



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Special Meeting
Thursday, October 29, 2020
Zoom Meeting (Virtual)**

A special meeting of the City of Hayward Personnel Commission was called to order virtually at 5:30 p.m. on Thursday, October 29, 2020, on a Zoom Conference Call.

CITY STAFF:

Maria Hurtado, Assistant City Manager/Interim Director of Human Resources
Alex Ameri, Director of Public Works and Utilities
Mark McGrath, Wastewater Collection Systems Supervisor
Bernie Cunha, Jail Administrator
Adam Perez, Records Administrator

Lisette Del Pino, Human Resources Analyst II
Anthony Phillip, Human Resources Analyst II
Janice Cahee, Human Resources Analyst I
Seema Vashi, Assistant City Attorney
Candi Jackson, Human Resources Administrative Assistant

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 10.29.2020 Regular Meeting	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Erika Cortez	X	-	-	1	0
*Nicolia Gooding	O	-	-	0	1
Zheefong He	X	-	-	1	0
Robert Gaumer	X	-	-	1	0
Denise Thompson	X	-	-	1	0
Randy Wright	X	-	-	1	0
Rachel Zargar	X	-	-	1	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of June 11, 2020 Meeting Minutes (Action)

(M/S/P) (Wright/Thompson) Approved – 5 AYES, 1 ABSTAINED

REPORTS

City Council Liaison (Information)

Council Member Mark Salinas mentioned that we've been sheltered in place for 62% of this year. He added that the City continues to focus on COVID testing and providing rent relief to the community. The City's COVID testing site continues to test a significant amount of the Alameda County residents. He commended our Fire Chief and Fire Department in securing the COVID testing site (first in the County) and procuring an efficient testing laboratory.

Council Member Salinas also reported that the Census wrapped up on October 15. He added that we surpassed the 50% mark (around 57%), which was higher than what it was during the summer.

Lastly, Council Member Salinas reminded everyone that Tuesday is Election Day, and encouraged everyone to vote. He added that the Alameda County Registrar of Voters mailed ballots to all registered voters in the Alameda County, and about 77,000 ballots are in Hayward alone.

Interim Director of Human Resources (Information)

Assistant City Manager/Interim Director of Human Resources Maria Hurtado provided an update on the Groundskeeper II/III job description that was approved by the Personnel Commission back in March. She reminded the Personnel Commission that they had recommended the word "heavy" be removed to describe the physical labor, as it may deter female applicants from applying. She reported that HR staff met with the union on this recommendation and they agreed to replace the word "heavy" with "substantial". Therefore, the line now reads "performs substantial physical labor."

Assistant City Manager/Interim Director of Human Resources Hurtado also shared that Peckham & McKenney has been selected to conduct the Human Resources Director recruitment. She advised the Commission that the application deadline is January 4th with a possible appointment in March.

Lastly, she informed the Personnel Commission of her retirement in December and that she is excited to spend time with her family. She thanked the Personnel Commission for their service and wished them well in the future.

2. Receive the Proposed 2021 Calendar Year Agenda Planning Calendar

Commissioner Wright asked why the FY21 Salary and Classification Plan item was on the March 2021 calendar again.

Human Resources Analyst Anthony Phillip answered that the Salary Plan is brought to the Commission throughout the year. Generally, it is brought at the middle of the fiscal year or at the end of the year based on contract language. However, if there is a new position or an adjustment to a position's salary, the salary and classification plan will be brought back to the Personnel Commission before the City Council approves.

Commissioner Zargar asked what the factors are for considering salaries, what the role of the Personnel Commission is, and if there's a target benchmark.

Human Resources Analyst Phillip answered that Hayward's ideal goal is to bring classifications to mid-market, when comparing to neighboring cities and will speak more to this during the Salary and Classification Plan item later in the agenda. He added that it is the Commission's role to make sure that staff has gone through checks and balances, as well as meeting union obligations. Lastly, he added that the salary plan is reviewed and approved by our Finance Department prior to the Personnel Commission's recommendation to Council for approval.

ACTION ITEMS

3. Adopt a Resolution Setting the Appeal Hearing Date to December 10, 2020

Assistant City Manager/Interim Director of Human Resources Hurtado pulled this agenda item, as it is no longer needed.

4. Review the Revised Job Description for Property and Evidence Technician

Adam Perez, Records Administrator gave an overview of the Property and Evidence Technician job specification and answered questions.

(M/S/P) (Wright/Zargar) Approved with edits – 6 AYES

Commissioner Wright asked why this specification is required to lift up to 50 pounds, when the Police Officer specification shows a requirement of 45 pounds.

Records Administrator Perez answered with examples of when Police Officers will call Property and Evidence Technicians to take custody of various items.

Commissioner Zargar asked why the supervision language was removed.

Records Administrator Perez answered that the supervision language was removed

because it was duplicated throughout the Property and Evidence series, from the Technician to the Administrator.

Commissioner Gaumer stated that the last sentence under the Definition section ends with “industry requirements”, and if it should be changed to “industry standards”.

Human Resources Analyst Lisette Del Pino answered that staff will change it to “industry standards”.

Commissioner He asked if moving “including the storage and disposal of hazardous and biological materials” from the Experience and Education section to the Special Requirements section means that it is a requirement or if the person would be trained to do this after being hired.

Human Resources Analyst Lisette Del Pino answered that it was moved to the Special Requirements section because it’s an essential function of the job. Other items that are usually housed in this section include ADA requirements, nuances of the job, confined spaces, etc.

5. Review the Revised Job Description for Crime Scene Technician

Bernie Cunha, Jail Administrator gave an overview of the Crime Scene Technician job specification and answered questions.

(M/S/P) (Wright/Zargar) Approved with edits – 6 AYES

Commissioner Wright asked if verbiage can be added under the Essential Duties section that duties may be performed under emergency or stressful situations.

Jail Administrator Cunha answered that he is not opposed to adding that language to the specification, but defers to Human Resources staff.

Human Resources Analyst Lisette Del Pino agreed that it is appropriate to add this language. She asked that if the Commission approves this specification, she will craft language to that effect, present it to the union, and report back that the changes were made. However, if there are any concerns from the union, this specification will be brought back to the Commission.

Commissioner Wright agreed.

Commissioner Zargar asked if the required POST certified Basic Field Technician certificate delve into handling stressful situations.

Jail Administrator Cunha answered that the course does deal with stress in general. He also added that the Police Department offers other options to all its employees,

which include trainings, peer counseling, and EAP through Human Resources.

Human Resources Analyst Lisette Del Pino added that a job audit was recently conducted of the current incumbents. During the study, the incumbents demonstrated that they are performing higher professional level forensic duties. Therefore, the goal is to create the Crime Scene Technician series, with this specification as the entry technical level and ideally, bring the new classification for the professional level for the current incumbents to the next meeting.

6. Review the Revised Job Description for Utility Leader - Sewer

Mark McGrath, Wastewater Collection Systems Supervisor gave an overview of the Utility Leader - Sewer job specification and answered questions.

(M/S/P) (Wright/Zargar) Approved with edits – 6 AYES

Human Resources Analyst Janice Cahee added that under Supervision Exercised “water maintenance or” will be omitted.

Public Work and Utilities Director Alex Ameri mentioned that a Class B Driver’s License is a requirement of this position. However, the wording is such that it can be interpreted that either a Class B or Class A Driver’s License may be required. He asked that staff change the language to reflect the requirement of the Class B Driver’s License with a tanker endorsement, and that a Class A may be required.

Human Resources Analyst Janice Cahee answered that with the Personnel Commission’s approval, she will craft the requested language, present it to the union for their approval, and report back to the Personnel Commission.

Commissioner Wright agreed.

Commissioner Zargar asked if an applicant was not able to smell, would they not be qualified for this position.

Wastewater Collection Systems Supervisor McGrath answered no they would not be disqualified. He added that the odor is simply the early indication that something is wrong in the area.

7. Review the Revised Job Description for Water Meter Mechanic

Alex Ameri, Director of Public Works and Utilities gave an overview of the Water Meter Mechanic job specification.

(M/S/P) (Zargar/Wright) Approved – 6 AYES

8. Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2021

Anthony Phillip, Human Resources Analyst II gave an overview of the revised Salary Plan. The revised Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of the Council approved contracts between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit (SEIU), International Federation of Professional and Technical Engineers (Local 21), Hayward Association of Management Employees (HAME); and the revised terms of the Salary and Benefits Resolution for Unrepresented Executives, Management, City Manager, Human Resources, and City Attorney Employees. The salary plan has also been updated to reflect a title change to Property Technician.

Commissioner Wright asked if this has been incorporated into the City's revised budget.

Human Resources Analyst Phillip answered yes for the equity adjustments and cost-of-living increases, but no for the compaction adjustments. However, Finance is aware and will make the necessary adjustments at mid-year for FY21.

(M/S/P) (Wright/Thompson) Approve Classification Plan – Approved
5 AYES, 1 ABSTAINED (Zargar)

(M/S/P) (Gaumer/Thompson) Recommended to Council for Approval –Disapproved
3 AYES, 1 NO, 2 ABSTAINED (Cortez, Zargar)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:54 p.m.



Dustin Claussen, Director of Finance/
Interim Director of Human Resources