



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Regular Meeting  
Thursday, May 9, 2019  
Conference Room 4A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 6:00 p.m. on Thursday, May 9, 2019, at Hayward City Hall, Conference Room 4A.

**HUMAN RESOURCES DEPARTMENT STAFF**

Nina Collins, Director of Human Resources  
Lisette Del Pino, Acting Senior Human Resources Analyst  
Anthony Phillip, Human Resources Analyst II  
Candi Jackson, Human Resources Administrative Assistant

**OTHERS PRESENT**

Seema Vashi, Assistant City Attorney  
Bernie Cunha, Jail Administrator  
Jeannie Quan, Operations Support Services Manager  
Michael Barnes, Management Analyst II

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 05.09.2019 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	2	3	0	0
*Rachel Lucas	X	5	0	0	0
Allen Zargar	X	4	1	0	0
Erika Cortez	X	3	1	0	0
Mekia Fields	X	4	0	0	0
Nicolia Gooding	X	4	0	0	0
Zheefong He	X	4	0	0	0

X = present    O = absent

\* Chair Person

**PUBLIC COMMENTS**

None.

## **APPROVAL OF MINUTES**

1. Approval of January 10, 2019 Meeting Minutes (Action)

(M/S/P) Zargar/Lucas. One (1) Abstention. Approved.

## **REPORTS**

### City Council Liaison (Information)

Council Member Salinas was unable to attend.

### Director of Human Resources (Information)

Nina Collins, Director of Human Resources, reported that this week is Public Service Recognition Week and the City is celebrating its employees. On Monday, t-shirts were distributed to all new hires within the last year; on Tuesday, fruit boxes were delivered to staff at City Hall and offsite locations; on Wednesday, staff were treated to cake pops from Marley's Treats; Thursday, the City's Executive Team hosted and sponsored their annual pancake breakfast; and Friday will be an Ice Cream Cookie Bar.

Director Collins reported that an informational report went to Council on Tuesday regarding the Personnel Commission. She highlighted that Human Resources (HR) will be moving towards offering typing tests to candidates in the near future, as previously discussed with the Commission. She also reported that current employees have begun to validate entrance examinations to determine cut-off scores for future test takers. Exam validation for developing employment selection instruments will be included in a future report to Council.

Director Collins stated that she and Acting Senior HR Analyst, Lisette Del Pino, are a part of the Government Alliance on Race and Equity (GARE), which includes 14 members from the City. This group looks deeper into the City's policies and how the City does business to achieve racial equity and advance opportunities for all. Advancement towards racial equity ties into the Personnel Commission's Scope of Duties related to diversity and outreach programs.

Director Collins reported that HR interviewed the Deputy Director of Human Resources candidates and has narrowed the selection down and projects the position will be filled before the end of the fiscal year. She also stated that the HR Analyst vacancy will be filled by Nargiz Karimova, HR Technician, effective May 20<sup>th</sup>. This promotion will open the HR Technician position, which will be filled soon since there is a current eligible list for this classification. Lastly, Director Collins stated that HR requested Council approve an additional HR Analyst position for fiscal year 2020 and it is currently pending budget adoption.

## Meeting Frequency (Information)

Director Collins stated that based on current workloads the meeting frequency could be moved back to a quarterly basis to make better use of the Commission's time. She asked for the Commissioners' thoughts and opinions. Commissioner Lucas and Zargar were in agreement for longer quarterly meetings.

Commissioner Fields expressed her concern that agenda items might be outdated if the meetings were moved to quarterly. Director Collins clarified that a special meeting could be scheduled if there were urgent items. In addition, she indicated HR staff would ensure internal deadlines would be adjusted to accommodate a quarterly meeting schedule. She also stated that the Commission could revisit the meeting frequency and re-adjust as necessary.

Seema Vashi, Assistant City Attorney, clarified the Commission could not vote on the meeting frequency at present, since the item was not an Action Item. Therefore, the Commission agreed to make it an Action Item and vote at the next meeting.

## **ACTION ITEMS**

### 2. Revised Job Description for Jail Supervisor

Bernie Cunha, Jail Administrator, gave an overview of the Jail Supervisor job specification and answered questions.

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

### 3. Revised Job Description for Community Service Officer

Bernie Cunha, Jail Administrator, gave an overview of the Community Service Officer job specification and answered questions.

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

### 4. Revised Job Description for Senior Customer Account Clerk

Michael Barnes, Management Analyst II, gave an overview of the Senior Customer Account Clerk job specification and answered questions.

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

## **RECRUITMENT DIVERSITY REPORT (ORAL REPORT)**

Acting Senior Human Resources Analyst Del Pino provided a diversity report on recruitments completed since the last meeting on January 10, 2019. The report

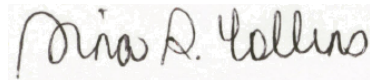
provided details for the following eleven (11) recruitments:

- Associate Transportation Planner
- Battalion Chief/Training Officer
- Building Inspector
- Community Services Manager
- Economic Development Manager
- Equipment Mechanic II
- Human Resources Analyst I/II
- Human Resources Technician
- Librarian I (PT)
- Library Page
- Management Analyst I/II

#### **COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

#### **ADJOURNMENT**

Meeting was adjourned at 7:24 p.m.

A handwritten signature in black ink, reading "Nina S. Collins", is positioned above a horizontal line.

Nina S. Collins, Director of Human Resources