

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Thursday, June 17, 2021**

**5:30 PM**

**Remote Participation**

**Personnel Commission**

COVID-19 Notice: Consistent with State of California Executive Order No. 29-20, dated March 17, 2020 and Alameda County Health Officer Order No. 20-10 dated April 20, 2020, the Personnel Commission will be participating in public meetings via phone/video conferencing.

Please note that we are now using the Zoom Webinar platform to conduct the meeting and receive live public comments.

*How to submit written Public Comment:*

*Send an email to [Human.Resources@hayward-ca.gov](mailto:Human.Resources@hayward-ca.gov) by 12:00pm noon the day of the meeting. Emails will be compiled into one file, distributed to the Personnel Commission and City staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda.*

*<https://hayward.legistar.com/Calendar.aspx>*

*The Chair will read all email comments, provided the reading will not exceed three (3) minutes consistent with the time limit for speakers at Personnel Commission meetings. Email comments will become part of the record of the Personnel Commission meeting.*

*How to provide live Public Comment during the meeting:*

*Please click the link below to join the webinar:*

*<https://hayward.zoom.us/j/95606284091?pwd=NTBnZ1F1K3crUElyTzdCN0JwZWdYZz09>*

*Webinar ID: 956 0628 4091*

*Passcode: #m6@sPc\**

*Or Dial for higher quality:*

*US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099  
or +1 301 715 8592*

*Webinar ID: 956 0628 4091*

*Passcode: 79076196*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENTS:**

*The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.*

**MINUTES**

1.     [MIN 21-077](#)     Review and Approve the March 11, 2021 Personnel Commission Meeting Minutes  
  
      **Attachments:**   [Attachment I Minutes](#)
  
2.     [MIN 21-078](#)     Review and Approve the May 6, 2021 Personnel Commission Meeting Minutes  
  
      **Attachments:**   [Attachment I Minutes](#)

**REPORTS**

City Council Liaison (Informational)

Director of Human Resources (Informational)

3.     [RPT 21-072](#)     Review the Proposed Fiscal Year 2022 Agenda Planning Calendar  
  
      **Attachments:**   [Attachment I Staff Report](#)

**ACTION ITEMS**

4.     [ACT 21-055](#)     Review the Revised Job Description for Family Counselor  
  
      **Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Revised Job Description - Redlined Version](#)  
                          [Attachment III Revised Job Description - Clean Version](#)  
                          [Attachment IV Police Department Org Chart](#)
  
5.     [ACT 21-056](#)     Review the Revised Job Description for Management Fellow  
  
      **Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Revised Job Description - Redlined Version](#)  
                          [Attachment III Revised Job Description - Clean Version](#)  
                          [Attachment IV City Manager's Office Org Chart](#)

6. [PH 21-053](#) Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2022

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II FY 2022 Salary Plan](#)  
[Attachment III FY 2022 Classification Plan](#)

**BOARD MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

**NEXT SPECIAL MEETING – July 15, 2021**

*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.*