

City of Gilroy

PERSONNEL COMMISSION

MINUTES

April 22, 2024, 2024 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Haro called the meeting of April 22, 2024, to order at 5:33 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Edde-Mitchell and Haro were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on Friday, April 19, 2024, at 4:31 p.m.

II. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA- None

III. APPROVAL OF MINUTES

- A. For the meeting dated March 25, 2024 – on a motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell, the minutes for the March 25, 2024, meeting were approved on 4-0 vote.

IV. HUMAN RESOURCES DIRECTOR'S REPORT – no report

V. INFORMATIONAL ITEMS

- A. Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.

VI. UNFINISHED BUSINESS

- A. Updates to Environmental Programs Manager Job Description - Human Resources Director provided staff report; questions were answered; Commissioner Cummins suggested adding to the illustrative examples of work wording that indicates the position will supervise and management assigned personnel; this addition was supported by the other members of the commission; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the updated job description for the classification of Environmental Programs Manager with the additional duties statement "Supervise and manage assigned personnel." added was recommended for approval; motion passed on a 4-0 vote.

VII. NEW BUSINESS

- A. Establish Job Description and Salary Range for the Position of Senior Hazardous Materials Inspector and Reclassification of Isaias Lona to the Classification of Senior Hazardous Materials

Inspector - Human Resources Director provided staff report; questions were answered; AFSCME President Susana Ramirez spoke in support of the reclassification; on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the job description and salary range for the classification of Senior Hazardous Materials Inspector along with the reclassification of Isaias Lona to the classification of Senior Hazardous Materials Inspector was recommended for approval; motion passed on a 4-0 vote.

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

- A few items were noted for future Personnel Commission agendas. No action taken.

IX. ADJOURNMENT - *the meeting adjourned at 5:58 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission