



CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Regular Meeting
Thursday, July 13, 2017
Conference Room 2A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:54 p.m. on Thursday, July 13, 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 Pirouzmand, Deputy Director of Human Resources

OTHERS PRESENT

Marvin Peixoto, Council Member

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 07.13.2017 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	1	0	0	0
Elecia Garrett	X	1	0	0	0
V. Toni Adams	O	0	1	0	0
Jose Guadamuz	O	0	1	0	0
*Rachel Lucas	X	1	0	0	0
Giancarlo Scalise	X	1	0	0	0
Allen Zargar	O	0	1	0	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of June 15, 2017 Meeting Minutes (Action)

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

REPORTS

2. City Council Liaison (Information)

Council Member Peixoto gave an overview of Council's Work Session held last week on the Downtown Specific Plan. Several charrettes have been held regarding traffic discussions and the Downtown Loop, mainly providing the public with the distinction between destination-traffic and through-traffic. A number of recommendations for traffic calming measures were made, including a discussion about turning A and B Streets back to two-way.

Lastly, Council Member Peixoto encouraged the Personnel Commission to look at the Downtown Specific Plan recommendations.

3. Director of Human Resources (Information)

Director Collins reported that at Council's request, the City Manager and Human Resources is working to identify someone to come in and provide diversity trainings. One will focus on sensitivity (awareness) training and the other will focus on communicating inclusively, for executives. This will kick off in September.

Director Collins also mentioned that in the next couple of months, City staff will be laying out the process for the 2nd Employee Engagement Survey. A lot of what staff is working on is improving employee morale and building a culture where staff feels appreciated and valued. Lastly, Director Collins mentioned that Human Resources has a temporary staff person onboard focused on developing and defining our Health and Wellness program; and to further decrease workers' compensation costs and assist in keeping City employees healthy and happy.

Commissioner Yates suggested that micro-aggression should also be included in the diversity training.

ACTION ITEMS

4. Revised Job Descriptions for Firefighter Trainee and Firefighter

Nina Collins, Director of Human Resources gave an overview of the Firefighter Trainee and Firefighter job specifications and answered questions.

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

5. Revised Job Description for Water Pollution Control Facility (WPCF) Operations and Maintenance Manager

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Water Pollution Control Facility (WPCF) Operations and Maintenance Manager job specification and answered questions.

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

6. Revised Job Description for Deputy Director of Public Works

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Deputy Director of Public Works and answered questions.

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

7. FY 2018 Scope and Goals (Brainstorm)

Director Collins stated that this brainstorm session should happen when all of the Personnel Commission is present, however, was open to starting the discussion.

Based on the City Council staff report dated October 25, 2016, Commissioner Yates suggested to include the following in the Personnel Commission's Scope and Goals: participate on interview panels, attend job fairs, and participate in boards/commissions recruitments.

Director Collins stated that the objective is for the Personnel Commission to share their ideas and thoughts on what the Human Resources team can do to help improve processes and to revise the existing scope and goals to make it more meaningful to serve on the Commission. Council Member Peixoto agreed and reiterated that the Council kept this in mind when they interviewed candidates for the Personnel Commission last year.

Commissioner Scalise requested that we narrow down the topic areas that the Personnel Commission should focus on. Director Collins answered that the City Charter and Municipal Code state what the role of the Personnel Commission is and that the goal is to discuss openly and freely on revised scope and goals collectively. Director Collins stated that we will bring back the following topics, as suggested by Commissioner Scalise, to the next meeting:

- Live and work
- Diversity
- Attraction and retention

Director Collins suggested that we have a special meeting to further discuss our scope and goals with all of the Commissioners. She also stated that she will provide the suggested changes to the bargaining units for their feedback as well.

Commissioner Yates asked if we should have a work session to discuss our scope and goals. Director Collins answered that Human Resources Administrative Assistant Candi Jackson will propose a couple of dates to have a special meeting solely focused revising the Personnel Commission's Scope and Goals.

8. Recruitment Diversity Report (Oral Report)

Director Collins provided an overview of candidate diversity tracking during the hiring of various recruitments. An oral report was given on seven (7) recruitments:

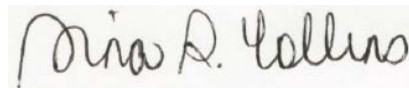
- Administrative Clerk
- Apparatus Operator (Closed Promotional)
- Communications Operator Lateral
- Graphics and Media Relations Technician (Closed Promotional)
- Groundskeeper II (Closed Promotional)
- Police Officer Trainee
- Records Supervisor

9. 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.
2. Lastly, Director Collins mentioned that a Job Fair, in partnership with the Personnel Commission, is coming soon. If not this year, then next year.

10. ADJOURNMENT

Meeting was adjourned at 7:51 p.m.



Nina S. Collins, Director of Human Resources