



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Special Meeting  
Thursday, February 2, 2023  
Zoom Meeting (Virtual)**

A special meeting of the City of Hayward Personnel Commission was called to order virtually at 5:30 p.m. on Thursday, February 2, 2023, via a Zoom conference call.

**CITY STAFF:**

Regina Youngblood, Assistant City Manager  
 Brittney Frye, Director of Human Resources  
 Ian Tecson, Deputy Director of Human Resources  
 Janice Cahee, Human Resources Analyst II  
 Wayne Smith, Human Resources Analyst I  
 Candi Jackson, Human Resources Administrative Assistant  
 Sangeetha Waltz, Deputy City Attorney II  
 Kathy Garcia, Deputy Director of Public Works  
 Erik Pearson, Environmental Services Manager

<b>Attendance</b>	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>		
	<b>Present 2.2.23 Special 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	0	-	1	1	3
Robert Gaumer	X	1	-	4	0
Denise Thompson	0	1	-	3	1
*Randy Wright	X	1	-	4	0
Rachel Zargar	X	1	-	4	0
Jade Edwards	0	1	-	1	2
Lucy Woo	X	-	1	3	0

X = present    0 = absent  
 \* Chair Person

**PUBLIC COMMENTS**

Human Resources Administrative Assistant Candi Jackson read the following public comments received via email from Cordell Hindler on January 31, 2023:

Mr. Hindler suggested for the March 9<sup>th</sup> agenda, that the Commission should consider having a retreat to go over the expectations for 2023. He also stated that the Personnel Commission should resume meeting in-person.

## **INTRODUCTIONS/Q&A**

The Personnel Commission introduced themselves one-by-one.

Assistant City Manager/Interim Director of Human Resources Regina Youngblood provided a brief presentation on the role and scope of the Personnel Commission.

## **MINUTES**

1. Review and Approve the December 8, 2022 Regular Personnel Commission Meeting Minutes (ACTION)

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

## **REPORTS**

City Council Liaison (Informational)

Council Member Syrop stated that he's excited and eager to be assigned to the Personnel Commission. He added that he's looking forward to a retreat with the Personnel Commission to really dive in and see how this body can impact the community in a very positive way.

Director of Human Resources (Informational)

Assistant City Manager Regina Youngblood introduced Director of Human Resources Brittney Frye who joined the City on January 3<sup>rd</sup>. Director Frye echoed the same excitement to work with the Personnel Commission and shared a brief background of her work experience.

Additionally, Director Frye introduced Deputy Director of Human Resources Ian Tecson. Deputy Director Tecson shared a brief background of his work experience and stated that he looks forward to working with the Personnel Commission in the future.

Director Frye also stated that we recently selected a candidate for Human Resources Manager over recruitment. This person is in the final stages of the hiring process and we hope to onboard this person at the end of this month.

Director Frye also stated that regarding SB1162, the City is in compliance with the current regulations. There were some questions to the possible requirements in May 2023. However, upon initial review it appears that the outlined requirements apply to filing deadlines for private sector employers, not our agency specifically.

Lastly, Director Frye stated that beginning the week of February 27<sup>th</sup>, to coincide with the end of the State of Emergency, any public meeting held by the City of Hayward, including Personnel Commission, will resume in-person meetings in a hybrid format, subject to certain exemptions allowable by the Brown Act for remote participation.

Commissioner Zargar asked what the exemptions are to attend in-person meetings.

Director Frye answered that remote participation by commissioners is allowed as long as it complies with provisions of AB 2249, which is just cause or emergency circumstances. Commissioners must have both video and audio when they appear remotely and they must disclose if anyone over 18 years of age is in the room and describe the general nature of their relationship with that person. Director Frye continued that for just cause, it refers to childcare, or caregiving need, a contagious illness, circumstances related to physical or mental disability, or traveling while on official business. This exemption can happen no more than twice per calendar year and there's no need for approval by the Personnel Commission. For emergency circumstances, it is a physical or family medical emergency that prevents a member from attending the meeting and it does require a majority approval by the Commission. Therefore, the Commissioners should let us know as soon as possible so that we can agendaize the item. This exemption is allowed no more than three (3) consecutive months or 20% of the meetings in a calendar year.

## 2. Review the Proposed 2023 Fiscal Year Agenda Planning Calendar

Commissioner Zargar asked if the new in-person meeting requirements apply for last minute, ad hoc special meetings, in respect to just cause or emergency exemptions.

Director Frye answered that the requirement applies to any public meeting.

The Personnel Commission received the report.

## **ACTION ITEMS**

### 3. Review the Revised Job Description for Sustainability Specialist; Review New Job Description for Senior Sustainability Specialist and Adopt Addition to both the Salary Plan and Classification Plan

Human Resources Analyst Wayne Smith gave an overview of this item and answered questions with the help of Environmental Services Manager Erik Pearson.

(M/S/P) Gaumer/Woo – Approved - 4 AYES.

Chair Wright asked if this new classification allows for advancement or to promote within.

Human Resources Analyst Smith answered yes it provides that opportunity. He also added that this gives the department the ability to recognize the work of anybody in that classification and to flex and take on a higher degree of work in this related field.

Chair Wright asked if there is current assigned staff eligible for this advancement.

Human Resources Analyst Smith answered yes. He added that there is one person in the Sustainability Specialist position who would benefit from promoting within, if the department desires.

Chair Wright asked how many people are in this department.

Environmental Services Manager Erik Pearson answered that the Environmental Services Division is a small division (total of 10) of the Public Works department. The Public Works department is about 160 employees. He also added that some of the division at Soto Road handle stormwater and wastewater inspections; and a few people at City Hall handle general sustainability and solid waste and recycling programs.

Commissioner Zargar asked if the new job description is a public facing document seeking external recruitment.

Human Resources Analyst Smith answered that the City's desire is to promote within. However, if a recruitment is determined to be needed, the job description will be utilized for recruitment purposes and it would be available on our website.

Commissioner Zargar requested that the Senior Sustainability Specialist specification be brought back to the Commission for review prior to an external recruitment, if it should happen.

Mr. Cordell Hindler stated his support for this item.

4. Abolish the Human Resources Analyst I Employment Roster (Eligible List)

Human Resources Analyst Wayne Smith gave an overview of this item.

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

Mr. Cordell Hindler stated his support for this item.

Chair Wright asked if with this list being abolished, will this job be posted again or do we have qualified staff for this position.

Human Resources Analyst Smith answered that currently there isn't a vacancy, but with abolishing the list now, it provides the department flexibility in the future.

Council Member Syrop asked what the legal reason is to abolish an exhausted list.

Human Resources Analyst Smith answered that someone could potentially be hired from an eligible list if they weren't previously hired. Whereas, abolishing a list allows the department the ability to move forward with a new recruitment.

5. Abolish the Management Analyst Employment Rosters (Eligible Lists)

Human Resources Analyst Wayne Smith gave an overview of this item and answered questions.

(M/S/P) Woo/Gaumer – Approved - 4 AYES.

Mr. Cordell Hindler stated his support for this item.

6. Abolish the Assistant/Associate Civil Engineer Employment Roster (Eligible List)

Human Resources Analyst Wayne Smith gave an overview of this item and answered questions with the help of Deputy Director of Public Works Kathy Garcia.

(M/S/P) Gaumer/Woo – Approved - 4 AYES.

Chair Wright asked if staff knows the reasons why two (2) of the candidates declined offers for other agencies.

Deputy Director Garcia answered that one candidate chose another agency that was closer to their home. However, she didn't receive a reason from the other candidate.

Chair Wright asked how long the hiring process is from when a person is selected to being hired.

Human Resources Analyst Smith stated that once an eligibility list is established, it's up to the department on how quickly they look to interview. He continued that interviews are typically scheduled within a week and that the process is usually streamlined. However, a lot of the process is waiting for qualified applicants to apply in order to move forward.

Mr. Cordell Hindler stated his support the item.

7. Abolish the Engineering Technician Employment Roster (Eligible List)

Human Resources Analyst Wayne Smith gave an overview of this item.

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

Chair Wright asked if there is anyone internally eligible for promotion.

Human Resources Analyst Smith answered no and that this is an entry level position. Mr. Cordell Hindler stated his support for this item.

8. Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2023

Director of Human Resources Brittney Frye introduced the revised salary plan for FY23, which reflects a salary adjustment to one (1) classification in the City's classified service based on market study results. The Salary Plan and Classification Plan have also been revised to reflect the addition of one (1) classification.

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

(M/S/P) (Woo/Zargar) Recommended to Council for Approval – Approved,  
4 AYES.

Chair Wright asked

Commissioner Zargar asked what the City's definition of an equity adjustment is.

Director Frye answered that equity adjustments are adjustments made based on salary surveys, internal comparators and market analysis.

Commissioner Zargar asked if the adjustment is being made based on a request by the employee.

Assistant City Manager Youngblood answered no. She continued that it is based on a market analysis of the Assistant to the City Manager position, although with this adjustment, our Assistant to the City Manager is one of the lower paid in the region.

Chair Wright asked how this relates to the Equity and Inclusion Officer.

Director Frye answered that the Equity and Inclusion Officer was set with an internal comparison to the Assistant to the City Manager classification. She added that when the Assistant to the City Manager classification was surveyed, it was determined that that classification required an adjustment. Therefore, because the Assistant to the City Manager is bench-marked to the Equity and Inclusion Officer specification, the Equity and Inclusion Officer will also receive the same adjustment.

Chair Wright asked what the City's budget expected growth rate is to make these economic moments of granting salary/equity adjustments and COLA increases.

Assistant City Manager Youngblood answered that we can bring this question to our Budget staff following this meeting.

Mr. Cordell Hindler stated his support for this item.

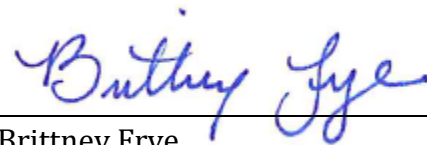
#### **COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

Council Member Syrop stated his support for a retreat for the Personnel Commission and exploring the philosophy behind benchmarks and how certain positions are tied together. He added that this would also provide room for everyone to ask questions, provide input, better understand where the Commission is currently and where it can be taken.

Human Resources Administrative Assistant Candi Jackson reminded everyone that the next regular meeting will be on March 9<sup>th</sup> in-person at City Hall.

#### **ADJOURNMENT**

Meeting was adjourned at 6:30 p.m.



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Brittney Frye  
Director of Human Resources