



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Special Meeting
Thursday, June 15, 2017
Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:32 p.m. on Thursday, June 15, 2017, at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources
Farbod Pirouzmand, Deputy Director of Human Resources
Anthony Phillip, Human Resources Analyst I

OTHERS PRESENT

Alex Ameri, Director of Utilities and Environmental Services
Seema Vashi, Assistant City Attorney
Doug McNeeley, Airport Manager

| Attendance | <u>REGULAR MEETINGS</u> | | <u>SPECIAL MEETINGS</u> | | |
|-------------------|-------------------------------------------------------|----------------------------------------------------|---------------------------------------------------|----------------------------------------------------|---------------------------------------------------|
| | Present 06.15.2017 Special Meeting | Present to Date This Fiscal Yr. | Absent to Date This Fiscal Yr. | Present to Date This Fiscal Yr. | Absent to Date This Fiscal Yr. |
| Doris Yates | X | 2 | 0 | 2 | 1 |
| Elecia Garrett | X | 1 | 1 | 2 | 1 |
| V. Toni Adams | X | 1 | 1 | 1 | 2 |
| Jose Guadamuz | X | 1 | 0 | 3 | 0 |
| *Rachel Lucas | O | 1 | 0 | 2 | 1 |
| Giancarlo Scalise | X | 1 | 0 | 3 | 0 |
| Allen Zargar | X | 1 | 0 | 3 | 0 |

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of May 11, 2017 Meeting Minutes (Action)

(M/S/P) (Zargar/Yates) Approved. Adams and Garrett abstained.

REPORTS

City Council Liaison (Information)

Absent.

Director of Human Resources (Information)

Director Collins mentioned that we're currently focused on the budget process and preparing for negotiations. The next Council meeting will include discussion about the Council Appointed Officers' compensation package, followed by the citywide compensation package at the following Council meeting.

ACTION ITEMS

2. New Job Description for Airport Business Supervisor

Doug McNeeley, Airport Manager gave an overview of the Airport Business Supervisor job specification and answered questions.

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

3. Revised Job Description for Water Pollution Control Facility (WPCF) Manager

Alex Ameri, Director of Utilities and Environmental Services gave an overview of the Water Pollution Control Facility (WPCF) Manager job specification and answered questions.

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

4. Revised City Classification and Salary Plan for Fiscal Year 2018 – Updated June 15, 2017 – Effective June 26, 2017

Director Collins provided 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 addition of the Airport Business Supervisor, and the deletion of the Assistant City Engineer, Inspector, Streets Maintenance Supervisor, Landscape Maintenance Supervisor, Fleet Management Supervisor, and Facilities Maintenance Supervisor.

Lastly, Director Collins provided an overview of the revised salary plan. The revised salary plan includes the addition of the Airport Business Supervisor; the Cost of Living Adjustments (COLA) adjustments to the classifications represented by the Unrepresented Exempt and Non-Exempt, HAME, Local 21, SEIU Clerical, and SEIU Maintenance employee groups; the equity adjustments of the Deputy Director of Human Resources, Senior Human Resources Analyst, Human Resources Analyst I/II, and fifty-one (51) classifications represented by the HAME employee group; and compaction adjustments to the Fire Services Supervisor, Senior Accountant, Assistant City Engineer, Accounting Manager, and Deputy Director of Finance classifications.

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

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

RECURRING AGENDA TOPICS/GENERAL COMMENTS

1. One of the bigger projects for the Commission is the rewriting of the Personnel Rules. Director Collins stated that Deputy Director Pirouzmand has started this project with the recruitment section.

Lastly, Director Collins mentioned that a Job Fair, in partnership with the Personnel Commission, is coming soon. If not this year, then next year.

ADJOURNMENT

Meeting was adjourned at 6:08 p.m.

Nina S. Collins, Director of Human Resources