



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Agenda Personnel Commission

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Thursday, May 9, 2019

6:00 PM

City Hall, Conference Room

4A

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### 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 19-059](#) Approval of Minutes for Regular Meeting on January 10, 2019

**Attachments:** [Attachment I Minutes](#)

### REPORTS

City Council Liaison (Information)

Director of Human Resources (Information)

Meeting Frequency (Information)

### ACTION ITEMS

2. [ACT 19-123](#) Revised Job Description for Jail Supervisor

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Revised Jail Supervisor Job Description](#)  
[Attachment III Police Department Org Chart](#)

3. [ACT 19-124](#) Revised Job Description for Community Service Officer

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Community Service Officer Job Description](#)  
[Attachment III Police Department Org Chart](#)

4. [ACT 19-125](#) Revised Job Description for Senior Customer Account Clerk

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Senior Customer Account Clerk Job Description](#)  
[Attachment III Finance Department Org Chart](#)

**RECRUITMENT DIVERSITY REPORT (ORAL REPORT)**

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

**NEXT SPECIAL MEETING – June 20, 2019**

*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.*