



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Regular Meeting  
Thursday, September 12, 2024**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:49 p.m. on Thursday, September 12, 2024, in Conference Room 2A.

**CITY STAFF:**

Brittney Frye, Director of Human Resources  
 Ian Tecson, Deputy Director of Human Resources  
 Salina Flores, Human Resources Manager  
 Sangeetha Waltz, Deputy City Attorney II  
 Candi Jackson, Human Resources Administrative Assistant  
 Lisa Bolger, Acting Director of Information Technology  
 Dan Olsen, Police Captain  
 Michael DeOran, Communications Administrator

<b>Attendance</b>	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>		
	<b>Present 09.12.24 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	0	0	1	-	-
Denise Thompson	X	1	-	-	-
*Randy Wright	X	1	-	-	-
Jade Edwards	X	1	-	-	-
Lucy Woo	X	1	-	-	-

X = present    O = absent  
 \* Chair Person

**AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION**

Commissioner Edwards participated remotely via Zoom based on just cause provisions.

**PUBLIC COMMENTS**

No live public comments received.

## **MINUTES**

1. Review and Approve the June 13, 2024 Special Personnel Commission Meeting Minutes  
(M/S/P) Thompson/Woo – Approved – 4 AYES.

## **REPORTS**

2. Review the Proposed Agenda Planning Calendar for Fiscal Year 2025  
The Personnel Commission received the report.

## **ACTION ITEMS**

3. Review Revisions to the Job Descriptions for Crime Scene Technician and Crime Scene Specialist to a Flexibly Staffed Series: Crime Scene Specialist I/II and Adopt Revisions to the Classification Plan

Human Resources Analyst Samantha Kevorkian gave an overview of this item and answered questions, with assistance from Police Captain Dan Olsen.

(M/S/P) Wright/Woo – Approved – 4 AYES.

4. Abolish the Communications Supervisor Employment Register (Eligible List)

Human Resources Analyst Janice Cahee gave an overview of this item and answered questions, with assistance from Communications Administrator Michael DeOrian.

(M/S/P) Wright/Thompson – Approved – 4 AYES.

5. Abolish the Management Analyst I Employment Register (Eligible List)

Human Resources Analyst Janice Cahee gave an overview of this item and answered questions, with assistance from Acting Director of Information Technology Lisa Bolger.

(M/S/P) Wright/Woo – Approved – 4 AYES.

6. Review the New Classification for Principal Civil Engineer

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

(M/S/P) Thompson/Wright – Approved – 4 AYES.

7. Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2025

Human Resources Analyst Valeria Cazares presented this item and answered related questions with assistance from Human Resources Director Brittney Frye. Valeria introduced the revised Salary Plans for FY25, effective July 1, 2024, July 29, 2024, and September 23, 2024. The FY 2025 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of the four (4) negotiated and mutually agreed upon Memorandums of Understanding between the City of Hayward and 1) the International Federation of Professional and Technical Engineers, Local 21; 2) the Hayward Association of Management Employees; 3) Service Employees International Union, Local 21 – Maintenance; and 4) Service Employees International Union, Local 21 – Clerical. The Salary Plan has also been updated to reflect salary adjustments to Unrepresented (Non-Executive) classifications as well as the addition of one (1) new classification and salary adjustments to nine (9) additional classifications.

(M/S/P) Woo/Thompson – Adopt the Revised Classification Plan – Approved, 4 AYES.

(M/S/P) Thompson/Woo – Recommend to Council the Adoption of the Revised Salary Plans – Approved, 4 AYES.

**RECRUITMENT DIVERSITY REPORT**

Human Resources Manager Salina Flores presented the Recruitment Diversity Report to the Personnel Commission and answered questions.

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

City Council Liaison (Informational)

Council Member Syrop stated that there will be a BBQ and music at Hayward Memorial Park by Hayward Plunge on Sunday from 1 PM – 5 PM and invited the Commission to attend. He also mentioned that the South Hayward Market will be held on the last Sunday of the month at South Hayward BART from 12 PM – 4 PM.

Lastly, Council Member Syrop mentioned that Mexican Independence Day

Director of Human Resources (Informational)

Human Resources Director Brittney Frye stated that we've begun meeting with the PC Reform and Personnel Rules Subcommittees. She added that we will be prototyping a consent calendar at the December PC meeting, to mirror the Council's

consent calendar. The Commission's consent calendar will include job descriptions, salary and classification plans, and eligible lists. She also added that the PC Reform Subcommittee will meet again prior to the December meeting to discuss what other items would be useful to bring back to the Commission.

Director Frye also stated that the Council will confirm two (2) new commissioners to the Personnel Commission at the September 17<sup>th</sup> Council meeting. She invited the Commission to attend the Council meeting to congratulate the new commissioners.

Lastly, Director Frye mentioned the following upcoming events:

- Mexican Independence Day Festival & Car Show will be held on Saturday, September 14<sup>th</sup> from 10 AM to 5 PM on B Street and Main Street.
- Hayward Public Library will be celebrating on September 14<sup>th</sup> as well, marking their 5<sup>th</sup> anniversary. The festivities will be at the library from 9 AM to 4:15 PM.
- Hayward Executive Airport Open House will be held on Sunday, September 15<sup>th</sup> from 10 AM to 3 PM
- Trunk-or-Treat event on Saturday, October 26<sup>th</sup> at Heritage Park and C Street from 11 AM to 3 PM

Chair Wright also mentioned that the Hayward Historical Society will be hosting their Casino Night Fundraiser on Friday, September 20<sup>th</sup> at 6 PM, at the Hill and Valley Club located at 1808 B Street. He invited everyone to attend.

## **ADJOURNMENT**

Meeting was adjourned at 7:30 p.m.



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Brittney Frye  
Director of Human Resources