



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Special Meeting  
Thursday, June 9, 2016  
Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 4:02 p.m. on Thursday, June 9, 2016, at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

**HUMAN RESOURCES DEPARTMENT STAFF**

Nina Collins, Director of Human Resources  
Farbod Pirouzmand, Deputy Director of Human Resources  
Azin Gervin, Human Resources Analyst II  
Anthony Phillip, Human Resources Analyst I

**CITY COUNCIL**

Council Member Marvin Peixoto

**OTHERS PRESENT**

Seema Vashi, Assistant City Attorney  
Alex Ameri, Director of Utilities and Environmental Services  
Dustin Claussen, Acting Director of Finance  
Todd Rullman, Director of Maintenance Services  
Steve Osborne, Supervising Plan Checker/Expeditor

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>		
	Present 06.09.2016	Present to Date This	Absent to Date This	Present to Date This	Absent to Date This	
	Special Meeting	Fiscal Yr.	Fiscal Yr.	Fiscal Yr.	Fiscal Yr.	
Chris Lee	O	0	2	1	1	
Crystal Porter *	X	3	0	2	0	
Doris Yates	X	3	0	1	1	
Elecia Garrett	X	1	1	2	0	
V. Toni Adams	X	2	0	2	0	

X = present    O = absent

\* Chair Person

## **PUBLIC COMMENTS**

No public comments.

## **APPROVAL OF MINUTES**

### I. Approval of April 28, 2016 Meeting Minutes (Action)

(M/S/P) (Adams/Garrett) Approved.

## **REPORTS**

### II. City Council Liaison (Information)

Council Member Peixoto discussed the election results: Mark Salinas came in first, followed by Francisco Zermenio, Elisa Marquez, and Al Mendall. The Utility Users Tax (UUT) passed, which was critical as it's the 3<sup>rd</sup> largest revenue source for the City of Hayward. Measure C passed as well, which moved the election from June to November.

Lastly, Council Member Peixoto mentioned how honored he was to meet with President Clinton on his birthday, June 6<sup>th</sup> and how powerful his speech was.

### III. Human Resources Director (Information)

Director Collins stated that we will need to have our regular meeting in July. She also introduced new Deputy Director of Human Resources, Farbod Pirouzmand. Deputy Director Pirouzmand thanked the Commission for having him and shared his work history.

## **NEW BUSINESS**

### IV. Job Descriptions

#### Customer Account Clerk

Dustin Claussen, Acting Director of Finance, provided an overview of the Customer Account Clerk job specification and answered questions.

(M/S/P) (Adams/Garrett) Approved.

#### Permit Technician I/II

Steve Osborne, Supervising Plan Checker/Expeditor, provided an overview of the Permit Technician I/II job specification and answered questions.

(M/S/P) (Adams/Porter) Approved.

Network Systems Specialist

Azin Gervin, Human Resources Analyst II, provided an overview of the Network Systems Specialist job specification and answered questions.

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

Senior Construction Inspector

Azin Gervin, Human Resources Analyst II, and Michael Lawson, City Attorney, provided an overview of the Senior Construction Inspector job specification and answered questions.

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

Operator-in-Training

Alex Ameri, Director of Utilities and Environmental Services, provided an overview of the Operator-in-Training job specification and answered questions.

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

Facilities Carpenter I/II

Todd Rullman, Director of Maintenance Services, provided an overview of the Facilities Carpenter I/II job specification and answered questions.

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

V. Revised Classification and Salary Plan – Effective June 13, 2016

Director Collins provided an overview of the revised classification plan, which was updated to include the new titling change, Permit Technician I/II, brought before the Commission.

Director Collins also provided an overview of the revised salary plan. The revised salary plan was updated to include the Permit Technician I/II salary and the SEIU equity adjustments. As part of the negotiated agreement with SEIU, the City would conduct a total compensation salary survey with a consultant. The consultant completed the survey and the City reconvened with SEIU. The City and SEIU agreed upon the recommended changes by the consultant. As the City anticipated, the majority of SEIU's jobs were at market. In some cases, some jobs were under market by 1% or 3%. The highest equity adjustments were to the Operator and Lead Operator, which will receive between a 7-10% equity adjustment. These adjustments will be paid over a three year period; however, any adjustment less than 1% will be given up front. These changes will take effect June 13, 2016.

(M/S/P) (Adams/Garrett) Adopted revised classification plan.

(M/S/P) (Yates/Adams) Recommended for Council approval.

## VI. Revised Salary Plan – Effective June 27, 2016

Director Collins provided an overview of the revised salary plan. The revised salary plan was updated to include cost of living adjustments, equity adjustments, and compaction adjustments to classifications in the City's classified service.

Cost of living adjustments, which are negotiated adjustments and approved by Council, were given to the following bargaining units: Unrepresented Exempt and Non-Exempt, HAME, Local 21, SEIU-Clerical, SEIU-Maintenance, HPOA, Local 1909, Police Management and Fire Officers.

Equity adjustments were given to specific classifications that were found to be below market, in the HAME and Police Management bargaining units, and the Unrepresented group..

In some bargaining unit MOUs, but as a City compensation philosophy, a supervisor should make at least 10% more than their highest paid subordinate. Once salaries are adjusted for subordinates, it may cause compaction for the higher positions. Therefore, compaction adjustments were given to specific classifications in the Unrepresented group; and HAME, Local 21, and HPOA bargaining units.

These changes will take effect on June 27, 2016 for FY 2017.

(M/S/P) (Yates/Adams) Recommended for Council approval.

## VII. Recurring Agenda Topics/General Comments

1. Commissioner Porter would like historical diversity information for the Hayward Fire Department from 5-10 years ago and would like to continue discussion. Commissioner Porter also suggested maybe hiring a consultant or collaborating with other jurisdictions to help with diversity efforts. Director Collins added that Chief Contreras is committed to increasing diversity and is currently working with schools and others on this endeavor. Lastly, Director Collins mentioned that she'll suggest to Chief Contreras that we have a regular report back to the Personnel Commission as the programs expand are assessed.
2. Commissioner Porter requested that the red-lined version job specifications not be included in the Personnel Commission packet going forward. Director Collins confirmed with Assistant City Attorney Vashi that we can accommodate this request.
3. Commissioner Yates requested a status update on the Personnel Commission's action plan, which she found online. Director Collins replied that the document Commissioner Yates is referring to is outdated and the updated version should be posted online. Director Collins continued that once the Deputy Director of Human Resources is onboard, the Personnel Rules will be rewritten.

VIII. Adjournment

Meeting was adjourned at 4:33 p.m.

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Nina S. Collins, Director of Human Resources