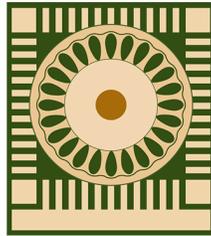


# **CITY OF HAYWARD**

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



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Thursday, October 29, 2020**

**5:30 PM**

**Remote Participation**

**Personnel Commission**

COVID-19 Notice: Consistent with State of California Executive Order No. 29-20, dated March 17, 2020 and Alameda County Health Officer Order No. 20-10 dated April 29, 2020, the Personnel Commission will be participating in public meetings via phone/video conferencing.

Please note that we are now using the Zoom Webinar platform to conduct meeting and receive live public comment.

*How to submit written Public Comment:*

*Send an email to [Human.Resources@hayward-ca.gov](mailto:Human.Resources@hayward-ca.gov) by 12:00pm noon the day of the meeting. Emails will be compiled into one file, 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>*

*The Chair will read all email comments, provided the reading will not exceed three (3) minutes consistent with the time limit for speakers at Personnel Commission meetings. Email comments will become part of the record of the Personnel Commission meeting.*

*How to provide live Public Comment during the meeting:*

*Please click the link below to join the webinar:*

*<https://hayward.zoom.us/j/92816484536?pwd=SGJzbFI4UIN3empOVVVMR0FvL0RFQT09>  
Passcode: +\*w.QC12*

*Or*

*dial: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099  
or +1 301 715 8592 or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free)*

*Webinar ID: 928 1648 4536  
Passcode: 82252883*

*A guide to attend virtual meetings is provided at this link: <https://bit.ly/3jmaUxa>*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENTS:**

*The Public Comment section provides an opportunity to address the Personnel Commission 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.*

**MINUTES**

- 1. [MIN 20-106](#) Review and Approve the June 11, 2020 Personnel Commission Meeting Minutes

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

**REPORTS**

City Council Liaison (Informational)

Interim Director of Human Resources (Informational)

- 2. [RPT 20-107](#) Review the Proposed Fiscal Year 2021 Agenda Planning Calendar

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

**ACTION ITEMS**

- 3. [ACT 20-065](#) Adopt a Resolution Setting the Appeal Hearing Date to December 10, 2020

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

- 4. [ACT 20-066](#) Review the Revised Job Description for Property and Evidence Technician

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Property and Evidence Technician Job Description - Redlined Version](#)  
[Attachment III Property and Evidence Technician Job Description - Clean Version](#)  
[Attachment IV Police Department Org Chart](#)

5. [ACT 20-069](#) Review the Revised Job Description for Crime Scene Technician

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Crime Scene Technician Job Description - Redlined Version](#)  
[Attachment III Crime Scene Technician Job Description - Clean Version](#)  
[Attachment IV Police Department Org Chart](#)

6. [ACT 20-071](#) Review the Revised Job Description for Utility Leader - Sewer

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Utility Leader-Sewer Job Description - Redlined Version](#)  
[Attachment III Utility Leader-Sewer Job Description - Clean Version](#)  
[Attachment IV Public Works & Utilities Department Org Chart](#)

7. [ACT 20-073](#) Review the Revised Job Description for Water Meter Mechanic

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Water Meter Mechanic Job Description - Redlined Version](#)  
[Attachment III Water Meter Mechanic Job Description - Clean Version](#)  
[Attachment IV Public Works & Utilities Department Org Chart](#)

8. [PH 20-079](#) Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2021

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II FY 2021 Salary Plan](#)  
[Attachment III FY 2021 Classification Plan](#)

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

**NEXT MEETING – December 10, 2020**

*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.*