



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Regular Meeting  
Thursday, June 13, 2024**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:30 p.m. on Thursday, June 13, 2024, in Conference Room 2A.

**CITY STAFF:**

Brittney Frye, Director of Human Resources  
Ian Tecson, Deputy Director of Human Resources  
Salina Flores, Human Resources Manager  
Sangeetha Waltz, Deputy City Attorney II  
Dustin Claussen, Interim City Manager  
Adam Kostrzak, Acting Assistant City Manager  
Chuck Finnie, Communications and Marketing Officer  
Todd Rullman, Director of Maintenance Services  
Christina Crosby, Deputy Director of Finance  
Candi Jackson, Human Resources Administrative Assistant

<b>Attendance</b>	<b><u>REGULAR MEETINGS</u></b>			<b><u>SPECIAL MEETINGS</u></b>	
	<b>Present 06.13.24 Regular 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	O	1	1	2	1
Denise Thompson	X	2	-	1	2
*Randy Wright	X	2	-	3	-
Rachel Zargar	X	2	-	3	-
Jade Edwards	X	2	-	3	-
Lucy Woo	O	1	1	2	1
Megan Sediqui	O	1	1	1	1

X = present    O = absent

\* Chair Person

**AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION**

**PUBLIC COMMENTS**

No live public comments received.

Chair Wright shared that he appointed Commissioner Zargar to the Municipal Code Subcommittee and Commissioner Sediqui to the Personnel Commission Reform

Subcommittee. He also encouraged the rest of the Commission that may be interested to join a subcommittee, to reach out to him or Director Frye.

## **MINUTES**

1. Review and Approve the March 14, 2024 Special Personnel Commission Meeting Minutes  
(M/S/P) Zargar/Thompson – Approved – 4 AYES.

## **REPORTS**

2. Review the Proposed Fiscal Year 2024 Agenda Planning Calendar  
The Personnel Commission received the report.

## **ACTION ITEMS**

3. Review and Approve the Revised Job Description for Real Property manager and Adopt Changes to the Classification Plan

Deputy Director of Human Resources Ian Tecson gave an overview of this item and answered questions, with assistance from Interim City Manager Dustin Claussen.

(M/S/P) Wright/Zargar – Approved - 4 AYES.

4. Review and Approve the New Job Descriptions for Facilities Maintenance Supervisor and Fleet Maintenance Supervisor and Adopt the Additions to the Classification Plan

Human Resources Manager Salina Flores gave an overview of this item and answered questions, with assistance from Maintenance Services Director Todd Rullman.

(M/S/P) Zargar/Edwards – Approved - 4 AYES.

5. Review and Approve the Revised Job Description for Accounting Manager

Human Resources Manager Salina Flores gave an overview of this item and answered questions, with assistance from Deputy Finance Director Christina Crosby.

(M/S/P) Wright/Thompson – Approved - 4 AYES.

6. Review and Approve the Revised Job Description for Neighborhood Partnership Manager and Adopt Changes to the Classification Plan

Deputy Director of Human Resources Ian Tecson gave an overview of this item and

answered questions.

(M/S/P) Zargar/Edwards – Approved - 4 AYES.

7. Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2025

Human Resources Director Brittney Frye presented this item and answered related questions. She introduced the revised Salary Plan for FY25, which reflects adjustments to the classifications in the City's classified service pursuant to Council approved Memorandum of Understandings (MOUs) between the City of Hayward and the Hayward Police Officer's Association (HPOA), Hayward Police Management Unit (HPMU), International Association of Firefighters (Local 1909), and Hayward Fire Officers Association (HFOA). The Salary Plan has also been updated to reflect salary adjustments to seven (7) classifications and the addition of one (1) new classification. The Classification Plan has also been revised to reflect the addition of two (2) new classifications in the City's classified service.

(M/S/P) Wright/Thompson – Adopt the Revised Classification Plan – Approved,  
4 AYES.

(M/S/P) Wright/Thompson – Recommend to Council the Adoption of the Revised  
Salary Plan – Approved, 4 AYES.

**STAFF AND HIRING DEMOGRAPHICS REPORT**

Human Resources Manager Salina Flores presented the Staff and Hiring Demographics Report to the Personnel Commission and answered questions.

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

City Council Liaison (Informational)

Council Member Syrop stated that the City of Hayward will be moving to a district elections, with the first district election taking place in 2026. He also added that maps are currently being drafted by a third party based on the community's feedback and that there will be six (6) districts and one at-large mayor. He continued that more information can be found online at [maphayward.org](http://maphayward.org). He added that the Parks District and the School District are also going through this process as well.

Director of Human Resources (Informational)

Human Resources Director Brittney Frye mentioned that our hope is to continue to update and expand upon the demographic data that was presented to the Personnel

Commission. She also stated that as we start to work with the Personnel Commission Subcommittees, specifically the Personnel Commission Reform Subcommittee, we will discuss what areas need to be removed or added to this Commission. She also added that Human Resources Administrative Assistant Candi Jackson will be sending out emails to the Personnel Commission Subcommittee members in the coming weeks regarding scheduling of the initial meetings.

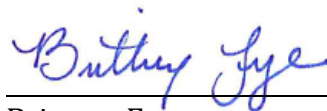
Next, Director Frye proudly announced that with the recent hire of HR Manager in Total Rewards and HR Analyst for recruitment that the Human Resources Department is fully staffed. She also added that the adoption of the FY 2025 budget includes allocation for three (3) additional HR positions: two (2) recruitment analysts and one (1) recruitment technician.

Next, Director Frye mentioned that the City will have a business closure on June 19<sup>th</sup> in honor of Juneteenth and that Human Resources will be hosting a table at the Juneteenth Hayward event on Saturday, June 22<sup>nd</sup>. She continued that HR is also planning to host a table at the All-America Festival on Saturday, June 29<sup>th</sup>.

Lastly, Director Frye added that City Council will be on recess from July through mid-August.

## **ADJOURNMENT**

Meeting was adjourned at 6:58 p.m.



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Brittney Frye  
Director of Human Resources