



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Special Meeting
Thursday, June 20, 2019
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:36 p.m. on Thursday, June 20, 2019, at Hayward City Hall, Conference Room 2A.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources
Robin Young, Deputy Director of Human Resources
Lisette Del Pino, Acting Senior Human Resources Analyst
Candi Jackson, Human Resources Administrative Assistant

OTHERS PRESENT

Seema Vashi, Assistant City Attorney
Alex Ameri, Director of Public Works & Utilities

Attendance		<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
	Present 06.20.2019 Special 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	1	0
*Rachel Lucas	X	5	0	1	0
Allen Zargar	O	4	1	0	1
Erika Cortez	X	3	1	1	0
Mekia Fields	X	4	0	1	0
Nicolia Gooding	X	4	0	1	0
Zheefong He	X	4	0	1	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

Brenda Rojas, a Chabot College student, attended the Personnel Commission meeting to observe as a part of her class work.

APPROVAL OF MINUTES

1. Approval of May 9, 2019 Meeting Minutes (Action)

(M/S/P) (He/Cortez) 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 Human Resources has filled all of the department's vacancies. She also introduced the new Deputy Director of Human Resources, Robin Young, and shared her work history. Deputy Director Young thanked the Commission for welcoming her.

ACTION ITEMS

2. New Job Description for Assistant Director of Public Works - Utilities

Alex Ameri, Director of Public Works and Utilities gave an overview of the Assistant Director of Public Works - Utilities job specification and answered questions.

(M/S/P) (Cortez/Fields) Approved.

3. Revised City Classification and Salary Plan for Fiscal Year 2020 – Updated June 20, 2019 – Effective June 25, 2019

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 addition of the Assistant Director of Public Works – Utilities position.

Director Collins provided an overview of the revised Salary Plan. The revised Salary Plan includes the salary adjustments to the classifications in the City's classified service as a result of negotiated and approved Memoranda of Understanding between the City of Hayward and Service Employees International Unit (SEIU), Local 1021 Clerical and Related Unit, and SEIU, Local 1021 Maintenance and Operations Unit; salary increases to the Administrative Intern, Technical Intern, and Information Technology Intern classifications pursuant to the City of Hayward's Living Wage Ordinance; the salary range addition of the Assistant Director of Public Works – Utilities classification; and equity adjustments to Assistant City Attorney,

Deputy City Attorney I/II, Information Technology Manager, Economic Development Manager, Housing Manager, and Senior Library Page classifications.

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

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

4. Revisions to Meeting Schedule

Director Collins gave an overview of revising the Commission's meeting schedule to a quarterly basis, beginning in September after holding a special meeting in July. Candi Jackson, Human Resources Administrative Assistant, will contact Commissioners to confirm a date.

Commissioner Lucas expressed concern about changing to quarterly meetings. Specifically, if that would require an earlier start time or result in a longer meeting which would end late into the evening.

Director Collins responded that she does not anticipate meetings to go more than two (2) hours. However, things may change, and if the quarterly schedule becomes difficult to adhere to, the Commission can agendaize and revise the schedule again.

Commissioner Gooding asked if it's necessary for department directors to attend Personnel Commission meetings for their job specifications.

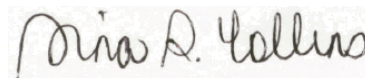
Director Collins responded that the preference is for directors to attend and answer questions that may arise that are more technical in nature. However, if they are unable to attend, they may ask Director Collins or other department staff to attend in their place.

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

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:03 p.m.



Nina S. Collins, Director of Human Resources