



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Special Meeting
Thursday, October 26, 2017
Conference Room 4A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:36 p.m. on Thursday, October 26, 2017, at Hayward City Hall, Conference Room 4A.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources
Farbod Pirouzmand, Deputy Director of Human Resources
Vanessa Lopez, Senior Human Resources Analyst
Lisette Del Pino, Human Resources Analyst II
Anthony Phillip, Human Resources Analyst I

OTHERS PRESENT

Marvin Peixoto, Council Member
Seema Vashi, Assistant City Attorney
Todd Rullman, Director of Maintenance Services

Attendance	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>		
	Present 10.26.2017 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	0	1
Elecia Garrett	O	1	0	0	1
V. Toni Adams	O	0	1	0	1
Jose Guadamuz	X	0	1	1	0
*Rachel Lucas	X	1	0	1	0
Giancarlo Scalise	X	1	0	1	0
Allen Zargar	X	0	1	1	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of July 13, 2017 Meeting Minutes (Action)

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

REPORTS

2. City Council Liaison (Information)

Council Member Peixoto gave an overview of two recent Work Sessions where direction was given by Council regarding: 1) Affordable Housing – more incorporated within respective projects that Council approves; and 2) Cannabis – discussed dispensary locations, how would it be taxed, at production level or the retail level in preparation of the approved use of recreational marijuana use beginning January 1.

3. Director of Human Resources (Information)

Director Collins reported that Council had a budget Work Session two weeks ago, which included discussions on how the City can reduce its deficit by considering revenue enhancements, expense reductions, and other efficiencies. Director Collins encouraged Commissioners to view the Work Session online for their reference as a part of the community and the Personnel Commission.

Director Collins also stated that on November 28th, Council will discuss and adopt its principles for labor negotiations, Policy and Goals Statement for Contract Negotiations, which allows the Council to give direction on the approach they want staff to take in negotiations on salaries and benefits.

Lastly, Director Collins stated that she signed the engagement letter to kick off the Employee Engagement Survey, which invites employees to provide feedback to assist staff to address employee concerns. This survey will also measure our progress from the last survey two years ago.

Commissioner Zargar asked if a summary of the results will be shared. Director Collins answered yes, they will be available online and shared with the Personnel Commission.

ACTION ITEMS

4. New Job Description for Information Technology Intern

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Information Technology Intern job specification and answered questions.

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

5. Revised Job Description for Senior Equipment Mechanic

Todd Rullman, Director of Maintenance Services gave an overview of the Senior Equipment Mechanic job specification and answered questions.

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

6. **FY 2018 Scope and Goals (Brainstorm)**

Director Collins passed around the Draft 2017 and 2018 Goals document for discussion, based on the feedback from the July 13th Personnel Commission meeting. She also stated that having 2-year goals would be more productive for the Commission. Below are the proposed draft goals that were discussed:

1) Review and revise the City's Classification Plan as necessary to support staffing reorganizations and updating of job specifications to align with the Classification Plan.

- Review of job specifications is limited to substantive changes in the areas of experience and education for existing specifications and new job specifications only.

Director Collins stated that revising this goal to be limited to substantive changes in the areas of experience and education for existing specifications and new job specification only, is more meaningful and a better use of the Commission's time. Commissioner Lucas agreed. Council Member Peixoto also agreed and stated that discussing the new Information Technology Intern job specification tonight is a great example of the Commission deciding on substantive issues as opposed to grammatical or typographical errors.

Commissioner Zargar asked if the changes are non-substantive, would staff make the changes and then provide to Council for approval. Director Collins answered no, because Council doesn't approve job specifications, however, it goes to the bargaining representatives to seek their consent. It's created by an HR Analyst, reviewed by the Deputy Director, goes to the bargaining unit, reviewed by Director Collins, and then brought to the Commission.

Commissioner Zargar asked what the City Charter says about the Commission's role in reviewing job specifications. Director Collins stated that this goal is close to what is stated in the Charter, and can be interpreted broadly.

2) Review and recommend approval of the City's Salary Plan for the classified service as necessary to support organizational changes and needs related to staffing, recruitment and retention of highly

qualified candidates.

Director Collins stated that goal #2 must remain, as its part of the Charter. There were no objections from the Personnel Commissioners.

3) Review and make recommendations related to candidate pool diversity and outreach efforts to attract a highly qualified and diverse pool of candidates for City of Hayward jobs.

- Participate in at least two (2) community events to introduce attendees to public service and advertise current openings.
- Assist with the City's Career Fair
- Review and discuss recruitment statistics and make recommendations to improve process.

Director Collins stated that goal #3 could be accomplished as a body, and not individually. Commissioner Lucas agreed that this goal should be quantified as a board, and not individually.

Commissioner Scalise requested to include assisting with the City's Career Fair as part of the two (2) community events. Director Collins approved of this request and stated that she's open to other names for the Career Fair, to make it more appealing.

Commissioner Lucas suggested adding participation on hiring panels as satisfying the participation requirement of Commissioners in community events. Director Collins asked if participation on hiring panels can be added as a separate piece of this goal. Commissioner Lucas agreed that would be acceptable.

4) Complete phase one review and recommendation of amendments to the personnel rules of the multi-phase project.

- Redline and recommend changes to Sections 2, 3, 6, 7, 8, and 9 of the City of Hayward's Personnel Rules

Goal #4 was not discussed and was tabled for the next Personnel Commission meeting.

7. RECURRING AGENDA TOPICS/GENERAL COMMENTS

8. ADJOURNMENT

Meeting was adjourned at 6:30 p.m.



Nina S. Collins, Director of Human Resources