



CITY OF HAYWARD

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

Agenda Personnel Commission

Thursday, June 13, 2024

5:30 PM

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

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 copy and paste the link below in your web browser to join the webinar online:

[https://hayward.zoom.us/j/86034867264?
pwd=ruM3EiVQEquhI9ff5ZoTR_Bxy-HEyVtn.AlfMjfbGqgMFFMA2](https://hayward.zoom.us/j/86034867264?pwd=ruM3EiVQEquhI9ff5ZoTR_Bxy-HEyVtn.AlfMjfbGqgMFFMA2)

Webinar ID: 860 3486 7264

Password: PerC613\$

Or join by phone:

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

Webinar ID: 860 3486 7264

Password: 75574634

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 City or are within the jurisdiction of the City 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.

MINUTES

1. [MIN 24-068](#) Review and Approve the March 14, 2024 Regular Personnel Commission Meeting Minutes

Attachments: [Attachment I Minutes](#)

REPORTS

2. [RPT 24-053](#) Review the Proposed Fiscal Year 2025 Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

ACTION ITEMS

3. [ACT 24-041](#) Review and Approve the Revised Job Description for Real Property Manager and Adopt Changes to the Classification Plan

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Real Property Manager - Redlined](#)
[Attachment III Revised Job Description for Real Property Manager - Clean](#)
[Attachment IV City Manager's Office Org Chart](#)

4. [ACT 24-042](#) Review and Approve the New Job Descriptions for Facilities Maintenance Supervisor and Fleet Maintenance Supervisor and Adopt the Additions to the Classification Plan

Attachments: [Attachment I Staff Report](#)
[Attachment II New Job Description for Facilities Maintenance Supervisor](#)
[Attachment III New Job Description for Fleet Maintenance Supervisor](#)
[Attachment IV Maintenance Services Department Org Chart](#)

5. [ACT 24-043](#) Review and Approve the Revised Job Description for Accounting Manager

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

6. [ACT 24-044](#) Review and Approve the Revised Job Description for Neighborhood Partnership Manager and Adopt Changes to the Classification Plan

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Neighborhood Partnership Manager - Redlined](#)
[Attachment III Revised Job Description for Neighborhood Partnership Manager - Clean](#)
[Attachment IV City Manager's Office Org Chart](#)

7. [PH 24-026](#) Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2025

Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Salary Plan for FY 2025](#)
[Attachment III Revised Classification Plan for FY 2025](#)

STAFF AND HIRING DEMOGRAPHICS REPORT (ORAL REPORT)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Director of Human Resources (Informational)

ADJOURNMENT

NEXT REGULAR MEETING – September 12, 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.