

PERSONNEL COMMISSION

Regular Meeting
Wednesday, December 20, 2017, 5:30 p.m.
HUSD District Office
Level B – Board Room
Hayward, California 94544

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Documents provided to a majority of the Personnel Commission regarding an open session item on this agenda will be made available for public inspection in the Personnel Commission office located at **24411 Amador Street, Hayward, CA 94540-5000** during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's website at www.husd.us.

A. OPEN SESSION

1. Chair Laine called the Regular Meeting of the Personnel Commission to order at 5:30 p.m.
2. Roll Call
 - Ms. Diane Laine, *Chair*
 - Ms. Pat Hodges, *Vice-Chair*
 - Ms. Andrea Peixoto, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of December 20, 2017

Moved by: A. Peixoto Seconded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0

5. Recognition of Guest(s)

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Commissioner Peixoto reported that the Hayward Education Foundation approved 26 teacher grants. The grants will be awarded at the Firefighters Union Hall on Main Street on January 11, 2018.

Chair Laine and Vice-Chair Hodges wished everyone a happy holiday season.

C. COMMENTS FROM UNION LEADERSHIP

No comments.

D. COMMENTS FROM DISTRICT ADMINISTRATION

No comments.

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez wished everyone a safe and restful break.

Mr. Yañez is also working with Cabinet on the pending budget cut and the reorganization of the District.

F. ITEMS FROM THE PUBLIC

No comments.

G. CONSENT AGENDA

**Moved by: P. Hodges Seconded by: A. Peixoto
For: 3 Opposed: 0 Abstained/Absent: 0**

1. Adopt Minutes from the following Personnel Commission Meetings
 - a. October 23, 2017 – Regular Meeting
 - b. November 14, 2017 –Regular Meeting (*with amendments*)
2. Recruitment and Selection – Adopt the Recruitment Status Report

Lisa Thierry, HR Analyst reported that all vacancies are now being reviewed by Cabinet before recruitments are initiated in order to determine the need.

3. Adopt the following fields of recruitment in the examination process for the following classifications:

Open & Promotional

- **Assessment Technician**
- **CWA Outreach Worker – Limited Term**
- **Lead Publications and Reprographics Specialist**
- **Personnel Operations Technician**
- **YEP Operations Supervisor**

H. INFORMATION

1. Personnel Commissioner recruitment update

Executive Director Yañez reported that the recommendation of reappointment has been sent to the State Superintendent of Public Instruction. We are just waiting for the response.

The Board of Education has been kept in the loop on the process.

I. ACTION

1. Ratify the following Eligibility Lists for the classifications listed:

- **Child Development Assistant II**
- **Coordination of Services Team Specialist**
- **Field Coordinator, Integrated Support Services**
- **Paraeducator – Special Education**
- **Payroll Technician**
- **School Crossing Guard**
- **Senior Grounds Equipment Operator**
- **Skilled Trades Worker – Cabinetry/Carpentry**

Moved by: P. Hodges Seconded by: A. Peixoto
For: 3 Opposed: 0 Abstained/Absent: 0

J. ITEMS TO BE INCLUDED IN AGENDA OF NEXT REGULAR MEETING

- Election of Personnel Commission Officers (if applicable)
- Presentation on Roles and Responsibilities of the Personnel Commission

K. PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

No comments.

L. ADJOURN TO CLOSED SESSION:

- Public Employee Discipline/Dismissal/Release (Government Code Section 54957.6)
- Case Review and Planning (Government Code Section 54957.8)
- Public Employee Performance Evaluation (Government Code Section 54597[b])
 - Executive Director, Classified Human Resources and Personnel Commission

M. RECONVENE IN OPEN SESSION

No decisions to report.

N. ADJOURNMENT @ 6:37 p.m.

Next Regular Meeting of the Personnel Commission
Wednesday, January 17, 2018, 5:30 p.m.
HUSD District Office – Board Room, Level B