



CITY OF HAYWARD

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

Agenda Personnel Commission

Thursday, August 28, 2025

5:00 PM

**Conference Room 2A and
Virtual Platform (Zoom)**

Special Meeting

NOTICE: The Personnel Commission will hold a hybrid meeting in Conference Room 2A and virtually via Zoom.

How to submit written Public Comment:

Send an email to Human.Resources@hayward-ca.gov by 12:00pm, the day of the meeting. Emails will be compiled into one file and 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>

To provide live Public Comment during the meeting, participate in Conference Room 2A or click the link below to join the webinar:

Please click the link below to join the webinar:

<https://hayward.zoom.us/j/82810891127?pwd=8DaYdD8nrcxdoObluLAaH6s7n4CTIn.1>

Webinar ID: 828 1089 1127

Password: ZperC0828!

Or join by phone:

US: +1 669 900 6833 or +1 646 931 3860

Webinar ID: 828 1089 1127

Password: 2686158069

International numbers available: <https://hayward.zoom.us/j/kclDFidwsO>

CALL TO ORDER**PLEDGE OF ALLEGIANCE****AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION****ROLL CALL****PUBLIC COMMENTS:**

The Public Comment section provides an opportunity to address the Personnel Commission on items not listed on the agenda. The Commission 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 Commission or are within the jurisdiction of the Commission as the Commission 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.

REPORTS

1. [RPT 25-062](#) Review the Proposed 2025-2026 Fiscal Year Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

CONSENT

2. [MIN 25-086](#) Review and Approve the Minutes of the Special Meeting on March 27, 2025

Attachments: [Attachment I Minutes](#)

3. [MIN 25-087](#) Review and Approve the Minutes of the Special Meeting on May 21, 2025

Attachments: [Attachment I Minutes](#)

4. [CONS 25-345](#) Review Revisions to the Job Description for Accounting Manager and Adopt the Revised Classification into the City's Classification Plan

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Accounting Manager - Redlined version](#)
[Attachment III Revised Job Description for Accounting Manager - Clean version](#)
[Attachment IV Finance Department Org Chart](#)

5. [CONS 25-346](#) Review Revisions to the Job Description for Deputy City Clerk and Adopt the Revised Classification into the City's Classification Plan
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Revised Job Description for Deputy City Clerk - Redlined version](#)
 [Attachment III Revised Job Description for Deputy City Clerk - Clean version](#)
 [Attachment IV City Clerk's Office Org Chart](#)
6. [CONS 25-356](#) Review Revisions to the Job Description for Hazardous Materials Program Coordinator and Adopt the Revised Classification into the City's Classification Plan
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Revised Job Description - Redlined version](#)
 [Attachment III Revised Job Description - Clean version](#)
 [Attachment IV Fire Department Org Chart](#)
7. [CONS 25-360](#) Review Revisions to the Job Description for Library Operations Manager and Adopt the Revised Classification into the City's Classification Plan
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Revised Job Description for Library Operations Manager - Redlined version](#)
 [Attachment III Revised Job Description for Library Operations Manager - Clean version](#)
 [Attachment IV Library Services Department Org Chart](#)
8. [CONS 25-357](#) Review the New Job Description for Fire Plans Examiner and Adopt the New Classification to the City's Classification Plan
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II New Job Description for Fire Plans Examiner](#)
 [Attachment III Fire Department Org Chart](#)

9. [CONS 25-363](#) Review Revisions to the Job Description for Housing Development Specialist, the New Job Description for Senior Plan Checking Engineer, and Adopt both Classifications to the City's Classification Plan

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Housing Development Specialist - Redlined version](#)
[Attachment III Revised Job Description for Housing Development Specialist - Clean version](#)
[Attachment IV New Job Description for Senior Plan Checking Engineer](#)
[Attachment V Development Services Department Org Chart](#)

10. [CONS 25-358](#) Abolish the Utility Worker - Water Employment Register (Eligible List)

Attachments: [Attachment I Staff Report](#)

11. [CONS 25-359](#) Abolish the Equipment Operator Employment Register (Eligible List)

Attachments: [Attachment I Staff Report](#)

ACTION ITEMS

12. [PH 25-039](#) Recommend to City Council the Adoption of the Revised Salary Plan for Fiscal Year 2026

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Salary Plan for FY 2026](#)
[Attachment III Revised Classification Plan for FY 2026](#)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Director of Human Resources (Informational)

ADJOURNMENT

NEXT REGULAR MEETING – September 11, 2025

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.