

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, January 27, 2022

5:30 PM

Remote Participation

Personnel Commission

COVID-19 Notice: Consistent with State of California Executive Order No. 29-20, dated March 17, 2020 and Alameda County Health Order No. 20-10 dated April 20, 2020, the Personnel Commission will be participating in public meetings via phone/video conferencing.

Please note that we are now using the Zoom webinar platform to conduct the meeting and receive live public comments.

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>*

The Chair will read all email comments, provided the reading will not exceed three (3) minutes consistent with the time limit for speakers at Personnel Commission meetings. Email comments will become part of the record of the Personnel Commission meeting.

How to provide live Public Comment during the meeting:

Please click the link below to join the webinar:

<https://hayward.zoom.us/j/89705769931?pwd=d2ZLYjdHalJyWlZmdWswMFZYelNZZz09>

Webinar ID: 897 0576 9931

Passcode: x=SpcPc1

Or Dial (for higher quality, dial a number based on your current location):

*US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592
or +1 312 626 6799 or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)
or 833 548 0276 (Toll Free)*

Webinar ID: 897 0576 9931

Passcode: 55675057

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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 22-006](#) Review and Approve the September 23, 2021 Special Personnel Commission Meeting Minutes

Attachments: [Attachment I Minutes](#)

2. [MIN 22-010](#) Review and Approve the October 14, 2021 Special Personnel Commission Meeting Minutes

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Informational)

Director of Human Resources (Informational)

3. [RPT 22-011](#) Review and Approve the Proposed Fiscal Year 2022 Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

ACTION ITEMS

4. [ACT 22-005](#) Review the Revised Job Description for Landscape Maintenance Manager

Attachments: [Attachment I Staff Report](#)
[Attachment II Landscape Maintenance Manager Job Description - Redlined Version](#)
[Attachment III Landscape Maintenance Manager Job Description - Clean Version](#)
[Attachment IV Maintenance Services Department Org Chart](#)

5. [ACT 22-006](#) Review the Revised Job Description for Landscape Maintenance Supervisor
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Landscape Maintenance Supervisor Job Description - redline copy](#)
 [Attachment III Landscape Maintenance Supervisor Job Description - clean copy](#)
 [Attachment IV Maintenance Services Department Organizational Chart](#)
6. [ACT 22-007](#) Review the Revised Job Description for Streets Maintenance Supervisor
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Streets Maintenance Supervisor Job Description - Redlined Version](#)
 [Attachment III Streets Maintenance Supervisor Job Description - Clean Version](#)
 [Attachment IV Maintenance Services Department Org Chart](#)
7. [ACT 22-010](#) Review and Approve the Revised Job Description for Real Property Manager
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Real Property Manager Job Description - Redlined](#)
 [Attachment III Real Property Manager Job Description - Clean](#)
 [Attachment IV FY22 Public Works & Utilities Dept Org Chart](#)
8. [ACT 22-011](#) Review and Approve the Revised Job Description for Engineering Technician
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Engineering Technician Job Description - Redlined Version](#)
 [Attachment III Engineering Technician Job Description - Clean Version](#)
 [Attachment IV FY22 Public Works & Utilities Dept Org Chart](#)

9. [PH 22-000](#) Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2022

Attachments: [Attachment I Staff Report](#)
 [Attachment II FY 2022 Salary Plan](#)
 [Attachment III FY 2022 Classification Plan](#)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT REGULAR MEETING – March 10, 2022

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.