



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



TUESDAY, JANUARY 28, 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: Robin Bronze, 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.

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 November 25, 2024 (report attached)

4. **HUMAN RESOURCES DIRECTOR'S REPORT**

5. **INFORMATIONAL ITEMS**

5.1. Recruitment & Employment Status Report (report attached)

5.2. 2025 Budget and Work Plan/Training Plan Process

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **Job Description Updates for Property & Evidence Technician**

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

2. Public
Comment

3. Possible
Action:

1. Approve job description for Property & Evidence Technician

7.2. **Job Description Updates for Police Captain**

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

2. Public
Comment

3. Possible
Action:

Approve job description for Police Captain

7.1. **Job Description and Salary Range for Classification of Deputy Director of Community Development**

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

2. Public
Comment

3. Possible
Action:

1. Approve job description for Deputy Director of Community Development

2. Approve Salary Range for Deputy Director of Community Development

7.4. **Approve Job Description and Salary Range for Housing & Community Development Coordinator and Reclassification to Position**

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

2. Public
Comment

3. Possible
Action:

1. Approve job description for Housing & Community Services Coordinator

2. Approve salary range for Housing & Community Services Coordinator

3. Approve reclassification of HCD Technician II, Sandra Nava, to the position of Housing & Community Services Coordinator

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

8.1. Welcome of Newly Appointed Personnel Commissioners

8.2. Job Descriptions for Senior Maintenance Worker – Wastewater and Senior Maintenance Worker – Streets, Stormwater & Drainage, & Trees

8.3. Updates to Police Department Job Descriptions

9. **ADJOURNMENT** – *Adjourn meeting in special thanks to Personnel Commissioner Robin Bronze and thank her for her service to the City of Gilroy as a Personnel Commissioner.*

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for Monday, February 24, 2025, at 5:30 p.m.

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.

