



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



MONDAY, MARCH 13, 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, Catherin Cummins, Vacant

Staff Liaison: LeeAnn McPhillips, Administrative Services & Human Resources Director/Risk Manager



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 (Administrative Services & Human Resources Director/Risk Manager, LeeAnn McPhillips)**

2. **COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT NO 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 January 9, 2023 (draft minutes attached)

4. **HUMAN RESOURCES DIRECTORS REPORT**

4.1. Analyst Vacancy in Human Resources & Risk Management Department

4.2. Training Opportunity on Public Sector Employee Leaves and FMLA

4.3. City Council Correspondence Usage

4.4. Diversity, Equity, & Inclusion Program Kick-Off

6. **INFORMATIONAL ITEMS**

5.1. Recruitment & Employment Status Report (report attached)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **Personnel Commission Fiscal Year 2024 and 2025 Budget Requests (report attached)**

1. Staff Report: 2. Public Comment

3. Possible Action: Commission consensus on budget requests for the next two-year budget cycle.

7.2. **Personnel Commission Training Requests/Plan**

1. Staff Report: 2. Public Comment

3. Possible Action: Review and discuss Personnel Commission training needs and provide feedback to staff.

7.3. **Amend Personnel Commission Bylaws to Change Monthly Meeting Date (report attached)**

1. Staff Report: 2. Public Comment

3. Possible Action: Amend the Personnel Commission Bylaws to change the regular meeting schedule to the fourth Monday of each month.

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

8.1. Review job description and hourly pay rate for new part-time Police Cadet classification.

8.2. Review job description and salary range for the classification of Project Manager (Engineering)

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is April 10, 2023 at 5:30 p.m.

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the second 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 9, 2023 Regular 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

Commissioner Bronze called the meeting of January 9, 2023 to order at 5:39 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, and Haro were present. Commissioner Edde-Mitchell was absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on January 6, 2023 at 4:20 p.m.

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

III. APPROVAL OF MINUTES

A. For the regular meeting dated November 14, 2022 – on a motion from Commissioner Haro, seconded by Commissioner Cummins, the minutes for the November 14, 2022 meeting were approved on 3-0 vote.

IV. HUMAN RESOURCES DIRECTOR'S REPORT – employees are disaster service workers; all in readiness position to serve in any capacity due to the flooding; Public Works crews have been excellent and have been out in the field assisting the community with flooding concerns.

V. INFORMATIONAL ITEMS

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

VI. NEW BUSINESS

A. Appointment of Chair and Vice Chair for 2023 – Human Resources Director provided report on the Chair and Vice Chair appointment process; questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, Commissioner Edde-Mitchell was appointed as Chair for 2023 and Commissioner Haro as Vice Chair for 2023; motion passed 3-0.

B. Correction to Recreation Supervisor Job Description– Human Resources Director McPhillips provided a report; questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Haro the corrections to the Recreation Supervisor job description were approved; motion passed 3-0.

VII. FUTURE PERSONNEL COMMISSION BUSINESS

- Police Cadet Program
- Welcome New Personnel Commissioners

VIII. ADJOURNMENT - *the meeting adjourned to a brief reception in honor of Commissioners Bronze and Nicholson; the City of Gilroy thanks them both for their volunteer service to the Personnel Commission; although the terms were scheduled to end on 12/31/22, there have not been new applications for the Commission as of yet; Commissioner Bronze agreed to continue to serve until there is a replacement; Commissioner Nicholson is no longer available to serve; the meeting was adjourned at 5:55 p.m. on motion from Commissioner Bronze, seconded by Commissioner Cummins; motion passed 3-0.*

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, 2023	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 3/10/23
Police Officer – Lateral, Academy Graduate, Current Academy Cadet	5/30/22	Continuous	3 total (can hire at any level)	Accepting applications; screening applications; next interviews 3/29/23	27
Police Officer Trainee	5/30/22	Continuous	3 total (can hire at any level; 1 candidate in background check)	Accepting applications	31
Public Safety Communicator – Lateral	5/30/22	Continuous	3 (can hire at any level)	Accepting applications; screening applications	5
Public Safety Communicator Trainee	1/25/23	Continuous	3 (can hire at any level; 2 in final pre-hire steps)	Accepting applications; screening applications	6
PT Recreation Specialist (2)	9/14/22 & 11/29/22	Open Until Filled	2 (1 in final pre-hire steps)	Accepting applications	16
Firefighter Trainee (Licensed Paramedic)	1/4/23	3/19/23	4 (2 in final pre-hire steps)	Accepting applications; screening applications; next interviews 3/30/23	21
Detention Services Officer	1/20/23	Continuous	2	Accepting applications; screening applications	4
Police Records Technician I	1/23/23	3/10/23	3 (1 in final pre-hire steps; 2 in background)	Screening applications	42
Community Resilience Coordinator	1/31/23	Continuous	1	Accepting applications	9
Operations Services Supervisor – Parks & Landscapes	2/27/23	3/26/23	1	Accepting applications	8
Police Records Supervisor	3/6/23	Continuous; first review 3/15/23	1	Accepting applications	0
Public Safety Communications Supervisor	3/6/23	Continuous; first review 3/15/23	1	Accepting applications	0
Permit Technician	3/7/23	4/2/23	1	Accepting applications	0
PT Maintenance Worker Assistant	3/9/23	3/26/23	2	Accepting applications	1

Recruitments in Process – March, 2023	Status
Police Officer (All Levels)	1 candidate in background check; screening applications
Public Safety Communicator (Trainee)	2 candidates in final pre-hire steps; screening applications
Firefighter Trainee (Licensed Paramedic)	2 candidates in final pre-hires steps; screening applications
Police Records Technician I	1 candidate in final pre-hires steps; 2 in background; screening applications
Senior HR Analyst	Department interviews on 3/8/23
PT Recreation Specialist	1 in final pre-hire steps
PT Property & Evidence Technician	Interviews held on 3/9/23; scheduling department second round interviews
Police Sergeant/Police Corporal Promotion Process	Screening applications
Information Technology Manager	Interviews 3/21/23
Economic Development Manager	Second round interviews 3/22/23
Management Analyst (Grants Analyst)	Second round interviews 3/15/23
Maintenance Worker I	2 candidates in final pre-hire steps; 5 candidates in background check

Hiring/Promotion/Separation Information (January 9, 2023 – March 13, 2023)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
RAMONA JUAREZ	OFFICE ASSISTANT I PART-TIME/TEMP	1/3/2023
NORMA ORTIZ	OFFICE ASSISTANT I PART-TIME/TEMP	1/3/2023
JUDY MIRELES-JANISCH	RECREATION SUPERVISOR – <i>PROMOTION</i>	1/12/2023
JUSTIN RHODES	POLICE OFFICER	1/25/2023
LUIS GONZALEZ	POLICE OFFICER	1/25/2023
MARIO CORVERA	POLICE OFFICER	1/25/2023
CHRISTOPHER MAZZULLA	FIREFIGHTER TRAINEE	2/1/2023
CRAIG MUSICH	FIREFIGHTER TRAINEE	2/1/2023
DAVID AYERS	HAZ MAT INSPECTOR I	2/1/2023
TRAVIS JOHNSON	POLICE OFFICER	2/6/2023
JARED ZUNIGA	RECREATION LEADER I	2/6/2023
ANTONIO GOMEZ	POLICE OFFICER TRAINEE	2/13/2023
BRETT BATEY	POLICE OFFICER TRAINEE	2/13/2023
LAURENS BOORSMA	BUILDING INPSECTOR I	2/21/2023
JUSTIN MURTIFF	GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST	3/1/2023
WALTER KANESHIRO	TEMPORARY FIREFIGHTER (LICENSED PARAMEDIC)	3/1/2023
ALYXIS GUERRA	POLICE OFFICER	3/1/2023

PETE MARTINEZ	SENIOR MAINTENANCE WORKER – STREETS/WASTEWATER/TREES SECTION <i>PROMOTION</i>	3/1/2023
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NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
STEVE MCDONALD	SENIOR MAINTENANCE WORKER – PARKS & LANDSCAPE SECTION– <i>PROMOTION</i>	3/1/2023
ARMANDO ZEPEDA AMADOR	SENIOR EQUIPMENT MECHANIC	3/13/2023
DARREN HERNANDEZ	PT RECREATION LEADER I	3/13/2023

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
MATTHEW LOPEZ	COMMUNITY SERVICES OFFICER	1/23/2023
GADGE FARRIS	POLICE OFFICER	2/7/2023
JUSTIN RHODES	POLICE OFFICER	2/13/2023
JENNIFER ROJERO	HAZ MAT INSPECTOR I	2/13/2023
TYLER HANSON	MAINTENIENCE WORKER I – WATER SECTION	2/16/2023



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Personnel Commission Fiscal Year 2024 and 2025 Budget Requests (report attached)

Meeting Date: March 13, 2023

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, 2022, and will end on June 30, 2023). 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 2023-24 and 2024-25. 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.

Attachments:

1. Advisory Body Letter Budget Input 2023



City of Gilroy

7351 Rosanna Street
Gilroy, California 95020

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

February 10, 2023

To: Gilroy Personnel Commission

Re: City of Gilroy's Fiscal Year 2024 and 2025 Budget Development

The City has commenced its budget development process for the Fiscal Years 2024 and 2025. This process is a formal method through which the City Council establishes its priorities and goals for the upcoming fiscal years. The budget is then developed to align with the established priorities and goals. The City develops and adopts two one-year budgets, also known as 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 the board would like the City Council to consider. All input received will be presented to the City Council. Based on the scope and request of funding, items may either be automatically included as part of the recommended budget or presented to Council for further consideration.

Request should include the following information:

- A description of the item you are requesting
- The justification of the request and how it may fit within any Commission Workplan
- An estimate of the cost for the request, including any revenue source (if applicable)

Request should be issued by the board collectively. An action 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 April 11, 2023.

Respectfully,

Jimmy Forbis City
Administrator



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Amend Personnel Commission Bylaws to Change Monthly Meeting Date (report attached)

Meeting Date: March 13, 2023

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

RECOMMENDATION

Amend the Personnel Commission Bylaws to change the regular meeting schedule to the fourth Monday of each month.

BACKGROUND

Currently, the Personnel Commission holds its regular meeting on the second Monday of each month. If there is not any business to conduct, the meeting will be canceled. At this time, staff is requesting that the Personnel Commission consider amending its bylaws to move regular meetings to the fourth Monday of each month. The reason for this request is that staff is now supporting an additional commission (Youth Commission) and the Youth Commission also meets on the second Monday of each month. Since the Personnel Commission has five versus eleven members and only meets when needed, it made more sense for the Personnel Commission to consider moving its meeting to the fourth Monday of each month.

Draft amended Personnel Commission Bylaws are attached for the Commission's review and consideration.

Attachments:

1. DRAFT Revised Personnel Commission Bylaws

**CITY OF GILROY PERSONNEL
COMMISSION BYLAWS INITIAL
ADOPTION: MAY 14, 2009 LAST
REVISION: **NOVEMBER 14, 2022 DRAFT**
– MARCH 13, 2023**

SECTION I. Powers and Duties. Pursuant to the City Charter of the City of Gilroy, the Personnel Commission shall have the following Powers and Duties:

1. 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.
2. 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.
3. Perform such other duties relating to personnel matters as may be prescribed by the Council not inconsistent with the provision of this Charter.

SECTION 2. Membership.

1. Membership on the Personnel Commission shall be representative of the entire community insofar as that is possible, and members of the Personnel Commission shall be willing to serve as a civic responsibility.
2. No member of any advisory board or commission shall hold any paid office or employment in the City government.
3. In order to be eligible for appointment to any board or commission, a person shall be a qualified registered elector of the City.
4. There will be five (5) members of the Personnel Commission. They shall be appointed by the City Council of the City of Gilroy.
5. Terms of appointments to the Personnel Commission shall commence in January of each year and shall be for a term of four (4) years. A commissioner will not serve more than two full terms.
6. Vacancies on the Personnel Commission during the year shall be filled through appointment by the City Council. In accordance with the City Charter, upon a vacancy occurring leaving an unexpired portion of a term, any appointment to fill such vacancy shall be for the unexpired portion of such term.

SECTION 3. **Officers.**

1. Annually, the Personnel Commisison shall elect from its membership a Chairperson and Vice Chairperson.
2. The Chairperson shall preside at all meetings of the Personnel Commission, shall make an annual presentation to the City Council, and shall supervise the efficient and responsible operation of the Personnel Commission. The Vice Chairperson shall preside at Personnel Commission meetings in the absence of the Chairperson, shall assume specific leadership responsibilities as determined by the Chairperson and shall assist the Chairperson in fulfilling his or her responsibilities as needed.
3. The City Human Resources Director, or his/her designee, shall serve as the Secretary to the Personnel Commission. The Secretary, or his/her designee, shall prepare the agenda, staff reports, and minutes for each Personnel Commission meeting.

SECTION 4. **Meetings.**

1. The Personnel Commission shall meet monthly on the secondfourth Monday of each month unless the meeting is cancelled by the Chairperson. The regular meeting start time shall be 5:30 p.m. The Vice Chairperson may authorize the cancellation of a meeting if the Chairperson is not available.
2. Each Personnel Commission meeting shall be open to the public and is subject to the Brown Act, California Government Code Section 54950 et. seq., however, pursuant to the Brown Act some proceedings of the Personnel Commission may be conducted in closed session.
3. The Personnel Commission shall keep written minutes of all meetings and minutes shall be posted on the City website in accordance with the City of Gilroy Open Government Ordinance.
4. Special Meetings may be called by the Personnel Commission provided at least three days notice is given to all members and to the media, all in accordance with the Brown Act and City Charter Section 904.
5. The latest edition of Roberts Rules of Order shall be followed unless otherwise provided for in these bylaws or based upon a rule, policy, or procedure adopted by the City Council.
6. Disciplinary and/or grievance appeal hearings conducted by the Personnel Commission shall follow the procedures contained in the City of Gilroy Human Resources Rules and Regulations adopted by the City Council.
7. Any member of the Personnel Commission who has a conflict of interest on any matter to be heard by the Personnel Commission shall refrain from influencing or participating in the matter. The member shall announce on the public record the nature of the conflict, vacate his/her seat, and recuse

themselves from discussing and voting on said item.

SECTION 5. Quorum.

1. A quorum is necessary at a Personnel Commission meeting for any action to be taken. A majority of the Personnel Commission members shall constitute a quorum.
2. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal. No action may be taken.

SECTION 6. Committees.

1. Committees shall be formed, as needed, in relation to the responsibilities of the Personnel Commission. As needs dictate, these may be standing committees that function throughout the year, or task-oriented committees that function only until the task is completed.

SECTION 7. Training Requirements.

1. Given the nature of the work completed by the Personnel Commission, Commissioners may be provided, or required to attend, training in one or more of the following areas:
 - New Commissioner Orientation and Review of Employee Handbook
 - Due process and disciplinary/grievance hearings
 - The Ralph M. Brown Act
 - Gilroy Open Government Ordinance
 - Harassment and Discrimination Prevention (AB 1825 and AB 1343)
 - Ethics in Public Service (AB 1234)

SECTION 8. Attendance.

1. Personnel Commission members are expected to attend all meetings of the Personnel Commission. Pre-planned/excused absences shall be reported to the Secretary of the Personnel Commission at least seventy-two (72) hours prior to the meeting date unless an emergency absence.
2. Absences: Any member of a Body who is absent in a calendar year for more than 33% of the total Regular Meetings scheduled to be held in that calendar year will be subject to potential termination of membership from Body, upon action of the City Council. Where applying a 33% calculation creates other than a whole number, normal number rounding to the nearest whole number will be used. If a member of a Body exceeds the number of allowed absences, the City Administrator shall report this fact to the City Council, which may decide in its discretion that such absences warrant a declaration that the Member's office shall become vacant.

3. Commissioners Reporting Absences: Absences are to be reported through the staff liaison to the body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than seventy-two (72) hours before a regular meeting for an excused absence. Emergency absences shall be reported to the staff liaison as soon as practicable.

SECTION 9. Compensation.

1. Members of the Personnel Commission shall serve without compensation for their services as such but shall receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have been authorized by the City Council.

SECTION 10. Amendments

1. Amendments to these bylaws may be initiated at any Personnel Commission meeting, to be voted upon not sooner than the next regularly scheduled meeting. Bylaws shall not conflict with the City Charter or other Council approved policy, rule, or regulation.

2. Recommendation of any amendment shall require a majority vote of Personnel Commission members.

4. Upon approval by the Personnel Commission, the bylaws, or future amendments to these bylaws, shall take effect immediately.

Bylaws Approved by Personnel Commission – Initial Adoption: May 14, 2009; Revisions Approved: May 13, 2013; February 8, 2016; October 15, 2018; November 14, 2022