



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Special Meeting
Wednesday, June 22, 2022
Zoom Meeting (Virtual)**

A special meeting of the City of Hayward Personnel Commission was called to order virtually at 5:30 p.m. on Wednesday, June 22, 2022, via a Zoom conference call.

CITY STAFF:

Regina Youngblood, Assistant City Manager/Interim Director of Human Resources
Janice Cahee, Human Resources Analyst I
Kakshi Master, Acting Deputy Director of Human Resources
Candi Jackson, Human Resources Administrative Assistant
Michael Lawson, City Attorney
Sangeetha Waltz, Deputy City Attorney II
Kathy Garcia, Deputy Director of Public Works
Paul Nguyen, Economic Development Manager
Erik Pearson, Environmental Services Manager

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 6.22.22 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.
Erika Cortez	O	1	-	4	1
*Nicolia Gooding	O	-	1	3	2
Zheefong He	X	1	-	5	0
Robert Gaumer	X	1	-	5	0
Denise Thompson	X	1	-	5	0
Randy Wright	X	1	-	4	1
Rachel Zargar	X	1	-	4	1

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

MINUTES

1. Review and Approve the March 10, 2022 Regular Personnel Commission Meeting Minutes (ACTION)

(M/S/P) Zargar/Wright – Approved – 5 AYES

REPORTS

City Council Liaison (Information)

Council Member Salinas reported that the annual budget was recently approved by Council.

Commissioner Wright asked how many Hayward restaurants received post-COVID grant monies.

Council Member Salinas answered that he can find out and report back to the Commission.

Assistant City Manager/Interim Director of Human Resources (Information)

Assistant City Manager Regina Youngblood reported that HR Director Jana Sangy has separated from the City and that the City has engaged with Bob Murray and Associates for a nationwide search for Director of Human Resources. It is anticipated that the recruitment will take 14-16 weeks to conclude with a successful candidate.

She continued that the City launched a recruitment for Deputy Director of Human Resources simultaneously. This position was eliminated a couple fiscal years ago, due to fiscal constraints. However, it has returned to the Human Resources budget, with two (2) manager positions: one for recruitment and one for organizational development. In addition to these new positions, the department has two current vacancies for HR Analyst: one for benefits and one for recruitment. She was happy to report that an offer has been made for the Benefits Analyst, and that it has been accepted.

Commissioner Zargar asked if the placement fee for the executive search is a percentage of the salary and if so, what that percentage is.

Assistant City Manager Youngblood answered that it's not a percentage, it's a flat amount for both recruitments that is accounted for in Human Resources budget due to salary savings.

Commissioner Wright asked what the salary is for the Director position.

Assistant City Manager Youngblood answered that the annual salary is \$192,878.40-\$234,385.20.

Commissioner Wright asked if there's a signing bonus for this position.

Assistant City Manager Youngblood answered that this hasn't been discussed thus far.

Commissioner Wright also asked if there's an employee referral program to recommend someone outside of the City of Hayward.

Assistant City Manager Youngblood answered that Council has recently approved that program for the Police Department, but we don't have one in place for all of our positions at this time.

Commissioner Zargar asked what the term was for the agreement in regards to engagement with identified candidates.

Assistant City Manager Youngblood answered that she will look into that.

2. Review and Approve the Proposed Fiscal Year 2023 Agenda Planning Calendar

The Personnel Commission received the report.

ACTION ITEMS

3. Review the New Job Description for Lead Sweeper Equipment Operator

Acting Human Resources Analyst Valeria Cazares gave an overview of this item. She and Director of Maintenance Services Todd Rullman answered questions.

(M/S/P) (Wright/Thompson) Approved. 5 AYES.

4. Abolish the Real Property Management Employment Roster (Eligible List)

Human Resources Analyst Janice Cahee gave an overview of this item. She and Deputy Director of Public Works Kathy Garcia answered questions.

(M/S/P) (Wright/Zargar) Approved. 5 AYES.

5. Abolish the Assistant City Attorney and Deputy City Attorney Employment Rosters (Eligible Lists)

Human Resources Analyst Janice Cahee gave an overview of this item. She and City Attorney Michael Lawson answered questions.

(M/S/P) (Wright/Thompson) Approved. 5 AYES.

6. Review the Revised Job Description for Crime Scene Technician

Human Resources Analyst Janice Cahee gave an overview of this item. She and Crime Scene Specialist Mary Marquez answered questions.

(M/S/P) (Wright/Zargar) Approved. 5 AYES.

7. Review the Revised Job Description for Deputy Director of Human Resources

Human Resources Analyst Janice Cahee gave an overview of this item. She and Assistant City Manager Regina Youngblood answered questions.

(M/S/P) (Wright/Zargar) Approved. 5 AYES.

8. Review the Revised Job Description for Human Resources Manager

Human Resources Analyst Janice Cahee gave an overview of this item.

(M/S/P) (Wright/Thompson) Approved. 5 AYES.

9. Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2023

Assistant City Manager Regina Youngblood introduced the revised salary plan for FY23, which reflects salary adjustments to the classifications in the City's classified service as a result of the Council approved Memoranda of Understanding (MOUs) between the City of Hayward and the Hayward Police Officers' Association (HPOA), Hayward Police Management Unit (HPMU), International Association of Firefighters (Local 1909), Hayward Fire Officers Association, Hayward Association of Management Employees (HAME), International Federation of Professional and Technical Engineers, Local 21 (Local 21), and Service Employees International Union, Local 1021 (SEIU). The Salary Plan has also been updated to reflect the addition of a Lead Sweeper Equipment Operator classification and salary adjustments to various other classifications as identified in the report, including Unrepresented classifications in accordance with the updated salary and benefits resolution going before Council on June 21, 2022.

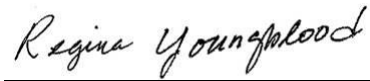
(M/S/P) (Thompson/Gaumer) Adopt the Revised Classification Plan – Approved,
3 AYES, 2 ABSTENTIONS

(M/S/P) (Gaumer/Wright) Recommended to Council for Approval – Approved,
3 AYES, 2 ABSTENTIONS

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 7:03 p.m.

A handwritten signature in cursive script that reads "Regina Youngblood".

Regina Youngblood, Assistant City Manager/
Interim Director of Human Resources