



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Regular Meeting  
Thursday, March 14, 2024**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:30 p.m. on Thursday, March 14, 2024, in Conference Room 2A.

**CITY STAFF:**

Ian Tecson, Deputy Director of Human Resources  
 Salina Flores, Human Resources Manager  
 Janice Cahee, Human Resources Analyst  
 Candi Jackson, Human Resources Administrative Assistant  
 Regina Youngblood, Assistant City Manager  
 Sangeetha Waltz, Deputy City Attorney II  
 Alex Ameri, Director of Public Works and Utilities  
 Jennie Comstock, Animal Services Administrator

<b>Attendance</b>	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>		
	<b>Present 03.14.24 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	X	1	-	2	1
Denise Thompson	X	1	-	1	2
*Randy Wright	X	1	-	3	-
Rachel Zargar	X	1	-	3	-
Jade Edwards	X	1	-	3	-
Lucy Woo	X	1	-	2	1
Megan Sediqui	X	1	-	1	1

X = present    O = absent

\* Chair Person

**AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION**

Commissioner Zargar participated via Zoom under the AB 2449 Brown Act Teleconferencing Rules based on just cause provisions.

**PUBLIC COMMENTS**

No live public comments received.

Chair Wright shared that he appointed Commissioner Thompson to the Personnel Rules Subcommittee and that he will be working on the Personnel Commission Reform

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

Commissioner Zargar asked if we can consider in the bylaws to have more seats in the Personnel Commission.

Council Member Syrop answered that he can discuss this with Council and see if there's a need for it.

Commissioner Thompson asked if there's a limit for the subcommittee size.

Human Resources Deputy Director Tecson answered three or less members per subcommittee.

Assistant City Manager Youngblood added that the Council will be having a work session on April 16<sup>th</sup> to discuss boards and commissions and how they align with priorities for the organization. She also mentioned that the size for most commissions is seven, with the exception of the Keep Hayward Clean and Green Task Force that has 20 members. The only other large commission is the Community Services Commission that has 17 members and there has been some discussion about decreasing their size. Lastly, Assistant City Manager Youngblood stated that bylaws for any Commission need to be reviewed and approved by City Council and that currently there aren't any for the Personnel Commission.

## **MINUTES**

1. Review and Approve the December 7, 2023 Special Personnel Commission Meeting Minutes

(M/S/P) Wright/Woo – Approved – 7 AYES.

## **REPORTS**

2. Review the Proposed Fiscal Year 2024 Agenda Planning Calendar

The Personnel Commission received the report.

Chair Wright asked if the items listed under “Non-Scheduled Future Items” would be brought to the June 13<sup>th</sup> meeting or if will be moved to the following meeting.

Human Resources Deputy Director Tecson answered that this is considered a separate section for items earmarked to bring back to the Personnel Commission. However, he added that if we have updates at that time, we will bring it to the Commission.

Council Member Syrop stated that the Hiring Diversity Report listed on the calendar has already been received by the Commission and that the need is for staffing. He also noted

that he didn't want to exclude retention.

Chair Wright added that it could be updated to Hiring and Retention Diversity Report.

Human Resources Deputy Director Tecson received these comments.

### **ACTION ITEMS**

3. Abolish the Shelter Volunteer Coordinator Employment Register (Eligible List)

Human Resources Manager Salina Flores gave an overview of this item and answered questions, with assistance from Animal Services Administrator Jennie Comstock.

(M/S/P) Cortez/Thompson – Approved - 7 AYES.

4. Abolish the Animal Care Attendant Employment Register (Eligible List)

Human Resources Manager Salina Flores gave an overview of this item and answered questions, with assistance from Animal Services Administrator Jennie Comstock and Human Resources Analyst Janice Cahee.

(M/S/P) Woo/Cortez – Approved - 7 AYES.

5. Review the Revised Job Description for Laborer

Human Resources Analyst Janice Cahee gave an overview of this item and answered questions, with assistance from Public Works and Utilities Director Alex Ameri.

(M/S/P) Zargar/Thompson – Approved - 7 AYES.

6. Review the Revised Job Descriptions for Utility Worker – Water and Utility Leader – Water

Human Resources Analyst Janice Cahee gave an overview of this item and answered questions, with assistance from Public Works and Utilities Director Alex Ameri.

(M/S/P) Wright/Cortez – Approved - 7 AYES.

7. Review Revisions to the Job Descriptions for Public Works and Utilities including Seven (7) Classification Revisions with Six (6) Classification Retitles and Four (4) New Classifications

Deputy Human Resources Director Ian Tecson gave an overview of this item and answered questions, with assistance from Public Works and Utilities Director Alex Ameri.

(M/S/P) Thompson/Sediqui – Approved - 7 AYES.

8. Review and Approve the Proposed Mission Statement

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

(M/S/P) Thompson/Cortez – Approved - 6 AYES, 1 ABSENT.

Commissioner Edwards recommended changing “when needed” to “*as needed*”.

Commissioner Cortez recommended removing “making Hayward” and changing it to “are working”.

Assistant City Manager Youngblood recommended changing “its” to “their”.

9. Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2024

Deputy Human Resources Director Ian Tecson presented this item and answered related questions. He introduced the revised salary plan for FY24, which reflects the addition of four (4) new classifications and salary adjustments to eleven (11) classifications. The Salary Plan and Classification Plan have also been revised to reflect revisions to the classification titles of eight (8) classifications in the City’s classified service.

(M/S/P) Edwards/Thompson – Adopt the Revised Classification Plan – Approved, 6 AYES, 1 ABSENT.

(M/S/P) Wright/Cortez – Recommend to Council the Adoption of the Revised Salary Plan – Approved, 6 AYES, 1 ABSENT.

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

City Council Liaison (Informational)

Council Member Syrop expressed his gratitude to the Commission for their engagement over the last year, including the Personnel Commission Retreat. He also announced the Art Show in the Gallery tomorrow night from 5-7pm (1<sup>st</sup> floor of City Hall) and invited the Personnel Commission to attend. The artwork is by HUSD students, so if the Commission is interested in getting involved, this is an opportunity to meet board members (Art Council).

Director of Human Resources (Informational)

Human Resources Deputy Director Tecson stated that Hayward Unified School District will be hosting Hayward College Night next Wednesday evening from 4:30-7pm in the City Hall Rotunda and encouraged the Personnel Commission to attend.

**ADJOURNMENT**

Meeting was adjourned at 7:25 p.m.



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for Brittney Frye  
Director of Human Resources