



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Special Meeting
Thursday, January 27, 2022
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, January 27, 2022, via a Zoom conference call.

CITY STAFF:

Jana Sangy, Director of Human Resources
 Janice Cahee, Human Resources Analyst I
 Kakshi Master, Senior Human Resources Analyst
 Vanessa Lopez, Senior Human Resources Analyst
 Candi Jackson, Human Resources Administrative Assistant
 Vadim Sidelnikov, Deputy City Attorney
 Alex Ameri, Director of Public Works & Utilities
 Todd Rullman, Director of Maintenance Services

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 1.27.22 Special 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	-	-	4	0
*Nicolia Gooding	X	-	-	3	1
Zheefong He	X	-	-	4	0
Robert Gaumer	X	-	-	4	0
Denise Thompson	X	-	-	4	0
Randy Wright	X	-	-	3	1
Rachel Zargar	O	-	-	3	1

X = present O = absent

* Chair Person

PUBLIC COMMENTS

Human Resources Administrative Assistant Candi Jackson read the following public comments received via email from Cordell Hindler on January 24, 2022:

Mr. Hindler suggested for a future agenda, that the Commission should consider having an in-person retreat to go over the expectations for 2022. He is also interested in hearing the discussion on diversity.

MINUTES

1. Review and Approve the September 23, 2021 Special Personnel Commission Meeting Minutes (ACTION)

(M/S/P) (Wright/Zargar) Approved – 5 AYES

2. Review and Approve the October 14, 2021 Special Personnel Commission Meeting Minutes (Action)

(M/S/P) (Gaumer/Zargar) Approved – 5 AYES

REPORTS

City Council Liaison (Information)

Council Member Mark Salinas didn't have much to report, but he invited the Commission to attend the Council's yearly retreat this Saturday online from 9am to 3pm.

Director of Human Resources (Information)

Director of Human Resources Jana Sangy stated that the City has reached agreements with SEIU and HAME, and that both agreements have been approved by Council on January 18th.

Director Sangy also provided a few personnel updates. She stated that Senior Human Resources Analyst Vanessa Lopez will be on leave for a few months, that Kakshi Master will be Acting Deputy Director of Human Resources, and that Human Resources Analyst Lisette Del Pino will be departing the City on February 11th.

Lastly, Director Sangy stated that we continue to navigate through the COVID-19 pandemic.

3. Review and Approve the Proposed Fiscal Year 2022 Agenda Planning Calendar

Report received by the Personnel Commission without comments.

ACTION ITEMS

4. Review the Revised Job Description for Landscape Maintenance Manager

Senior Human Resources Analyst Vanessa Lopez and Director Todd Rullman gave an overview of this item and answered questions.

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

5. Review the Revised Job Description for Landscape Maintenance Supervisor

Senior Human Resources Analyst Vanessa Lopez and Director Todd Rullman gave an overview of this item and answered questions.

(M/S/P) (Gaumer/Zargar) Approved with edits. 6 AYES.

Commissioner Wright suggested changing the term “...dealing with...” to “...interacting with...”.

Commissioner Zargar echoed this suggestion and also suggested “in regards to...” as a replacement for “...dealing with...”.

Director Rullman acknowledged this suggestion.

Commissioner Wright asked if we can be more descriptive on “occupational hazards”.

Director Sangy recommended to change the language to “...including, but not limited to...” and give a few examples of occupational hazards.

The Commission requested this change regarding the occupational hazards be applied to the Landscape Maintenance Manager position as well.

6. Review the Revised Job Description for Streets Maintenance Supervisor

Senior Human Resources Analyst Vanessa Lopez and Director Todd Rullman gave an overview of this item and answered questions.

(M/S/P) (Gaumer/Wright) Approved with edit. 6 AYES.

Director Rullman added that staff will replace “...dealing with...” as mentioned in the Landscape Maintenance Supervisor job description.

7. Review the Revised Job Description for Real Property Manager

Human Resources Analyst Janice Cahee and Director Alex Ameri gave an overview of this item and answered questions.

(M/S/P) (Zargar/Gaumer) Approved with edits. 6 AYES.

Commissioner Wright recommends changing “...conducting property sales...” to “...recommending property sales...” under Essential Duties.

Director Ameri accepted this recommendation to the job specification.

8. Review the Revised Job Description for Engineering Technician

This item was pulled from the agenda.

9. Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2022

Director Sangy introduced the revised salary plan for FY22, which reflects salary adjustments to the classifications in the City's classified service as a result of a negotiated and approved Memorandum of Understanding between the City of Hayward and the Hayward Association of Management Employees ("HAME"). The Salary Plan has also been updated to reflect the addition of the Streets and Landscape Maintenance Supervisor positions and salary adjustments to three additional classifications.

(M/S/P) (Wright/Gaumer) Adopt the Revised Classification Plan – Approved,
6 AYES.

(M/S/P) (Wright/Zargar) Recommended to Council for Approval – Approved,
6 AYES.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:53 p.m.



Jana Sangy, Director of Human Resources