

**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, March 12, 2020
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:34 p.m. on Thursday, March 12, 2020, at Hayward City Hall, Conference Room 2A.

CITY STAFF:

Maria Hurtado, Assistant City Manager/Interim Director of Human Resources
Robin Young, Deputy Director of Human Resources
Vanessa Lopez, Senior Human Resources Analyst
Lisette Del Pino, Human Resources Analyst II
Anthony Phillip, Human Resources Analyst II
Janice Cahee, Human Resources Analyst I
Wayne Smith, Human Resources Technician
Seema Vashi, Assistant City Attorney
Alex Ameri, Director of Public Works
Richard Nield, Landscape Maintenance Manager

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 3.12.2020 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	O	1	2	-	-
Erika Cortez	O	2	1	-	-
*Nicolia Gooding	X	3	-	-	-
Zheefong He	X	2	1	-	-
Robert Gaumer	X	2	-	-	-
Denise Thompson	X	2	-	-	-
Randy Wright	X	2	-	-	-

X = present O = absent

* Chairperson

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of December 12, 2019 Meeting Minutes (Action)

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

REPORTS

City Council Liaison (Information)

Council Member Mark Salinas reported that Census forms have been distributed and encouraged Personnel Commissioners to complete it once received. He also mentioned that there is a kiosk in the Library to assist the community with completing the census forms. Mary Thomas in the City Manager's Office is the contact person, however, if there are any questions or comments about the census, he welcomed the Personnel Commission to contact him.

Lastly, Council Member Salinas reported that the City Council has recently passed the rent stabilization and tenant protection ordinance, and the minimum wage ordinance. He also mentioned that the SoHay project has completed its first group of affordable housing to be made available for low-income families.

Interim Director of Human Resources (Information)

Assistant City Manager/Interim Director of Human Resources Maria Hurtado reported that City Manager Kelly McAdoo has declared a local emergency due to the increased concern regarding COVID-19. This has allowed the City to make some operational changes on how the City interacts with the public, such as limiting public access to City Hall's first floor only as a single point of contact. This will help ensure the safety of the public and the City's employees. The City has also cancelled non-essential, non-governmental events, such as City Hall rentals. This is in alignment with the Center for Disease Control and Alameda County's Health guideline to minimize large group gatherings. However, City Council and Board/Commission meetings will continue to be held, with an option to participate via teleconference.

Lastly, Interim Director of Human Resources Hurtado mentioned that a Special Personnel Commission meeting may be scheduled in May and that Candi Jackson, Human Resources Administrative Assistant will be polling the Commission's availability, including their interest in teleconferencing.

ACTION ITEMS

2. Review the Revised Job Description for Groundskeeper II & Groundskeeper III

Richard Nield, Landscape Maintenance Manager gave an overview of the Groundskeeper II & Groundskeeper III job specifications and answered questions.

(M/S/P) (Gaumer/Wright) Approved with changes.

Commissioner Wright asked if the word “heavy” in “Performs heavy physical labor.” is necessary, as it may deter female applicants from applying.

Human Resources Analyst Del Pino pointed out that both job specifications include language regarding reasonable accommodations, if needed.

Interim Director of Human Resources Hurtado advised the Commission that HR staff will bring both job specifications to the union for their approval to remove the word “heavy”, since removing the word can change the working condition; and if the union approves, HR staff will remove the word. However, she also asked if the union does not approve, would the language regarding special accommodations be sufficient.

The Commission agreed.

3. Review the Revised Job Description for Water Pollution Source Control Inspector

Alex Ameri, Director of Public Works gave an overview of the Water Pollution Source Control Inspector job specification and answered questions.

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

4. Proposed Fiscal Year 2020 Agenda Planning Calendar

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

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

5. 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 Tree Trimmer and Personnel Operations Specialist classifications as a result of the SEIU Local 1021 Clerical and Related, and SEIU 1021 Maintenance and Operations Unit’s salary survey.

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

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

RECRUITMENT DIVERSITY REPORT

Tabled to next regular meeting.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:20 p.m.



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