



CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Regular Meeting
Thursday, May 11, 2017
Room 2A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:32 p.m. on Thursday, May 11, 2017, at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources

Farbod Pirouzman, Deputy Director of Human Resources

Anthony Phillip, Human Resources Analyst I

CITY COUNCIL

Council Member Marvin Peixoto

OTHERS PRESENT

Alex Ameri, Director of Utilities and Environmental Services

Michael Lawson, City Attorney

Seema Vashi, Assistant City Attorney

Lindsey Vien, Education Services Manager

Gary Nordahl, Acting Building Official

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 05.11.2017 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	2	0	1	1
Elecia Garrett	O	1	1	1	1
V. Toni Adams	O	1	1	0	2
Jose Guadamuz	X	1	0	2	0
Rachel Lucas	X	1	0	2	0
Giancarlo Scalise	X	1	0	2	0
Allen Zargar	X	1	0	2	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of March 16, 2017 Meeting Minutes (Action)

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

REPORTS

City Council Liaison (Information)

Council Member Peixoto mentioned that since our last meeting, Council recently approved a development at the old Ford site on Mission Boulevard, which includes a 140-condominium unit and a 93-room hotel by Marriott Hotels. He also mentioned that there was a budget overview by the City Manager. Lastly, Council Member Peixoto mentioned that there will be an all-day budget work session on Saturday, May 20, 2017 and the Commission is welcome to attend.

Director of Human Resources (Information)

Director Collins mentioned that this week is Public Service Recognition Week and we've been recognizing and acknowledging our employees all week long. She mentioned that we've given out t-shirts, hosted breakfast, served popcorn in the afternoon, delivered fruit boxes, would serve root beer floats on Friday. She commended the Human Resources staff for all their efforts.

Director Collins also stated that since we met last, we hosted Bring Your Child to Work Day. Each year we're commended on how wonderful our event is, which challenges us to make it even better the following year.

Director Collins also stated that the HR Department has welcomed two (2) new baby girls.

Lastly, Director Collins reiterated that the Commission should listen in or pay attention to the upcoming budget work session, as Council Member Peixoto mentioned. A lot of what will be discussed will have to do with staffing and personnel services, as this is the biggest part of our budget.

Election of Chair and Vice Chair (Vote)

Commissioner Lucas was elected Chair (5-0).

Commissioner Guadamuz was elected Vice Chair (5-0).

ACTION ITEMS

2. Revised Job Description for Lead Program Assistant

Lindsey Vien, Education Services Manager gave an overview of the Lead Program Assistant job specification and answered questions.

(M/S/P) (Yates/Scalise) Approved with noted edits.

3. Revised Job Description for Groundskeeper II

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Groundskeeper II job specification and answered questions.

(M/S/P) (Yates/Zargar) Approved with noted edits.

4. Revised Job Description for Senior Equipment Mechanic

Nina Collins, Director of Human Resources pulled this report from the agenda, as it's still in discussion with the bargaining unit.

5. Revised Job Description for Supervising Permit Technician

Gary Nordahl, Acting Building Official gave an overview of the Supervising Permit Technician job specification and answered questions.

(M/S/P) (Lucas/Scalise) Approved with noted edits.

6. Revised Job Description for Paralegal

Nina Collins, Director of Human Resources gave an overview of the Paralegal job specification and answered questions.

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

7. Revised Job Description for Sustainability Specialist

Alex Ameri, Director of Utilities and Environmental Services gave an overview of the Sustainability Specialist job specification and answered questions.

(M/S/P) (Lucas/Scalise) Approved with noted edits.

8. Revised City Classification and Salary Plan for Fiscal Year 2017 – Updated May 11, 2017

Director Collins provided an overview of the revised classification plan. She began

with an overview of the revised classification plan, which was updated to include the additions of the Supervising Permit Technician, Lead Program Assistant, and the title change of the Sustainability Technician and the Property/Evidence Administrator.

Lastly, Director Collins provided an overview of the revised salary plan. The revised salary plan includes the additions of the Supervising Permit Technician and Lead Program Assistant; the title change of the Sustainability Technician and the Property/Evidence Administrator; and the equity adjustments of the Utilities Engineering Manager and forty-seven (47) job classifications, thirty-four (34) represented by SEIU Local 1021 Clerical and Related Unit and thirteen (13) represented by SEIU Local 1021 Maintenance and Operations Unit. The equity adjustments for both SEIU Local 1021 bargaining units represent the second year of a three-year period and will take effect June 12, 2017.

(M/S/P) (Lucas/Scalise) Adopted revised classification plan.

(M/S/P) (Yates/Scalise) Recommended salary plan for Council approval.

REPORTS (CONTINUED)

Recruitment Diversity Report (Oral Report)

Deputy Director Pirouzmand provided an overview of candidate diversity tracking during the hiring of various recruitments. An oral report was given on nine (9) recruitments:

- Communications Operator
- Lateral Communications Operator
- Lateral Community Service Officer
- Community Services Manager
- Fire Technician I/II
- Senior Secretary
- Shelter Operations Supervisor
- Lateral Firefighter
- Police Lieutenant (Closed Promotional)

Commissioner Yates shared her experience with participating on the Community Service Officer interview panel.

Director Collins mentioned that this type of feedback from the Commission is valuable to the City, as well as people looking for jobs. She also encouraged the rest of the Commission to participate on an interview panel.

Commissioner Scalise asked about how this report is used. Director Collins replied

that this report is used internally to help us monitor what we need to do to increase diversity in our applicant pool. For instance, offering more options for testing and interview times, and greater community outreach.

Commissioner Scalise asked about other data points that can be captured, possibly gender and ethnicity. Director Collins responded that staff will look in to this request.

Commissioner Guadamuz asked if it's typical to conduct a background check after the person is hired. Director Collins answered that a background check is conducted after the offer. However, for safety positions, Director Collins stated that we can't ask about background information prior to testing. Assistant City Attorney Vashi added that we can't ask specific types of background questions until after the offer letter is issued. Once the offer letter is given, a more comprehensive background check is conducted.

Commissioner Scalise asked about how the Diversity Report can be used for future recruitments, like marketing or advertising to gain more diverse applicants. Director Collins answered that as the Commission moves forward, one of the goals of the Commission will be to look at outreach programs. She also added that we've done a lot to expand our applicant pools, but it would be helpful to look on the other side of that, and see who we're hiring. Director Collins also added that hopefully, the Commission adopts the goal to do outreach in the Hayward community so that people who live in Hayward, work in Hayward. Commissioner Scalise asked if the city of the applicant can be added to the Diversity Report, to capture if the applicant is a Hayward resident or not. Director Collins replied that this is something we can add, however, we're in the process of switching our recruitment software so it's not advisable to have staff revamp our report now. Director Collins mentioned that by the September meeting, we will have implemented the new recruitment software and will be able to modify the diversity report.

Commissioner Lucas asked if we'll be meeting in June and July. Director Collins responded that depending on what's going on for July, we'll discuss if that regular meeting is necessary, but the next meeting in June will happen as we have cost of living adjustments for our bargaining units to bring to the Commission. She also stated that unless there's urgent job specifications, the June meeting will focus specifically on changes to the salary and classification plan.

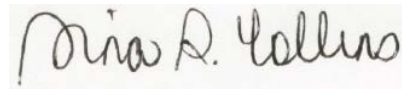
RECURRING AGENDA TOPICS/GENERAL COMMENTS

1. One of the bigger projects for the Commission is the rewriting of the Personnel Rules. Director Collins stated that Deputy Director Pirouzmand has started this project with the recruitment section.

Lastly, Director Collins mentioned that a Job Fair, in partnership with the Personnel Commission, is coming soon. If not this year, then next year.

ADJOURNMENT

Meeting was adjourned at 7:05 p.m.

A handwritten signature in black ink, reading "Nina S. Collins". The signature is written in a cursive, flowing style. The first name "Nina" is prominent, followed by "S." and then "Collins". The signature is contained within a light gray rectangular box.

Nina S. Collins, Director of Human Resources