



CITY OF GILROY
PERSONNEL COMMISSION
SPECIAL MEETING AGENDA



MONDAY, AUGUST 3, 2026 | 5:30 PM

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

Chair: Nita Edde-Mitchell

Vice Chair: Marissa Haro

Commissioners: Catherine Cummins, Danny Mitchell, Sharpy Sandhu

Staff Liaison: Michael Horta, 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 the 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 meeting is outlined as follows:

1. OPENING

1.1. Call to Order

1.2. Roll Call

1.3. Report on Posting the Agenda

**2. INTRODUCTION OF NEW HUMAN RESOURCES DIRECTOR/RISK MANAGER
MICHAEL HORTA**

**3. 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.)

4. APPROVAL OF MINUTES

**4.1. Approval of the Minutes from the Special Meeting of the Personnel
Commission dated July 1, 2026**

5. HUMAN RESOURCES DIRECTORS REPORT

6. INFORMATIONAL ITEMS

6.1. Recruitment & Employment Status Report

6.2. City and Department Organization Charts

7. NEW BUSINESS

**7.1. Job Descriptions, Salary Ranges, and Employee Reclassifications
Related to New Engineering Job Series (Associate Engineer, Assistant
Engineer, Junior Engineer) in the Public Works and Utilities Departments**

**7.2. Job Descriptions for Public Works Maintenance Worker I/II and Utilities
Maintenance Worker I/II**

**7.3. Job Description and Salary Range for Full-Time Environmental Programs
Analyst**

7.4. Job Description Updates for Part-Time Assistant Fleet Technician

8. FUTURE BUSINESS

8.1. Updates to Sworn and Non-Sworn Job Descriptions in the Police Department

8.2. Updates to Accounting Assistant I/II Job Descriptions in the Finance Department

9. ADJOURNMENT

NEXT MEETING DATES

The next regular meeting of the Personnel Commission is Monday, August 24, 2026 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.