



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



MONDAY, JANUARY 22, 2024 | 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, Assistant City Administrator/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 (Director, LeeAnn McPhillips)**

1.2 **Report on Posting the Agenda (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. **TRAINING**

3.1 Personnel Commission Training - Best Practices and Considerations for Updating Agency Human Resources Rules and Regulations

4. **APPROVAL OF MINUTES**

4.1. Approval of Minutes for the Meeting of November 27, 2023 (report attached).

5. **HUMAN RESOURCES DIRECTORS REPORT**

6. **INFORMATIONAL ITEMS**

6.1. Recruitment and Selection Report (Report Attached)

6.2. Harassment, Discrimination, & Retaliation Prevention Training Update

7. **UNFINISHED BUSINESS - None**

8. **NEW BUSINESS**

8.1. **Review and Approve Job Description and Salary Range for the New Position of Environmental Programs Manager**

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

2. Public
Comment

3. Possible
Action:

Staff Recommends that the Personnel Commission take the following actions:

1. Approve the job description for the position of Environmental Programs Manager
2. Approve the salary range for the position of Environmental Programs Manager

8.2. **Review and Approve New Job Description and Salary Range for Facilities & Fleet Superintendent and Reclassification to Position**

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

Staff Recommends that the Personnel Commission take the following actions:

1. Approve the job description for the position of Facilities & Fleet Superintendent
2. Approve the salary range for the position of Facilities & Fleet Superintendent
3. Approve the reclassification of Walter Dunckel to the position of Facilities & Fleet Superintendent

8.3. **Selection of Personnel Commission Chair & Vice Chair for 2024**

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

Staff recommends that the Personnel Commission take the following actions:

1. Selection of Chair for 2024
2. Selection of Vice Chair for 2024

9. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 9.1.
 1. Senior Facilities Maintenance Specialist Job Description & Salary Range
 2. Part-Time Assistant Equipment Mechanic Job Description & Hourly Rate
 3. Part-Time Police Cadet Job Description & Hourly Rate
 4. Updates to Sworn Police Job Descriptions

10. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is Monday, February 26, 2024, 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.