



FOR IMMEDIATE RELEASE

Date: 11/1/16

Media Contact:

Miriam Lens
Hayward City Clerk
510.583.4400
Miriam.Lens@hayward-ca.gov

CITY OF HAYWARD SEEKS PERSONNEL COMMISSION APPLICANTS

(HAYWARD, CA) – The City of Hayward is accepting applications for potential candidates to fill four vacancies on the Personnel Commission.

Applicants must be residents of incorporated Hayward and registered voters of the City of Hayward. All interested individuals must complete an application available online at <http://www.hayward-ca.gov/> or from the Office of the City Clerk, 777 B Street, Hayward, Monday through Friday, 8:00 a.m. to 5:00 p.m. All completed applications must be filed in the Office of the City Clerk by 5:00 p.m. on Thursday, December 8, 2016. Interviews with the City Council are scheduled for Tuesday, January 10, 2017.

The City of Hayward employs approximately 875 public servants who provide high quality essential municipal services to the Hayward community. Attracting and retaining the most highly qualified individuals is critical to the City's ability to give the community the type of services they demand. The Personnel Commission plays a key role in ensuring that the employment standards are appropriate and salaries are in alignment with industry standard and job duties. The Commission also provides feedback and ideas on programs that will increase employment diversity and encourage Hayward residents to work and live in Hayward. Selected candidates will have the unique opportunity to work with the City Council Liaison, City Manager, Director of Human Resources, and other Personnel Commissioners to update and revise the Mission and the scope of duties for the Board to make the experience more meaningful and rewarding. Current duties of the Personnel Commission include:

- Ensure the City's employment and personnel practices comply with all applicable federal and state anti-discrimination laws.
- Review and adopt a classification plan for each position in the classified service.
- Review and recommend a salary plan for the city's classified service.
- Review recruitment and selection of equal employment opportunity data and make recommendations related to the outreach program to support a program which includes communication to a diverse pool of qualified candidates.
- Make an investigation concerning administration of personnel in City service.
- Review training programs provided to City employees regarding the intent and content of the Administrative rule against harassment and retaliation.

For further information, please contact the City Clerk at CityClerk@hayward-ca.gov or (510) 583-4400.

###