



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, January 10, 2019
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:30 p.m. on Thursday, January 10, 2019, at Hayward City Hall, Conference Room 2A.

HUMAN RESOURCES DEPARTMENT STAFF

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

OTHERS PRESENT

Adam Kostrzak, Information Technology Director
Seema Vashi, Assistant City Attorney
Emily Young, YFSB Administrator
Dan Magalhaes, WPCF Maintenance Supervisor

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 01.10.2019 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	1	3	0	0
*Rachel Lucas	X	4	0	0	0
Allen Zargar	X	3	1	0	0
Erika Cortez	X	2	1	0	0
Mekia Fields	X	3	0	0	0
Nicolia Gooding	X	3	0	0	0
Zheefong He	X	3	0	0	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of November 8, 2018 Meeting Minutes (Action)

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

REPORTS

City Council Liaison (Information)

Council Member Salinas was unable to attend.

Director of Human Resources (Information)

Nina Collins, Director of Human Resources, reported that the City resolved its outstanding issues with Service Employees International, Local 1021 Clerical and Maintenance Units (SEIU) related to the Public Employee Relations Board (PERB) hearing.

Director Collins also reported Deputy Director Farbod Pirouzmand is no longer with the City and has accepted a position as the Human Resources Director with the City of Fairfield. She continued that Human Resources (HR) will be using external consultants to conduct recruitments concurrently for the Deputy Director of Human Resources and the Deputy Director of Finance; with hopes of onboarding by the end of this fiscal year. Lastly, Director Collins reported that Grant Sakakihara, Human Resources Technician, is also leaving the City for a promotion to Human Resources Analyst with the City of Santa Clara.

ACTION ITEMS

2. Revised Job Description for Assistant/Associate Transportation Engineer

Fred Kelley, Transportation Manager, gave an overview of the Assistant/Associate Transportation Engineer job specification and answered questions.

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

3. Revised Job Description for Network Systems Specialist

Adam Kostrzak, Director of Information Technology, gave an overview of the Network Systems Specialist job specification and answered questions.

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

4. Revised Job Description for Utilities Maintenance Mechanic

Dan Magalhaes, WPCF Maintenance Supervisor, gave an overview of the Utilities Maintenance Mechanic job specification and answered questions.

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

5. Revised Job Description for Counseling Supervisor

Emily Young, YFSB Administrator, gave an overview of the Counseling Supervisor job specification and answered questions.

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

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

Acting Senior Human Resources Analyst Del Pino provided a diversity report on recruitments completed since our last meeting on November 8, 2018. The report provided details for the following seven (7) recruitments:

- Associate Transportation Engineer
- Communications Operator
- Community Service Officer
- Economic Development Specialist
- Equipment Service Attendant
- Management Analyst
- Sustainability Specialist

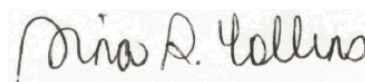
Commissioner Zargar suggested that the City provide typing tests. Director Collins accepted the suggestion and indicated HR would look into offering this option once fully staffed.

James Hicks, a resident, stated he would like to see the demographics of the Community Service Officer position to see if there are any trends. Director Collins responded that an informational report on employment diversity statistics will be provided to Council by the end of the fiscal year. The data will be provided by bargaining unit and department; and will be a public document.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:40 p.m.



Nina S. Collins, Director of Human Resources