



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Special Meeting
Thursday, June 17, 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, June 17, 2021, on a Zoom Conference Call.

CITY STAFF:

Mark Salinas, City Council Member
Jana Sangy, Director of Human Resources
Dustin Claussen, Director of Finance
Vadim Sidelnikov, Deputy City Attorney
Laurel James, City Manager's office Management Analyst II
Vanessa Lopez, Sr. Human Resources Analyst
Lisette Del Pino, Human Resources Analyst II
Janice Cahee, Human Resources Analyst II
Anthony Phillip, Human Resources Analyst II
Cecilia Chavez, Counseling Supervisor

Attendance	REGULAR MEETINGS		SPECIAL MEETINGS		
	Present 06.17.2021 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	O	1	-	2	2
*Nicolia Gooding	X	1	-	3	1
Zheefong He	X	1	-	4	0
Robert Gaumer	X	1	-	4	0
Denise Thompson	X	1	-	4	0
Randy Wright	X	1	-	3	1
Rachel Zargar	X	1	-	4	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of March 11, 2021 Meeting Minutes (Action)
(M/S/P) (Gaumer/Thompson) Approved – 5 AYES, 1 ABSTAINED
2. Approval of May 6, 2021 Meeting Minutes (Action)
(M/S/P) (Gaumer/Zargar) Approved – 6 AYES

REPORTS

City Council Liaison (Information)

Council Member Mark Salinas welcomed new Human Resources Director, Jana Sangy.

He added that the City of Hayward passed our budget and commended Director of Finance, Dustin Claussen and his talented department for putting it together and passing it successfully before the deadline.

Council Member Salinas reminded us that there is still a lot of work to be done. As of June 15, 2021, the government has eased up on some of its COVID restrictions. He advised to keep our dollar local by shopping local and supporting our local comeback.

Lastly, Council Member Salinas reminded the City of Hayward that fireworks of any kind are illegal as they are unsafe and dangerous.

Director of Finance (Information)

Director Claussen shared with the Personnel Commission the City is bringing employees back into the workplace. City Hall will be open to the public from 9:00 A. M. to 1:00 P.M., Monday through Friday.

Director Claussen also indicated employees would be reminded of wearing masks, maintaining 6 feet from each other, to help protect our people.

3. Review the Proposed 2022 Calendar Year Agenda Planning Calendar

No formal action taken, report received by the Personnel Commission without comments.

ACTION ITEMS

4. Review the Revised Job Description for Family Counselor

Human Resources Analyst Lisette DelPino gave an overview of the Family Counselor job specification, stating an academic internship is equivalent to one year of work experience and will allow interns to apply for the Family Counselor position. Chair Nicolia Gooding endorsed the amendment by adding her approval to broaden the qualifying criteria.

Commissioner Randy Wright pointed out the inconsistencies of weight lifted in the job specifications. Ms. DelPino agreed to investigate the discrepancy and update the Commissioners at the next meeting.

(M/S/P) (Thompson/Wright) Approved with edits – 6 AYES

Public Comment

Resident Cordell Hindler expressed his support for the amendment.

5. Review the Job Description for Management Fellow

Human Resources Analyst Lisette Del Pino provided an overview of the revisions that are being made to the job description of Management Fellow. The updated job description increases the duration of assignment to reflect a two year assignment.

Management Analyst Laurel James from the City Manager's Office clarified the requirement to be a recent graduate (in the last calendar year) of an accredited MPA or MPP institution. Candidates who do not participate in ICMA can apply for the Fellowship Program. The goal is for candidates to gain experience and prepare them for a Management Analyst position.

Commissioner Randy Wright inquired about the salary. He also asked if it is up to the employee if they want to continue the assignment; he added that he was happy to hear about this being brought to the Commission. This is on average the duration the incumbent would need to be in the Management Fellow position to ensure they are successful in the role.

Director Claussen, responded to Randy and clarified the salary is \$83,000 per year and is included in the budget.

Commissioner Wright was happy to see this being approved since this now puts Hayward in alignment with other agencies.

(M/S/P) (Thompson/ Wright) Approved – 6 AYES

6. Adopt the Revised Classification Plan and Review and Recommend to Council the Adoption of the Revised Salary Plan for FY2022.

Director Claussen introduced the revised Salary Plan for FY22 which reflects salary adjustments to Hayward POA, Police Management, Local 1909, Fire Officers, Fire Chiefs, Tree Trimmer, Youth and Family Services Administrator, Personnel and Training Administrator, and Reserve Officer Coordinator.

Commissioner Wright expressed his concern regarding the lack of continuity in the agreements and in the overall benchmark of increases for Police compared to other cities. Commissioner Wright asked for an explanation as to why there is a lack of continuity.

Director Claussen stated that these adjustments were negotiated in 2018 and each agreement is unique.

Commissioner Wright expressed his concerns and indicated there is inconsistency, although separate groups negotiate separately. Commissioner Wright stated he believes the City should be negotiating for continuity. Commissioner Wright would like to welcome City Manager, Kelly McAdoo to a Personnel Commission Meeting to explain how we are negotiating these agreements. He stated he did not agree with the Revised Classification/Salary Plan.

(M/S/P) Thompson/Wright) Approved – 1 ABSTAINED, 1 NAYE, 4 AYES

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

None.

ADJOURNMENT

Meeting was adjourned at 6:54 p.m.



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