



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Regular Meeting  
Thursday, November 8, 2018  
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:30 p.m. on Thursday, November 8, 2018, at Hayward City Hall, Conference Room 2A.

**HUMAN RESOURCES DEPARTMENT STAFF**

Nina Collins, Director of Human Resources  
Farbod Pirouzmmand, Deputy Director of Human Resources  
Vanessa Lopez, Senior Human Resources Analyst  
Lisette Del Pino, Human Resources Analyst II  
Candi Jackson, Human Resources Administrative Assistant

**OTHERS PRESENT**

Seema Vashi, Assistant City Attorney  
Jason Martinez, Police Captain  
Emily Young, YFSB Administrator  
Omar Noorzad, Supervising Building Inspector

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 11.8.2018 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	1	2	0	0
*Rachel Lucas	X	3	0	0	0
Allen Zargar	X	2	1	0	0
Erika Cortez	X	1	1	0	0
Mekia Fields	X	2	0	0	0
Nicolia Gooding	X	2	0	0	0
Zheefong He	X	2	0	0	0

X = present    O = absent

\* Chair Person

**PUBLIC COMMENTS**

None.

## **APPROVAL OF MINUTES**

1. Approval of July 12, 2018 Meeting Minutes (Action)

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

2. Approval of September 20, 2018 Meeting Minutes (Action)

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

## **REPORTS**

### City Council Liaison (Information)

Council Member Peixoto was unable to attend.

### Director of Human Resources (Information)

Nina Collins, Director of Human Resources, reported that Council Member Peixoto was unable to attend the meeting. She also informed the Commission today's meeting would have been his last meeting because there is a new Council Member. She also reported that a new liaison will be assigned to the Personnel Commission. She reiterated how Council Member Peixoto was a solid supporter of reinvigorating and restructuring the Personnel Commission and that he will be missed. She committed to sharing with the Commission the identity of the new Council Liaison as soon as practicable.

Because the volume of agenda items brought to the Commission have decreased, Director Collins asked the commission to consider moving the meetings back to quarterly. She proposed discussing this option at the next meeting in January.

Lastly, Director Collins reported on the annual closure of City Hall. All non-essential City services will be closed the week of November 19<sup>th</sup> for Thanksgiving and beginning December 24<sup>th</sup> through January 4<sup>th</sup>.

### Election of Vice Chair (Vote)

Commissioner Zargar was elected Vice Chair (5-0).

## **ACTION ITEMS**

3. Revised Job Description for Lead Program Assistant

Emily Young, YFSB Administrator, gave an overview of the Lead Program Assistant job specification and answered questions.

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

4. Revised Job Description for Supervising Building Inspector

Omar Noorzad, Supervising Building Inspector, gave an overview of the Supervising Building Inspector job specification and answered questions.

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

**RECRUITMENT DIVERSITY REPORT (ORAL REPORT)**

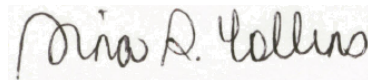
Deputy Director Pirouzmand provided a diversity report on recruitments completed since our last meeting on September 20, 2018. The report provided details for the following six (6) recruitments:

- Assistant/Associate Planner
- Human Resources Technician
- Literacy Program Coordinator
- Police Officer Trainee
- Utilities Service Worker
- Water Pollution Control Facility Lead Operator

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

Meeting was adjourned at 6:11 p.m.



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Nina S. Collins, Director of Human Resources