



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



MONDAY, OCTOBER 28, 2024 | 5:30 PM

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

Chair Marissa Haro

Vice Chair Catherine Cummins

Commissioners: Robin Bronze, Nita Edde-Mitchell

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.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

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.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204

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 **Roll Call**

1.2 **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 Meeting of August 26, 2024 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

5.1. Recruitment & Employment Status Report (report attached).

5.2. Annual Personnel Commission Presentation to City Council Scheduled for November 18, 2024 – Review Draft Presentation

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **Job Description and Salary Range for New Classification of Utilities Operations Manager**

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

2. Public
Comment

3. Possible
Action:

1. Approve Job Description for Utilities Operations Manager

2. Approve Salary Range for Utilities Operations Manager

7.2. **Job Description, Salary Range and Reclassification to Re-Established Classification of Fire Marshal**

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

2. Public
Comment

3. Possible
Action:

1. Approve Job Description for Classification of Fire Marshal
2. Approve Salary Range for Classification of Fire Marshal
3. Approve Reclassification of Jonathan Crick to Classification of Fire Marshal

7.3. **Update Salary Range for Classification of City Clerk**

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

Approve Revised Salary Range for the Classification of City Clerk.

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 8.1. Job Description & Salary Range for Deputy Community Development Director
- 8.2. Job Description, Salary Range, and Reclassification – Housing & Community Development Coordinator
- 8.3. Operations Services Supervisor – Wastewater and Operations Services Supervisor – Streets & Trees: Updated Job Descriptions
- 8.4. Senior Maintenance Worker – Wastewater and Senior Maintenance Worker – Streets & Trees: Updated Job Descriptions

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for Monday, November 25, 2024.

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.