



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Special Meeting
Wednesday, March 18, 2026**

A special meeting of the City of Hayward Personnel Commission was called to order at 5:37 p.m. on Wednesday, March 18, 2026, in Conference Room 2A.

CITY STAFF:

Ian Tecson, Director of Human Resources
 Salina Flores, Human Resources Manager
 Marisa Guerrero, Human Resources Manager
 Janice Cahee, Human Resources Analyst II
 Alex Ameri, Director of Public Works and Utilities
 Doug McNeeley, Airport Manager
 Pamela Svrclin, Airport Operations Supervisor
 Sangeetha Waltz, Deputy Assistant City Attorney
 Candi Jackson, Human Resources Administrative Assistant

Attendance	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>		
	Present 03.18.26 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.
*Linda Gruel-Neff	X	2	-	2	-
**Rebecca Parr	X	2	-	2	-
Sergey Melnikov	X	2	-	1	-
Edward Moore	X	2	-	1	-
Bonnie Tendencia	X	2	-	1	-
Tiega-Noel Varlack	X	2	-	1	-
Amarilis Diaz	X	1	-	1	-

X = present O = absent

* Chair

** Vice Chair

AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION

None.

PRESENTATION – OVERVIEW AND TRAINING ON CONSENT CALENDAR ITEMS

Human Resources Director Ian Tecson presented this item alongside Human Resources Manager Salina Flores, Human Resources Manager Marisa Guerrero, and Human Resources Analyst Janice Cahee, and answered questions from the commission.

Commissioner Parr suggested adding language noting that Commissioners can pull items from the consent calendar for further discussion.

Director Tecson thanked Commissioner Parr for the suggestion and stated that it would be added to this training next time.

Commissioner Varlack asked how far in advance the agenda planning calendar is provided to Commissioners prior to making decisions on items they would like agendaized.

Director Tecson answered that Commissioners may reach out at any time and may email him and Human Resources Administrative Assistant Candi Jackson with agenda item requests.

PUBLIC COMMENTS

None.

REPORTS

1. Review the Proposed 2026 Fiscal Year Agenda Planning Calendar

The Personnel Commission received the report.

CONSENT

2. Review and Approve the Minutes of the Regular Meeting on September 11, 2025.

(M/S/P) Varlack/Moore – Approved, 7 AYES.

3. Abolish the Airport Business Supervisor Employment Register (Eligible List)

(M/S/P) Varlack/Moore – Approved, 7 AYES.

4. Review Revisions to the Job Descriptions for the Two (2) Public Works Department Classifications of Airport Business Supervisor and the Utilities Operations and Maintenance Manager

(M/S/P) Varlack/Moore – Approved, 7 AYES.

ACTION ITEMS

5. Recommend to City Council Adoption of the Revised Salary Plan for Fiscal Year 2026

(M/S/P) Varlack/Moore – Approved, 6 AYES, 1 NO.

Human Resources Manager Marisa Guerrero presented this item and answered

questions. Director Tecson and Director of Public Works and Utilities Alex Ameri also responded to questions by the Commission.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Council Member Syrop was absent.

Director of Human Resources (Informational)

Director of Human Resources Ian Tecson reminded the Commission of the voting activity conducted during the Personnel Commission Retreat and advised that Commissioners would receive a similar survey within the next few weeks. He noted that the survey would provide updated feedback from the relatively new Commission and assist staff in reprioritizing work efforts.

Chair Gruel-Neff reported that five Commissioners had expressed interest in joining the Personnel Commission Subcommittees. She was pleased to announce the appointments of Rebecca Parr and Edward Moore to the Personnel Commission Reform Subcommittee; Bonnie Tendencia and Sergey Melnikov to the Personnel Rules Subcommittee; and Tiega Varlack to the Municipal Code Subcommittee. Chair Gruel-Neff also noted that she would serve on the Municipal Code Subcommittee alongside Commissioner Varlack. She encouraged any other Commissioners interested in participating on a subcommittee to contact her or Human Resources staff.

ADJOURNMENT

Chair Gruel-Neff adjourned the meeting at 6:33 p.m.



Ian Tecson
Director of Human Resources