



CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Regular Meeting  
Thursday, July 12, 2018  
Conference Room 4A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:33 p.m. on Thursday, July 12, 2018, 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  
Anthony Phillip, Human Resources Analyst II  
Candi Jackson, Human Resources Administrative Assistant

OTHERS PRESENT

Marvin Peixoto, Council Member  
Seema Vashi, Assistant City Attorney  
Garrett Contreras, Fire Chief  
Jan Lee, Water Resources Manager  
Alexandrea Sepulveda, Supervising Permit Technician

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 7.12.2018 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	O	0	0	0	0
Elecia Garrett	O	0	0	0	0
Jose Guadamuz	X	1	0	0	0
*Rachel Lucas	X	1	0	0	0
Giancarlo Scalise	X	1	0	0	0
Allen Zargar	X	1	0	0	0

X = present    O = absent

\* Chair Person

PUBLIC COMMENTS

None.

## APPROVAL OF MINUTES

### 1. Approval of June 21, 2018 Meeting Minutes (Action)

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

## REPORTS

### City Council Liaison (Information)

Council Member Peixoto reported out that on Saturday, July 14<sup>th</sup>, the City will say farewell to the old Library. At the site of the old library the City will build a park. Council Member Peixoto also mentioned that the at the last City Council meeting the park developer made a presentation regarding the design of the new park. The new library will be opening in the fall.

Council Member Peixoto also reported that Council recently approved a number of cultivators, distributors, and manufacturers for cannabis. Currently, there are three (3) dispensary locations in the Downtown area pending further approval.

Lastly, Council Member Peixoto reported on future development projects for the City, including affordable housing in Lincoln Landing, South Hayward, and Green Shutter, which include 41-studio and one bedroom apartments.

### Director of Human Resources (Information)

Director Collins reported Library Services Director Sean Reinhart has resigned, and the City has hired an interim director. Jane Light has many years of experience in library administration and opening new libraries. A recruitment for Director of Library Services will be underway as soon as possible. She also reported that the City Manager recently hired a Development Services Director, Laura Simpson who began her tenure at the City on July 9<sup>th</sup>.

Director Collins also stated that the City is continuing labor negotiations with IFPTE, Local 21.

Lastly, Director Collins stated that Human Resources will be hosting its annual Health and Wellness Fair for the City's employees on Wednesday, August 29<sup>th</sup> and invited the Personnel Commissioners to attend, if they are available.

## ACTION ITEMS

### 2. Revised Job Description for Fire Captain

Garrett Contreras, Fire Chief gave an overview of the Fire Captain job specifications and answered questions.

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

3. Revised Job Description for Senior Fire Technician

Garrett Contreras, Fire Chief gave an overview of the Senior Fire Technician job specifications and answered questions.

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

4. Revised Job Description for Legal Secretary I/II

Nina Collins, Director of Human Resources gave an overview of the Legal Secretary I/II job specification and answered questions.

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

5. Revised Job Description for Permit Technician I/II

Alexandrea Sepulveda, Supervising Permit Technician gave an overview of the Permit Technician I/II job specifications and answered questions.

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

6. Revised Job Description for Senior Permit Technician

Alexandrea Sepulveda, Supervising Permit Technician gave an overview of the Senior Permit Technician job specifications and answered questions.

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

7. Revised Job Description for Senior Water Resources Engineer

Jan Lee, Water Resources Manager gave an overview of the Senior Water Resources Engineer job specifications and answered questions.

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

8. Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated July 12, 2018 – Effective July 23, 2018

Nina Collins, Director of Human Resources gave an overview of the revised Classification and Salary Plan. She began with an overview of the revised Classification Plan, which was updated to include the additions of Senior Fire Technician and Senior Water Resources Engineer.

Lastly, Director Collins provided an overview of the revised Salary Plan. The revised

Salary Plan includes the additions of Senior Fire Technician and Senior Water Resources Engineer, and the salary equity adjustment for Network Systems Specialist.

(M/S/P) (Zargar/Lucas) Adopted revised Classification Plan.

(M/S/P) (Zargar/Lucas) Recommended Salary Plan for Council approval.

#### RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

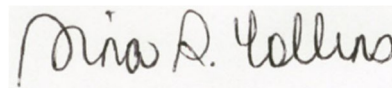
Deputy Director Pirouzmand provided a diversity report on recruitments completed since our last meeting on June 21, 2018. The report provided details for the following fourteen (14) recruitments:

- Airport Operations Specialist
- Animal Care Attendant
- Assistant/Associate Civil Engineer
- Code Enforcement Inspector
- Fire Marshall
- Information Technology Manager
- Lead Program Assistant
- Management Analyst I/II
- Permit Technician I/II
- Police Officer (Lateral)
- Senior Permit Technician
- Senior Transportation Engineer
- Utilities Maintenance Mechanic
- WPCF Operations Supervisor

#### COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

#### ADJOURNMENT

Meeting was adjourned at 6:50 p.m.



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Nina S. Collins, Director of Human Resources