



**DATE:** March 14, 2024  
**TO:** Personnel Commission  
**FROM:** Director of Human Resources  
**SUBJECT:** Review and Approve the Proposed Mission Statement

## **RECOMMENDATION**

That the Personnel Commission review and approve the proposed mission statement.

## **DISCUSSION**

The Personnel Commission held a retreat on November 7, 2023, which was facilitated by CivicMakers. The purpose of this retreat was to collaboratively clarify and reimagine the role of the Personnel Commission and craft solutions that will make the Personnel Commission work better for City staff and the City of Hayward.

As a result of this retreat, the proposed mission statement was formed and agreed upon by staff and Commissioners present:

“We are a non-partisan, volunteer Commission that represents the people of Hayward and ensures the City of Hayward has equitable and inclusive hiring and job classification practices, and a diverse workforce.

We work continuously to ensure Hayward employees are making Hayward work for its residents, and hold our City government accountable when needed.

To do so we:

- Review, advise, and approve the job classifications for employees at the City of Hayward;
- Play an advisory role to Hayward’s Human Resources Department and City Council regarding the City’s organizational practices;
- Ensure Hayward adheres to fairness and diversity in hiring principles outlined in its anti-discrimination task force (Commitment for Equitable and Compassionate Community – CIECC);

- Advocate for excellence in hiring; and
- Engage, inspire, and recruit the community to work for the City.”

## **NEXT STEPS**

Upon approval from the Commission, staff will work the City Clerk’s Office to incorporate the mission statement in its appropriate documents, as necessary.

*Prepared by:* Candi Jackson, Human Resources Administrative Assistant

*Recommended by:* Brittney Frye, Director of Human Resources

Approved by:

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Regina Youngblood, Assistant City Manager