



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Special Meeting  
Thursday, June 21, 2018  
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:35 p.m. on Thursday, June 21, 2018, at Hayward City Hall, Conference Room 2A.

**HUMAN RESOURCES DEPARTMENT STAFF**

Nina Collins, Director of Human Resources  
 Farbod Pirouzmand, Deputy Director of Human Resources  
 Vanessa Lopez, Senior Human Resources Analyst  
 Lisette Del Pino, Human Resources Analyst II  
 Anthony Phillip, Human Resources Analyst II  
 Candi Jackson, Human Resources Administrative Assistant

**OTHERS PRESENT**

Seema Vashi, Assistant City Attorney

<b>Attendance</b>	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>		
	<b>Present 6.21.2018 Special 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>
Doris Yates	X	4	0	1	1
Elecia Garrett	O	2	2	0	2
Jose Guadamuz	X	3	1	2	0
*Rachel Lucas	X	3	1	2	0
Giancarlo Scalise	X	3	1	2	0
Allen Zargar	X	2	2	2	0

X = present    O = absent

\* Chair Person

**PUBLIC COMMENTS**

None.

## **APPROVAL OF MINUTES**

1. Approval of June 21, 2018 Meeting Minutes (Action)

(M/S/P) (Zargar/Lucas) Approved.

## **REPORTS**

### City Council Liaison (Information)

Council Member Peixoto was unable to attend.

### Director of Human Resources (Information)

Nina Collins, Director of Human Resources Department, reported that due to the number of items that need to be considered by the Commission, the Human Resources Department will schedule a regular meeting in June in the future and she thanked the members of the Commission for their flexibility with this newly added meeting.

The Director also reported that the City has wrapped up contract negotiations with Police and Fire unions (HPOA and Local 1909), Hayward Management Employees Association, and SEIU Local 1021, as well as agreements with the City Council appointment officers—City Clerk and City Attorney. Additionally, she reported that City Council has extended the City Manager’s contract agreement through November 30, 2018, to allow time to negotiate additional terms for a new five-year contract.

## **ACTION ITEMS**

2. Revised Job Description for Police Officer

Daniel Olsen, Police Lieutenant gave an overview of the requested changes to the Police Officer job specification and answered questions.

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

3. Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated June 21, 2018 – Effective June 25, 2018

Director Collins gave an overview of the revised classification and salary plan. She began with an overview of the revised classification plan, which was updated to include the title change of the Staff Fire Captain, Fire Prevention Inspector, and Apparatus Operator to include the number of hours each employee works in one week and the EMT designation.

Director Collins also provided an overview of the revised salary plan. The revised

salary plan includes the title change of the Staff Fire Captain, Fire Prevention Inspector, and Apparatus Operator; the equity adjustments of forty-five (45) classifications represented by SEIU Local 1021 Maintenance and Operations, and Clerical and Related Units; cost-of-living adjustments for classifications represented by International Association of Firefighters – Local 1909 (Local 1909), Hayward Police Officers’ Association (HPOA), Hayward Fire Officers Association (HFOA), and Hayward Police Management Unit; salary adjustments for classifications within Local 1909 and HFOA to include Emergency Medical Technician certification pay in their base pay; and salary adjustments for the Equipment Mechanic I/II classifications, represented by the SEIU Local 1021 Maintenance and Operations Unit, removing heavy equipment repair differential from their base pay.

The equity adjustments for both SEIU Local 1021 bargaining units represent the third year of a three-year period and will take effect June 11, 2018. The cost-of-living and other salary adjustments for the Police and Fire units will take effect the pay period including July 1, 2018.

(M/S/P) (Lucas/Zargar) Adopted revised classification plan.

(M/S/P) (Lucas/Scalise) Recommended salary plan for Council approval.

## **COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

### **ADJOURNMENT**

Meeting was adjourned at 5:50 p.m.

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Nina S. Collins, Director of Human Resources