

CITY OF HAYWARD

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



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Thursday, September 12, 2019

5:30 PM

City Hall, Conference Room 2A

Personnel Commission

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 19-097](#) Approval of Minutes for Special Meeting on June 20, 2019

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Information)

Director of Human Resources (Information)

ACTION ITEMS

2. [ACT 19-153](#) New Job Description for Associate Landscape Architect &
Revised Job Description for Landscape Architect

Attachments: [Attachment I Staff Report](#)
[Attachment II Associate Landscape Architect Job Description](#)
[Attachment III Landscape Architect Job Description](#)
[Attachment IV Development Services Dept Org Chart](#)

3. [ACT 19-158](#) Revised Job Description for Librarian II

Attachments: [Attachment I Staff Report](#)
[Attachment II Librarian II Job Description](#)
[Attachment III Library Department Org Chart](#)

4. [ACT 19-167](#) New Job Description for Personnel Operations Specialist
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Personnel Operations Specialist Job Description](#)
 [Attachment III Police Department Org Chart](#)
5. [ACT 19-177](#) New Job Description for Senior Paralegal
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Senior Paralegal Job Description](#)
 [Attachment III City Attorney's Office Org Chart](#)
6. [ACT 19-178](#) New Job Description for Senior Assistant City Attorney
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Senior Assistant City Attorney Job Description](#)
 [Attachment III City Attorney's Office Org Chart](#)
7. [ACT 19-181](#) Revised City Classification and Salary Plan for Fiscal Year 2020
 - Updated September 12, 2019 - Effective September 30, 2019
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II FY 2020 Salary Plan](#)
 [Attachment III FY 2020 Classification Plan](#)

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS****ADJOURNMENT****NEXT REGULAR MEETING – December 12, 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.