



# CITY OF HAYWARD

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

## Agenda Personnel Commission

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Thursday, November 8, 2018

5:30 PM

City Hall, Conference Room  
2A

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### 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.*

### MINUTES

1. [MIN 18-141](#) Approval of Minutes for Regular Meeting on July 12, 2018

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

2. [MIN 18-142](#) Approval of Minutes for Regular Meeting on September 20, 2018

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

### REPORTS

City Council Liaison (Information)

Director of Human Resources (Information)

Election of Vice Chair (Vote)

### ACTION ITEMS

3.     [ACT 18-069](#)     Revised Job Description for Lead Program Assistant

**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Lead Program Assistant Job Description](#)  
                          [Attachment III Police Department Org Chart](#)

4.     [ACT 18-072](#)     Revised Job Description for Supervising Building Inspector

**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Supervising Building Inspector Job Description](#)  
                          [Attachment III Development Services Org Chart](#)

#### **RECRUITMENT DIVERSITY REPORT (ORAL REPORT)**

#### **COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

#### **ADJOURNMENT**

#### **NEXT MEETING – January 10, 2019**

*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.*