Meeting on September 12, 2024

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

- 3. [CONS 24-559](#) Abolish the Permit Technician I/II Employment Register (Eligible List)

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

- 4. [CONS 24-579](#) Abolish the Shelter Volunteer Coordinator Employment Register (Eligible List)

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

- 5. [CONS 24-613](#) Abolish the Equipment Operator Employment Registers (Eligible Lists)

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

- 6. [CONS 24-635](#) Review Revisions to the Job Descriptions for Firefighter Trainee, Firefighter, and Battalion Chief

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Revised Job Description for Firefighter Trainee - Redlined](#)  
[Attachment III Revised Job Description for Firefighter Trainee - Clean](#)  
[Attachment IV Revised Job Description for Firefighter \(40 HR\) - Redlined](#)  
[Attachment V Revised Job Description for Firefighter \(40 HR\) - Clean](#)  
[Attachment VI Revised Job Description for Firefighter \(56 HR\) - Redlined](#)  
[Attachment VII Revised Job Description for Firefighter \(56 HR\) - Clean](#)  
[Attachment VIII Revised Job Description for Battalion Chief \(40 HR\) - Redlined](#)  
[Attachment IX Revised Job Description for Battalion Chief \(40 HR\) - Clean](#)  
[Attachment X Revised Job Description for Battalion Chief \(56 HR\) - Redlined](#)  
[Attachment XI Revised Job Description for Battalion Chief \(56 HR\) - Clean](#)  
[Attachment XII FY25 Fire Department Org Chart](#)

- 7. [CONS 24-587](#) Review Revisions to the Job Descriptions for Public Works and Utilities including One (1) Classification Revision and Two (2) New Classifications

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Revised Job Specification - Redlined Version](#)  
[Attachment III Revised Job Specification - Clean Version](#)  
[Attachment IV New Job Specification - Clean Version](#)  
[Attachment V New Job Specification - Clean Version](#)  
[Attachment VI FY25 Public Works & Utilities Department Org Chart](#)

- 8. [CONS 24-643](#) Abolish the Construction Inspector Employment Register (Eligible List)

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

- 9. [CONS 24-644](#) Abolish the Traffic Signal Technician Employment Register (Eligible List)

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

- 10. [CONS 24-645](#) Abolish the Jail Supervisor Employment Register (Eligible List)

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

- 11. [CONS 24-616](#) Adopt the Revised Classification Plan and Recommend to Council the Adoption of the Revised Salary Plan for Fiscal Year 2025

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Revised FY25 Salary Plan Effective July 29, 2024](#)  
[Attachment III Revised FY25 Salary Plan Effective September 23, 2024](#)  
[Attachment IV Revised FY25 Salary Plan Effective December 30, 2024](#)  
[Attachment V Revised FY25 Classification Plan](#)

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

City Council Liaison (Informational)

Director of Human Resources (Informational)

**NEPOTISM POLICY UPDATE**

**ADJOURNMENT**

**NEXT REGULAR MEETING – MARCH 13, 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.*