



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, September 20, 2018
Conference Room 4A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:06 p.m. on Thursday, September 20, 2018, at Hayward City Hall, Conference Room 4A.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources
Vanessa Lopez, Senior Human Resources Analyst
Anthony Phillip, Human Resources Analyst II
Lisette Del Pino, Human Resources Analyst II
Candi Jackson, Human Resources Administrative Assistant

OTHERS PRESENT

Marvin Peixoto, Council Member
Seema Vashi, Assistant City Attorney
Christina Morales, Housing Manager
Dan Olsen, Police Lieutenant

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 9.20.2018 Regular Meeting	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Doris Yates	X	1	1	0	0
*Rachel Lucas	X	2	0	0	0
Allen Zargar	O	1	1	0	0
Erika Cortez	O	0	1	0	0
Mekia Fields	X	1	0	0	0
Nicolia Gooding	X	1	0	0	0
Zheefong He	X	1	0	0	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of July 12, 2018 Meeting Minutes (Action)

(M/S/P) Tabled to next meeting.

REPORTS

City Council Liaison (Information)

Council Member Peixoto reported on an item recently brought to Council for a cabaret and lounge at the corner of B Street and Main Street; this was formerly the site for Gary's Donuts and has been vacant for approximately seven (7) years. The cabaret and lounge was recently approved by the Planning Commission; however, Council had concerns that the new establishment did not serve food. It would only serve alcohol. Consequently, Council disapproved the item with direction to staff to work with the applicant to serve food to patrons as well as alcohol.

Director of Human Resources (Information)

Director Collins reported that during Council's recess in August, Human Resources staff was able to catch up on projects and is preparing for several recruitments because the current hiring freeze ends on October 1.

Director Collins also reported on the City's continuing efforts in labor negotiations with the IFTPE, Local 21. She shared that labor and management representatives believe that the parties are close to completing a new agreement.

Lastly, Director Collins reported on planning of a new Career Fair, which will include a career development piece as done in the past (i.e. resume review or interview workshop). As we get closer to the planning stages, she encouraged and invited the Commissioners to take part in planning and attending the Career Fair.

ACTION ITEMS

2. Revised Job Description for Housing Development Specialist

Christina Morales, Housing Manager, gave an overview of the Housing Development Specialist job specification and answered questions.

(M/S/P) (Lucas/Yates) Gooding abstained. Approved.

3. Revised Job Description for Community Service Officer

(M/S/P) Item pulled from the agenda.

4. Revised Job Description for Police Officer

Dan Olsen, Police Lieutenant, gave an overview of the Police Officer job specification and answered questions.

(M/S/P) (Lucas/Yates) Approved.

5. Revised Job Description for Crime Prevention Specialist I/II

Dan Olsen, Police Lieutenant, gave an overview of the Crime Prevention Specialist I/II job specification and answered questions.

(M/S/P) (Lucas/Yates) Approved.

6. Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated September 20, 2018 – Effective October 1, 2018

Nina Collins, Director of Human Resources gave an overview of the revised Classification and Salary Plan. She began with an overview of the revised Classification Plan, which was updated to include the addition of Crime Prevention Specialist I/II.

Lastly, Director Collins provided an overview of the revised Salary Plan. The revised Salary Plan includes the addition of Crime Prevention Specialist I/II series.

(M/S/P) (Lucas/Yates) Adopted revised Classification Plan.

(M/S/P) (Lucas/Fields) Recommended Salary Plan for Council approval.

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

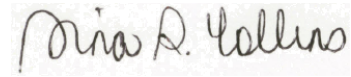
Director Collins provided a diversity report on recruitments completed since our last meeting on July 12, 2018. The report provided details for the following seven (7) recruitments:

- Apparatus Operator
- Administrative Assistant II (Senior Secretary)
- Communications Operator
- Construction Inspector
- Legal Secretary
- Police Officer Trainee
- Senior Library Page

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:30 p.m.

A handwritten signature in black ink, reading "Nina S. Collins". The signature is written in a cursive, flowing style. The first name "Nina" is written with a large, stylized 'N' and 'i'. The middle initial "S." is written in a smaller, more compact cursive. The last name "Collins" is written with a large 'C' and a trailing flourish.

Nina S. Collins, Director of Human Resources