



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Regular Meeting  
Thursday, December 12, 2019  
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:35 p.m. on Thursday, December 12, 2019, at Hayward City Hall, Conference Room 2A.

**CITY STAFF:**

Robin Young, Deputy Director of Human Resources  
Lisette Del Pino, Human Resources Analyst II  
Anthony Phillip, Human Resources Analyst II  
Terence Candell, Human Resources Intern  
Michael Vigilia, Senior Assistant City Attorney  
Alex Ameri, Director of Public Works  
Fred Kelley, Transportation Manager  
Phil Nichols, Code Enforcement Manager  
Jennie Madrigal, Animal Services Administrator  
Adam Perez, Records Administrator  
Lili Manuntag, Records Supervisor  
Laurel James, Management Analyst II

**COMMISSIONERS:**

Attendance		<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
	Present 12.12.2019 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.
Allen Zargar	X	1	1	-	-
Erika Cortez	X	2	-	-	-
Nicolia Gooding	X	2	-	-	-
Zheefong He	X	1	1	-	-
Robert Gaumer	X	1	-	-	-
Denise Thompson	X	1	-	-	-
Randy Wright	X	1	-	-	-

X = present    O = absent

\* Chairperson

**PUBLIC COMMENTS**

None.

**BROWN ACT TRAINING**

Senior Assistant City Attorney Michael Vigilia gave the Personnel Commission a brief overview of the Brown Act and answered questions.

**APPROVAL OF MINUTES**

1. Approval of September 12, 2019 Meeting Minutes (Action)  
(M/S/P) (Cortez/Gooding) Approved. Zargar abstained.

**REPORTS**

City Council Liaison (Information)

Council Member Mark Salinas was unable to attend.

Director of Human Resources (Information)

Deputy Director Robin Young stated that Maria Hurtado, Assistant City Manager/Interim Human Resources Director would not be attending, since she was attending the International County/City Management Association (ICMA) Board of Directors meeting.

Lastly, Deputy Director Young reminded the Personnel Commission that City Hall will be closed for the holidays from December 23<sup>rd</sup> through January 3<sup>rd</sup>, reopening on Monday, January 6<sup>th</sup>.

**ACTION ITEMS**

2. Review the Revised Job Description for Senior Transportation Engineer

Fred Kelley, Transportation Manager gave an overview of the Senior Transportation Engineer job specification and answered questions.

Commissioner Gaumer asked about the “development of the Citywide Multi-modal Improvement Study” listed under the Definition section. He asked if this was in existence.

Transportation Manager Kelley answered that this study is currently being developed.

Commissioner Gaumer asked how much time is given to an out-of-state applicant to obtain a State of California registration, given that the job description shows a two-year period, but the staff report shows a one-year period.

Transportation Manager answered that some states are reciprocal, but if the applicant is coming from a non-reciprocal state, the applicant would need to obtain a California Professional Engineering license or Traffic Engineering license within two years. Deputy Director Young concurred.

Commissioner Gaumer also asked if the revision date on the footer of the job description should be updated from September 2019 to December 2019.

Deputy Director Young answered that the job description revision date will be updated to December 2019.

Commissioner Gooding asked about the essential duty “may act as City Traffic Engineer, if so designated” and if this in line with their duties, or additional work.

Transportation Manager Kelley answered that in the past, there was only one (1) City Traffic Engineer. However, currently there are two (2) City Traffic Engineers, which is why the job description includes “*may...*”, for coverage purposes.

(M/S/P) (Zargar/Gooding) Approved with changes.

3. Review the Revised Job Description for Records Supervisor

Adam Perez, Records Administrator gave an overview of the Records Supervisor job specification and answered questions.

Commissioner Zargar asked to confirm the removal of the typing qualification in this job description.

Human Resources Analyst Del Pino answered that this was eliminated since this is a supervisory level position and isn't applicable to the software and technology this position will be using. She also added as a reminder that moving forward the Commission will see the elimination of typing requirements from various job specifications as they are identified.

Commissioner Gaumer asked about “read and comprehend legal, technical and complex documents” listed under the Special Requirements section. He asked for an example.

Records Administrator Perez answered that the Police Department receives subpoenas and the Records Supervisor needs to be able to read through and interpret what is being requested, and whether or not what is being requested can be provided.

Commissioner Gooding asked what aspect of their hiring competencies shows capability of performing these tasks.

Records Administrator Perez answered that a lot of this goes into training, which includes subpoena, POST, and internal trainings.

Commissioner Cortez asked if an applicant had a bachelor's degree, could that be substituted for years of professional experience.

Deputy Director Young answered that all of our job descriptions, under education and experience, include typical ways to qualify for the position, and that we do consider transferrable skills and substitutions.

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

4. Review the Revised Job Description for Senior Code Enforcement Inspector and Code Enforcement Inspector I/II

Phil Nichols, Code Enforcement Manager gave an overview of the Senior Code Enforcement Inspector and Code Enforcement Inspector I/II job specifications and answered questions.

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

5. Review the Revised Job Description for Management Fellow

Laurel James, Management Analyst II gave an overview of the Management Fellow job specification and answered questions.

Commissioner Gaumer asked how we compared the rates with other cities/counties.

Human Resources Intern Terence Candell answered that the comparison was completed with other cities/counties that offer the same program through ICMA.

Commissioner Thompson asked what the recruitment process for this position is.

Human Resources Analyst Del Pino answered that the recruitment is administered by ICMA and sources candidates nationally. Management Analyst James added that applicants submit a personal statement and case study.

Commissioner Cortez asked how this Management Fellow program is marketed locally.

Management Analyst James answered that should this position be open for recruitment that it will be advertised by the City of Hayward at the career centers for

Mills College, Cal State East Bay, and San Jose State.

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

6. Proposed Fiscal Year 2020 Agenda Planning Calendar

Robin Young, Deputy Director of Human Resources gave an overview of the report.

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

7. Adopt the Revised Classification and Salary Plan for Fiscal Year 2020, Effective December 23, 2019 and Review the Salary Plan for Fiscal Year 2020

Deputy Director Young gave an overview of the revised Classification and Salary Plan. The revised Salary Plan includes the salary adjustments to the classifications in the City's classified service as a result of the Equity Study Side Letter of Agreement 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; the Council approved Memorandum of Understanding between the City of Hayward and Hayward Association of Management Employees (HAME); and the revised terms of the Salary and Benefits Resolution for Unrepresented Management, Human Resources, and City Attorney Employees. The revised Salary Plan also includes salary adjustments to the Mail Clerk, Management Fellow, and a salary correction to Associate Landscape Architect.

Commissioner Gooding asked where the money comes from to support these salary changes.

Deputy Director Young answered that it comes from the City's general fund. She also added that the Commission recommends to Council the approval of the Salary Plan. Lastly, she added that we work closely with the Finance Department on these salary changes for budget review prior to finalizing and bringing to the Personnel Commission.

Commissioner Gooding asked for more understanding about how the general fund is impacted with the changes to the Salary Plan and the Commission's recommendation to Council for approval, as it relates to services that the City provides. She continued that this can be discussed more later.

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

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

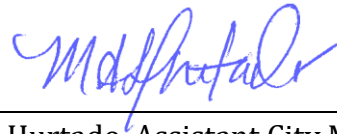
**ELECTION OF OFFICERS (Vote)**

Commissioner Nicolia Gooding was elected Chair (6-0). Gooding abstained.  
Commissioner Erika Cortez was elected Vice Chair (6-0). Cortez abstained.

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

Meeting was adjourned at 6:38 p.m.



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Maria Hurtado, Assistant City Manager/  
Interim Director of Human Resources