



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Special Meeting  
Thursday, January 19, 2017  
Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:30 p.m. on Thursday, January 19, 2017, at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance and Roll Call.

**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

**CITY COUNCIL**

Council Member Marvin Peixoto

**OTHERS PRESENT**

Seema Vashi, Assistant City Attorney

Attendance		<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
	Present 01.19.2017 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	X	1	0	1	0
Elecia Garrett	X	1	0	1	0
V. Toni Adams	O	1	0	0	1
Jose Guadamuz	X	0	0	1	0
Rachel Lucas	X	0	0	1	0
Giancarlo Scalise	X	0	0	1	0
Allen Zargar	X	0	0	1	0

X = present    O = absent

\* Chair Person

## **PUBLIC COMMENTS**

None.

## **APPROVAL OF MINUTES**

1. Approval of September 15, 2016 Meeting Minutes (Action)

(M/S/P) (Garrett/Lucas) Approved with edits.

Abstain: Zargar.

## **REPORTS**

1. City Council Liaison (Information)

Council Member Peixoto mentioned how pleased the Council was with the Commission interviews. He also mentioned that he hopes that the new activities scheduled for the Personnel Commission will keep the new Commissioners energized and involved in the Commission.

2. Director of Human Resources (Information)

Director Collins welcomed the new Personnel Commissioners and stated that they're coming onboard during an exciting time. In the past, Commissioners have done a lot of review of job descriptions. However, the City is in a unique place now. We have a new City Manager, new ideas, and we want people to think of Hayward when they think of employment.

Director Collins also stated that we'll be rewriting the Personnel Rules, and the Personnel Commission will be assisting with that project. She also stated that the City Manager will be attending the next meeting to welcome the new Commissioners and to talk more about the role of the Commission.

Lastly, Director Collins stated that Candi Jackson will be in contact with the new Commissioners to schedule an orientation before the next meeting.

## **ACTION ITEMS**

3. Revised City Classification and Salary Plan for Fiscal Year 2017– Updated January 19, 2017

Director Collins provided an overview of the revised classification plan. Commissioner Yates asked what the various letters in the job codes stood for in the classification plan. Director Collins stated that each letter stood for each bargaining unit. Commissioner Yates suggested that a legend be added to the classification plan for future reports.

Director Collins also provided an overview of the revised salary plan. The salary plan was updated to include salary adjustments for various positions within the SEIU Maintenance bargaining unit. As part of the agreement with SEIU Maintenance, there should be a 15% difference between the lead position and the lower position. Director Collins also stated that SEIU Maintenance has reviewed and agreed on the revised salary plan.

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

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

### **RECURRING AGENDA TOPICS/GENERAL COMMENTS**

1. Director Collins stated that it's important that the Commissioners be a part of what this Commission will become. She also reiterated that the City Manager will be attending the next meeting to welcome the new Commissioners and discuss what we have in mind for the Commission in the upcoming year. Director Collins also stated that it's important that the new Commissioners provide feedback as we draft goals for the coming year

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 it's important for all the Commissioners to participate in interview panels to see firsthand our applicant pool.
3. 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 will provide direction in terms of the process. This will be added to the agenda.

### **ADJOURNMENT**

Meeting was adjourned at 5:57 p.m.

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Nina S. Collins, Director of Human Resources