

1. Agenda

Documents:

[JANUARY 10, 2022 PERSONNEL COMMISSION MEETING AGENDA ONLY.PDF](#)

1.1. Full Meeting Packet

Documents:

[JANUARY 10, 2022 PERSONNEL COMMISSION MEETING PACKET.PDF](#)

# CITY OF GILROY PERSONNEL COMMISSION AGENDA

Gilroy City Hall – Administrative Services Conference Room  
7351 Rosanna Street, Gilroy, CA 95020

Monday, January 10, 2022 at 5:30 p.m. – Regular Meeting

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Catherine Cummins, Chair

Annie Tomasello, Vice Chair

Robin Bronze, Commissioner

Nita Edde-Mitchell, Commissioner

Sholly Nicholson, Commissioner

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A Closed Session may be called during this meeting pursuant to Government Code Section 54956.9(b)(1) if a point has been reached where, in the opinion of the Personnel Commission of the City on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

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## 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.

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### 1) OPENING

A) Call Meeting to order (Chairperson Cummins)

- B) Roll Call (HR Director, LeeAnn McPhillips)
- C) Report on Posting of 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**

- A) Approval of Minutes for the Meeting of November 8, 2021 (report attached)

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

**5) INFORMATIONAL ITEMS**

- A) Recruitment and Employment Status Report (report attached)
- B) City Workforce COVID-19 Update

**6) NEW BUSINESS**

- A) Approve Update to Salary Range for the Classification of Public Safety Communicator (report attached)
- B) Approve Updates to the Hourly Pay Rates for Select Part-Time/Temporary/Seasonal Positions to Comply with January 1, 2022 Minimum Wage Requirements (report attached)
- C) Selection of Personnel Commission Chair and Vice Chair for 2022 (report attached)

**7) FUTURE PERSONNEL COMMISSION BUSINESS**

- A) Updates to the Job Description of GIS Analyst
- B) Updates to the Job Description of Code Enforcement Technician

**8) MEETING ADJOURNMENT**

**NEXT MEETING OF THE PERSONNEL COMMISSION**

The next regularly scheduled meeting of the Personnel Commission is **Monday, February 14, 2022 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.**

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**City of Gilroy**  
**PERSONNEL COMMISSION**  
**MINUTES**

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**November 8, 2021 Regular Meeting – DRAFT MINUTES**

***Members Present***

*Robin Bronze*  
*Nita Edde-Mitchell*  
*Sholly Nicholson*

***Members Absent***

*Catherin Cummins*  
*Annie Tomasello*

**I. REPORT ON POSTING THE AGENDA AND ROLL CALL**

*Commissioners called the meeting of November 8, 2021 to order at 5:30 p.m. Roll call was taken noting that Commissioners Bronze, Edde-Mitchell, and Nicholson were present. Commissioners Cummins and Tomasello were noted as excused absences. Human Resources Director McPhillips reported that the agenda was posted on November 8, 2021 at 4:57 p.m.*

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

**III. APPROVAL OF MINUTES**

- A. For the meeting dated October 11, 2021 – on a motion from Sholly Nicholson, seconded by Commissioner Bronze, the minutes for the October 11, 2021 meeting were approved on 3-0 vote.*

**IV. HUMAN RESOURCES DIRECTOR’S REPORT – no report.**

**V. INFORMATIONAL ITEMS**

- A. Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.*
- B. City Workforce Covid-19 Update – brief report provided on how the city is addressing the Covid-19 issues with employees and the overall organization.*
- C. Personnel Commission Annual Presentation to City Council – staff noted that the presentation is currently scheduled for December 13, 2021 at 6 p.m.*
- D. Personnel Commission Meeting Schedule for 2022 – staff provided the meeting schedule for 2022.*

**VI. NEW BUSINESS**

- A. Updates to the Job Description of Records Supervisor. Staff report provided by Human Resources Director; questions answered, Commissioner Edde-Mitchell made a motion to approve the updates to the job description for the position of Records Supervisor; Commissioner Bronze seconded the motion; motion passed 3-0.*
- B. Change to Salary Schedule Placement for the position of Fleet Superintendent. Staff report provided by the Human Resources Director; questions answered; Commissioner Bronze made a motion to approve the change to the salary range placement for the position of Fleet Superintendent; seconded by Commissioner Nicholson; motion passed 3-0.*

**VII. FUTURE PERSONNEL COMMISSION BUSINESS**

- A. *Updates to the Job Description for GIS Coordinator/Analyst.*
- B. *Updates to the Job Description for Code Enforcement Technician.*
- C. *Selection of Chair and Vice Chair for 2022.*

**VIII. ADJOURNMENT** - *the meeting adjourned at 5:53 p.m. on motion from Commissioner Nicholson, seconded by Commissioner Bronze; 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**

<b>Recruitments Posted as of January, 2022</b>	<b>Date Open</b>	<b>Date Closed</b>	<b># to Fill</b>	<b>Status/ Interview/Assessment Date</b>	<b># of Applications as of 1/7/22</b>
Lateral Firefighter (Licensed Paramedic)	2/22/21	Continuous	4 total	Accepting & screening applications; scheduling interviews	6
Police Officer – Lateral	10/10/21	Continuous	4 total	Accepting applications; screening applications	5
Police Officer – Academy Graduate	10/15/21	Continuous	4 total	Accepting applications; screening applications	9
Police Officer – Current Academy Cadet	10/15/21	Continuous	4 total	Accepting applications; screening applications	1
Police Officer Trainee	10/15/21	Continuous	4 total	Accepting applications; screening applications	15
Public Safety Communicator – Lateral	10/15/21	Continuous	3	Accepting applications; screening applications	6
Firefighter Trainee (Licensed Paramedic)	12/10/21	Open Until Filled	4 total	Accepting applications; screening applications	13
PT Recreation Leader (various programs)	12/17/21	Open Until Filled	2	Accepting applications; scheduling interviews	4
PT Deputy City Clerk	12/16/21	1/23/22	1	Accepting Applications	9
PT Clerical High School Work Experience Student	10/6/21	Open Until Filled	1	Accepting Applications	9
Fleet Superintendent/ Manager	1/5/22	Open Until Filled – first review of applications 1/31/22	1	Avery & Associates – accepting applications	n/a
Deputy Director of Public Works – Operations	1/7/22	2/4/22	1	Avery & Associates – accepting applications	n/a
Finance Manager	1/6/22	2/4/22	1	Koff & Associates – accepting applications	n/a
Police Records Supervisor	n/a	n/a	1	Job Flyer Under Development	n/a
Senior Maintenance Worker – Water Section	n/a	n/a	1	Job Flyer Under Development	n/a
PT Water Conservation Officer	n/a	n/a	1	Job Flyer Under Development	n/a
Community Development Director	n/a	n/a	1	Job Flyer Under Development – Avery & Associates	n/a

<b>Recruitments in Process – January, 2022</b>	<b>Status</b>
Police Officer – Lateral	1 candidate in background check

<b>Recruitments in Process – January, 2022</b>	<b>Status</b>
Police Officer Trainee	2 candidates in Academy
Public Safety Communicator Trainee	1 candidate in background check
Public Safety Communicator Lateral	1 candidate in background check
Firefighter Trainee (Licensed Paramedic)	1 in Academy; screening new batch of 13 applications
Part-Time Office Assistant I (3 openings)	1 candidate starts work 1/10/22; 2 candidates in background check
Management Analyst (2 openings)	1 position filled; 1 candidate to start work on 1/18/22
Community Services Officer	14 candidates to interview on 1/11/22
Fire Captain – Promotion Process	Written Exam 1/12/22
Recreation Leaders – various programs	Interviewing
Maintenance Worker I- 4 positions	Finalist interviews 1/5/22 and week of 1/10/22; starting background check with selected candidates

### **Hiring/Promotion/Separation Information (November 5, 2021 – January 7, 2022)**

#### **HIRES/PROMOTIONS:**

<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>DATE OF HIRE</b>
CRYSTAL ZAMORA	PROGRAM ADMINISTRATOR	11/8/2021
LISA HERNANDEZ	OFFICE ASSISTANT I – COMMUNITY DEVELOPMENT	11/15/2021
CHARANJIT DHALIWAL	NETWORK ADMINISTRATOR – PART-TIME	11/30/2021
THAI PHAM	CITY CLERK	12/1/2021
ANDREA YANEZ	PERMIT TECHNICIAN	12/1/2021
CINDY MCCORMICK	CUSTOMER SERVICE MANAGER – COMMUNITY DEVELOPMENT – <i>PROMOTION</i>	12/1/2021
MARIO CORVERA	POLICE OFFICER TRAINEE	12/6/2021
NATALIA BECERRA-BATIZ	ACCOUNTING ASSISTANT I – PART-TIME	12/27/2021
RIGOBERTO CANELA	FACILITIES MAINTENANCE SPECIALIST	1/3/2022
VICTORIA RAHMAN	FINANCIAL ANALYST	1/3/2022
MONICA SENDEJAS	MANAGEMENT ANALYST – COMMUNITY DEVELOPMENT – <i>PROMOTION</i>	1/3/2022
SCOTT ROTTMAN	POLICE OFFICER – LATERAL	1/3/2022
CARLOS PLASCENCIA	POLICE OFFICER – ACADEMY GRADUATE	1/3/2022

**SEPARATIONS:**

<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>DATE OF SEPARATION</b>
MATTHEW HERNANDEZ	MAINTENANCE WORKER I – PARKS/LANDSCAPE	11/15/2021
SUSAN CASTRO	ACCOUNTING ASSISTANT II - <i>RETIRED</i>	12/1/2021
PATRICK PHAM	FIREFIGHTER – TRAINEE	12/3/2021
KAREN GARNER	COMMUNITY DEVELOPMENT DIRECTOR	12/10/2021

**CITY OF GILROY  
PERSONNEL COMMISSION  
STAFF REPORT**

Date: January 10, 2022

To: Personnel Commission

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

**Subject: Approve Change to the Salary Range for Public Safety Communicator**

**SUMMARY:**

The city has been facing challenges over the last year or more to fill the vacant Public Safety Communicator positions. The Trainee program has been hit or miss in that one or two candidates will be successful as compared to three or four who are not. Given this, our goal has been to target Lateral dispatchers that already have hands on experience. Lateral candidates have been very successful completing our training program and achieving solo status. Currently, we have three vacancies out of thirteen positions. We are aware of one other person potentially leaving for a higher paying dispatcher job closer to home. Attracting Lateral candidates has been challenging as our overall total compensation for this classification has not kept up with our comparable surrounding market. For this reason, we are bringing this item forward for consideration. Increasing the compensation for this position will assist us in recruiting Lateral candidates and will also help us to retain existing employees who are able to leave for higher paying jobs in surrounding agencies.

Before moving this item forward, we needed to confirm the compensation data so an update to the total compensation survey was completed for this classification found the following data:

- On base salary (top step base is currently \$8,383 per month), Gilroy is 7.08% below the market average and 7.25% below the market median.
- When you add in other “cash” benefits, Gilroy is 5.27% below market average and 5.97% below market median.
- On total compensation which includes health type benefits, Gilroy gains some ground, but is still 4.06% below market average and 2.29% below market median.

Given the below market compensation position, the city is proposing to increase the base salary for this position by 7% moving it up from Range 56 to Range 63 on the salary schedule. In doing so, the following occurs:

- On base salary (proposed top step base would be \$8,988 per month), Gilroy would be 0.38% below market average and 0.56% below the market median.
- When you add in other “cash” benefits, Gilroy would be 1.16% above market average and 0.41% above market median.
- On total compensation which includes health type benefits, given that Gilroy gains ground, the compensation would be 1.07% above market average and 2.93% above market median.

We are optimistic that this change to base salary will help us attract lateral dispatchers from other agencies to fill our vacant positions. Hiring Laterals is important as the training period is so much less and the chances of overall success is much higher when compared to Trainee candidates. Public Safety Communicator is a particularly unique position given the training involved and work required. In Gilroy, dispatchers are call takers and dispatchers for both police and fire making our job a bit more challenging than positions with other agencies. This skill level makes it even more important for the city to hire laterals who already have a base of skills that can be built upon. 911 Dispatching is not the job for everyone – the position is stressful, exposed to difficult situations and people, and can be very fast paced requiring a strong ability to multi-task and shift gears throughout a given shift. For public and community safety, it is very important that we have a team of well-trained and skilled dispatchers supporting police and fire.

While there may be other positions in the city that have fallen below market, we have been able to find candidates and fill the positions. In the case of the Public Safety Communicator position, hiring has been slow, and we have had two-three vacancies in the unit consistently. Given the immediate need to fill the vacant positions we have now, staff felt it was important to make a change now and not wait until a later time when we are able to look at a broader group of classifications.

This position falls under the AFSCME labor group. Therefore, this dilemma and recommendation were shared with the AFSCME group. AFSCME is in support of adjusting the salary range as recommended and hopes we can potentially do more in the future. If approved by the Personnel Commission, staff will document this salary change in a side letter agreement with AFSCME.

#### **RECOMMENDED ACTIONS:**

Staff recommends that the Personnel Commission take the following action:

1. Approve placing the position of Public Safety Communicator on the AFSCME, Local 101, General Unit salary schedule Range 63 with a top base salary step of \$8,988 per month effective January 1, 2022.

Respectfully Submitted,

*LeeAnn McPhillips*

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LeeAnn McPhillips  
Administrative Services & Human Resources Director/Risk Manager

**CITY OF GILROY  
PERSONNEL COMMISSION  
STAFF REPORT**

Date: January 10, 2022

To: Personnel Commission

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

**Subject:** Approve Updates to the Hourly Rates for Select Part-Time/Temporary/Seasonal Positions to Comply with January 1, 2022 Minimum Wage Requirements

**SUMMARY:**

Effective January 1, 2022, the new California minimum wage is set at \$15.00 per hour and the City of Gilroy must comply. Unfortunately, due to the loss of revenue and the COVID-19 pandemic, the wages of unrepresented employees, to include part-time/temporary/seasonal employees have been frozen since 2020. Given this a few of our position hourly rates need to be adjusted for compliance.

It is recommended that the position hourly rate ranges be adjusted as follows:

<b>Classification Title</b>	<b>Current Rate or Range</b>	<b>Adjusted Rate or Range</b>
Recreation Leader I	\$14.00 per hour	\$15.00 per hour
Recreation Leader II	\$15.00 per hour	\$16.00 per hour
Intern – Bachelor’s	\$14.00 - \$17.07 per hour	\$15.00 - \$17.07 per hour
High School Work Experience Student Worker	\$14.00 per hour	\$15.00 per hour

In making these recommendations, staff looked at other positions in the job series to ensure that the changes did not create an inequity. For example, the Recreation Leader III position has an hourly rate range of \$16.08 - \$20.02, which is higher than the Recreation Leader II position. In addition, all other part-time/temporary/seasonal positions have rates that higher and not implicated by the change in minimum wage. The minimum wage rate change only impacts a few very entry level part-time/temporary/seasonal positions.

In future years, minimum wage will adjust based on an inflation factor so the city will continue to monitor hourly rates to ensure compliance with any future changes.

**RECOMMENDED ACTIONS:**

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, 2022:

<b>Classification Title</b>	<b>Adjusted Rate or Range</b>
Recreation Leader I	\$15.00 per hour
Recreation Leader II	\$16.00 per hour
Intern – Bachelor’s	\$15.00 - \$17.07 per hour
High School Work Experience Student Worker	\$15.00 per hour

Respectfully Submitted,

*LeeAnn McPhillips*

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LeeAnn McPhillips  
Human Resources Director/Risk Manager

**CITY OF GILROY  
PERSONNEL COMMISSION  
STAFF REPORT**

Date: January 10, 2022  
To: Personnel Commission  
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager  
**Subject: Appointment of Personnel Commission Chair and Vice Chair for 2022**

**SUMMARY:**

Once per year, the Personnel Commission must take action to appoint a Commissioner to the position of Chair and another Commissioner to the position of Vice Chair. Currently, Commissioner Cummins is the Personnel Commission Chair and Commissioner Tomasello is the Vice Chair.

Any Commissioner may be selected for either of these positions. Although there is no requirement to do so, in the past, the Vice Chair has been appointed to the position of Chair provided the Commissioner is willing to serve in the new capacity. In addition, one of the Commissioners who were not most recently the Chair is typically selected to fill the Vice Chair position.

At this time, we have two seats to fill on the Commission due to expiring terms. Commissioners Tomasello and Edde-Mitchell have both reapplied to continue service on the Commission. Interviews for these seats are scheduled for January 17, 2022 with appointments to be made on February 7, 2022. Normally, Commissioner Tomasello would rotate to the Chair position, but we don't yet know if she will be reappointed. Given this, the Commission can continue with the existing Chair and Vice Chair appointments and revisit this item at the February meeting. In the alternative, Commissioners that will for sure be remaining on the Commission for 2022 can be appointed to fill the positions.

Commissioners Bronze and Nicholson both have terms ending 12/31/22, therefore, have the same seniority on the Commission. Commissioner Cummins was reappointed to the Commission last year and has a term end 12/31/24.

Staff recommends deferring this decision to the February meeting to allow the appointments to be made knowing who will be on the Commission for the majority of 2022.

**RECOMMENDED ACTIONS:**

1. Take no action and defer decision to the February 14, 2022 meeting; OR
2. Appoint a Commissioner to the position of Chair.
3. Appoint a Commissioner to the position of Vice Chair.

Respectfully Submitted,

*LeeAnn McPhillips*

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LeeAnn McPhillips  
Human Resources Director/Risk Manager