

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Thursday, November 8, 2018**

**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 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.*



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** MIN 18-141

---

**DATE:** November 8, 2018

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Approval of Minutes for Regular Meeting on July 12, 2018

**RECOMMENDATION**

That the Personnel Commission reviews and approves the meeting minutes from the regular meeting held on July 12, 2018.

**ATTACHMENTS**

Attachment I          Minutes



CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Regular Meeting  
Thursday, July 12, 2018  
Conference Room 4A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:33 p.m. on Thursday, July 12, 2018, at Hayward City Hall, Conference Room 4A.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources  
Farbod Pirouzmand, Deputy Director of Human Resources  
Vanessa Lopez, Senior Human Resources Analyst  
Anthony Phillip, Human Resources Analyst II  
Candi Jackson, Human Resources Administrative Assistant

OTHERS PRESENT

Marvin Peixoto, Council Member  
Seema Vashi, Assistant City Attorney  
Garrett Contreras, Fire Chief  
Jan Lee, Water Resources Manager  
Alexandrea Sepulveda, Supervising Permit Technician

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 7.12.2018 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.
Doris Yates	O	0	0	0	0
Elecia Garrett	O	0	0	0	0
Jose Guadamuz	X	1	0	0	0
*Rachel Lucas	X	1	0	0	0
Giancarlo Scalise	X	1	0	0	0
Allen Zargar	X	1	0	0	0

X = present    O = absent

\* Chair Person

PUBLIC COMMENTS

None.

## APPROVAL OF MINUTES

### 1. Approval of June 21, 2018 Meeting Minutes (Action)

(M/S/P) (Zargar/Lucas) Approved.

## REPORTS

### City Council Liaison (Information)

Council Member Peixoto reported out that on Saturday, July 14<sup>th</sup>, the City will say farewell to the old Library. At the site of the old library the City will build a park. Council Member Peixoto also mentioned that the at the last City Council meeting the park developer made a presentation regarding the design of the new park. The new library will be opening in the fall.

Council Member Peixoto also reported that Council recently approved a number of cultivators, distributors, and manufacturers for cannabis. Currently, there are three (3) dispensary locations in the Downtown area pending further approval.

Lastly, Council Member Peixoto reported on future development projects for the City, including affordable housing in Lincoln Landing, South Hayward, and Green Shutter, which include 41-studio and one bedroom apartments.

### Director of Human Resources (Information)

Director Collins reported Library Services Director Sean Reinhart has resigned, and the City has hired an interim director. Jane Light has many years of experience in library administration and opening new libraries. A recruitment for Director of Library Services will be underway as soon as possible. She also reported that the City Manager recently hired a Development Services Director, Laura Simpson who began her tenure at the City on July 9<sup>th</sup>.

Director Collins also stated that the City is continuing labor negotiations with IFPTE, Local 21.

Lastly, Director Collins stated that Human Resources will be hosting its annual Health and Wellness Fair for the City's employees on Wednesday, August 29<sup>th</sup> and invited the Personnel Commissioners to attend, if they are available.

## ACTION ITEMS

### 2. Revised Job Description for Fire Captain

Garrett Contreras, Fire Chief gave an overview of the Fire Captain job specifications and answered questions.

(M/S/P) (Lucas/Scalise) Approved.

3. Revised Job Description for Senior Fire Technician

Garrett Contreras, Fire Chief gave an overview of the Senior Fire Technician job specifications and answered questions.

(M/S/P) (Zargar/Lucas) Approved.

4. Revised Job Description for Legal Secretary I/II

Nina Collins, Director of Human Resources gave an overview of the Legal Secretary I/II job specification and answered questions.

(M/S/P) (Scalise/Lucas) Approved.

5. Revised Job Description for Permit Technician I/II

Alexandrea Sepulveda, Supervising Permit Technician gave an overview of the Permit Technician I/II job specifications and answered questions.

(M/S/P) (Scalise/Lucas) Approved.

6. Revised Job Description for Senior Permit Technician

Alexandrea Sepulveda, Supervising Permit Technician gave an overview of the Senior Permit Technician job specifications and answered questions.

(M/S/P) (Lucas/Scalise) Approved.

7. Revised Job Description for Senior Water Resources Engineer

Jan Lee, Water Resources Manager gave an overview of the Senior Water Resources Engineer job specifications and answered questions.

(M/S/P) (Lucas/Scalise) Approved.

8. Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated July 12, 2018 – Effective July 23, 2018

Nina Collins, Director of Human Resources gave an overview of the revised Classification and Salary Plan. She began with an overview of the revised Classification Plan, which was updated to include the additions of Senior Fire Technician and Senior Water Resources Engineer.

Lastly, Director Collins provided an overview of the revised Salary Plan. The revised

Salary Plan includes the additions of Senior Fire Technician and Senior Water Resources Engineer, and the salary equity adjustment for Network Systems Specialist.

(M/S/P) (Zargar/Lucas) Adopted revised Classification Plan.

(M/S/P) (Zargar/Lucas) Recommended Salary Plan for Council approval.

#### RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

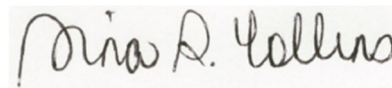
Deputy Director Pirouzmand provided a diversity report on recruitments completed since our last meeting on June 21, 2018. The report provided details for the following fourteen (14) recruitments:

- Airport Operations Specialist
- Animal Care Attendant
- Assistant/Associate Civil Engineer
- Code Enforcement Inspector
- Fire Marshall
- Information Technology Manager
- Lead Program Assistant
- Management Analyst I/II
- Permit Technician I/II
- Police Officer (Lateral)
- Senior Permit Technician
- Senior Transportation Engineer
- Utilities Maintenance Mechanic
- WPCF Operations Supervisor

#### COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

#### ADJOURNMENT

Meeting was adjourned at 6:50 p.m.



---

Nina S. Collins, Director of Human Resources





# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** MIN 18-142

---

**DATE:** November 8, 2018

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Approval of Minutes for Regular Meeting on September 20, 2018

**RECOMMENDATION**

That the Personnel Commission reviews and approves the meeting minutes from the regular meeting held on September 20, 2018.

**ATTACHMENTS**

Attachment I          Minutes



CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Regular Meeting  
Thursday, September 20, 2018  
Conference Room 4A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:06 p.m. on Thursday, September 20, 2018, at Hayward City Hall, Conference Room 4A.

**HUMAN RESOURCES DEPARTMENT STAFF**

Nina Collins, Director of Human Resources  
Vanessa Lopez, Senior Human Resources Analyst  
Anthony Phillip, Human Resources Analyst II  
Lisette Del Pino, Human Resources Analyst II  
Candi Jackson, Human Resources Administrative Assistant

**OTHERS PRESENT**

Marvin Peixoto, Council Member  
Seema Vashi, Assistant City Attorney  
Christina Morales, Housing Manager  
Dan Olsen, Police Lieutenant

		<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
Attendance	Present 9.20.2018 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.
Doris Yates	X	1	1	0	0
*Rachel Lucas	X	2	0	0	0
Allen Zargar	O	1	1	0	0
Erika Cortez	O	0	1	0	0
Mekia Fields	X	1	0	0	0
Nicolia Gooding	X	1	0	0	0
Zheefong He	X	1	0	0	0

X = present    O = absent  
\* Chair Person

**PUBLIC COMMENTS**

None.

## APPROVAL OF MINUTES

1. Approval of July 12, 2018 Meeting Minutes (Action)

(M/S/P) Tabled to next meeting.

## REPORTS

### City Council Liaison (Information)

Council Member Peixoto reported on an item recently brought to Council for a cabaret and lounge at the corner of B Street and Main Street; this was formerly the site for Gary's Donuts and has been vacant for approximately seven (7) years. The cabaret and lounge was recently approved by the Planning Commission; however, Council had concerns that the new establishment did not serve food. It would only serve alcohol. Consequently, Council disapproved the item with direction to staff to work with the applicant to serve food to patrons as well as alcohol.

### Director of Human Resources (Information)

Director Collins reported that during Council's recess in August, Human Resources staff was able to catch up on projects and is preparing for several recruitments because the current hiring freeze ends on October 1.

Director Collins also reported on the City's continuing efforts in labor negotiations with the IFTPE, Local 21. She shared that labor and management representatives believe that the parties are close to completing a new agreement.

Lastly, Director Collins reported on planning of a new Career Fair, which will include a career development piece as done in the past (i.e. resume review or interview workshop). As we get closer to the planning stages, she encouraged and invited the Commissioners to take part in planning and attending the Career Fair.

## ACTION ITEMS

2. Revised Job Description for Housing Development Specialist

Christina Morales, Housing Manager, gave an overview of the Housing Development Specialist job specification and answered questions.

(M/S/P) (Lucas/Yates) Gooding abstained. Approved.

3. Revised Job Description for Community Service Officer

(M/S/P) Item pulled from the agenda.

4. Revised Job Description for Police Officer

Dan Olsen, Police Lieutenant, gave an overview of the Police Officer job specification and answered questions.

(M/S/P) (Lucas/Yates) Approved.

5. Revised Job Description for Crime Prevention Specialist I/II

Dan Olsen, Police Lieutenant, gave an overview of the Crime Prevention Specialist I/II job specification and answered questions.

(M/S/P) (Lucas/Yates) Approved.

6. Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated September 20, 2018 – Effective October 1, 2018

Nina Collins, Director of Human Resources gave an overview of the revised Classification and Salary Plan. She began with an overview of the revised Classification Plan, which was updated to include the addition of Crime Prevention Specialist I/II.

Lastly, Director Collins provided an overview of the revised Salary Plan. The revised Salary Plan includes the addition of Crime Prevention Specialist I/II series.

(M/S/P) (Lucas/Yates) Adopted revised Classification Plan.

(M/S/P) (Lucas/Fields) Recommended Salary Plan for Council approval.

## RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

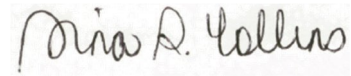
Director Collins provided a diversity report on recruitments completed since our last meeting on July 12, 2018. The report provided details for the following seven (7) recruitments:

- Apparatus Operator
- Administrative Assistant II (Senior Secretary)
- Communications Operator
- Construction Inspector
- Legal Secretary
- Police Officer Trainee
- Senior Library Page

## COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:30 p.m.

A handwritten signature in black ink, reading "Nina S. Collins". The signature is written in a cursive style with a large initial "N".

---

Nina S. Collins, Director of Human Resources



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** ACT 18-069

---

**DATE:** November 8, 2018

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Revised Job Description for Lead Program Assistant

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description of Lead Program Assistant to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

**SUMMARY**

The Lead Program Assistant job description has been updated to meet the needs of the Youth and Family Services Bureau ("YFSB"). The YFSB needs to hire someone to assist in administering a variety of community programs. The changes made to the job description also reflect alignment with the internal organizational structure of the City's Classification plan.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Lead Program Assistant Job Description
Attachment III	Police Department Org Chart



DATE: November 8, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Lead Program Assistant

#### RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Lead Program Assistant to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

#### SUMMARY

The Lead Program Assistant job description has been updated to meet the needs of the Youth and Family Services Bureau ("YFSB"). The YFSB needs to hire someone to assist in administering a variety of community programs. The changes made to the job description also reflect alignment with the internal organizational structure of the City's Classification plan.

#### BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

On May 11, 2017, to address staffing needs at the Library Services Department, the Human Resources Department proposed and the Personnel Commission approved a set of changes to broaden the scope of responsibilities in the Lead Program Assistant job description. However, in 2018, the YFSB requested Human Resources to further broaden the job description for the Lead Program Assistant so that YFSB can utilize this position to support its community programs. The YFSB is a division of the Police Department where police officers and professional counselors work side by side to reduce delinquency and crime in the Hayward community. YFSB offers a variety of programs such as family counseling, school-based

counseling, and a youth diversion program. Broadening the scope of the current Lead Program Assistant job description will allow the YFSB to hire someone to assist in administering the above programs. Human Resources staff also shared the changes with the Library Services Department. Departmental representatives agreed that the changes did not inadvertently cause issues with staff in this classification.

Finally, Human Resources staff shared the proposed changes to this job description with SEIU-Local 1021, the labor organization that represents this classification. Human Resources staff met with representatives of SEIU-Local 1021 to explain the need for the proposed changes, and the union representatives did not object to them.

The changes to the Lead Program Assistant job description are as follows:

#### DEFINITION

##### Added:

- “...coordinates education programs,...”
- “...which may include providing direct services to community members, and...”

##### Removed:

- “...and education programs; assists in the planning, organization, implementation and review of volunteer programs for the City of Hayward; and performs the most complex of volunteer program clerical duties.”

#### DISTINGUISHING CHARACTERISTICS

##### Removed:

- “...Library...”
- “...coordinating the daily activities of volunteer programs in the City of Hayward and/or assigned Departments, and for...”
- “...Library...”

##### Replaced:

- “and respond to the most complex Education Services requests including scheduling staff and paid interns, making presentations to large audiences, executing/monitoring community partner intern contracts, and responding to complex requests and problems that may arise in volunteer programs” with “and be responsible for program implementation activities which may include scheduling, making presentations to large audiences, executing/monitoring community partner contracts, and responding to complex requests and problems.”

#### SUPERVISION EXERCISED

##### Added:

- “May...”

#### ESSENTIAL DUTIES

##### Added:

- “...and volunteer...community...and...”

##### Removed:



- “...for utilization of volunteers, and to...”
- “...volunteer training and orientation...”
- “...volunteer...and volunteer job descriptions.”
- “...volunteer..., including volunteer/staff appreciation events.”
- “Coordinates the distribution of volunteer supplies and equipment to satellite sites.”
- “Coordinates the donations and grants from private organizations and individuals...”

Replaced:

- “...intern timecards and volunteer program hours...” with “...activities...”

## JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Added:

- “...case management...”

Removed:

- “Principles and practices of education/tutoring programs and the operations and functions of municipal volunteer programs.”

Ability to:

Removed:

- “Train staff to recruit, screen, select, train and evaluate volunteers.”
- “Plan, prioritize, assign, and review the work of others performing a variety of duties.”

## EXPERIENCE AND EDUCATION

Experience:

Added:

- “...case management...”

Replaced:

- “...three...” with “...two...” years progressively responsible experience in, “case management”, education/tutoring program coordination, customer service, project management or similar field.

## STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council’s Strategic Initiatives.

## FISCAL IMPACT

There is no fiscal impact as a result of the above proposed change to this job description.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Human Resources Director

Approved By:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

---

Kelly McAdoo, City Manager

CITY OF HAYWARD

LEAD PROGRAM ASSISTANT

DEFINITION

Under general supervision, coordinates education programs, performs community liaison functions, which may include providing direct service to community members, and coordinates public relations activities.

DISTINGUISHING CHARACTERISTICS

This is the lead level class of the Program Assistant series. This position is responsible for delivering various outcomes-based services and activities to the public in partnership with community organizations. This class is distinguished from the Program Assistant as incumbents in the latter are expected to perform lead supervisory duties and be responsible for program implementation activities which may include scheduling, making presentations to large audiences, executing/monitoring community partner contracts, and responding to complex requests and problems.

SUPERVISION RECEIVED

Receives general direction from the management personnel.

SUPERVISION EXERCISED

May exercise technical and functional supervision over assigned library personnel, paid interns, and volunteers.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Under direction, develops and implements policies and procedures for implementing various, education, community and volunteer programs; works with supervisors to identify community needs and opportunities and design programs to fill those needs and achieve identified program outcomes.

Develops and implements programs in a variety of areas including program procedures, applicable laws and department policies, techniques for effectively working with the public, data collection and assessment tools, and the proper use of City and volunteer resources.

Produces and updates training manuals.

ESSENTIAL DUTIES (continued):

Under direction, represents the City's and/or assigned department's various programs to the public and news media through public service announcements, classes, workshops, events and presentations to local groups, schools and civic organizations and through personal contacts with community leaders.

Represents the assigned department at workshops, conferences and coordinates meetings and events.

Plans, assigns, and reviews the work of the assigned staff.

Maintains systems for tracking activities and performance measures.

Maintains current intern and volunteer schedules, files, and records.

Prepares reports on volunteer activities.

Assists professional staff with special projects as necessary.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of case management, customer service and community engagement.

Program planning, development and implementation.

Community and government services, agencies and resources.

Laws and regulations relating to applicable program operations.

Principles of supervision, consensus building and conflict resolution.

Basic word processing, desktop publishing and spreadsheet applications (Microsoft Office program suite).

Ability to:

Develop and/or assist in developing effective education/tutoring programs, policies and procedures to meet identified program goals.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Develop and maintain positive effective working relationships with community groups, organizations, co-workers, City departments, and the public.

Communicate effectively with a wide range of clients and agencies.

Work a flexible schedule; must be able to work weekends and evenings as required.

Prepare clear, concise written reports, letters, and memoranda.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of experience equivalent to the Library Program Assistant or two (2) years progressively responsible experience in case management, education/tutoring program coordination, customer service, project management or similar field.

Education: Equivalent to a Bachelor's Degree in Humanities, Social Sciences, Counseling, Education or a closely related field.

Licenses and Certificates: Possess and maintain a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software, including digital photography and PowerPoint and make presentations to various groups; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; interact with the public and all different levels of City staff in an effective and professional manner; travel to designated assignments. Essential functions must be performed with or without reasonable accommodation.

City of Hayward  
Lead Program Assistant  
Page 4

PROBATIONARY PERIOD: One (1) Year

Job Code C508

October 2018

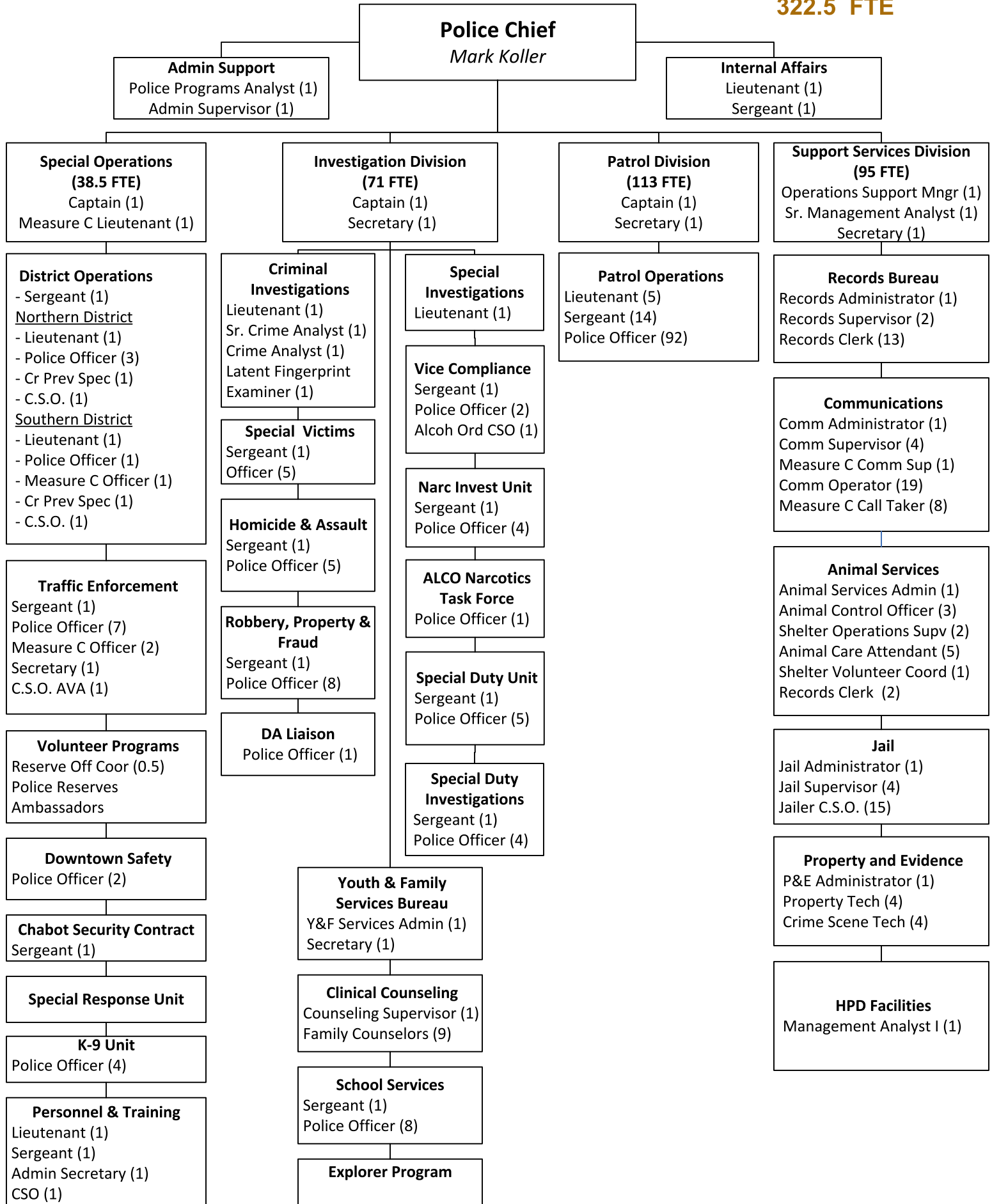
AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

# Police Department

**FY 2019 STAFFING**  
**322.5 FTE**





# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** ACT 18-072

---

**DATE:** November 8, 2018

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Revised Job Description for Supervising Building Inspector

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the job description for the position of Supervising Building Inspector to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

**SUMMARY**

Recently, Human Resources staff administered a recruitment for the Supervising Building Inspector that yielded an extremely small applicant pool. Applicants in the pool possessed multiple International Code Council ("ICC") certificates, including the Residential and/or Commercial Building Inspector certificate but none of them had the Combination Inspector certificate, which the classification required. As a result, staff recommends allowing candidates to get their Combination Inspector Certificate within one year of their employment with the City.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Supervising Building Inspector Job Description
Attachment III	Development Services Department Org Chart





DATE: November 8, 2018

TO: Personnel Commission

FROM: Human Resources Director

SUBJECT: Revised Job Description for Supervising Building Inspector

#### RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Supervising Building Inspector to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

#### SUMMARY

Recently, Human Resources staff administered a recruitment for the Supervising Building Inspector that yielded an extremely small applicant pool. Applicants in the pool possessed multiple International Code Council (“ICC”) certificates, including the Residential and/or Commercial Building Inspector certificate but none of them had the Combination Inspector certificate, which the classification required. As a result, staff recommends allowing candidates to get their Combination Inspector Certificate within one year of their employment with the City.

#### BACKGROUND/DISCUSSION

In addition to adoption and approval of the City’s Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City’s Classification Plan. In addition, Human Resources staff makes necessary adjustments to job requirements to ensure that the needs of the department will be met prior to initiating a recruitment process.

The job description for Supervising Building Inspector was last updated in 2014. At that time, the minimum qualifications were increased from possession of two or more ICC certifications in the following areas: building, electrical, plumbing and mechanical to a certification as a Combination Inspector from ICC.

Recently, Human Resources staff administered a recruitment that yielded an extremely small applicant pool. Many applicants in the pool possessed multiple ICC certificates, including the Residential and/or Commercial Building Inspector certificate, or some combination of the following: Building, Plumbing, Mechanical, and Electrical Inspector.

Human Resources staff surveyed ten (10) comparable local jurisdictions and compared the job descriptions of the Supervising Building Inspector classifications with similar duties and responsibilities. The following cities are included in the survey: Alameda; Berkeley; Daly City; Fremont; Palo Alto; Richmond; San Leandro; San Mateo; Santa Clara; and Vallejo. Out of the ten (10) jurisdictions with comparable classifications, five (5) require the Combination Building Inspector certificate, of which three (3) of these jurisdictions allow incumbents to obtain the Combination Building Inspector certificate after employment. The other five (5) jurisdictions only require Building Inspector certificates or a combination of the equivalent certification from ICC.

The Supervising Building Inspector minimum qualifications have been revised to allow candidates to obtain their Combination Inspector certificate within one year of employment. This is in conformance to industry standards as the results of the survey supported flexibility in obtaining certification as a: Combination Building Inspector; Plans Examiner; or Building, Plumbing, Mechanical, and Electrical Inspector.

The change to the Supervising Building Inspector job description was shared with representatives of the Hayward Association of Management Employees and its representatives are in agreement with this change. The Supervising Building Inspector job description was revised to update the essential duties, job related and essential qualifications, and experience and education sections.

The changes to the job description are as follows:

#### Essential Duties

Added: "...accessibility,..."

#### Job Related and Essential Qualifications

Knowledge of:

Replaced: "Uniform" with "California"

#### Experience and Education

##### License and Certificates:

Added: "..., or have the ability to obtain within one (1) year of hire,..."

#### FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed change to this job description.

## STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Initiatives.

Prepared by: Lisette Del Pino, Human Resources Analyst II

Recommended by: Nina S. Collins, Human Resources Director

Approved By:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

Kelly McAdoo, City Manager

SUPERVISING BUILDING INSPECTOR

DEFINITION

To supervise and coordinate the building inspection section of the Building Division, and to provide technical assistance and guidance to assigned staff; may serve as acting City Building Official in the absence of the incumbent.

DISTINGUISHING CHARACTERISTICS

This is a supervisor level classification that reports to the City Building Official. The Supervising Building Inspector is responsible for the coordination and oversight of the building inspection section of the Building Division, including supervision and training of building inspection staff. This position is distinguished from the Senior Building Inspector classifications as the latter performs difficult and complex inspections and provides lead and technical assistance to Building Inspectors, but does not provide direct supervision or coordinate the programs of the building inspection section.

SUPERVISION RECEIVED

General supervision is provided by the City Building Official and Deputy/Director of Development Services.

SUPERVISION EXERCISED

Provides direct and indirect supervision of Senior Building Inspectors and Building Inspectors.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Coordinates and supervises inspection functions and activities to insure compliance with structural, accessibility, electrical, plumbing, heating, ventilation, refrigeration, and mechanical codes, laws and ordinances.

Serves as a field supervisor to inspect work in progress and upon completion to assure that inspections are conducted in a uniform manner.

Assists in assigning inspection districts to technical staff to insure equitable distribution of work loads.

Establishes priorities and time-frames for inspection and code enforcement activities.

Develops training programs, guidelines and checklists for all inspectors in order to ensure a constant level of technical competency in plumbing, mechanical, electrical and building code enforcement.

Provides assistance in the resolution of difficult field inspection problems and disagreements with contractors and homeowners.

ESSENTIAL DUTIES (continued):

Prepares performance appraisals of assigned personnel.

Interprets codes for the general public, contractors, architects and engineers.

Prepares reports and conducts studies of varying complexity on a variety of field inspection programs and activities.

Conducts field inspections as needed.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

California Building, Plumbing, Mechanical and Electrical codes, ordinances and laws.

Ability to:

Interpret and apply applicable laws and ordinances.

Supervise and train technical personnel.

Coordinate and monitor code enforcement activities and functions.

Develop training programs and guidelines in all specialty areas of code enforcement.

Communicate clearly and concisely both orally and in writing.

Deal effectively and tactfully with employees, the general public, architects, engineers and contractors.

Perform the physical aspects of field inspections.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years experience in building, electrical, plumbing or mechanical inspection including two (2) years performing lead or direct supervision.

Education: Equivalent to completion of the twelfth grade.

Completion of supervisory skills training coursework within the probationary period as is required by the City.

EXPERIENCE AND EDUCATION (continued):

License and Certificates: Possession of a valid California Driver's License at time of appointment.

Possess and maintain, or have the ability to obtain within one (1) year of hire, an International Code Council (ICC) certification as a Combination Inspector. Being an ICC Certified Building Official (CBO) and/or Certified Access Specialist (CAsp) is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: Ability to work at construction sites with occasional exposure to slip, trip, and fall hazards; perform various physical activities including standing; walking; kneeling; crouching; stooping; bending; squatting; twisting upper body or torso; occasional climbing of stairs or ladders. Ability to work in varied climatic conditions including high heat and/or cold. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H330 Supervising Building Inspector

August 1989

Rev: January 2002

Revised December 2014

Revised April 2018

EEO Code: 022

FPPC STATUS: Designated

FLSA STATUS: Exempt

## FY 2019 STAFFING 49.5 FTE

### Development Services Department

