



**CITY OF GILROY
PERSONNEL
COMMISSION
REGULAR MEETING
AGENDA**



MONDAY, MARCH 24, 2025 | 5:30 PM

**GILROY CITY HALL – ADMINISTRATIVE SERVICES CONFERENCE ROOM
7351 ROSANNA STREET, GILROY, CA 95020**

Chair: Marissa Haro

Vice Chair: Catherine Cummins

Commissioners: Linda Allen, Nita Edde-Mitchell, Vacant

Staff Liaison: LeeAnn McPhillips, Human Resources Director



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Personnel Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **OPENING**

1.1 **Call Meeting to Order (Chairperson)**

1.2 **Introduction of New Personnel Commissioner Linda Allen**

1.3 **Roll Call**

1.4 **Report on Posting the Agenda (HR Director, LeeAnn McPhillips)**

2. **COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Public comment by members of the public on items NOT on the agenda, but within the subject matter jurisdiction of the Personnel Commission. Please limit your comments to three (3) minutes. (This portion of the meeting is reserved for person desiring to address the commission on matters not on the agenda. The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action is requested, the Commission may place the matter on a future agenda.)

3. **APPROVAL OF MINUTES**

3.1. Approval of Minutes for the Special Meeting of January 27, 2025 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

5.1. Recruitment & Employment Status Report (report attached)

5.2. Community Workshop Series: Visioning the Gilroy Civic Center Master Plan (report attached)

5.3. Informational Report on Senior Civil Engineer Recruitment Efforts (report attached)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **Selection of Chair and Vice Chair for 2025**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

2. Public
Comment

3. Possible
Action:

a. Selection of Chair for 2025

b. Selection of Vice Chair for 2025

7.2. **Personnel Commission Work Plan for Fiscal Years 2026 and 2027**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:

Develop and recommend the Personnel Commission Work Plan for Fiscal Years 2026 and 2027.

7.3. **Personnel Commission Fiscal Year 2026 and 2027 Budget Requests**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:

Commission consensus on budget requests for the next two-year budget cycle.

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 8.1. Job Description for Senior Maintenance Worker – Wastewater and Senior Maintenance Worker – Streets, Stormwater & Drainage, & Trees
- 8.2. Updates to Police Department Job Descriptions
- 8.3. Updates to Code Enforcement Officer Job Description

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is Monday, April 28, 2025.

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the fourth Monday of each month at 5:30 p.m.

If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.

City of Gilroy
PERSONNEL COMMISSION
MINUTES

January 28, 2025 Special Meeting – DRAFT MINUTES

Administrative Services Conference Room
Gilroy City Hall
7351 Rosanna Street
Gilroy, CA 95020

Members Present

Robin Bronze
Catherine Cummins
Marissa Haro

Members Absent

Nita Edde-Mitchell

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Haro called the special meeting of January 28, 2025, to order at 5:31 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, and Haro were present. Commissioner Edde-Mitchell advised that she was ill and would not be able to attend. Human Resources Director McPhillips reported that the agenda for this meeting was posted on January 26, 2025 at 8:38 a.m.

II. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA-

- *Susana Ramirez, Gilroy AFSCME, Local 101, Union President shared that there has been a Senior Civil Engineer for CIP vacancy in the Engineering Division of the Public Works Department for three years. She shared that the vacancy has an impact on the employees in the division. Ms. Ramirez is an Engineer I in the Engineering Division. Although not a position in her bargaining group, she would like to see the position filled.*

III. APPROVAL OF MINUTES

- A. For the meeting dated November 25, 2024 – on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the minutes for the November 25, 2024, meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – *Human Resources Director McPhillips provided a brief update on filling board & commission vacancies and the commencement of our employee engagement survey.*

V. INFORMATIONAL ITEMS

- A. Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*
- B. 2025 Budget and Workplan/Training Plan Process – a brief verbal report on the upcoming process was shared with the commission.*

VI. UNFINISHED BUSINESS – *None*

VII. NEW BUSINESS

- A. Updates to Job Description for Classification of Property & Evidence Technician - Human*

Resources Director provided staff report; questions were answered; classification already on salary schedule; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the job description for the classification of Property & Evidence Technician was recommended for approval; motion passed on a 3-0 vote.

- B. Updates to Job Description for Classification of Police Captain - Human Resources Director provided staff report; questions were answered; Police Captain classification already on salary schedule; on a motion from Commissioner Haro, seconded by Commissioner Cummins, the job description for the classification of Police Captain was recommended for approval; motion passed on a 3-0 vote.*
- C. Job Description and Salary Range for the New Classification of Deputy Director of Community Development- Human Resources Director provided staff report; Community Development Director Sharon Goei was present for any questions; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the job description and salary range for the classification of Deputy Director of Community Development were recommended for approval; motion passed on a 3-0 vote.*
- D. Job Description and Salary Range for the New Classification of Housing & Community Services Coordinator and Approve Reclassification of Employee to Position- Human Resources Director provided staff report; Community Development Director Sharon Goei was present for any questions; questions were answered; on a motion from Commissioner Bronze, seconded by Commissioner Haro, the job description and salary range for the classification of Housing & Community Services Coordinator as well as the reclassification of HCD Technician II Sandra Nava to the position were recommended for approval; motion passed on a 3-0 vote.*

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

- A few items were noted for future Personnel Commission agendas. No action taken.
- Personnel Commission requested a follow-up report on the Senior Civil Engineer vacancy that was raised during public comment.

IX. ADJOURNMENT – *The meeting was adjourned in special thanks to Commissioner Robin Bronze for her service on the Commission; Commissioner Bronze extended her stay on the Personnel Commission due to two vacancies; her time and service have been very appreciated; Commissioner Bronze was presented with a plaque of thanks for her service; Chairperson Harjo adjourned the meeting at 6:01 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

**CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT**

Recruitments Posted as of March 2025	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 3/21/25
Police Officer – Lateral, Academy Graduate, Current Academy Cadet, Trainee	8/13/24	Continuous	5	Accepting & screening applications; interviews 3/28/25	100
Public Safety Communicator – Lateral	7/1/24	Continuous	3	Accepting and screening applications	21
Environmental Engineer	10/22/24	11/25/24	1	Accepting applications	0
Engineer II	1/13/25	2/17/25	1	Accepting applications	2
Engineering Technician/Inspector I/II/III	2/24/25	Continuous	1	Accepting & screening applications	22
Sergeant/Corporal Promotion Process	3/11/25	3/21/25	2	Accepting applications	6/5
Part-Time Office Assistant I – Youth Task Force Program	3/18/25	3/28/25	1	Accepting applications	17
Summer Recreation Leader I/II/III	3/19/25	Open Until Filled	10	Accepting applications	1
Human Resources Summer Intern	3/17/25	4/7/25	1	Accepting applications	9
Finance Intern, Engineering Intern, Youth Task Force Intern	n/a	n/a	3	Preparing job postings	n/a
Management Assistant	n/a	n/a	1 plus list for future opening	Preparing job posting	n/a
Council Services, Records & Election Manager/City Clerk	n/a	n/a	1	Preparing job posting	n/a
Fire Division Chief	n/a	n/a	1	Preparing job posting	n/a
Utility Business Manager and Utility Operations Manager	n/a	n/a	1 for each job class	Reviewing proposals from search firm; may incorporate Senior Environmental Engineer	n/a

Recruitments in Process – March 2025	Status
Public Safety Communicator Trainee	4 candidates in background; 1 candidate starting work July 2025
Police Officer (all levels)	12 candidates interviewing 3/28/25
Detention Services Officer	1 candidate in pre-hires steps; 2 candidates at Chief's interview
Community Services Officer	1 candidate in background check
Community Engagement Coordinator (GPD)	1 candidate in final pre-hire steps
Council Services, Records & Elections Manager (City Clerk)	Scheduling second round interviews
Community Coordinator	1 candidate hired in temporary status and completing final stages of background process
Fire Chief	1 candidate in background check
Fire Engineer	Preparing promotional job offer for 1 candidate; 2 candidates at City Administrator interview phase
Firefighter (Licensed Paramedic)	3 candidates scheduled for City Administrator interview; have completed the academy and 10 shift sign-off process; 1 candidate completing paramedic sign-off process
Firefighter Trainee (Licensed Paramedic)	3 candidates starting work 3/24/25; academy begins 3/31/25
Deputy Director of Community Development	1 candidate to department interview
Management Analyst/Management Analyst Trainee (Administration & Public Works)	Administration interviews 4/1/25; Public Works interviews 4/2/25
Operations Services Supervisor – Wastewater	Candidate at final interview with City Administrator
Property & Evidence Technician	Three candidates scheduled for department interview on 3/24/25
Police Chief	Candidates completing initial interview phase with executive search firm; interviews planned for 4/16/25

Hiring/Promotion/Separation Information (January 2025 – March 2025)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
SANDRA NAVA	HOUSING & COMMUNITY SERVICES COORDINATOR - <i>RECLASSIFICATION</i>	2/1/2025
GABRIEL REYNOSA-MORALES	ASSISTANT FLEET TECHNICIAN – PART-TIME	2/25/2025
LAMONTE TONEY	POLICE CAPTAIN – <i>PROMOTION</i>	3/1/2025
DANIEL PINEDA	POLICE SERGEANT – <i>PROMOTION</i>	3/1/2025
RAMONA JUAREZ	EXTRA HELP RETIRED ANNUITANT – OFFICE ASSISTANT I PART-TIME	3/3/2025
ANTHONY GUTIERREZ	RECREATION SPECIALIST – PART-TIME	3/3/2025
ROBERTO FLORES BELTRAN	RECREATION SPECIALIST – PART-TIME	3/3/2025
JOHN DOUGHTY	PUBLIC WORKS DIRECTOR	3/3/2025
MONICA PADILLA-MARQUEZ	COMMUNITY COORDINATOR – PART-TIME/TEMPORARY	3/3/2025
DIANA CASEY	POLICE SERGEANT – <i>PROMOTION</i>	3/4/2025

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
MADISEN RUELAS	PUBLIC SAFETY COMMUNICATOR TRAINEE (FULL-TIME/TEMPORARY)	3/10/2025

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
EDWIN DESION AGUILAR	RECREATION LEADER II	1/17/2025
JACLYN GIFFORD	MANAGEMENT ASSISTANT – FLEET & FACILITIES	2/11/2025
MARK BEDOYA	POLICE OFFICER	2/17/2025
JEREMY DANCE	FIREFIGHTER/PARAMEDIC	2/21/2025
OGARITA CARRANZA	EXTRA HELP RETIRED ANNUITANT – PUBLIC WORKS	2/27/2025
BETH MINOR	EXTRA HELP RETIRED ANNUITANT – CITY CLERK	2/28/2025
JOHN PENN	MAINTENANCE WORKER I – WATER SECTION	3/6/2025
SCOTT BARRON	CODE ENFORCEMENT OFFICER - <i>RETIRED</i>	3/7/2025
SAEID VAZIRY	SENIOR CIVIL ENVIRONMENTAL ENGINEER	3/7/2025
KAREN GUMIN	MANAGEMENT ANALYST – PUBLIC WORKS	3/10/2025
TYLER HANSON	MAINTENANCE WORKER I – WATER SECTION	3/20/2025

Please join us!



Visioning the **Gilroy Civic Center Master Plan**

Community Workshop Series

at the **Wheeler Center**, located at 270 W 6th Street

Workshops will be conducted in English and Spanish

The City of Gilroy is launching a project to modernize and reimagine the Civic Center by developing a new Civic Center Master Plan. The existing Master Plan, adopted in 2002, needs an update to address the increasing demands of the community, underutilized spaces, and aging facilities.

The community is invited to participate in a series of workshops to share your ideas and priorities for a new civic center.

Community Workshop #1

Open House & Gallery Information Walk

Tuesday, March 4, 2025

9am or 6pm (two sessions)

Community Workshop #2

Alternative Concepts & Visioning Sessions

Tuesday, April 8, 2025

9am or 6pm (two sessions)

Community Workshop #3

Preferred Concept & Visioning Sessions

Tuesday, May 20, 2025

9am or 6pm (two sessions)

Snacks and childcare will be provided.



For additional information, please visit, www.cityofgilroy.org/CCMP or scan QR code.



Gilroy City Hall
7351 Rosanna St.
Gilroy, CA 95020
408.846.0219
www.cityofgilroy.org

els/
Architects, Designers, and
Community Collaborators

Ryan Osenton
Project Manager
Direct: 408.846.0277
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¡Favor de acompañarnos!



Visualizar el Plan Maestro del Centro Cívico de Gilroy

Serie de Talleres Comunitarios en el **Centro Wheeler**, ubicado en 270 W 6th Street

Los talleres se realizarán en inglés y en español

La Ciudad de Gilroy está lanzando un proyecto para modernizar y reimaginar el Centro Cívico mediante el desarrollo de un nuevo Plan Maestro del Centro Cívico. El Plan Maestro actual, adoptado en el 2002, necesita una actualización para hacer frente al aumento de las demandas de la comunidad, a los espacios infrautilizados y al envejecimiento de las instalaciones.

Se invita a la comunidad a participar en una serie de talleres para compartir sus ideas y prioridades para un nuevo centro cívico.

Taller Comunitario #1
Visita Comunitaria y Paseo Informativo por la Galería
Martes, marzo 4, 2025
9am o 6pm (dos sesiones)

Taller Comunitario #2
Conceptos Alternativos y Sesiones de Visualización
Martes, abril 8, 2025
9am o 6pm (dos sesiones)

Taller Comunitario #3
Concepto Preferido y Sesiones de Visualización
Martes, mayo 20, 2025
9am o 6pm (dos sesiones)

Habrà bocadillos y cuidado de niños.



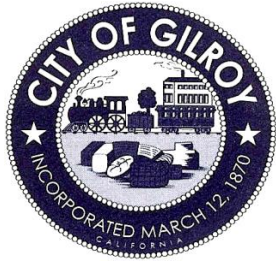
Para más información, favor de visitar, www.cityofgilroy.org/CCMP o escanee el código QR.



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Community Collaborators



Human Resources & Risk Management Department

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GILROY, CALIFORNIA
95020

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<http://www.ci.gilroy.ca.us>

LeeAnn McPhillips
HUMAN RESOURCES
DIRECTOR/RISK MANAGER

March 21, 2025

To: Personnel Commission

From: LeeAnn McPhillips, Human Resources Director/Risk Manager

Subject: Informational Report on Senior Civil Engineer Vacancy

This item follows a request made at the January 28, 2025 meeting of the Personnel Commission to receive information regarding the vacant Senior Civil Engineer position in the Engineering Division of Public Works. The following is a summary of the recruitment efforts made to fill this vacant position.

Background:

The position of Senior Civil Engineer for the Capital Improvement Program (CIP) has been vacant since April 2022 although we did have an internal employee filling the position as an out of class assignment from July 2023 through December 2023. The employee elected to end the out of class assignment in December 2023 and did not want to apply for the position. We also hired a new Project Manager who began work in September 2024. Technically, this underfilled the vacant Senior Civil Engineer position, but staff later asked the City Council to add a new position to the Engineering Division and that was approved on July 29, 2024.

During the above period, the City of Gilroy also had the Public Works Director (June 2023) and City Engineer (April 2023) positions turnover. Although efforts to fill the Senior Civil Engineer position continued, we did not have a department head or division head to assist. We also believe that not having these positions filled consistently contributed to the inability to fill the position.

Overall, there is a shortage of licensed civil engineers applying for government jobs in our region. In talking with other agencies, most are facing this same challenge to fill licensed civil engineer positions. The applicant pools are very small, and we are all competing for the same small group of applicants. The applicant pool increases when posting at the Engineer I level. This level does not require the professional engineering license. Candidates at this level are typically recent college graduates with zero to three years of experience and who have not yet attained a professional engineering license. All of Gilroy's Engineer I positions are filled.

We allow our Engineer I's to upgrade to Engineer II once they gain work experience and attain their professional engineering license. A couple of our team members are preparing themselves to take the professional engineering exam.

Senior Civil Engineer for CIP/PW Engineering Division:

Human Resources has conducted several rounds of interviews for this position.

This position was posted in August 2022. Four applicants applied for the position. Two were identified to move forward to the interview process. One withdrew prior to the interviews. One candidate was interviewed but was determined not to be match for the position following the first round panel interview process.

In July 2023 the position was posted again. After discussions with the Public Works Director a new classification of Project Manager was developed. In the Public Works Director's experience at other agencies, he had successfully hired Project Managers who could manage CIP projects without having a professional engineering license. Given the limited applicant pool overall, the Director wanted to create this new classification to see if the position could be filled at either the Senior Civil Engineer level or the Project Manager level. The Personnel Commission reviewed and approved this new job classification. Seven candidates applied for the position. Four candidates attended the first round interviews. One Project Manager candidate was selected to move to the department interview phase, but later withdrew. A second candidate was invited to the department interview phase and was selected to move forward. Human Resources conducted the background check and issued a conditional job offer. The candidate later advised that he had accepted another job offer.

In May 2024 the position was reposted at both the Senior Civil Engineer and Project Manager level. Ten candidates applied for the position. Three candidates moved on to first round interviews. Two of the three candidates moved to the department interview process. One candidate was selected to move forward to fill a Project Manager position. This candidate was later hired as noted below.

The position was also posted again in August 2024. Four candidates applied. Two candidates were invited to the first round and second round interviews. Unfortunately, the department did not feel that either candidate had the background, experience and fit for the CIP position. As such, the position was not filled.

It was decided to repost the position at the Engineer II level to see if that would net some qualified candidates with a professional engineering license who could then develop into a senior role. The position was posted in January 2025. Seven candidates have applied for the position; however, none meet the requirements of the position. The Engineer II position requires a professional civil engineering license and four years of experience at the Engineer I or similar level. We are continuing this effort, but plan to expand the recruitment to fill the position at either the Senior level or the Engineer II level.

Added new Project Manager Position:

Lastly, a new position of Project Manager was added to the staffing for the Engineering Division. During the mid-cycle budget process, the City Council added a new Project Manager position to the department. While initially the thought was to underfill the Senior Civil Engineer for CIP with the Project Manager position, it was later decided to add the Project Manager position as added support for large capital projects such as the

Shark's Ice, Civic Center Master Plan, etc. Our new Project Manager started in September 2024 and has hit the ground running taking on project management duties in the Engineering Division.

Senior Civil Engineer for Utilities Department:

In May-June 2024, the Senior Civil Engineer position for the Utilities Department was posted for recruitment and the position was filled in August 2024.

Salary Range History:

As a part of Gilroy Management Association (GMA) negotiations in 2019, a comprehensive salary study was completed which included the Senior Civil Engineer position. The 2019 study indicated the Senior Civil Engineer position was 2.3% below market average. As a result of the study implementation that was negotiated with GMA, the salary range for the position was increased 6.5% at the start of FY 20 and 3% at the start of FY 21. In subsequent negotiations, GMA ranges were adjusted 5% in FY 22, 5% in FY 23, and 5% in FY 24. Also, the top of the GMA ranges were increased by 3% in FY 23 for those employees with five or more years of service. Therefore, from FY 20 – 24, the Senior Civil Engineer salary range has increased by 24.5% plus an additional 3% after completing 5 years of service.

Go Forward Plan:

Our new Public Works Director began work on March 3, 2025. In addition, our new City Engineer has been with us since September 2024. Both are working to outreach the vacant position. Human Resources is in the process of refreshing the recruitments in our applicant tracking portal (NeoGov/GovernmentJobs.com) and will be outreaching the positions via various professional organizations and other recruitment sites for civil engineers. Lastly, we are entering labor negotiations with the Gilroy Management Association, the labor group which represents the Senior Civil Engineers, in the next month and following Council direction this process may result in salary changes for the management group which may help our recruitment efforts. Human Resources will continue to work with the Public Works management team to fill the vacant position.

Further, with the Public Works Director, City Engineer, and Project Manager positions now all being filled, the leadership and management team for the Engineering Division is in a much better place to provide support and guidance to staff on the Engineering team. We also hired a new Environmental Programs Manager for the Engineering Division as various environmental compliance requirements and initiatives are included in the Engineering Division workload and workplan. This manager began work in September 2024. He can focus on the environmental compliance matters which allows the other managers to focus on other division projects and workload.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Selection of Chair and Vice Chair for 2025
Meeting Date: March 24, 2025
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

- a. Selection of Chair for 2025
- b. Selection of Vice Chair for 2025

BACKGROUND

Once per year, the Personnel Commission must take action to appoint a Commissioner to the position of Chair and another Commissioner to the position of Vice Chair. Currently, Commissioner Haro is the Personnel Commission Chair and Commissioner Cummins is the Vice Chair.

Any Commissioner may be selected for either of these positions. Although there is no requirement to do so, in the past, the Vice Chair has been appointed to the position of Chair provided the Commissioner is willing to serve in the new capacity. In addition, one of the Commissioners who was not most recently the Chair is typically selected to fill the Vice Chair position. If this rotation is followed, Commissioner Cummins would move to the role of Chair and Commissioner Edde-Mitchell would become the Vice Chair.

Again, any Commissioner can serve in any role, but given the historical rotation process that has worked well, staff recommends that Commissioner Cummins be appointed as Chair and Commissioner Edde-Mitchell be appointed as Vice Chair.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Personnel Commission Work Plan for Fiscal Years 2026 and 2027

Meeting Date: March 24, 2025

From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

Develop and recommend the Personnel Commission Work Plan for Fiscal Years 2026 and 2027.

BACKGROUND

As part of the biennial budget process, each city board and commission is to identify a recommended workplan for the next two fiscal years consistent with the commission's role as outlined in the City of Gilroy Charter or as directed by the Gilroy City Council.

For FY 24 and 25, the following was identified as the Personnel Commission workplan:

Workplan Item	Description
Review New and Updated Job Descriptions	Commission to review all new and updated job descriptions within the classification plan.
Review New and Updated Salary Rates	Commission will review recommended salary range for new/updated classifications for proper placement on the salary schedule.
Review Recruitment and Employment Status Report	Commission to review and provide feedback on recruitment efforts and filling of vacancies.
Conduct Appeal Hearings as Needed	Commission will conduct any discipline or grievance appeal hearings as needed consistent with the procedures contained in the Human Resources Rules and Regulations and Memoranda of Understanding.

Complete Required Training	Commission to complete any required training to keep knowledge and understanding of various rules and procedures current.
Review Updates to Human Resources Rules and Regulations	Commission to review comprehensive update to Human Resources Rules and Regulations and make a final recommendation on the updates to the City Council.

Given the role of the Personnel Commission as outlined in the City of Gilroy Charter, staff recommends continuing the existing work plan for FY 26 and 27.

Below is the language detailing the role of the Personnel Commission contained within the City Charter:

Section 907. Personnel Commission: Established: Powers and Duties.

There shall be a Personnel Commission consisting of five (5) members none of whom, while a member of the Commission, or for a period of one (1) year after he/she has ceased for any reason to be a member, shall be eligible for appointment to any salaried office or employment in the service of the City.

The Personnel Commission shall have the power and duty to:

(a) Act in an advisory capacity to the City Council, City Administrator and/or the Human Resources Director in the preparation, installation, revision and maintenance of a full-time employee position classification plan and the Human Resources Rules and Regulations.

(b) Hear appeals of any officer or employee having regular full-time status in any office, position or employment in the Competitive Service pertaining to suspension, demotion, dismissal or disciplinary action as provided in the Human Resources Rules and Regulations or Memorandums of Understanding.

(c) Perform such other duties relating to personnel matters as may be prescribed by the Council not inconsistent with the provisions of this Charter. (Charter Amendment November 5, 1996)



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Personnel Commission Fiscal Year 2026 and 2027 Budget Requests

Meeting Date: March 24, 2025

From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

Commission consensus on budget requests for the next two-year budget cycle.

BACKGROUND

The City of Gilroy prepares its budgets on a two-year cycle. The City's fiscal year begins on July 1 of each year and ends June 30 of the following year (as an example, the current fiscal year commenced July 1, 2024, and will end on June 30, 2025). The city is currently in its second and final budget year from the previous budget cycle. As staff prepares the budget proposal, the City's boards and commissions are being provided the opportunity to submit budget requests for consideration of inclusion in the proposed and potentially adopted City budget.

Staff is requesting that the Personnel Commission identify and provide, through Commission consensus, its budget requests for Fiscal Years 2026 and 2027. The requests may include services and materials, to include training. The budget requests will be documented by the assigned staff and included in the City's budget process for consideration.

As part of the Human Resources Department's normal budget request, approximately \$3000 is earmarked each year for Personnel Commission training. In the past, this has included training on hearing procedures, classification and compensation, and updates to the Human Resources Rules and Regulations. In addition, the normal budget request includes legal resources should there be a need to hold a grievance or disciplinary appeal hearing. The Human Resources Department also budgets for the agency membership in the Liebert Cassidy Whitmore Public Employment Law Firm training consortium classes and relevant materials from the annual class allocation are shared with the Personnel

Commission. Any budget request beyond these items would need to be proposed and communicated as part of the biennial budget process.

The memo from the City Administrator regarding FY 26 and FY 27 budget requests is attached to this staff report.

Attachments:

1. Personnel Commission Letter from City Administrator Regarding FY 2026 and 2027 Budget Development



City of Gilroy

7351 Rosanna Street
Gilroy, California
95020

City Administrator's Office
Telephone (408) 846-0250
<http://www.cityofgilroy.org>

February 2025

To: Personnel Commission

Re: City of Gilroy's Fiscal Year 2026 and 2027 Budget Development

The City began its budget development process for the Fiscal Years 2026 and 2027 in January 2025. This process is a formal method through which the City Council establishes its priorities and goals for the upcoming fiscal years and the budget is subsequently developed to align with set priorities and goals. The City develops and adopts two one-year budgets, also known as a biennial budget. Each fiscal year begins on July 1st and ends on June 30th.

I would like to invite you to participate in the process by providing input on what you would like the City Council to consider in this budget development. The input could include funding for professional training, conferences, grants, or projects your board/commission would like the City Council to consider. All input received will be presented to the City Council.

Budget requests should include the following information:

- A description of the item you are requesting
- The justification for the request and how it fits within your board/commission workplan
- An estimate of the cost for the request, including any revenue source (if applicable)

In addition, as part of the budget adoption process, City Council will be asked to review and approve each board or commission's workplan for the two fiscal years.

Please submit your proposed board/commission workplan and any budget requests as one collective request from the entire board/commission. An action on your board/commission agenda to approve the recommendations is encouraged. Please prepare a memo to the Board's assigned Executive Sponsor. All requests should be submitted no later than March 28, 2025.

Respectfully,

Jimmy Forbis
City Administrator