



CITY OF HAYWARD

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

Agenda Personnel Commission

Thursday, March 14, 2024

5:30 PM

Conference Room 2A

NOTICE: The Personnel Commission will hold a meeting in Conference Room 2A.

HOW TO OBSERVE THE MEETING:

- YouTube Live stream: <https://www.youtube.com/user/cityofhayward>

HOW TO SUBMIT WRITTEN PUBLIC COMMENT:

Send an email to Human.Resources@hayward-ca.gov by 12:00 p.m. the day of the meeting. Please identify the Agenda Item Number in the subject line of your email. Emails will be compiled into one file, distributed to the Personnel Commission and staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda. Documents received after 12:00 p.m. through the adjournment of the meeting will be included as part of the meeting record and published the following day.

HOW TO PROVIDE LIVE PUBLIC COMMENT DURING THE MEETING:

In person at City Hall, Conference Room 2A, 777 B Street, Hayward, CA 94541.

Please note: Public comment via Zoom has been suspended.

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

The Public Comments section provides an opportunity to address the Personnel Commission on items not listed on the agenda. The Personnel Commission welcomes comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Personnel Commission is prohibited by State law from discussing items not listed on the agenda, items will be taken under consideration and may be referred to staff. The Personnel Commission welcomes comments, including criticism, about the policies, procedures, programs, or services of the City, or of the acts or omissions of the Personnel Commission. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a meeting. The City is committed to maintaining a workplace free of unlawful harassment and is mindful that City staff regularly attend public meetings. Discriminatory statements or conduct that is hostile, intimidating, oppressive, or abusive – are per se disruptive to a meeting and will not be tolerated. Public comment via Zoom has been suspended

MINUTES

1. [MIN 24-028](#) Review and Approve the December 7, 2023 Special Personnel Commission Meeting Minutes

Attachments: [Attachment I Minutes](#)

REPORTS

2. [RPT 24-017](#) Review the Proposed Fiscal Year 2024 Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

ACTION ITEMS

3. [ACT 24-010](#) Abolish the Shelter Volunteer Coordinator Employment Register (Eligible List)

Attachments: [Attachment I Staff Report](#)

4. [ACT 24-017](#) Abolish the Animal Care Attendant Employment Register (Eligible List)

Attachments: [Attachment I Staff Report](#)

5. [ACT 24-020](#) Review the Revised Job Description for Laborer

Attachments: [Attachment I Staff Report](#)
 [Attachment II Revised Job Description for Laborer - Redlined](#)
 [Attachment III Revised Job Description for Laborer - Clean](#)
 [Attachment IV FY24 Public Works and Utilities Dept Org Chart](#)

6. [ACT 24-021](#) Review the Revised Job Descriptions for Utility Worker - Water and Utility Leader - Water

Attachments:

- [Attachment I Staff Report](#)
- [Attachment II Revised Job Description for Utility Worker - Water - Redlined](#)
- [Attachment III Revised Job Description for Utility Worker - Water - Clean](#)
- [Attachment IV Revised Job Description for Utility Leader - Water - Redlined](#)
- [Attachment V Revised Job Description for Utility Leader - Water - Clean](#)
- [Attachment VI FY24 Public Works and Utilities Dept Org Chart](#)

7. [ACT 24-019](#) Review Revisions to the Job Descriptions for Public Works and Utilities Including Seven (7) Classification Revisions with Six (6) Classification Retitles and Four (4) New Classifications

Attachments:

[Attachment I Staff Report](#)
[Attachment II Revised Job Description for Laboratory Manager - Redlined](#)
[Attachment III Revised Job Description for Laboratory Manager - Clean](#)
[Attachment IV Revised Job Description for Utilities Field Svcs Manager - Redlined](#)
[Attachment V Revised Job Description for Utilities Field Svcs Manager - Clean](#)
[Attachment VI Revised Job Description for Wastewater Collections System Manager - Redlined](#)
[Attachment VII Revised Job Description for Wastewater Collections System Manager - Clean](#)
[Attachment VIII Revised Job Description for WPCF Maintenance Manager - Redlined](#)
[Attachment IX Revised Job Description for WPCF Maintenance Manager - Clean](#)
[Attachment X Revised Job Description for WPCF Operations Manager - Redlined](#)
[Attachment XI Revised Job Description for WPCF Operations Manager - Clean](#)
[Attachment XII Revised Job Description for Utilities Electrical and Mechanical Ops and Maint Manager - Redlined](#)
[Attachment XIII Revised Job Description for Utilities Electrical and Mechanical Ops and Maint Manager - Clean](#)
[Attachment XIV Revised Job Description for Development Review Specialist - Redlined](#)
[Attachment XV Revised Job Description for Development Review Specialist - Clean](#)
[Attachment XVI New Job Description for Senior Development Review Specialist](#)
[Attachment XVII New Job Description for Water Resources Planner](#)
[Attachment XVIII New Job Description for Principal Transportation Engineer](#)
[Attachment XIX New Job Description for Principal Utilities Engineer](#)
[Attachment XX FY24 Public Works and Utilities Org Chart](#)

8. [ACT 24-022](#) Review and Approve the Proposed Mission Statement

Attachments: [Attachment I Staff Report](#)

9. [PH 24-013](#) Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2024

Attachments: [Attachment I Staff Report](#)
[Attachment II FY24 Revised Salary Plan](#)
[Attachment III FY24 Revised Classification Plan](#)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Director of Human Resources (Informational)

ADJOURNMENT

NEXT REGULAR MEETING – June 13, 2024

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.