



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Regular Meeting
Thursday, March 11, 2021
Zoom Meeting (Virtual)**

A special meeting of the City of Hayward Personnel Commission was called to order virtually at 5:30 p.m. on Thursday, March 11, 2021, via a Zoom conference call.

CITY STAFF:

Adam Perez, Records Administrator
Alex Ameri, Director of Public Works and Utilities
Anthony Phillip, Human Resources Analyst II
Bert Weiss, Utilities O&M Manager
Daryl Lockhart, Utilities Field Services Supervisor
Dustin Claussen, Director of Finance/Interim Director of Human Resources
Janice Cahee, Human Resources Analyst I
Kakshi Master, Human Resources Analyst II
Laurel James, Management Analyst II
Lisette Del Pino, Human Resources Analyst II
Vadim Sidelnikov, Deputy City Attorney
Vanessa Lopez, Senior Human Resources Analyst

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 3.11.2021 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.
Erika Cortez	X	1	-	1	1
*Nicolia Gooding	X	1	-	1	1
Zheefong He	X	1	-	2	0
Robert Gaumer	X	1	-	2	0
Denise Thompson	X	1	-	2	0
Randy Wright	X	1	-	2	0
Rachel Zargar	X	1	-	2	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

BUDGET OVERVIEW

Dustin Claussen, Director of Finance/Interim Director of Human Resources gave an overview of the General Fund Budget and answered questions.

APPROVAL OF MINUTES

1. Approval of January 28, 2021 Meeting Minutes (Action)

(M/S/P) (Zargar/Thompson) Approved – 7 AYES

REPORTS

City Council Liaison (Information)

Council Member Mark Salinas mentioned that we have completed elections since we last met and that we have a new Council Member, Angela Andrews. He stated that the City Council has spent a lot of time focusing on establishing priorities and has revisited the Council's strategic initiatives to ensure they are still relevant, especially as we move into a new phase of the pandemic.

Council Member Salinas added that the Council had a retreat last month where they participated in planning and team building activities. He also provided updates on economic development and the Housing & Homeless Task Force.

Lastly, Council member Salinas stated that the City has shifted to COVID-19 testing and vaccinating; and is currently at Tier 1B. He added that our goal is to get the City's economy open again, even if incremental. Council Member Salinas applauded Director Claussen for keeping the City financially solvent over the last year, with his tactical expertise.

Commissioner Wright commended the City's staff at the Firehouse Clinic for their efficiency, professionalism, and kindness. He added that he reached out to City Manager Kelly McAdoo and Fire Captain Don Nichelson directly to convey this message.

Interim Director of Human Resources (Information)

Director of Finance/Interim Director of Human Resources Dustin Claussen stated that the City recently held its Employee Service Awards, virtually, recognizing employees who reached service milestones of 10 years or more, in increments of 5 years, thereafter. He added that 60+ employees were recognized.

Director Claussen also added that the City has shifted from COVID-19 testing to vaccinating the community, including City staff that are forward facing.

Lastly, Director Claussen stated that the City Manager should have an update on Director of Human Resources recruitment soon.

2. Receive the Proposed 2021 Calendar Year Agenda Planning Calendar

Report received by the Personnel Commission without comments.

ACTION ITEMS

3. Review the Revised Job Description for the Police Records Clerk I/II

Human Resources Analyst Lisette Del Pino and Records Administrator Adam Perez gave an overview of the Police Records Clerk I/II job specification and answered questions.

(M/S/P) (Wright/Zargar) Approved. 7 AYES.

Commissioner Zargar asked if this position processes requests related to body worn camera footage.

Records Administrator Perez answered that yes, staff is responsible for these types of requests as a part of public records act requests and subpoenas, and that they complete a training specific to these requests.

Commissioner Wright asked if, in lieu of a typing certificate, an alternate test method would be provided. He asked what method would be provided.

Human Resources Analyst Del Pino answered that Human Resources currently uses OPAC, which will be upgraded in the near future to TestGenius, pending the approval of the mid-year budget process. This program will test data entry and accuracy, and can be administered this remotely.

Commissioner Wright asked what “fine coordination” is as listed in the Special Requirements section.

Human Resources Analyst Del Pino answered that it refers to small motor skills, such as grasping a pen.

4. Review the Revised Job Description for Customer Field Technician

Human Resources Analyst Lisette Del Pino, Director of Public Works & Utilities Alex Ameri, Bert Weiss and Daryl Lockhart gave an overview of the Customer Field Technician job specification and answered questions.

(M/S/P) (Wright/Thompson) Approved. 7 AYES.

Commissioner Wright asked if the word “manually” can be removed from “manually reads water meters”.

Director Ameri answered that the City has 37K water meters that are read automatically, and occasionally there may be a glitch that requires the

Commissioner Cortez asked if the person is required to obtain the two required certificates on their own or if there is a City program they go through.

Director Ameri answered that the City pays for the incumbent to attend classes to obtain the necessary certificates.

Commissioner Wright asked if a special driver’s license required for this position.

Director Ameri answered no, a standard Class C Driver’s License is sufficient.

5. Review the Revised Job Description for Management Fellow

Human Resources Analyst Lisette Del Pino and Management Analyst Laurel James gave an overview of the Management Fellow job specification and answered questions.

(M/S/P) Item will be brought back in June for approval.

Chair Gooding asked how it would be determined if an incumbent can be extended from one (1) year to two (2) years.

Human Resources Analyst Del Pino answered that it is at the discretion of the City Manager.

Chair Gooding asked if the Commission is being asked to approve the extension of the current incumbent.

Human Resources Analyst Del Pino answered that the Commission would be approving the extension for the current fellow or future incumbents.

Commissioner Thompson asked if this classification is a part of the Management Analyst pre-series.

Management Analyst James answered yes, the Management Fellow classification has been used as an entry level opportunity, allowing the City to recruit for management analysts.

Commissioner Wright asked if Administrative Rule 2.65A, which is referenced in the report, has been modified to reflect this change.

Management Analyst James answered that the Administrative Rule is drafted pending the approval of the updated classification.

Commissioner Cortez asked if the Master's Degree is required to apply for the fellowship program.

Management Analyst James answered that this program is meant for those that have completed the Master's program or are within one (1) year of graduation.

Chair Gooding asked for clarification on what the Personnel Commission is voting on.

Human Resources Analyst Del Pino answered that the Personnel Commission is voting on extending the Management Fellow program from one (1) year to two (2) years.

Chair Gooding stated she had a concern as to when an additional year would be offered and asked if that would be equitable.

Director Claussen added that up to this point, this position has not been more than a one-year assignment to gain experience. He added that the current request is for an exception, given this exceptional year.

Commissioner Zargar asked if there's a risk with going forward with a 2-year assignment.

Director Claussen answered that there isn't much of a risk at all. He reiterated that this position is meant to offer exposure and experience in the City Manager's Office.

Commissioner Zargar suggested that we recommend making this position a 2-year program and that it's up to the City to discern whether the fellow stays or not at that point.

Director Claussen agreed with Commissioner Zargar's recommendation. Human Resources Analyst Del Pino added that we would check-in with City Manager Kelly McAdoo to ensure she's onboard and that this item would be brought back to the June Personnel Commission meeting for approval.

6. Adopt the Revised Classification Plan and Review and Recommend to Council the Adoption of the Revised Salary Plan for Fiscal Year 2021

Director Claussen gave an overview of the revised Salary Plan. The revised Salary Plan has been updated to reflect salary adjustments to the Planning Manager, Water Meter Mechanic, Hazardous Materials Program Coordinator, Maintenance Leader, Senior Maintenance Leader, and Reserve Officer Coordinator classifications. The Salary Plan has also been updated to add the Customer Field Technician and

deactivate the Water Meter Reader classification.

(M/S/P) (Gaumer/Zargar) Approve Classification Plan – Approved. 7 AYES

(M/S/P) (Gaumer/Thompson) Recommended to Council for Approval – Approved.
7 AYES

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

Human Resources Technician Wayne Smith presented the new format of the Recruitment Diversity Report over the last three (3) fiscal years to the Personnel Commission and answered questions.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 7:31 p.m.



Dustin Claussen, Director of Finance/
Interim Director of Human Resources