



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Special Meeting  
Thursday, May 6, 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, May 6, 2021, via a Zoom conference call.

**CITY STAFF:**

Alex Ameri, Director of Public Works and Utilities  
Anthony Phillip, Human Resources Analyst II  
Dustin Claussen, Director of Finance/Interim Director of Human Resources  
Janice Cahee, Human Resources Analyst I  
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 5.6.2021 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.
Erika Cortez	X	1	-	2	1
*Nicolia Gooding	X	1	-	2	1
Zheefong He	X	1	-	3	0
Robert Gaumer	X	1	-	3	0
Denise Thompson	X	1	-	3	0
Randy Wright	O	1	-	2	1
Rachel Zargar	X	1	-	3	0

X = present    O = absent

\* Chair Person

**PUBLIC COMMENTS**

None.

**REPORTS**

City Council Liaison (Information)

Council Member Mark Salinas started by wishing all of the mothers a happy Mother's

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Day. He continued to thank Director Claussen for his assistance with the Human Resources Department.

Council Member Salinas also added that on Tuesday, the City Council approved \$4.9M for affordable housing and that a Request for Proposals would be distributed to developers for medium-high density development and to build with a strong equity lens.

Lastly, Council Member Salinas encouraged the Commission to bring agenda items to the table, as it pertains to recruitment, outreach, hiring, and retention.

#### Interim Director of Human Resources (Information)

Director of Finance/Interim Director of Human Resources Dustin Claussen stated that this will be his last meeting as the Personnel Commission Liaison. He also announced that the City has hired Jana Sangy as the new Director of Human Resources. She will be starting on May 24<sup>th</sup> and will be a great fit for the City of Hayward organization.

Lastly, Director Claussen stated that the City is in labor negotiations with three miscellaneous groups. He also added that the City is in budget season and should have an adopted budget for fiscal year 2022 in the next month.

#### 1. Receive the Proposed 2021 Calendar Year Agenda Planning Calendar

Report received by the Personnel Commission without comments.

### **ACTION ITEMS**

#### 2. Abolish the WPCF Lead Operator Employment Register (Eligible List)

Human Resources Analyst Lisette Del Pino gave an overview of this item and answered questions.

(M/S/P) (Zargar/Thompson) Approved. 6 AYES.

Commissioner Zargar asked about the benefit of using an eligible list as opposed to having an ongoing pool of potential candidates.

Director Claussen answered that we do have ongoing pools of candidates for some positions throughout the City. However, having a hard deadline to apply leads to more people applying. He added that while having an ongoing recruitment seems effective and efficient, it also requires more time and work.

Human Resources Analyst Del Pino added that we do have open until filled recruitments for those harder to fill positions and gave an example of one.

Commissioner Zargar asked if this position is highly specialized and/or hard to fill.

Director Claussen answered yes, but deferred to Director Ameri.

Director Ameri agreed that it is a highly specialized position, as it requires certification from the Water Board. He also added that the pool of candidates for this recruitment isn't very large.

Commissioner Gaumer asked how common it is to extinguish eligible lists prematurely.

Human Resources Analyst Del Pino answered not often, as Human Resources tries to use the lists that are established. However, in this instance, it was a small pool of candidates and it's not common to have a high turnover in this classification.

Commissioner Cortez asked if the candidates that were deemed ineligible can apply again.

Director Claussen answered yes.

### 3. Review the Revised Job Description for Deputy Director of Public Works

Director of Finance/Interim Director of Human Resources Dustin Claussen and Director of Public Works & Utilities Alex Ameri gave an overview of the Deputy Director of Public Works job specification and answered questions.

(M/S/P) (Zargar/Thompson) Approved. 6 AYES.

Commissioner Gaumer asked what the justification is for eliminating the PE requirement.

Director Ameri answered that the intent isn't to limit this position to engineers, but to allow those with planning experience in transportation to apply as well.

Commissioner Zargar asked about the language used throughout the classification, "If assigned to Transportation..." and "If assigned to Engineering Services..."; is it either or, or does it incorporate everything.

Director Ameri answered yes, there is a difference between the two separate, distinct positions although they share the common title of Deputy Director of Public Works; one is for Engineering and one is for Transportation.

Commissioner Zargar asked if there is any insight on law enforcement or feedback received from different areas impacted by traffic situations, accidents, or speeding; and what can be done to limit that likelihood.

Director Ameri answered that the Public Works Department works very closely with the Police Department when it comes to improving traffic situations and reducing speeding. He added that law enforcement is not the only way to reduce speeding, but that the design of streets, signage, and structural changes contribute to increasing/reducing speeding (i.e. narrowing lanes where possible, planting trees, installing speed bumps/humps, etc.).

#### **COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

Commissioner Gaumer stated that today is Commissioner Wright's birthday.

Human Resources Analyst Del Pino thanked Director Claussen for his support and guidance to the Human Resources department during this time.

Chair Gooding commended the Human Resources team and hopes for a smooth transition with the new director. Lastly, Chair Gooding thanked Council Member Salinas for attending tonight's meeting.

#### **ADJOURNMENT**

Meeting was adjourned at 6:17 p.m.

  

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