



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Regular Meeting  
Thursday, September 15, 2016  
Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:30 p.m. on Thursday, September 15, 2016, at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance and Roll Call.

**HUMAN RESOURCES DEPARTMENT STAFF**

Nina Collins, Director of Human Resources  
Farbod Pirouzmand, Deputy Director of Human Resources  
Vanessa Lopez, Senior Human Resources Analyst  
Kakshi Master, Human Resources Analyst II

**CITY COUNCIL**

Council Member Marvin Peixoto

**OTHERS PRESENT**

Seema Vashi, Assistant City Attorney  
Alex Ameri, Director of Utilities and Environmental Services  
David Rizk, Director of Development Services  
Todd Rullman, Director of Maintenance Services  
Doug McNeeley, Airport Manager  
Emily Young, YFSB Administrator

**REGULAR MEETINGS    SPECIAL MEETINGS**

<b>Attendance</b>	<b>Present 09.15.2016 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>
Crystal Porter *	X	1	0	0	0
Doris Yates	X	1	0	0	0
Elecia Garrett	X	1	0	0	0
V. Toni Adams	X	1	0	0	0

X = present    0 = absent

\* Chair Person

## **PUBLIC COMMENTS**

### I. City Council Liaison (Information)

Council Member Peixoto mentioned that Council resumed on Tuesday, September 13<sup>th</sup> after Council recess and that they swore in Kelly McAdoo as City Manager.

## **APPROVAL OF MINUTES**

### 1. Approval of June 9, 2016 Meeting Minutes (Action)

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

## **REPORTS/ACTION ITEMS**

### 2. Revised Job Description for Laborer

Todd Rullman, Director of Maintenance Services, provided an overview of the Laborer job specification and answered questions.

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

### 3. Revised Job Description for Landscape Maintenance Manager

Todd Rullman, Director of Maintenance Services, provided an overview of the Landscape Maintenance Manager job specification and answered questions.

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

### 4. Revised Job Description for Sweeper Equipment Operator

Todd Rullman, Director of Maintenance Services, provided an overview of the Sweeper Equipment Operator job specification and answered questions.

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

### 5. Revised Job Description for Airport Operations Specialist

Doug McNeeley, Airport Manager, provided an overview of the Airport Operations Specialist job specification and answered questions.

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

### 6. Revised Job Description for Principal Planner (20:00)

David Rizk, Director of Development Services, provided an overview of the Principal Planner job specification and answered questions.

(M/S/P) (Garrett/Porter) Approved with noted edits.

### 7. Revised Job Description for Animal Care Attendant

Farbod Pirouzmand, Deputy Director of Human Resources, provided an overview of

the Animal Care Attendant job specification and answered questions.

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

8. Revised Job Description for Family Counselor

Emily Young, YFSB Administrator, provided an overview of the Family Counselor job specification and answered questions.

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

9. Revised Job Description for Firefighter Trainee

Nina Collins, Director of Human Resources, provided an overview of the Firefighter Trainee job specification and answered questions.

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

10. Revised Job Description for Utilities Engineering Manager

Alex Ameri, Director of Utilities and Environmental Services, provided an overview of the Utilities Engineering Manager job specification and answered questions.

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

11. Revised City Classification and Salary Plan for Fiscal Year 2017– Updated September 15, 2016

Director Collins provided an overview of the revised classification and salary plan, which was updated to include the titling change of Noise Abatement Analyst to Airport Operations Specialist, and to add the new position of Utilities Engineering Manager brought before the Commission.

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

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

## **RECURRING AGENDA TOPICS/GENERAL COMMENTS**

I. Human Resources Director (Information)

Director Collins introduced our most recent hire, Kakshi Master, Human Resources Analyst II. Kakshi joins us from the City of San Jose and will be responsible for employee relations, discipline grievances, as well as some recruitment.

2. Commissioner Yates shared her experience from participating in CERT training and an interview panel for the Police Department since our last meeting. From both of these instances, she learned firsthand why we have a limited number of prospective candidates. Lack of motivation for the job, lack of research for our City, lack of job

knowledge, were to name a few. Commissioner Yates also learned that our scoring requirements for Fire and Police, is higher than other agencies in the area.

Director Collins encouraged all the Commissioners to participate in our interview panels, as opportunities arise.

3. Director Collins mentioned that she discussed with the City Manager, and the City Council agrees, that the scope of the Personnel Commission needs to be revised. On September 27<sup>th</sup>, City Council will be discussing a revised scope during a Work Session. Lastly, Director Collins mentioned this is a public meeting and Commissioners are welcome to attend.
4. Commissioner Porter mentioned that a new chair will need to be elected at the next meeting, as her term expires at the end of September.
5. 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.

#### **ADJOURNMENT**

Meeting was adjourned at 6:27 p.m.

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Nina S. Collins, Director of Human Resources