



**DATE:** May 7, 2019

**TO:** Mayor and City Council

**FROM:** Director of Human Resources

**SUBJECT:** Informational Report to the City Council on the Personnel Commission Revised Scope of Duties and Goals and Accomplishments for Fiscal Years 2018 and 2019

## **RECOMMENDATION**

That Council receives the following report as informational only.

## **SUMMARY**

In October 2016, the City Council appointed four members to the Personnel Commission. The Council also directed staff to move forward with recommendations to eliminate some tasks of the Commission and present recommendations to the Commission to make the role of Personnel Commissioner one that provided a meaningful and engaging process that would be consistent to what those serving on similar Boards in other agencies experience. This report provides a summary of the goals and accomplishments of the Commission in Fiscal Years 2018 and 2019.

## **BACKGROUND AND DISCUSSION**

The Personnel Commission meets every other month and consists of seven (7) members. The Commission “acts in an advisory capacity to the Council and the City Manager on personnel administration.” Community members who volunteer their time to serve on City Boards indicate that they want to make a difference and participate in a meaningful and engaging process consistent with what their peers in other agencies experience.

In October 2016, staff requested that the City Council appoint four (4) members to the Personnel Commission to fill vacant positions. Additionally, based on feedback from past and current members of the Commission that the opportunity was not as meaningful and engaging as they would like, staff requested feedback from the Council on proposed revisions to the scope of duties for the Personnel Commission. Staff suggested working with the Commission to revise the Mission of the Personnel Commission, which was old and outdated. Moreover, staff recommended the elimination of some tasks, including the review of job specifications that add a redundant level of bureaucracy, unnecessarily consumes staff time and resources, and seldom results in substantive changes.

Council supported staff making the recommendation to eliminate the job specification review and the following recommendations for changes to the scope of duties for the Personnel Commission:

- Promoting diversity within the Classified Service;
- Assessing, overseeing, and recommending processes for recruitment and retention of a highly qualified and capable workforce; and
- Reviewing incentive programs to ensure they support the City's larger attraction and retention goals.

Over the course of several meetings, the Personnel Commission discussed the recommended changes to the scope of duties and made the following decisions:

<b>Staff Recommendation</b>	<b>Personnel Commission Decision</b>
Promoting diversity within the Classified Service	The Commission adopted as written.
Eliminate Personnel Commission of Job Specifications	The Commissioners did not agree to eliminate their review of job specifications. Rather, they decided it was more appropriate to limit review of job specifications to substantive changes in the areas of experience and education for existing and new job specifications.
Assessing, overseeing and recommending processes for recruitment and retention of a highly qualified and capable workforce	The Commission adopted as written.
Reviewing incentive programs to ensure they support the City's larger attraction and retention goals.	The Commission adopted as written.

After making decisions about the revised scope of duties as discussed above, the Commissioners discussed and agreed upon goals. The goals discussion took several meetings as the Commissioners shared their thoughts about how to best perform their duties in a way that would be meaningful, engaging, and add value to the Hayward community and create goals that are attainable and align with their Mission Statement. The following is a summary of the adopted goals and status:

Goal	Status
Review and revise the City's Classification Plan as necessary to support staffing re-organizations and updating of job specifications to align with the Classification Plan.	Ongoing. The Personnel Commission continues to perform the limited review of job specifications.
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 candidates	Ongoing. The Personnel Commission reviews and recommends approval as requested.
<p>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.</p> <ul style="list-style-type: none"> <li>- Participate in at least two community events to introduce attendees to public service and advertise current openings</li> <li>- Assist with the City's Career Fair</li> <li>- Review and discuss recruitment statistics and make recommendations to improve processes.</li> </ul>	Ongoing. Personnel Commissioners receive recruitment diversity statistics at each regular meeting and provide feedback to staff for potential process improvement. Commissioners also sit on oral panels and have made their availability to participate at community events known.
Complete phase one review and recommendation of amendments to the Personnel Rules of the multi-phase project	Complete. The Personnel Commission redlined and recommended changes to Sections 2, 3, 6, 7, 8, and 9 of the City of Hayward's Personnel Rules.

In addition to determining the scope of its responsibility, adopting goals, and completing phase 1 of the Personnel Rules re-write project, the Personnel Commission has accomplished the following:

- Served on oral board panels for Police Department positions
- Reviewed and provided feedback on job specifications including the Deputy Director of Public Works, Firefighter Trainee, Water Pollution Control Facility Operations and Maintenance Manager, Fire Captain, and Police Officer
- Recommended approval of Salary Plans reflecting negotiated and equity salary adjustments
- Reviewed diversity statistics for over thirty recruitments. Recommended a process change for typing certificates that will result in the elimination of the requirement for jobs that also have a performance test that includes Microsoft Word and moving

the timeline for submittal to later in the process for others. The Commission also supported the recommendation that HR administer typing tests when required. This recommendation potentially increases the applicant pool by eliminating a barrier in the early phases of the recruitment process and replacing it with an exam administered by HR at no cost to the applicant. Note: HR currently has the software needed to administer the typing test, so any additional cost to the City is negligible.

## **FISCAL IMPACT**

There is no fiscal impact associated with this report.

## **NEXT STEPS**

Staff will continue to meet with the Personnel Commission as scheduled and support efforts to further define and revise its role so that it is meaningful, engaging, and adds value to the Hayward community.

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

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

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Kelly McAdoo, City Manager