



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, January 11, 2018
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:37 p.m. on Thursday, January 11, 2018, at Hayward City Hall, Conference Room 2A.

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 II

OTHERS PRESENT

Marvin Peixoto, Council Member

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 1.11.2018 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	X	3	0	0	1
Elecia Garrett	X	2	1	0	1
V. Toni Adams	O	0	3	0	1
Jose Guadamuz	X	2	1	1	0
*Rachel Lucas	X	3	0	1	0
Giancarlo Scalise	X	2	1	1	0
Allen Zargar	O	1	2	1	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of November 16, 2017 Meeting Minutes (Action)

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

REPORTS

City Council Liaison (Information)

Council Member Peixoto stated that Council recently approved a project at the old Dirty Bird site located on Mission Boulevard. The project consists of 200 condominiums for ages 55 and up at market rate. He also mentioned that there are several developments happening in the Downtown area, with the old Mervyn's building and the Green Shutter project. With these new developments comes increased revenue, and in turn, an increase in service demand.

Director of Human Resources (Information)

Director Collins stated that the City will launch its second Employee Engagement Survey the first week of February, with the results to be available the first week of March. She also updated the Commission on the result of the first survey: based on employee feedback from the survey the City Manager instituted office hours, directors have begun to meet with their entire team on a regular basis, there has been an increase in interdepartmental projects, and the Executive Team hosted a Pancake Breakfast. Director Collins also informed the Commission that department directors will review the results of the survey and commit to engaging employees so that they feel their concerns were taken seriously by the City's leadership team. Additionally, under the leadership of the City Manager, new Organizational Values were developed, with feedback from City employees, including the SEIU bargaining unit members and representatives. The final draft of the Organizational Values reflected many of the suggestions from City staff and other stake holders. Director Collins mentioned the results of the second survey will be used to assist department directors in setting performance goals and metrics that take employee engagement into account.

Lastly, Director Collins reminded the Commission that the Human Resources Open House and Years of Service Awards event are forthcoming. Typically, this annual event is held on Valentine's Day, however, this year, it may be two separate events as the City Manager will be out of town during that week. Once the dates are finalized, HR Administrative Assistant Candi Jackson will distribute the flyer and invite the Personnel Commission to attend.

FY 2018 Scope and Goals (Discussion Continued)

Director Collins reminded the Personnel Commission of the Scope and Goals that were previously discussed and approved at the October 26th meeting, and continued the

discussion with Goals #3 and 4. Below are proposed draft goals that were discussed and either approved as is or required further discussion:

- 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.
- 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.
- 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.
- 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.

Director Collins stated that Goals #1 and #2 were approved as is at the October 26th meeting. Director Collins reiterated to the Commission that Goal #3 would be changed to add the City's Career Fair and oral board panels as part of the participation in community events. She also stated that the requirement of the number of events commissioners need to attend will be removed.

Deputy Director Pirouzmand gave an overview of Goal #4. He stated that this goal would consist of bringing proposed changes of the Personnel Rules to the Commission for review and feedback, incorporating any proposed changes by the Commission, then proposing those changes to the unions for the meet and confer process. He also added, that if the unions propose changes, those changes would be brought back to the Commission for consideration. Deputy Director Pirouzmand continued with the list of Sections that Goal #4 would cover:

- Section 2 – Personnel board meetings and rule of order
- Section 3 – Classification of positions, preparation of classifications
- Section 6 – Announcements for examinations, forms, disqualifications, age limits
- Section 7 – Types of examinations – other practical exams, such as computer
- Section 8 – Eligibility lists – how do we establish, extend, and hire from

Section 9 – Filling vacancies – how to fill regular, provisional, temporary, part-time appointments

Director Collins stated that once the Scope and Goals are done, the final draft will be brought to the next Commission meeting. She also stated that staff will check with the City Attorney's Office on the legality of sending the redline version of the Personnel Rules to the Commission.

Lastly, Director Collins stated that while there's a need to update the Personnel Rules, in municipalities, if a provision conflicts with a provision in a Memorandum of Understanding (MOU), the provision in the MOU supersedes the Personnel Rules. Commissioner Lucas asked if changes will be noted that are superseded by MOUs. Director Collins answered that some proposed changes to the Personnel Rules will be presented at the negotiations table, however, the Personnel Rules still govern unrepresented employees.

Organizational Values (Discussion)

Director Collins revisited and discussed the Organizational Values document, which started as a result of the first Employee Engagement Survey, as stated in her report earlier. Close to 100 ideas and sentiments were considered by the Executive Team, which was narrowed down to the following three key values:

- CARING
 - We are caring by questioning everything we do as civil servants and working to find innovative solutions for improving our work and the lives of our residents.
 - We care for one another by being supportive, compassionate, kind, connected, and respecting of other's diverse perspectives.
 - We are caring for ourselves by maintaining and respecting a healthy work-life balance.
- OPENNESS
 - We are open to trying to new things, working together and asking tough questions.
 - We are open in our communication with one another by providing and receiving honest and constructive feedback and praise.
 - We are open to asking for what we need as individuals.
- INTEGRITY
 - We have integrity by ensuring high standards in our work.
 - We have integrity in our interactions with each other by remaining honest and transparent in our communication and decisions.
 - We have integrity by taking ownership and accountability for our work and its impact on others.

Recruitment Diversity Report (Oral Report)

Deputy Director Pirouzmand provided a diversity report on recruitments completed since our last meeting on November 16, 2017. The report was on the following fifteen (15) recruitments:

- Administrative Assistant I (Secretary)
- Administrative Assistant III (Administrative Secretary)
- Airport Operations Supervisor
- Communications Operator Lateral
- Electrician I/II
- Facilities Carpenter
- Hazardous Materials Inspector
- Librarian I (PT)
- Library Page
- Management Analyst I/II
- Senior Equipment Mechanic
- Senior Transportation Engineer
- Supervising Permit Technician
- Sustainability Specialist
- Police Records Clerk

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:28 p.m.



Nina S. Collins, Director of Human Resources