



CITY OF HAYWARD

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

Agenda Personnel Commission

Thursday, May 11, 2017

5:30 PM

City Hall, Conference Room
2A

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 17-067](#) Approval of Minutes for Special Meeting March 16, 2017

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Information)

Director of Human Resources (Information)

Election of Chair and Vice Chair (Vote)

ACTION ITEMS

2. [ACT 17-031](#) New Job Description for Lead Program Assistant

Attachments: [Attachment I Staff Report](#)
[Attachment II Lead Program Assistant Job Description](#)
[Attachment III Library & Community Services Organizational Chart](#)

3. [ACT 17-032](#) Revised Job Description for Groundskeeper II
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Groundskeeper II Job Description](#)
 [Attachment III Maintenance Services Org Chart](#)
4. [ACT 17-034](#) Revised Job Description for Senior Equipment Mechanic
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Senior Equipment Mechanic Job Description](#)
 [Attachment III Maintenance Services Org Chart](#)
5. [ACT 17-035](#) New Job Description for Supervising Permit Technician
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Supervising Permit Tech Job Description](#)
 [Attachment III Development Services Org Chart](#)
6. [ACT 17-036](#) Revised Job Description for Paralegal
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Paralegal Job Description](#)
 [Attachment III City Attorney's Office Org Chart](#)
7. [ACT 17-038](#) Revised Job Description for Sustainability Specialist
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Sustainability Specialist Job Description](#)
 [Attachment III Utilities & Environmental Services Org Chart](#)
8. [ACT 17-039](#) Revised City Classification and Salary Plan for Fiscal Year 2017
 – Updated May 11, 2017 – Effective June 12, 2017
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II FY 2017 Salary Plan](#)
 [Attachment III Salary Survey Data](#)
 [Attachment IV FY 2017 Class Plan](#)

REPORTS (CONTINUED)

Recruitment Diversity Report (Oral Report)

RECURRING AGENDA TOPICS/GENERAL COMMENTS**ADJOURNMENT****NEXT SPECIAL MEETING – JUNE 15, 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.