

CITY OF GILROY PERSONNEL COMMISSION AGENDA

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

Monday, April 11, 2021 at 5:30 p.m. – Regular Meeting

Sholly Nicholson, Chair

Robin Bronze, Vice Chair

Catherin Cummins, Commissioner

Nita Edde-Mitchell, Commissioner

Marissa Haro, Commissioner

Public comment will be taken on any agenda item before action is taken by the Personnel Commission. Persons speaking on any matter are requested, but not required to state their name. Public testimony is subject to reasonable regulations, including, but not limited to, time restrictions for each individual speaker.

Materials related to an item on this agenda submitted to the Personnel Commission after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of Administration at City Hall, 7351 Rosanna Street during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org

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.

Public comments will be taken at the beginning of the meeting for items not on the agenda and on agenda items before action is taken by the Personnel Commission. Comments may be provided in-person at the meeting or may be emailed by no later than 1:00 p.m. on the day of the meeting to LeeAnn.McPhillips@cityofgilroy.org. **IMPORTANT: identify the Agenda Item Number or PUBLIC COMMENT in the subject line of your email. The Clerk will read the first three minutes of each email into the public record.**

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/cityclerk@cityofgilroy.org.

In compliance with the American Disabilities Act (ADA), 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 Human Resources Director at (408) 846-0228. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.102-35.104 ADA Title II)

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1) OPENING

- A) Call Meeting to order (Chairperson Nicholson)
- B) Roll Call (HR Director, LeeAnn McPhillips)
- C) Report on Posting of the Agenda (HR Director, LeeAnn McPhillips)

2) RECOGNITION OF OUTGOING PERSONNEL COMMISSIONER ANNIE TOMASELLO

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

- A) Approval of Minutes for the Meeting of March 14, 2022 (report attached)

5) HUMAN RESOURCES DIRECTOR'S REPORT

6) INFORMATIONAL ITEMS

- A) Recruitment and Employment Status Report (report attached)
- B) LCW Human Resources Academy I Training Webinar

7) NEW BUSINESS

- A) Review and Approve Job Description and Salary Range for the Full-Time Position of Emergency Services & Volunteer Coordinator (report attached)

8) FUTURE PERSONNEL COMMISSION BUSINESS

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

9) MEETING ADJOURNMENT

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is **Monday, May 9, 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.**