



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



MONDAY, NOVEMBER 27, 2023 | 5:30 PM

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

Chair: Nita Edde-Mitchell

Vice Chair: Marissa Haro

Commissioners: Robin Bronze, Catherine Cummins, 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.

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 28, 2023 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

5.1. 2024 Personnel Commission Meeting Schedule

5.2. Personnel Commission Annual Presentation to City Council December 4, 2023

5.3. Harassment & Discrimination Prevention Training for Managers/Supervisors and Employees

5.4. Training Related to Update of Human Resources Rules & Regulations Project

5.5. Recruitment and Employment Status Report

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **December Special Meeting Date**

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

2. Public
Comment

3. Possible
Action:

1. Select date for December Special Meeting

7.2. **Job Description and Salary Range for New Classification of Community Engagement Coordinator**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:
 1. Review and approve recommended job description for Community Engagement Coordinator.
 2. Review and approve recommended salary range for Community Engagement Coordinator

7.3. **Job Description and Salary Range for New Classification of Environmental Programs Coordinator**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:
 1. Review and approve recommended job description for Environmental Programs Coordinator.
 2. Review and approve recommended salary range for Environmental Programs Coordinator.

7.4. **Job Description and Salary Range for New Classification of Supervising Code Enforcement Officer**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:
 1. Review and approve recommended job description for Supervising Code Enforcement Officer.
 2. Review and approve recommended salary range for Supervising Code Enforcement Officer.

7.5. **Updates to Job Description for Fire Engineer**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:
 1. Review and approve recommended updates to Fire Engineer job

description.

7.6. **Update Select Hourly Rate Ranges for Part-Time/Temporary/Seasonal Positions to Comply with January 1, 2024 Minimum Wage Requirement**

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

2. Public
Comment

3. Possible
Action:

1. Staff recommends that the Personnel Commission take the following actions:

Implement the following hourly rate changes for the hourly classifications listed below effective January 1, 2024:

a. Recreation Leader I – \$16.00 per hour

b. Intern – Bachelor's – \$16.00 – \$18.11 per hour

c. High School Work Experience Student Worker – \$16.00 per hour

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

8.1. Job Description and Hourly Rate Range for Part-Time Police Cadet Position

8.2. Updates to Sworn Police Job Description Series

8.3. Job Descriptions and Salary Ranges for New Utility Department Positions (Utility Business Manager, Environmental Engineer I/II)

8.4. Update to Fire Captain Job Description

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for January 22, 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.