



**DATE:** March 8, 2018

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Personnel Commission Final Draft FY 2018/2019 Scope and Goals

### **RECOMMENDATION**

That the Personnel Commission reviews and adopts the revised scope and goals proposed by the Director of Human Resources for Fiscal Years 2018 and 2019.

### **BACKGROUND/DISCUSSION**

In 2016, the Hayward City Council considered a request to fill four vacancies on the Personnel Commission and supported revising the scope of the Commission to provide a more meaningful role to those serving on the Commission and to provide greater benefit to the community. The Municipal Code, Chapter 2, Article 3, outlines the powers and duties of the Personnel Commission. The Commission meets quarterly and serves in an advisory capacity for a variety of matters related to personnel administration. The Commission participated in a series of public discussions to realign its scope and create meaningful goals for fiscal years 2018 and 2019.

Along with the regular duties associated with the review of the City's Salary and Classification Plan for the classified service, another important role for the Commission is to recommend to the City Council, after a public hearing thereon, the adoption, amendment, or repeal of the Personnel Rules. The Personnel Rules have not been updated since July 19, 1977. A comprehensive update is overdue and necessary to support the changes in applicable laws as well as organizational growth and change that have occurred over the last thirty years.

The Personnel Rules consist of a comprehensive document that currently addresses matters related to general personnel administration. Any updates require careful legal review and also should include incorporation of best management practices, which support high morale and efficiency of employees. Due to the size and scope of the project, a complete update of the rules will need to be accomplished in phases. Staff recommends the first phase address personnel matters generally related to the personnel board, classification, applications and applicants, examinations, eligible registers, and the method of filling vacancies.

The following goals are proposed for FY 2018/2019:

- 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 community events, including the City's Career Fair and oral board panels, to introduce attendees to public service and advertise current openings.
  - Review and discuss recruitment statistics and make recommendations to improve process.
- 4) Complete phase one review of the multi-phase project and recommend amendments to the Personnel Rules.
  - Redline and recommend changes to Sections 2, 3, 6, 7, 8, and 9 of the City of Hayward's Personnel Rules.

*Prepared and Recommended by:* Nina S. Collins, Director of Human Resources

Approved by:



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Kelly McAdoo, City Manager