



**PERSONNEL COMMITTEE AGENDA
SPECIAL MEETING: AUGUST 14, 2019**

Time: 7:45 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, CA 94541

The public is welcome at all Personnel Committee meetings. If you wish to speak on a matter NOT on the Agenda, please file a Public Comment card with the Commission Clerk. Upon recognition by the Chairperson during Public Comment, state your name, comments and/or questions. Anyone wishing to address the Committee on an agenda item or on business introduced by the Committee may do so when the Chairperson calls for comments on the agenda item. Please be brief and limit your comments to the specific subject under discussion. NOTE: Only matters within the Personnel Committee's jurisdiction may be addressed.

To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Personnel Committee. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.

The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, August 8, 2019 duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

AMERICANS WITH DISABILITIES: *In compliance with the Americans with Disabilities Act, if special assistance to participate in this meeting is needed, please contact the Housing Authority office at (510)727-8511. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.*

1. CALL TO ORDER / ROLL CALL

PAGE

2. APPROVAL OF THE MINUTES OF THE JUNE 19, 2019 MEETING

ACTION

3

3. PUBLIC COMMENT

On matters not on the Agenda

4. NEW BUSINESS

	<u>PERSONNEL RULE</u>	<u>DESCRIPTION</u>		<u>PAGE</u>
4-1.	7.1	Approval, creation and promulgation of the list of eligibles for the Accountant classification based on the results of the open recruitment and exam.	ACTION	9
4-2.	7.1	Approval, creation and promulgation of the list of eligibles for the Administrative Clerk (1/2 time) classification based on the results of the open recruitment and exam.	ACTION	9
4-3.	6.16	Authorization to hold an open recruitment for the Administrative Clerk classification (full time).	ACTION	9
4-4.	6.10	Personnel Committee advised of the intent to limit the number of qualified applicants who are invited to the Administrative Clerk interviews and exam.	INFORMATION	9

(CONTINUED ON NEXT PAGE)



**PERSONNEL COMMITTEE AGENDA
SPECIAL MEETING: AUGUST 14, 2019**

Time: 7:45 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, CA 94541

PAGE 2

4. NEW BUSINESS (CONTINUED)

	<u>PERSONNEL RULE</u>	<u>DESCRIPTION</u>		<u>PAGE</u>
4-5.	4.12	Adoption of revised class specifications for the Housing Technician classification.	ACTION	10
4-6.	6.16	Authorization to hold an open recruitment for the Housing Technician classification.	ACTION	10
4-7.	6.10	Personnel Committee advised of the intent to limit the number of qualified applicants who are invited to the Housing Technician interviews and exam.	INFORMATION	10

5. ADJOURNMENT

MINUTES
June 19, 2019

**PERSONNEL COMMITTEE MINUTES
SPECIAL MEETING: JUNE 19, 2019
TIME: 7:45 AM
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

SUMMARY ACTION MINUTES

CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Hannon called the meeting to order at 7:45 a.m.

Roll Call

Present: Cmr. Gerry and Hannon.

Excused: Cmr. Ballew and Buckholz.

APPROVAL OF THE MINUTES OF THE FEBRUARY 13, 2019 PERSONNEL COMMITTEE MEETING

Recommendation: Approve the minutes of the February 13, 2019 meeting as presented.

Motion/Second: Gerry/Hannon.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

PUBLIC COMMENT - On matters not on the Agenda

None.

NEW BUSINESS

<u>ITEM NO.</u>	<u>ACTION: APPROVAL, CREATION AND PROMULGATION OF</u>	<u>PERSONNEL RULE</u>
1.	<u>THE LIST OF ELIGIBLES FOR THE FINANCE DIRECTOR CLASSIFICATION BASED ON THE RESULTS OF THE RECRUITMENT CONSULTING FIRM'S INITIAL INTERVIEWS AND CANDIDATE SCREENING</u>	7.1

Charla Freckmann, Human Resources Manager, presented the staff report. Ms. Freckmann

reported that staff contracted with the recruitment consulting firm Avery & Associates to assist with a recruitment for HACA's vacant Finance Director position. She further reported Avery had completed the initial interviews, resulting in a list of eligibles with 3 candidates. The list of eligibles was distributed to the Personnel Committee members and to the public. Ms. Freckmann stated that final interviews will be conducted after the Personnel Committee's approval of the list of eligibles.

Recommendation: Approve, create and promulgate the list of eligibles for the Finance Director classification.

Commission Discussion: Chairperson Hannon asked who will be on the committee for the interviews. Ms. Gouig stated that she, Ms. Freckmann, Cathy Leoncio (the former Finance Director), and the Finance Manager from the Berkeley Housing Authority will be conducting the interviews. Chairperson Hannon also asked if any of the candidates on the list of eligibles are HACA employees and Ms. Gouig indicated that none of the candidates are from HACA.

Motion/Second: Gerry/Hannon.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

<u>ITEM NO.</u>	<u>ACTION: AUTHORIZATION TO HOLD AN OPEN</u>	<u>PERSONNEL RULE</u>
2.	<u>RECRUITMENT FOR THE ACCOUNTANT CLASSIFICATION</u>	6.16

Charla Freckmann presented the staff report. Ms. Freckmann reported that the Accountant classification has been filled with a provisional appointment since 2016 and that there is no current eligibility list for this classification. She explained that in order to establish an eligibility list from which a permanent appointment can be made, staff must conduct an open recruitment. Ms. Freckmann recommended that the Personnel Committee authorize an open recruitment for the Accountant classification.

Recommendation: Authorize an open recruitment for the Accountant classification.

Commission Discussion: Chairperson Hannon, Ms. Freckmann and Ms. Gouig discussed some of the reasons why a permanent appointment to the Accountant classification was not made earlier.

Motion/Second: Gerry/Hannon

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

<u>ITEM NO.</u>	<u>INFORMATION: PERSONNEL COMMITTEE ADVISED OF THE</u>	<u>PERSONNEL RULE</u>
3.	<u>INTENT TO LIMIT THE NUMBER OF QUALIFIED APPLICANTS</u> <u>WHO GAIN ENTRY INTO THE ACCOUNTANT EXAM</u>	6.10

Charla Freckmann presented the staff report. In accordance with Personnel Rule 6.10, Ms.

Freckmann advised the Personnel Committee that staff intends to limit the number of qualified applicants who gain entry into the Accountant exam.

<u>ITEM NO.</u>	<u>ACTION: AUTHORIZATION TO HOLD AN OPEN RECRUITMENT FOR THE ELIGIBILITY LEADWORKER CLASSIFICATION</u>	<u>PERSONNEL RULE</u>
4.		6.16

Charla Freckmann presented the staff report. Ms. Freckmann reported that one of HACA's Eligibility Leadworkers will be retiring at the end of June. She explained that no current eligibility list for the Eligibility Leadworker classification exists. Ms. Freckmann recommended that the Personnel Committee authorize an open recruitment for the Eligibility Leadworker classification.

Recommendation: Authorize an open recruitment for the Eligibility Leadworker classification.

Commission Discussion: Chairperson Hannon asked if this classification is part of a series of classifications into which current employees could promote. Ms. Freckmann indicated that the position is a stand-alone classification and not flexibly staffed. Ms. Gouig commented that HACA's Eligibility Technicians will typically apply for the Eligibility Leadworker classification since it is the next step up.

Motion/Second: Gerry/Hannon.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

<u>ITEM NO.</u>	<u>INFORMATION: PERSONNEL COMMITTEE ADVISED OF THE INTENT TO LIMIT THE NUMBER OF QUALIFIED APPLICANTS WHO GAIN ENTRY INTO THE ELIGIBILITY LEADWORKER EXAM</u>	<u>PERSONNEL RULE</u>
5.		6.10

Charla Freckmann presented the staff report. In accordance with Personnel Rule 6.10, Ms. Freckmann advised the Personnel Committee that staff intends to limit the number of qualified applicants who gain entry into the exam for the Eligibility Leadworker classification.

<u>ITEM NO.</u>	<u>ACTION: AUTHORIZATION TO HOLD AN OPEN RECRUITMENT FOR THE ADMINISTRATIVE CLERK IN A PART-TIME STATUS AT .50 APPOINTMENT</u>	<u>PERSONNEL RULE</u>
6.		6.16

Charla Freckmann presented the staff report. Ms. Freckmann reported that there will be a vacancy in HACA's part-time Administrative Clerk position as the long-time incumbent will be retiring after 40 years of service. She described the duties assigned to this position and indicated that no current eligibility list exists. Ms. Freckmann recommended that the Personnel Committee authorize an open recruitment for this classification.

Recommendation: Authorize an open recruitment for the Administrative Clerk in a part-time status at .50 appointment.

Commission Discussion: Chairperson Hannon asked if staff has recognized this employee for her long-time service. Ms. Gouig stated that she was recognized by HACA and by the Housing Commission for her 40 years of service and described this employee’s long history with HACA.

Motion/Second: Gerry/Hannon.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

<u>ITEM NO.</u>	<u>INFORMATION: PERSONNEL COMMITTEE ADVISED OF THE</u>	<u>PERSONNEL RULE</u>
7.	<u>INTENT TO LIMIT THE NUMBER OF QUALIFIED APPLICANTS</u> <u>WHO ARE INVITED TO THE ADMINISTRATIVE CLERK</u> <u>INTERVIEW AND EXAM</u>	6.10

Charla Freckmann presented the staff report. In accordance with Personnel Rule 6.10, Ms. Freckmann advised the Personnel Committee that staff intends to limit the number of qualified applicants who gain entry into the exam for the Administrative Clerk classification.

ADJOURNMENT

There being no further business to discuss, Chairperson Hannon adjourned the meeting at 7:55 a.m.

Respectfully Submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission
Secretary

Approved: _____
Michael Hannon
Personnel Committee Chairperson

NEW BUSINESS

August 14, 2019

<u>ITEM NO.</u>	<u>ACTION: APPROVAL, CREATION AND PROMULGATION OF THE</u>	<u>PERSONNEL RULE</u>
4-1.	<u>LIST OF ELIGIBLES FOR THE ACCOUNTANT CLASSIFICATION BASED ON THE RESULTS OF THE OPEN RECRUITMENT EXAM</u>	7.1

On July 24, 2019, the Housing Authority conducted an exam for the Accountant classification. Six candidates were invited to the interview. The exam process included an interview panel. The recommended eligibility list will be distributed at your meeting. The names on the list are those who achieved an overall passing score.

<u>ITEM NO.</u>	<u>ACTION: APPROVAL, CREATION AND PROMULGATION OF THE</u>	<u>PERSONNEL RULE</u>
4-2.	<u>LIST OF ELIGIBLES FOR THE ADMINISTRATIVE CLERK (1/2 TIME) CLASSIFICATION BASED ON THE RESULTS OF THE OPEN RECRUITMENT EXAM</u>	7.1

On August 7, 2019, the Housing Authority conducted an exam for an Administrative Clerk (1/2 time) position. This position will be located in the Procurement Department and was advertised as such. Eleven candidates were invited to the interview. The exam process included an interview panel and a written exercise. The recommended eligibility list will be distributed at your meeting. The names on the list are those who achieved an overall passing score.

<u>ITEM NO.</u>	<u>ACTION: AUTHORIZATION TO HOLD AN OPEN RECRUITMENT FOR</u>	<u>PERSONNEL RULE</u>
4-3.	<u>THE ADMINISTRATIVE CLERK CLASSIFICATION (FULL-TIME)</u>	6.16

The Housing Authority has one full-time vacancy in the Administrative Clerk classification. Since there is no current eligibility list for the Administrative Clerk classification, staff requests authorization to conduct an open recruitment for this classification in order to establish an eligibility list. This position will be located in the Programs Department.

<u>ITEM NO.</u>	<u>INFORMATION: PERSONNEL COMMITTEE ADVISED OF THE</u>	<u>PERSONNEL RULE</u>
4-4.	<u>INTENT TO LIMIT THE NUMBER OF QUALIFIED APPLICANTS WHO ARE INVITED TO THE ADMINISTRATIVE CLERK INTERVIEW AND EXAM</u>	6.10

In the event that there are more applicants who meet the minimum qualifications for the Administrative Clerk classification than we are able to interview, Personnel Rule 6.10 provides that staff should advise the Personnel Committee whenever the number of qualified applicants who are invited to interview will be limited. Screening criteria will be developed and a rating system will be used to determine the most qualified applicants. The recruitment announcement will advise applicants of this process. No Personnel Committee action is required for this item.

<u>ITEM NO.</u> 4-5.	<u>ACTION: ADOPTION OF REVISED CLASS SPECIFICATIONS FOR HOUSING TECHNICIAN CLASSIFICATION</u>	<u>PERSONNEL RULE</u> 4.12
--------------------------------	--	--------------------------------------

Personnel Rule 4.12 states that 1) the Personnel Committee shall adopt and maintain a written classification for each job class, 2) such specifications shall constitute the official specifications of classes and 3) no new classification will be established without a final class specification approved by the Personnel Committee.

As part of the Operating Budget for the July 1, 2019 – June 30, 2020 Fiscal Year, the Housing Commission approved one position in the Housing Technician classification. Since this classification has not been utilized in a number of years, staff has updated the job specifications to reflect the new duties of the position. This position is a high level administrative support position requiring strong analytical skills. The position will manage HACA’s waiting lists, including updating applicant information, conducting mass updates, conducting mailings for available units and available vouchers and responding to applicant inquiries. HACA has nearly 30 waiting lists, many of which have very different requirements and applicant preferences. The Housing Technician will also provide administrative support to HACA’s Section 504 Coordinator with processing reasonable accommodation requests.

Staff recommends your Committee approve the updated specification classification. There were so many changes to the former specification that providing a tracked version with changes wasn’t useful. Therefore, staff has attached only the recommended version for your reference.

<u>ITEM NO.</u> 4-6.	<u>ACTION: AUTHORIZATION TO HOLD AN OPEN RECRUITMENT FOR THE HOUSING TECHNICIAN CLASSIFICATION</u>	<u>PERSONNEL RULE</u> 6.16
--------------------------------	---	--------------------------------------

The Housing Authority has one vacancy in the Housing Technician classification. There is no eligibility list for the Housing Technician classification, therefore, staff requests authorization to conduct an open recruitment for this position in order to establish an eligibility list.

<u>ITEM NO.</u> 4-7.	<u>INFORMATION: PERSONNEL COMMITTEE ADVISED OF THE INTENT TO LIMIT THE NUMBER OF QUALIFIED APPLICANTS WHO ARE INVITED TO THE HOUSING TECHNICIAN INTERVIEW AND EXAM</u>	<u>PERSONNEL RULE</u> 6.10
--------------------------------	---	--------------------------------------

In the event that there are more applicants who meet the minimum qualifications for the Housing Technician position than we are able to interview, Personnel Rule 6.10 provides that staff should advise the Personnel Committee whenever the number of qualified applicants who are invited to interview will be limited. Screening criteria will be developed and a rating system will be used to determine the most qualified applicants. The recruitment announcement will advise applicants of this process. No Personnel Committee action is required for this item.

ATTACHMENT A



Housing Technician

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
3640

Department(s):	Housing Programs Administration
Unit(s):	Programs, Special Programs or Administration
Reports to:	Management Staff
FLSA Exempt:	Non-exempt

Required Licenses:	Possession of a California Driver's License
Required Certifications:	n/a

DEFINITION/PURPOSE:

Under general supervision, to provide a wide variety of higher level administrative tasks involving strong analytical skills in support of the program, department or function to which assigned.

DISTINGUISHING FEATURES:

The Housing Technician classification performs a higher level of administrative tasks requiring strong analytical skills as distinguished from the Administrative Clerk classification which is an entry level position. This classification may be located in one of the Housing departments (Programs or Special Programs) or in the Administration department.

SUPERVISION RECEIVED AND EXERCISED:

The Housing Technician classification receives direction and supervision from management staff.

ESSENTIAL AND MARGINAL JOB FUNCTIONS:

Primary (essential) and less essential (marginal) responsibilities may include, but are not limited to, the following:

Essential Functions:

1. Maintain HACA's waiting lists including updating applicant information.
2. Implement mass waiting list updates.
3. Perform mass mailings for available units and available vouchers.
4. Respond to wait list applicant inquiries.
5. Support HACA's Section 504 Coordinator with processing reasonable accommodation requests.

Marginal Functions:

1. Provide housing program eligibility information both over the phone and in person.
2. Maintain a variety of statistical records; check and tabulate statistical data.

3. Perform a wide variety of administrative tasks including the maintenance of accurate and detailed information; verify accuracy of information and resolve discrepancies.
4. Receive, sort and process both incoming and outgoing mail.
5. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

The Housing Technician classification requires the:

Knowledge of:

- Current Microsoft computer programs
- English grammar and punctuation
- Preparation of business correspondence
- Basic record keeping methods and procedures
- Data entry methods and techniques

Ability to:

- Communicate effectively both orally and in writing
- Understand and follow complex directions
- Analyze and evaluate large volumes of data
- Categorize detailed information
- Organize, maintain and update large quantities of documents

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

I

Two years in the classification of Administrative Clerk in the Housing Authority service (internal candidates only).

Or II

Two years of experience determining eligibility for social services, which includes a demonstrated high level of: organization skills, use of spreadsheets, attention to detail and use of a variety of computer software programs. (Possession of an AA degree in the field of social services or other relevant field may be substituted for one year of experience).

Or III

Some acceptable combination of education and experience that would likely provide the listed knowledge and abilities.

QUALIFICATION REQUIREMENTS:

To perform the duties of this classification successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required for the Housing Technician. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. In addition, a driving record acceptable to the Housing Authority's insurance carrier must be maintained.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Housing Technician classification.

While performing the duties of this classification, mobility within the workplace is required. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech are necessary in order to communicate with the general public, co-workers, agency clients, the general public and officials contacted in the normal course of work. Regular attendance is required. Employees in this classification must be able to handle stressful situations.