



CITY OF HAYWARD

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

Agenda Personnel Commission

Thursday, February 2, 2023

5:30 PM

Remote Participation

Special Meeting

COVID-19 Notice: Consistent with Assembly Bill 361/Gov Code 54953(e)(2)(B), the Personnel Commission meeting includes teleconference participation by all Personnel Commission members and the public.

Please note that we are now using the Zoom webinar platform to conduct the meeting and receive live public comments.

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>*

The Chair will read all email comments, provided the reading will not exceed three (3) minutes consistent with the time limit for speakers at Personnel Commission meetings. Email comments will become part of the record of the Personnel Commission meeting.

How to provide live Public Comment during the meeting:

*Please click the link below to join the webinar:
<https://hayward.zoom.us/j/85199660643?pwd=bEEranhjMnJJVWhEZfVUT2ovQzIIUT09>
Webinar ID: 851 9966 0643
Password: 1Vqc!Q2&*

*Or join by phone:
US: +1 669 900 6833 or +1 646 931 3860
Webinar ID: 851 9966 0643
Password: 14571473
International numbers available: <https://hayward.zoom.us/j/85199660643>*

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS:

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

MINUTES

1. [MIN 23-014](#) Review and Approve the December 8, 2022 Regular Personnel Commission Meeting Minutes

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Informational)

Director of Human Resources (Informational)

2. [RPT 23-009](#) Review the Proposed 2023 Fiscal Year Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

ACTION ITEMS

3. [ACT 23-007](#) Review the Revised Job Description for Sustainability Specialist; Review New Job Description for Senior Sustainability Specialist and Adopt Addition to both the Salary Plan and Classification Plan

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Sustainability Specialist - Redlined Version](#)
[Attachment III Revised Job Description for Sustainability Specialist - Clean Version](#)
[Attachment IV New Job Description for Senior Sustainability Specialist](#)
[Attachment V FY23 PWU Department Org Chart](#)

- 4. [ACT 23-008](#) Abolish the Human Resources Analyst I Employment Roster (Eligible List)
Attachments: [Attachment I Staff Report](#)

- 5. [ACT 23-009](#) Abolish the Management Analyst Employment Rosters (Eligible Lists)
Attachments: [Attachment I Staff Report](#)

- 6. [ACT 23-010](#) Abolish the Assistant/Associate Civil Engineer Employment Roster (Eligible List)
Attachments: [Attachment I Staff Report](#)

- 7. [ACT 23-011](#) Abolish the Engineering Technician Employment Roster (Eligible List)
Attachments: [Attachment I Staff Report](#)

- 8. [PH 23-005](#) Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2023
Attachments: [Attachment I Staff Report](#)
 [Attachment II FY 2023 Revised Salary Plan](#)
 [Attachment III FY 2023 Revised Classification Plan](#)

COMMISSION MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT REGULAR MEETING – March 9, 2023

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.