



# CITY OF HAYWARD

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

## Agenda Personnel Commission

---

Thursday, March 16, 2017

5:30 PM

City Hall, Conference Room  
2A

---

### Special Meeting

### REVISED AGENDA

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### 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.*

#### APPROVAL OF MINUTES

1. [MIN 17-029](#) Approval of Minutes for Special Meeting of January 19, 2017

**Attachments:** [Minutes](#)

#### REPORTS

Welcome by City Manager (Information)

City Council Liaison (Information)

Director of Human Resources (Information)

#### ACTION ITEMS

- 2.     [ACT 17-013](#)     Revised Job Description for Assistant/Associate Planner  
**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Assistant Associate Planner Job Description](#)  
                          [Attachment III Development Services Org Chart](#)
  
- 3.     [ACT 17-015](#)     Revised Job Description for Groundskeeper III  
**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Groundskeeper III Job Description](#)  
                          [Attachment III Maintenance Services Org Chart](#)
  
- 4.     [ACT 17-016](#)     Revised Job Description for Graphics and Media Relations  
                          Technician  
**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Job Description](#)  
                          [Attachment III CMO Organizational Chart](#)
  
- 5.     [ACT 17-017](#)     Revised Job Description for Program Assistant and New Job  
                          Description for Lead Program Assistant  
**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Program Assistant Job Description](#)  
                          [Attachment III Lead Program Assistant Job Description](#)  
                          [Attachment IV Library and Community Svcs Org Chart](#)
  
- 6.     [ACT 17-014](#)     Revised City Classification and Salary Plan for Fiscal Year 2017  
                          - Updated March 16, 2017  
**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II FY 2017 Class Plan](#)  
                          [Attachment III FY 2017 Classified Salary Plan](#)

**REPORTS (CONTINUED)**

Recruitment Diversity Report (Oral Report)

**RECURRING AGENDA TOPICS/GENERAL COMMENTS**

**ADJOURNMENT**

**NEXT MEETING – MAY 11, 2017**

*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.*