



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Regular Meeting  
Thursday, September 12, 2019  
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:35 p.m. on Thursday, September 12, 2019, at Hayward City Hall, Conference Room 2A

**HUMAN RESOURCES DEPARTMENT STAFF**

Maria A. Hurtado, Assistant City Manager/Interim Human Resources Director  
Robin Young, Deputy Director of Human Resources  
Vanessa Lopez, Senior Human Resources Analyst  
Lisette Del Pino, Acting Senior Human Resources Analyst  
Anthony Phillip, Human Resources Analyst II  
Candi Jackson, Human Resources Administrative Assistant

**OTHERS PRESENT**

Michael Lawson, City Attorney  
Seema Vashi, Assistant City Attorney  
Jayanti Addleman, Director of Library Services  
Sara Buizer, Planning Manager  
Michelle Koo, Landscape Architect  
Dan Olsen, Police Lieutenant

<b>Attendance</b>	<b><u>REGULAR MEETINGS</u></b>			<b><u>SPECIAL MEETINGS</u></b>	
	<b>Present 09.12.2019 Special Meeting</b>	<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>	<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>
Doris Yates	X	1	0	0	0
*Rachel Lucas	X	1	0	0	0
Allen Zargar	O	0	1	0	0
Erika Cortez	X	1	0	0	0
Mekia Fields	X	1	0	0	0
Nicolia Gooding	X	1	0	0	0
Zheefong He	O	0	1	0	0

X = present    O = absent  
\* Chairperson

## **PUBLIC COMMENTS**

Commissioner Yates stated that this is her last Commission meeting and that it's been an honor to serve the City of Hayward as a Personnel Commissioner for the last eight (8) years. At the conclusion of this meeting, she will tentatively conclude 17 years of service to the City of Hayward as a commissioner. She stated that it was a pleasure working with the Human Resources Department and wished everyone all the best in their future endeavors.

Chairperson Lucas also stated that this is her last Commission meeting, as she recently purchased a home in Oakland. She thanked the Commission for the last two years that she has served on the Personnel Commission.

Council Member Salinas commended Commissioner Yates, on all of her hard work throughout the City from working with the Police Department to working with youth in South Hayward to also being a professor at Cal State East Bay; her work has been incredible.

Lastly, Commissioner Fields stated that this is also her last Commission meeting, as she has family obligations to tend to. However, she hopes to see everyone again in a couple of years.

## **APPROVAL OF MINUTES**

1. Approval of June 20, 2019 Meeting Minutes (Action)

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

## **REPORTS**

### **City Council Liaison (Information)**

Council Member Mark Salinas informed the Commission that the Council returned to session last Tuesday. Council has worked on several big issues, one being housing. A couple of major projects taking place are the Maple & Main, and Lincoln Landing projects.

### **Director of Human Resources (Information)**

Maria Hurtado, Assistant City Manager/Interim Human Resources Director, introduced herself to the Commission and reported that Nina Collins has accepted a position in Orange County. She continued that Ms. Collins intended on attending the meeting but was unable to do so. ACM Hurtado stated that Ms. Collins was recognized at the last Council meeting and will be dearly missed.

ACM Hurtado also stated that she will be supporting the Human Resources Department in the interim for the next several months, until the City Manager determines what to do with the recruitment. She stated that either herself or Robin Young, Deputy Director of Human Resources, will attend the Personnel Commission meetings.

Lastly, ACM Hurtado thanked Commissioner Yates, Chairperson Lucas and Commissioner Fields for their service..

Deputy Director Young added that the Personnel Commission will have an election at the next Commission meeting to elect the Chair and Vice Chair.

## **ACTION ITEMS**

### **2. New Job Description for Associate Landscape Architect and Revised Job Description for Landscape Architect**

Sara Buizer, Planning Manager gave an overview of the Associate Landscape Architect and Landscape Architect job specifications and answered questions.

Chairperson Lucas asked why the experience was changed from three years to five years for the Landscape Architect job specification.

Planning Manager Buizer stated that it was changed to align the Landscape Architect series and to ensure that the Associate Landscape Architect possesses sufficient experience at the journey level since the higher classification handles the complex projects.

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

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

### **3. Revised Job Description for Librarian II**

Jayanti Addleman, Director of Library Services gave an overview of the Librarian II job specification and answered questions.

Commissioners Yates and Cortez recommended the following changes:

- Delete all references to the word “subordinate” to this and future job descriptions;
- Revise “Monitors section functions, submitting timely report that chronicle significant changes and budget needs/concerns” as this statement is not clear;
- Revise “Establish and maintain effective professional relationships with those contacted in the course of work; interface effectively with members of the public under adverse circumstances”
- Replace “tenacity” with “diligence”

- Replace “Relate with people of all ages. Includes working with groups of children, youth, adults or seniors, and skill in various types of programs like book talks, computer classes, craft activities, etc.” with “Work well with all members of the community and skill in various types of programs like book talks, computer classes, craft activities, etc.”

Commissioner Fields asked what is considered “equivalent to a master’s degree in Library Science,” as stated in the education section.

Director Addleman answered that it’s standard language in the profession which allows for alternate degrees, this provides flexibility and encourages people to apply.

ACM Hurtado mentioned that beginning with this job specification, Human Resource staff will eliminate the word “subordinate” on future job specifications brought to the Personnel Commission.

Lastly, ACM Hurtado added that going forward, revisions to job specifications presented to the Personnel Commission will include both a red-lined version and a Clean version for easier reference.

(M/S/P) (Lucas/Cortez) Approved with changes; (Yates) Disapproved.

#### 4. New Job Description for Personnel Operations Specialist

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

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

#### 5. New Job Description for Senior Paralegal

Michael Lawson, City Attorney gave an overview of the Senior Paralegal job specification and answered questions.

Commissioner Yates noted that the City Attorney’s Office organizational chart has an error; “City Attorney” is listed as the director and above the “Paralegal” position.

Deputy Director Young stated that it was an error and staff will make the correction.

Commissioner Gooding asked how to differentiate between the Paralegal and Senior Paralegal job specifications.

City Attorney Lawson answered that the Senior Paralegal allows for a more competitive recruitment and allows current Paralegal staff to promote as they become more experienced.

Acting Senior HR Analyst Del Pino added that both specifications include language of a paralegal certification, however, for the journey level classification it is listed as desirable and for the Senior Paralegal it is a requirement.

Commissioner Gooding asked how the Paralegal and Senior Paralegal classifications are distinguished, if both have the paralegal certification.

City Attorney Lawson answered that while both classifications have credentials, the difference is the experience. The Senior Paralegal will possess trial work experience and have the ability to manage technology.

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

6. New Job Description for Senior Assistant City Attorney

Michael Lawson, City Attorney gave an overview of the Senior Assistant City Attorney job specification and answered questions.

Commissioner Yates suggested changing “lower class” under Distinguishing Characteristics.

Deputy Director Young answered that staff will change it to “lower classification”.

Commissioner Fields asked where the Senior Assistant City Attorney would fit on the organizational chart.

Acting Senior HR Analyst Del Pino answered that the Senior Assistant City Attorney would be under the City Attorney.

Chairperson Lucas asked what the distinction for the educational requirements is between the Assistant and Senior Assistant City Attorney.

City Attorney Lawson answered that the difference would be in the complexity of the work and supervisory responsibility.

Deputy Director Young added that the difference with the Senior Assistant City Attorney is the ability to direct a division of the City Attorney’s Office.

(M/S/P) (Lucas/Cortez) Approved with changes.

7. Revised City Classification and Salary Plan for Fiscal Year 2020 – Updated September 12, 2019 – Effective September 30, 2019

Deputy Director Young 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 the Senior Assistant City Attorney, Senior Paralegal, Personnel Operations Specialist and Associate Landscape Architect classifications.

Deputy Director Young also provided an overview of the revised Salary Plan. The revised Salary Plan includes the salary adjustments to the classifications in the City's classified service as a result of negotiated and approved Memoranda of Understanding between the City of Hayward and Service Employees International Unit (SEIU), Local 1021 Clerical and Related Unit, and SEIU, Local 1021 Maintenance and Operations Unit; and salary increases to the Administrative Intern, Technical Intern, and Information Technology Intern classifications pursuant to the City of Hayward's Living Wage Ordinance.

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

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

### **RECRUITMENT DIVERSITY REPORT (ORAL REPORT)**

Deputy Director Young provided a diversity report on recruitments completed since the last regular meeting on May 9, 2019. The report provided details for the following recruitments:

- Accountant – Promotional
- Administrative Clerk I – two recruitments
- Airport Maintenance Worker
- Assistant City Attorney
- Code Enforcement Manager
- Communications Operator – Promotional
- Customer Account Clerk
- Facilities Service Worker I/II
- Finance Technician
- Operator-in-Training
- Police Officer Trainee – two recruitments
- Police Officer (Academy Grad/Participant/FTO) – two recruitments
- Program Assistant
- Secretary
- Senior Secretary

Commissioner Gooding asked if they can have access to the diversity statistics for City employees.

ACM Hurtado responded that diversity statistics were scheduled to be presented to Council in the summer but rather than just present diversity statistics, staff is developing taking a more wholistic approach to address the diversity goal and is in

the process of developing a Diversity, Equity, and Inclusion (DEI) Action Plan. For the Commission's information, the City joined the Government Alliance for Racial Equity (GARE) national network, which focuses on identifying ways to better serve our diverse community and eliminate structural barriers where possible. Staff will bring the DEI plan to the commission in the future.

Commissioner Gooding asked about where the blind review happens in the recruitment process.

Acting Senior HR Analyst Del Pino responded that the blind review takes place after the qualifications review and in between testing and establishing the eligible list. This process includes the review of applications and supplemental questions, and a matrix of criteria. This review may or may not be completed by direct hiring managers. Generally, scores are averaged, between three (3) raters to help determine which applicants will continue in the testing process. At the department level, they are able to see the names, applications, resumes/attachments, etc., and they will conduct their in-person interviews.

Commissioner Gooding stated that she would like to know what Human Resources' role is in ensuring that candidates receive a fair review, that hiring departments are considering the entire candidate pool, as well as how the Personnel Commission can support this effort. She also stated that she understands that this information may be provided in the upcoming report regarding diversity statistics.

Commissioner Yates stated that if Commissioner Gooding has an opportunity to participate in an interview panel, she will find that some applicants are applying for jobs because they need jobs, not necessarily because they have read and met the qualifications for the job.

Commissioner Gooding asked if there was community representation in GARE.

ACM Hurtado answered that GARE is a regional effort, involving different sectors of the community (local government, non-profits, etc.) ACM Hurtado continued that the City has 14 employees from various departments, participating in GARE, appreciated the questions and comments, and reiterated that an informational report about the DEI Plan will be brought to the Commission at a future meeting.

## **COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

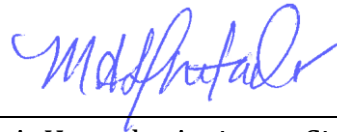
Council Member Salinas mentioned that the 10<sup>th</sup> Annual Mariachi Festival was happening tomorrow at City Hall at 5:30. He also invited the Commissioners to attend.

Commissioner Yates added that one of the mariachi members is a former Tennyson High School graduate and currently in her senior year at USC.

Lastly, Council Member Salinas thanked Commissioners Yates, Lucas, and Fields for their time and service on the Personnel Commission.

## **ADJOURNMENT**

Meeting was adjourned at 7:32 p.m.



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Maria A. Hurtado, Assistant City Manager/  
Interim Director of Human Resources