



CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Special Meeting  
Thursday, March 16, 2017  
Room 2A

A special meeting of the City of Hayward Personnel Commission was called to order at 5:35 p.m. on Thursday, March 16, 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  
Vanessa Lopez, Senior Human Resources Analyst  
Lisette Del Pino, Human Resources Analyst II  
Anthony Phillip, Human Resources Analyst I

CITY COUNCIL

Council Member Marvin Peixoto

OTHERS PRESENT

Seema Vashi, Assistant City Attorney  
Sean Reinhart, Director of Library and Community Services  
Stacey Bristow, Deputy Director of Development Services

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 03.16.2017 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.
Doris Yates	O	1	0	1	1
Elecia Garrett	O	1	0	1	1
V. Toni Adams	O	1	0	0	2
Jose Guadamuz	X	0	0	2	0
Rachel Lucas	X	0	0	2	0
Giancarlo Scalise	X	0	0	2	0
Allen Zargar	X	0	0	2	0

X = present    O = absent

\* Chair Person

## PUBLIC COMMENTS

None.

## APPROVAL OF MINUTES

1. Approval of January 19, 2017 Meeting Minutes (Action)

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

## REPORTS

1. Welcome by City Manager (Information)

City Manager McAdoo welcomed the new Commissioners and thanked them for volunteering to be on the Committee. She discussed the role and purpose of the Personnel Commission, as stated in the Municipal Code, which includes reviewing job descriptions and the Personnel Rules. She indicated that the Council has asked that the Personnel Commission partner with City staff on some new initiatives. Some topics for consideration include: ways to continue promoting diversity in our employment practices, how we review and develop recruitment and retention strategies for our workforce, and exploring incentive programs to attract people to work for the City of Hayward.

City Manager McAdoo continued by asking the Commissioners to think of what they would like to contribute as a part of the Personnel Commission and how the Commission can help provide guidance to the City on these initiatives. She also mentioned that this will be an ongoing conversation and that Director Collins will be available to continue the discussion on the mission, goals and objectives, and the scope of the Personnel Commission. The proposed revisions to the Personnel Commission scope will be presented to Council in the future.

2. City Council Liaison (Information)

Council Member Peixoto mentioned two upcoming projects:

- Maple and Main – Mixed housing project, which consists of 240 units, 48 of which are low income. This is the first bundled parking project, which means that you have to pay to park in that lot since it's not incorporated in the rent.
- Lincoln Landing – This is the old Mervyn's building. This project was passed by the Planning Commission 6-1; however, it was appealed and will be brought to Council on April 25<sup>th</sup>.

3. Director of Human Resources (Information)

Director Collins mentioned that the Human Resources Department is looking for temporary analysts and technicians, especially as we near Labor negotiations. She

asked the Commissioners to refer anyone who may be interested to apply.

#### ACTION ITEMS

4. Revised Job Description for Assistant/Associate Planner

Stacey Bristow, Deputy Director of Development Services gave an overview of the Assistant/Associate Planner job specification and answered questions.

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

5. Revised Job Description for Groundskeeper III

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

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

6. Revised Job Description for Graphics and Media Relations Technician

Nina Collins, Director of Human Resources gave an overview of the Graphics and Media Relations Technician job specification and answered questions.

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

7. Revised Job Description for Program Assistant and New Job Description for Lead Program Assistant

The Lead Program Assistant job description was pulled from the agenda.

Sean Reinhart, Director of Library and Community Services gave an overview of the Program Assistant job specification and answered questions.

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

8. Revised City Classification and Salary Plan for Fiscal Year 2017 – Updated March 16, 2017

Director Collins provided 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 new titling changes of Volunteer Program Assistant to Program Assistant and Graphics/Planning Technician to Graphics and Media Relations Technician.

Lastly, Director Collins provided an overview of the reformatted and revised salary plan. The primary update to the salary plan was to adjust the salaries of six (6) job

specifications in the SEIU Local 1021 Maintenance and Operations Unit, as part of a grievance resolution. Per Section 9.02 of the Memorandum of Understanding between the City of Hayward and the SEIU Local 1021 Maintenance and Operations Unit, the salary ranges of six (6) job classifications are to be set at 15% above the highest base wage rate of the highest subordinate. During a review of the classifications, it was determined that not all salary ranges maintained the minimum 15% difference. The revised salary plan, includes updated salary ranges for the six (6) job specifications, Mail Clerk, Geographic Information Systems Coordinator, and the Water Pollution Control Facility Manager. Director Collins also stated that SEIU Maintenance has reviewed and agreed on the revised salary plan.

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

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

#### Recruitment Diversity Report (Oral Report)

Director Collins gave an overview of what this report entails. She also stated that this report is normally given at regular meetings only, however, it's been awhile since we've had a regular meeting and she didn't want us to fall further behind. This also gives the new Commissioners an opportunity to see this information.

Director Collins indicated that the new Commissioners won't have much to say in regards to this diversity report, as they don't have anything to compare it to. However, going forward, they may notice some patterns/trends or something may pique their interest. She added that this information is presented to show recruitment diversity statistics and not how the City is staffed and what the vacancies are.

Assistant City Attorney Vashi added that this report is informational and the Personnel Commission doesn't need to approve it. It's simply provided and questions can be asked and discussed.

Commissioner Scalise asked what actions outside of the Personnel Commission are being done by Human Resources that are contributing to these diversity statistics. Director Collins responded that use outreach approaches to increase diversity through partnerships with community agencies and strategic advertising.

Commissioner Zargar asked how much leverage do we have with diversity. Director Collins stated that people can file EEOC complaints against the City and it has happened. She continued that it has been communicated to the hiring managers that it's our expectation that they make their selections based solely on experience, education, and fit in the organization. She also stated that we don't require that they hire at the top of the list, as we have rule of the list. She further indicated that she doesn't nudge them to make decisions because we don't have diversity quotas. She also stated that Department Directors are required to provide a solid justification

when they don't hire in rank order to indicate why a candidate that scored lower was selected.

Director Collins continued with an overview of candidate diversity tracking during the hiring process of the Assistant/Associate Civil Engineer recruitment.

Commissioner Zargar asked if copies of the report can be given. Assistant City Attorney Vashi confirmed that while we have not distributed this report in the past, it is a public document once the oral report is given. Director Collins advised that HR Administrative Assistant Jackson will email a copy of the report to the Commissioners. She also added that going forward, a copy of the Diversity Report will be provided to the Commissioners for review and questions can be asked at the meeting.

Commissioner Scalise asked if there's another report that includes residency. Director Collins answered that we have completed one for our total workforce, but not for the applicants. She also mentioned that this is a discussion that she's had with City Manager McAdoo, but they wanted to wait until after the goals and objectives of the Personnel Commission are established. She also stated that this is important to the Council as well.

Commissioner Guadamuz praised the City's continued effort to provide transparency in the recruitment and selection process.

Commissioner Zargar requested a report containing salary bands and educational requirements in order to view trends at the macro level. Director Collins answered that our system does collect that type of data, it will take some time, but we can create a report.

## RECURRING AGENDA TOPICS/GENERAL COMMENTS

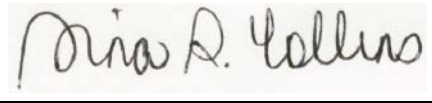
1. Director Collins mentioned that a diversity report will be provided at the next regular meeting so that the new Commissioners can have a better idea of our applicant pools. One of the bigger projects for the Commission is the rewriting of the Personnel Rules. Director Collins stated that Deputy Director 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.

2. Commissioner Yates mentioned that we need to elect officers. Director Collins stated that this will happen at the next meeting and Assistant City Attorney Vashi added that this will be added to the agenda.

## ADJOURNMENT

Meeting was adjourned at 6:50 p.m.

A handwritten signature in black ink on a light-colored rectangular background. The signature is written in a cursive style and reads "Nina S. Collins".

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Nina S. Collins, Director of Human Resources