

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SPECIAL MEETING AGENDA

Special Meeting Date/Time: September 11, 2024 at 7:15 a.m.

Meeting Location: HACA Board Room, 22941 Atherton Street Hayward, CA 94541-6633

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

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|---------------------|---|---------|
| Item No. 1: | Call to Order and Roll Call | |
| Item No. 2: | Approve the Minutes of the September 12, 2023 Personnel Committee Special Meeting | Page 3 |
| Item No. 3: | Public Comment – On matters not on the agenda | |
| Item No. 4: | New Business | |
| Item No.4-1: | Approve Revisions to the Personnel Committee Bylaws | Page 5 |
| Item No.4-2: | Adopt Class Specifications (Housing Inspector) | Page 7 |
| Item No.4-3: | Adopt Class Specifications (Human Resources Analyst) | Page 12 |
| Item No. 5: | Adjournment | |

In-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. In-person and remote attendees who wish to comment on a matter NOT on the Housing Commission's agenda must wait until the Chairperson calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chairperson calls for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers. The Brown Act restricts the Housing Commission from discussing and/or acting on any matters that are not on the meeting agenda. Therefore, matters not on the agenda that are raised during public comment will be referred to staff.

PERSONNEL COMMITTEE
MEETING MINUTES
September 12, 2023

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
HOUSING COMMISSION PERSONNEL COMMITTEE
SUMMARY ACTION MINUTES**

Special Meeting Date and Time: September 12, 2023 at 9:00 a.m.

Regular Meeting Location: HACA Board Room
22941 Atherton Street, Hayward, CA 94541-6633

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

Item No. 1: Call to order and Roll Call

Chairperson Hannon called the meeting to order at 9:02 a.m.

Commissioners present in the HACA Board Room:

Commissioners Pete Ballew, Angela Finley, Mark Gerry, Michael Hannon (Chairperson), and Yang Shao

Item No. 2: Closed Sessions

The Personnel Committee went into a closed session at 9:02 a.m.

Pursuant to Government Code §54957 - Public Employee Discipline/Dismissal/Release

Pursuant to Government Code §54957 - Public Employee Appointment: Executive Director Recruitment

Pursuant to Government Code §54957 - Public Employee Evaluation: Executive Director

Item No. 3: Return to Open Session

Report: Public Employee Discipline/Dismissal/Release

Chairperson Hannon reported staff will respond to the grievance issue in writing.

Report: Public Employee Appointment: Executive Director Recruitment

Chairperson Hannon reported that no reportable actions were taken in the Closed Session.

Report: Public Employee Evaluation: Executive Director

Chairperson Hannon reported that no reportable actions were taken in the Closed Session.

Item No. 4: Public Comment – On matters not on the agenda

None.

Item No. 5: Adjournment

There being no further business to discuss, Chairperson Hannon adjourned the meeting at 10:50 a.m.

NEW BUSINESS
September 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE

AGENDA STATEMENT

Meeting: September 11, 2024

Subject: Revisions to the Personnel Committee Bylaws

Exhibits Attached: - Attachment A: Redline and Clean Versions of the Revisions

Recommendation: Approve Revisions and Recommend the Housing Commission Adopt a Resolution Approving Revisions to the Personnel Committee Bylaws

BACKGROUND

The Personnel Committee Bylaws were last updated in March 2021. To ensure consistency across the Housing Commission's standing sub-committees, staff has reviewed the Personnel Committee Bylaws and is proposing revisions to the bylaws to include provisions related to the general meeting and teleconferencing requirements in accordance with California Government Code Section 54950, commonly known as the Ralph M. Brown Act (Brown Act), improve the overall organization of the provisions in the bylaws, and to provide additional clarification for the committee's membership, officers, and meeting format.

DISCUSSION

The proposed revisions were developed in consultation with HACA Counsel and are included as Attachment A for your review and consideration. The following is a summary of the substantive revisions:

Article I. PURPOSE OF THE PERSONNEL COMMITTEE

- Provides clarification on the purpose of the committee.

Article II. DEFINITIONS

- Removed the formatted table and created a simple list of the definitions that is easier to read.

Article III. MEMBERSHIP and Article IV. OFFICERS

- Reorganized these sections article to better reflect the terms for membership and appointment of officers of the committee.

Article V. MEETING FORMAT

- Section 1(a) was added to outline the Public Comment process, which is consistent with the Housing Commission Public Comment process.

- Section 6 was added to outline teleconferencing requirements of the Brown Act, which also apply to the Personnel Committee.

The Housing Commission is scheduled to meet following the Personnel Committee's meeting. Staff recommends that the Personnel Committee approve the proposed revisions and recommend the Housing Commission adopt a resolution to approve these amendments. The resolution is an item on the Housing Commission's meeting agenda.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE

AGENDA STATEMENT

Meeting Date: September 11, 2024

Subject: Adoption of Classification Specifications: Housing Inspector

Exhibits Attached: Redline and Clean Versions of the Revisions

Recommendation: Adopt the classification specifications

BACKGROUND

The HACA Housing Inspector job classification has not been updated since 2005. This classification is currently vacant due to the recent retirement of two Housing Inspectors, who were both in the position for more than 20 years.

HACA has an immediate need to conduct a recruitment for this position but needs to ensure the classification specifications are updated for that process.

DISCUSSION

Staff is proposing revisions to the Housing Inspector classification specifications, which can be found in the attached exhibit. Specifically, the following types of revisions are proposed:

- Updates to named HACA job classifications to reflect the current organizational structure
- Updates to references to HUD inspections standards to be general, so that the classification remains current regardless of changes in inspections regulations
- Clarifications and additions to job duties to be more comprehensive and to incorporate the current use of technology in conducting inspections
- Updates to the physical requirements to be more robust given the physical nature of this classification
- Updates to required knowledge, skills and abilities to reflect the current needs for this classification

As the Housing Inspector classification is a represented position, staff met with SEIU Local 1021, which represents the HACA employee bargaining unit, to review the proposed changes on August 29, 2024. SEIU Local 1021 agreed to the proposed changes to the classification specifications for this position as found in Attachment A.

RECOMMENDATION

Staff recommends that the Personnel Committee adopt the proposed job classification specifications for the Housing Inspector position. Upon approval by the Personnel Committee, staff will proceed with a recruitment process for this position.

HOUSING INSPECTOR

DEFINITION:

Under direction, to inspect units under Housing Authority programs, based on HUD inspection requirements for the Housing Choice Voucher (HCV) Program, with Housing Quality standards, conduct rental market surveys, make rent reasonableness determinations, and perform related work as required.

DISTINGUISHING FEATURES:

Housing Inspectors may be found in the Housing Program Units of the Housing Authority where they may receive supervision from the ~~Housing Operations Supervisor or a Leasing Services Supervisor~~ Housing Programs Manager or direction from the Leasing Services Leadworker.

Incumbents perform inspections of the interior and exterior of ~~subsidized properties~~ housing units to ~~insure~~ ensure program compliance. This class is distinguished from the class of Housing Specialist by the absence of ~~rent and contract negotiation and income re-examination~~ technical responsibilities related to leasing and contract functions.

JOB DUTIES:

The following list of duties are the essential job functions for this classification.

1. Schedule and perform initial, special, or annual inspections and reinspections, as assigned, of for prospective or existing Housing Authority program units, to ensure compliance with inspections standards, ~~proposed for acceptance, or continuation in the Section 8 Housing Program.~~
2. Determine compliance with ~~local housing codes and~~ HUD inspections standards ~~Housing Quality Standards~~, document deficiencies, and file written inspection reports utilizing housing software and based on established policies and procedures. Follow up with ~~owners~~ landlords and tenants as necessary.
3. Verify the condition of the unit, the neighborhood and other applicable information, to assist in the determination of whether ~~Determine if~~ the proposed rent is reasonable, based on the condition of the unit, the neighborhood and any other information available.
4. Perform reinspections as needed to ~~insure~~ ensure required repairs are completed ~~prior to contract commencement or continuance~~ by required Housing Authority program deadlines.
5. Conduct move-out and damage claim inspections for specific programs as needed. Investigate claims related to tenant damage. Process damage claim paperwork.
6. Communicate inspection findings and recommendations clearly and professionally to landlords, tenants, and relevant stakeholders. ~~Answer questions and provide information to the public. Take actions to resolve complaints.~~
- 6-7. Attend meetings with supervisor and team members to discuss inspection strategies, performance metrics, and program updates.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

~~EITHER OPTION I~~

Two years of experience in residential property management, maintenance, or performing building inspections, and ~~an~~ Education equivalent to completion of the twelfth grade.

~~OR OPTION II~~

Three years of service in the Administrative Clerk or higher level position at the Housing Authority of the County of

OR-OPTION III

~~Some~~ A combination of experience and education ~~which demonstrates~~ing the candidate has ~~attained~~ acquired the ~~required~~ necessary knowledge and ~~abilities~~ skills for the role.

HOUSING AUTHORITY OF ALAMEDA COUNTY
HOUSING INSPECTOR
PAGE 2 OF 2

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PHYSICAL REQUIREMENTS:

~~While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity of hands and wrists is required in order to operate a computer, mobile tablet, and office equipment, and any necessary inspection equipment. Good eyesight is required to read and write, and conduct residential inspections, and to operate electronic equipment effectively. Good hearing and speech are necessary in order to communicate with co-workers, landlords, tenants, and the general public. Must be able to work in inclement weather and adverse environmental conditions. Strength and flexibility are required to bend, reach, crawl, kneel and stoop. Mobility to move through and about residences including climbing stairs and ladders is required. Ability to operate a motor vehicle. Some duties require working in a dusty and/or dirty environment. Occasional lifting of and use of force up to 20 pounds is required. Must be able to handle stressful situations. Must be able to tolerate heat and cold weather. Regular attendance required.~~

REQUIRED LICENSES:

Possession of a valid California Motor Vehicle License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Practices and procedures used in housing inspections; basic housing code and safety requirements; basic property ~~Construction~~ maintenance and construction terminology, techniques and materials; principles and procedures of record keeping; ~~Basic~~ math principles.

Ability to: Learn, interpret, explain and enforce applicable ~~building and Housing Authority~~ housing inspections standards, rules, ~~Procedures~~ procedures and regulations; complete required trainings for HUD inspections standards; operate applicable inspections equipment such as electrical testers, smoke detector testers, flashlights, etc.; utilize housing software and other technology tools to facilitate inspection processes and documentation; communicate clearly and professionally to deal tactfully and courteously with property owners, landlords, professions, tenants and co-workers; work without close supervision.

ADOPTED BY THE PERSONNEL COMMITTEE: ~~APRIL 20, 1994~~ DATE TBD

Housing Inspector Job Description : Rev. ~~6/05/2024~~

HOUSING INSPECTOR

DEFINITION:

Under direction, to inspect units under Housing Authority programs, based on HUD inspection requirements for the Housing Choice Voucher (HCV) Program, and perform related work as required.

DISTINGUISHING FEATURES:

Housing Inspectors may be found in the Housing Program Unit of the Housing Authority where they may receive supervision from the Housing Programs Manager or direction from the Leasing Services Leadworker.

Incumbents perform inspections of the interior and exterior of housing units to ensure program compliance. This class is distinguished from the class of Housing Specialist by the absence of technical responsibilities related to leasing and contract functions.

JOB DUTIES:

The following list of duties are the essential job functions for this classification.

1. Schedule and perform initial, special, or annual inspections and reinspections, as assigned, for prospective or existing Housing Authority program units to ensure compliance with inspections standards.
2. Determine compliance with HUD inspections standards, document deficiencies, and file inspection reports utilizing housing software and based on established policies and procedures. Follow up with landlords and tenants as necessary.
3. Verify the condition of the unit, the neighborhood and other applicable information, to assist in the determination of whether the proposed rent is reasonable.
4. Perform reinspections as needed to ensure required repairs are completed by required Housing Authority program deadlines.
5. Conduct move-out and damage claim inspections for specific programs as needed. Investigate claims related to tenant damage. Process damage claim paperwork.
6. Communicate inspection findings and recommendations clearly and professionally to landlords, tenants, and relevant stakeholders.
7. Attend meetings with supervisor and team members to discuss inspection strategies, performance metrics, and program updates.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

OPTION I

Two years of experience in residential property management, maintenance, or performing building inspections, and Education equivalent to completion of the twelfth grade.

OPTION II

Three years of service in the Administrative Clerk or higher-level position at the Housing Authority of the County of Alameda.

OPTION III

A combination of experience and education demonstrating the candidate has acquired the necessary knowledge and skills for the role.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer, mobile tablet, office equipment, and any necessary inspection equipment. Good eyesight is required to read and write, conduct residential inspections, and to operate electronic equipment effectively. Good hearing and speech are necessary to communicate co-workers, landlords, tenants, and the general public. Must be able to work in inclement weather and adverse environmental conditions. Strength and flexibility are required to bend, reach, crawl, kneel and stoop. Mobility to move through and about residences including climbing stairs and ladders is required. Some duties require working in a dusty and/or dirty environment. Occasional lifting of and use of force up to 20 pounds is required.

REQUIRED LICENSES:

Possession of a valid California Motor Vehicle License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Practices and procedures used in housing inspections; basic housing code and safety requirements; basic property maintenance and construction terminology, techniques and materials; principles and procedures of record keeping; basic math principles.

Ability to: Learn, interpret, explain and enforce applicable housing inspections standards, rules, procedures and regulations; complete required trainings for HUD inspections standards; operate applicable inspections equipment such as electrical testers, smoke detector testers, flashlights, etc.; utilize housing software and other technology tools to facilitate inspection processes and documentation; communicate clearly and professionally to landlords, tenants and co-workers; work without close supervision.

ADOPTED BY THE PERSONNEL COMMITTEE: DATE TBD

Housing Inspector Job Description : Rev. 9/2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE

AGENDA STATEMENT

Meeting Date: September 11, 2024

Subject: Adoption of Classification Specifications: Human Resources Analyst

Exhibits Attached: Attachment B: Redline and Clean Versions of the Revisions

Recommendation: Adopt the classification specifications

BACKGROUND

The HACA Human Resources (HR) department currently consists of two employees: an HR Manager and a Secretary, which is designated as a confidential (non-represented) employee. Since 2021, the department has undergone significant changes in staffing. In that year, the HR Manager, who had a long tenure, resigned, and the Secretary was on an extended leave of absence. During this period, the Administration and Finance departments managed the department and all its functions while an extensive recruitment process was conducted to find a new HR Manager.

Mildred Otis began her role as HACA’s Human Resources Manager in July 2023 and, in collaboration with Administration, has since been actively assessing and evaluating the HR department’s structure and functions across employee relations, recruitment, retention, benefits, onboarding, compliance, personnel record maintenance, and all other personnel related matters. The department’s transition has continued during her first year, with the very recent retirement of the HR Secretary in July, who was in the position for 11 years.

DISCUSSION

As part of the ongoing assessment of the HR department, the HR Manager and Administration have determined that the department requires a support position with a higher level of skill and experience in human resources functions. With the retirement of the HR Secretary, staff is proposing to reestablish the HR Analyst classification within the department, which is a management (non-represented) position that has not been utilized by HACA for many years. The HR Analyst role will provide essential professional-level management support, ensuring the HR department can adequately and efficiently address all personnel and human resources needs of the agency.

Staff is proposing updates to the HR Analyst classification specifications to reflect the specific technical responsibilities of this position in support of the HR Manager. Detailed proposed changes can be found in Attachment A.

Should the Personnel Committee approve the proposed job classification updates, staff will propose a recommendation to the Housing Commission at a future meeting to assign a salary and to revise the budgeted positions for this FY2024-2025.

Recommendation

Staff recommends that the Personnel Committee adopt the proposed job classification specifications for the Human Resources Analyst position. This strategic move will significantly strengthen the capacity and effectiveness of the Human Resources department.

ATTACHMENT A

Item No. 4-1. : Approve Revisions to the Personnel Committee Bylaws



**HOUSING COMMISSION
Bylaws of the Personnel Committee**

~~(Revised: March 10, 2021 – Resolution No. 04-21)~~

(Revised: September 11, 2024 – Resolution No. 08-24)

Article I. ~~Definitions~~ PURPOSE OF THE PERSONNEL COMMITTEE

The Personnel Committee (“PC”) serves as an advisory body to the Housing Authority of the County of Alameda (“HACA”) Housing Commission. The PC is responsible for discussing, reviewing, and providing recommendations on HACA’s personnel matters.

Article II. ~~Membership~~ DEFINITIONS

1. Authority: Housing Authority of the County of Alameda (“HACA”)
2. Commission: Collectively, the members of the HACA Housing Commission who are appointed by the Alameda County Board of Supervisors
3. Committee or PC Committee: Personnel Committee
4. Executive Director: The HACA Executive Director
5. Personnel Officer: The Personnel Officer, or the Executive Director’s designee, of the Housing Authority of the County of Alameda
6. Personnel Rules: The Personnel Rules adopted by the Commission.
7. Personnel Matters: Employment matters related to HACA Personnel Rules, appeals or claims related to personnel or management actions, agency structure and job classifications, and matters related to compliance with employment laws.

Article III. ~~Officers~~ MEMBERSHIP

1. Appointment

The Commission Chair, with the concurrent of the Commission shall appoint no more than five (5) Commissioners to serve as the Personnel Committee.

~~**Election.** The Personnel Committee, by majority vote, shall elect for a term of one (1) year a Chair and Vice Chair from among its members. There is no limit to the number of terms a member may serve as an officer.~~

2. Terms of Office

PC members shall serve for four (4) year terms. Committee members may be reappointed.

~~Chair. The Chair shall preside at all meetings of the Personnel Committee and be responsible for the conduct of the meetings and other duties normally associated with a Chair.~~

3. Maintenance of Membership

PC members may serve only as long as they remain members of the Commission.

Article IV. OFFICERS

1. Election

The Personnel Committee, by majority vote, shall elect for a term of one (1) year a Chair and a Vice-Chair from among its members. There is no limit to the number of terms a member may serve as an officer.

2. Chair

Chair. The Chair shall preside at all meetings of the Personnel Committee and be responsible for the conduct of the meetings and other duties normally associated with a Chair.

3. Vice Chair

The Vice Chair shall perform those duties assigned by the Chair and act for the Chair in the latter's absence. If for any reason the Chair cannot continue, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall elect a new Chair.

4. Secretary

The Executive Director and/or ~~the Executive Director's~~ their designee shall serve as the Secretary to the Committee.

~~Article IV-V.- Meetings and Rules~~ MEETING FORMAT

1. Conduct of Business

All meetings shall be conducted in accordance with Robert's Rules of Order and comply with California Government Code Section 54950, et seq., commonly known as the Ralph M. Brown Act ("Brown Act"). Except as expressly provided under the Brown Act, meetings shall be public and shall follow an agenda prepared by the Executive Director and/or their designee.

1. Public Comment

The public is welcome at all Personnel Committee meetings. Public comment procedures will follow the established current procedures for HACA's Housing Commission. The Chair may use the following nonexclusive instructions for attendees to provide for an orderly meeting. To facilitate the calling of speakers, in-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. When emailing a written comment on a specific agenda item,

the person's full name and the agenda item number should be included. In-person and remote attendees who wish to comment on a matter NOT on the BAN Committee's agenda must wait until the Chair calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chair calls for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chair has the discretion to further limit this time if warranted by the number of public speakers. The Brown Act restricts the Personnel Committee from discussing and/or acting on any matters that are not on the meeting agenda. Matters not on the agenda that are raised during public comment may be referred to staff.

2. Quorum

Three (3) BAN Committee members of those currently appointed constitutes a quorum for the transaction of business.

- a. Actions shall be by formal motion or resolution.
- b. Each Personnel Committee member shall have one (1) vote.
- c. Proxy votes are not permitted.
- d. A simple majority vote of those present and constituting a quorum is sufficient to pass a motion.

3. Meeting Agenda

The Personnel Committee meeting agenda shall be posted on the Housing Authority's bulletin boards located near the building entrance and in the employee break rooms. An agenda packet containing the staff reports for the items to be considered and other agenda materials shall be provided to the Personnel Committee members in the format requested by the Personnel Committee members (electronic or paper copy).

4. Meeting Notices

Notice of meetings shall comply with the Brown Act.

The Personnel Committee's meeting agenda shall be posted on HACA's website and in a place that is freely accessible to the public at least seventy-two (72) hours in advance of the meeting.

The meeting agenda and materials shall be provided to each Personnel Committee member and anyone who has filed a written request for this information, in the format of their choosing (paper or digital), at least 72 hours in advance of the meeting.

5. Meeting Schedule

a. Regular Meetings

As the Personnel Committee meets as needed only to consider actions designated within their subject matter jurisdiction; there will be no Regular Meetings.

b. Special Meetings

Special Meetings will be called by the Personnel Committee Chair at the request of the Executive Director, Deputy Executive Director, and/or the

~~The meeting agenda and materials shall be provided to each Personnel Committee member and anyone who has filed a written request for this information, in the format of their choosing (paper or digital), at least 72 hours in advance of the meeting.~~

~~**Regular Meetings.** The Personnel Committee may, but is not required to, have a regular meeting schedule. If the Personnel Committee meeting agenda is posted at least 72 hours in advance of a scheduled meeting, the meeting is considered to be a regular meeting for all purposes (Section 54954.2)~~

~~**Special Meetings.** If notice of less than 72 hours is given for a Personnel Committee meeting, the meeting must be treated as a Special Meeting and all of the limitations and requirements for special meetings apply. The only business to be transacted shall be limited to the items and subjects set forth in the Personnel Committee agenda.~~

~~**Executive and Closed Sessions.** Executive and Closed Sessions may be held only for those purposes permitted by the Ralph M. Brown Act (see sections 54956.7 through 54957 and 54957.6 and 54957.8) such as but not limited to:~~

- ~~Personnel Evaluations~~
- ~~Labor Negotiations~~
- ~~Pending Litigation~~
- ~~Real Estate Negotiations~~

~~The Personnel Committee must reconvene the public meeting after an Executive and/or Closed Session and publicly report specified closed session actions.~~

Article IV – Meetings and Rules (Continued)

~~**Rules.** All meetings shall be conducted in accordance with Robert’s Rules of Order.~~

~~**Conduct of Business.** All meetings shall be public and shall follow an agenda prepared by the Personnel Officer and/or Executive Director and/or his or her designee.~~

~~**Public Comment.** Opportunity for public comment shall be included in the agenda for both non-agenda and agenda items. Public comment may be limited by the Chair as needed to address meeting time constraints~~

~~**Meeting Minutes.** The agenda of the meetings shall include the minutes of the previous meeting. Minutes of all meetings shall be kept on file with the Housing Authority.~~

~~**Quorum.** Three (3) Personnel Committee members of those currently appointed shall constitute a quorum for the transaction of business.~~

Personnel Committee Actions and Voting.

- ~~A. Actions shall be by formal motion or resolution.~~
- ~~B. Each Committee member shall have one (1) vote.~~
- ~~C. Proxy votes are not permitted.~~

Article VI. – ~~Amendments to Bylaws~~ AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds vote of the Committee members present, subject to final approval of the Housing Commission. ~~full Commission, provided that notice of the proposed amendments has been given to each Committee member and Commissioner in writing at least 10 days prior to the meeting at which the proposed amendment is to be considered.~~

Article VII. – ~~Severability~~ SEVERABILITY

If any article, section, paragraph, sentence, clause or phrase of the Bylaws is held for any reason to be illegal, unconstitutional, or null and void such decision shall not affect the validity of the remaining portion of these Bylaws.

Personnel Committee Bylaws
Adopted: April 20, 2024
Revised: February 19, 1997 - Resolution No. 03-97
Revised: March 10, 2021 – Resolution No. 04-21



HOUSING COMMISSION
Bylaws of the Personnel Committee
(Revised: September 11, 2024 – Resolution No. 08-24)

Article I. PURPOSE OF THE PERSONNEL COMMITTEE

The Personnel Committee (“PC”) serves as an advisory body to the Housing Authority of the County of Alameda (“HACA”) Housing Commission. The PC is responsible for discussing, reviewing, and providing recommendations on HACA’s personnel matters.

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3. Committee or PC Committee: Personnel Committee
4. Executive Director: The HACA Executive Director
5. Personnel Officer: The Personnel Officer, or the Executive Director’s designee, of the Housing Authority of the County of Alameda
6. Personnel Rules: The Personnel Rules adopted by the Commission.
7. Personnel Matters: Employment matters related to HACA Personnel Rules, appeals or claims related to personnel or management actions, agency structure and job classifications, and matters related to compliance with employment laws.

Article III. MEMBERSHIP

1. Appointment

The Commission Chair, with the concurrent of the Commission shall appoint no more than five (5) Commissioners to serve as the Personnel Committee.

2. Terms of Office

PC members shall serve for four (4) year terms. Committee members may be reappointed.

3. Maintenance of Membership

PC members may serve only as long as they remain members of the Commission.

Article IV. OFFICERS

1. Election

The Personnel Committee, by majority vote, shall elect for a term of one (1) year a Chair and a Vice-Chair from among its members. There is no limit to the number of terms a member may serve as an officer.

2. Chair

The Chair shall preside at all meetings of the Personnel Committee and be responsible for the conduct of the meetings and other duties normally associated with a Chair.

3. Vice Chair

The Vice Chair shall perform those duties assigned by the Chair and act for the Chair in the latter's absence. If for any reason the Chair cannot continue, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall elect a new Chair.

4. Secretary

The Executive Director and/or their designee shall serve as the Secretary to the Committee.

Article V. MEETING FORMAT

1. Conduct of Business

All meetings shall be conducted in accordance with Robert's Rules of Order and comply with California Government Code Section 54950, et seq., commonly known as the Ralph M. Brown Act ("Brown Act"). Except as expressly provided under the Brown Act, meetings shall be public and shall follow an agenda prepared by the Executive Director and/or their designee.

a. Public Comment

The public is welcome at all Personnel Committee meetings. Public comment procedures will follow the established current procedures for HACA's Housing Commission. The Chair may use the following nonexclusive instructions for attendees to provide for an orderly meeting. To facilitate the calling of speakers, in-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. When emailing a written comment on a specific agenda item, the person's full name and the agenda item number should be included. In-person and remote attendees who wish to comment on a matter NOT on the BAN Committee's agenda must wait until the Chair calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chair calls for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chair has the discretion to further limit this time if warranted by the number of public speakers. The Brown Act restricts the Personnel Committee from discussing and/or acting on any matters that are not on the meeting agenda.

Matters not on the agenda that are raised during public comment may be referred to staff.

2. Quorum

Three (3) BAN Committee members of those currently appointed constitutes a quorum for the transaction of business.

- a. Actions shall be by formal motion or resolution.
- b. Each Personnel Committee member shall have one (1) vote.
- c. Proxy votes are not permitted.
- d. A simple majority vote of those present and constituting a quorum is sufficient to pass a motion.

3. Meeting Agenda

The Personnel Committee meeting agenda shall be posted on the Housing Authority's bulletin boards located near the building entrance and in the employee break rooms. An agenda packet containing the staff reports for the items to be considered and other agenda materials shall be provided to the Personnel Committee members in the format requested by the Personnel Committee members (electronic or paper copy).

4. Meeting Notices

Notice of meetings shall comply with the Brown Act.

The Personnel Committee's meeting agenda shall be posted on HACA's website and in a place that is freely accessible to the public at least seventy-two (72) hours in advance of the meeting.

The meeting agenda and materials shall be provided to each Personnel Committee member and anyone who has filed a written request for this information, in the format of their choosing (paper or digital), at least 72 hours in advance of the meeting.

5. Meeting Schedule

a. Regular Meetings

As the Personnel Committee meets as needed only to consider actions designated within their subject matter jurisdiction; there will be no Regular Meetings.

b. Special Meetings

Special Meetings will be called by the Personnel Committee Chair at the request of the Executive Director, Deputy Executive Director, and/or the Finance Director stating the purpose, time and place of meeting. The only business to be transacted shall be limited to the items and subjects set forth in the Personnel Committee agenda.

c. Closed Sessions

Closed sessions may be held only for those purposes permitted by the Brown Act.

6. Teleconference

Attendance at meetings must be in person, unless a Committee member is allowed to teleconference pursuant to this section.

If expressly allowed by the Brown Act, when there is “just cause” or an “emergency circumstance,” as defined under the Brown Act, a Personnel Committee member may be authorized to use Zoom for participation. The Personnel Committee member must consult with the Executive Director or their designee as soon as possible to determine whether such participation is permitted under the Brown Act, and must take all required steps, including providing an adequate general description of the grounds for just cause or emergency circumstance remote participation. If Government Code section 54953, subd. (f) sunsets, then this paragraph of the Bylaws shall concurrently sunset and automatically be of no further effect.

If there is no just cause or emergency circumstance, a Personnel Committee member wishing to utilize teleconferencing must notify the Executive Director or their designee at least one week prior to the affected meeting date. The Committee member’s notification must include a teleconferencing location that is accessible to the public, and the public must be allowed to attend at the Committee member’s remote location. The Executive Director shall identify the teleconference location in the agenda of the meeting and facilitate posting of the agenda at the teleconference location.

The Executive Director may reject a request for Committee member teleconference participation that does not appear to meet the requirements of the Brown Act or that would pose an obstacle to compliance with the Brown Act.

The vote at any meeting where teleconferencing is utilized by a Personnel Committee member shall be by roll call.

Article VI. AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds vote of the Committee members present, subject to final approval of the Housing Commission.

Article VII. SEVERABILITY

If any article, section, paragraph, sentence, clause or phrase of the Bylaws is held for any reason to be illegal, unconstitutional, or null and void such decision shall not affect the validity of the remaining portion of these Bylaws.

ATTACHMENT B

Item No.4-3.: Adopt Classification Specifications (Human Resources Analyst)

Human Resources Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
3681M

Department:	Human Resources
Unit:	n/a
Reports to:	Human Resources Manager
FLSA Exempt:	Exempt

Required Licenses:	Possession of a California Driver's License
Required Certifications:	Training certifications as required by supervisor

DEFINITION/PURPOSE:

Under the general supervision of the Human Resources Manager, the Human Resources Analyst (HRA) applies professional level human resources skills and analysis in employment, classification, recruitment, onboarding, offboarding, compensation, benefit administrations, employee relations, risk management and other related areas. ~~Provide technical assistance to the Executive Director and Deputy Director for Operations.~~

DISTINGUISHING FEATURES:

The HRA is a professional level management support classification. This single management classification is in the Human Resources department and is located in the Administrative Services Department and is distinguished from the Procurement Analyst in that it is principally responsible for performing a variety of technical the analysis and activities in the hHuman rResources assignments that focus on the human resources administrative lifecycle of Authority employees. and related areas.

This classification is distinguished from clerical classifications in that the latter perform clerical, receptionist, and/or other administrative support duties, whereas this classification performs higher-level more difficult and complex duties that require a significant depth of knowledge concerning human resources activities.

~~The Procurement Analyst position has primary responsibility for the analysis and activities in the area of procurement.~~

SUPERVISION RECEIVED AND EXERCISED:

The ~~Human Resources Analyst~~ HRA receives direction from the ~~Deputy Director for Operations~~ Human Resources Manager, who serves as the Authority's Personnel Officer.

ESSENTIAL JOB FUNCTIONS:

- ~~Conducts~~ Assists with the collection of data for classification reviews on a ~~class wide or case by case~~ class-wide or case-by-case basis
- Assists in the administration and maintenance of the Authority's classification plan . ~~Makes recommendations regarding appropriate classifications, analyzes and recommends modifications to classification descriptions.~~
- Conducts compensation studies ~~and/or~~ and benefit surveys and ~~analysis~~ analyses. ~~Responds to compensation and benefit survey requests from other public agencies.~~
- ~~Advises~~ Assists employees, staff, and managers on the application and interpretation of personnel policies, practices, rules, benefit programs, ~~employees, staff and managers on the application and interpretation of personnel policies, practices, rules, benefit programs~~ and memoranda of understanding.
- Performs research and analysis ~~and .~~ Assists in preparing ~~Prepares~~ reports ~~and recommends action~~ on a variety of human resource and risk management matters.
- ~~Conducts new employee orientation program.~~

Human Resources Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
3681M

- Coordinates the onboarding process: schedule and/or coordinate pre-employment physical, Livescan fingerprinting, and DMV Pull Notice Program other required screening; request and set up coordinate the setup of information technology equipment; prepare employee identification; conduct new employee orientation.
- Prepares and maintains employee files, including payroll and benefit changes and tracking employment and leave history.
- Assists in employee benefits and programs: enters new hire, qualifying event, and open enrollment changes; terminates enrollment; prepares retirement separation and COBRA forms; -Serves as contact to contact to the County of Alameda and other benefit providers.
- ~~Prepares and analyzes data and information for labor relations activities.~~
- ~~Assists in conducting investigations and makes recommendations regarding discipline and grievance matters, harassment, retaliation and discrimination complaints.~~
- MonitorsExamines human resources and risk management processes and procedures and assists in developing, coordinating, and providing training.
- ~~ParticipatesAssists~~ in the evaluation, development and implementation of Personnel policies and procedures.
- ~~Investigates property and liability insurance claims. Correspond to claims adjusters and insurance pool representatives.~~
- Processes workers' workers' compensation claims. Corresponds with claims adjusters. Monitors and applies the processes and procedures in the Authority Injury and Illness Prevention Program.
- ~~Staffs the Authority Safety Committee meetings.~~
- ~~Assists in developing, coordinating, and providing training in Human Resources and Risk Management areas.~~
- ~~Prepares Personnel Committee and Housing Commission agenda items in related areas.~~
- ~~Consults with other management staff regarding all aspects of Human Resources and Risk Management.~~
- Responds to Unemployment Insurance claims, and may represent the Authority at Unemployment Insurance hearings.
- ~~Responds to complaints, appeals and protests of Human Resources activities.~~
- ~~Prepares reports and correspondence.~~
- ~~Undertakes special projects as directed for the Deputy Director for Operations and the Executive Director.~~
- Reviews federal, stateReview federal, state, and local laws and rules to ensure HACA Human Resource and Risk Management programs are in compliance.
- ~~Makes presentations as needed, represents HACA at Housing Commission, Personnel Committee and other public meetings and conferences as needed.~~
- ~~Performs research and statistical analysis in related areas as requested; prepares related reports.~~
- ~~Provides staff support to committees, commissions, client groups or individuals, as assigned.~~
- Maintain strict confidentiality of organizational, employee, and labor relations information, correspondence, materials, and documents.
- Prepares reports and correspondence.
- Uses a personal computer to generate reports and information.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public personnel administration, labor relations, and risk management.
- Practices and methods of employment recruiting, testing, classification, salary surveys, equal employment opportunity ~~and workers, and workers'~~ compensation programs.
- Practices and methods of public sector labor relations.
- Employee benefit programs.
- Applicable Federal, state, and local laws and regulations applying to human resources in the public sector.
- Job analysis methods and techniques.
- CAL/OSHA and Injury and Illness Prevention Programs.
- Computer software applications for word processing ~~and~~ data analysis, and report preparation.
- Report, correspondence, and public information writing techniques.
- Public relations and customer service techniques.
- Principles and practices of human resources and/or benefits administration.
- Federal, state, and local legislation involving human resources functions.
- Proper business English, including the meaning of words, rules of composition, and grammar.
- Modern office practices and procedures, including filing and the operations of standard office equipment and computer hardware and software.
- Techniques and practices of research methodology, data collection, and preliminary analysis.

Ability to:

- Collect, analyze ~~and interpret data including classification, salary, and~~ interpret data, including classification, compensation, and ~~benefit~~ benefits information.
- Compile relevant employment tests based ~~upon~~ on job descriptions.
- Develop clear, concise, and informative written reports ~~and oral presentations.~~
- Interpret and apply established policies and procedures, rules, regulations, and Memoranda of Understanding.
- Use a personal computer, related software, and dedicated computer systems.
- Perform a variety of administrative duties simultaneously with minimal supervision.
- Establish and maintain accurate records.
- ~~Supervise, train and evaluate personnel as assigned.~~
- Establish and maintain effective working relationships with internal and external customers and clients. ~~cooperative working relationships with those contacted in the course of work.~~
- Exercise judgment and tact.
- Demonstrate interpersonal sensitivity.
- Communicate effectively, both ~~effectively~~ orally and in writing.
- Analyze and ~~problem solve~~ problem-solve.

Licenses and certifications:

- Possession of a California ~~Driver~~ Driver's License and a driving record acceptable to the Housing Authority's insurance carrier.

MINIMUM QUALIFICATIONS:

Human Resources Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

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3681M

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

Either I

Possession of a Bachelor's degree from an accredited college or university ~~with major course work~~ in public administration, business administration, psychology, human resources management, or a related field, ~~and the equivalent of two years full time experience in professional level human resources work involving position classification and salary administration and/or recruitment, preparation, validation, and administration of examinations for a variety of occupations, requiring the use of the knowledge and abilities described in this specification. (The equivalent of four additional years of full time experience may be substituted for the degree on a year for year basis.)~~

Or HAND

Three (3) years of full-time experience providing varied administrative support in a human resources department. ~~Some acceptable combination of education and experience that would likely provide the listed knowledge and abilities.~~

QUALIFICATION REQUIREMENTS:

To perform this job 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~ satisfactorily perform each essential job function. The requirements listed above represent the knowledge, skill, and/or ability required. Reasonable accommodations 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~~ an employee must meet to successfully perform the essential functions of this job.

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech ~~is necessary in order to communicate with the general public, co-workers, agency clients, the general public~~ are necessary in order to communicate with the general public, co-workers, agency clients, the general public, and officials contacted in the ~~normal-ordinary~~ course of work. Regular attendance is required. Must be able to handle stressful situations.

Human Resources Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
3681M

Department:	Human Resources
Unit:	n/a
Reports to:	Human Resources Manager
FLSA Exempt:	Exempt

Required Licenses:	Possession of a California Driver's License
Required Certifications:	Training certifications as required by supervisor

DEFINITION/PURPOSE:

Under the supervision of the Human Resources Manager, the Human Resources Analyst (HRA) applies professional level human resources skills and analysis in employment, classification, recruitment, onboarding, offboarding, compensation, benefit administration, employee relations, risk management and other related areas.

DISTINGUISHING FEATURES:

The HRA is a professional level management support classification. This classification is in the Human Resources department and is responsible for performing a variety of technical assignments that focus on the human resources administrative lifecycle of Authority employees.

This classification is distinguished from clerical classifications in that the latter perform clerical, receptionist, and/or other administrative support duties, whereas this classification performs more difficult and complex duties that require a significant depth of knowledge concerning human resources activities.

SUPERVISION RECEIVED AND EXERCISED:

The HRA receives direction from the Human Resources Manager, who serves as the Authority's Personnel Officer.

ESSENTIAL JOB FUNCTIONS:

- Assists with the collection of data for classification reviews on a class-wide or case-by-case basis
- Assists in the administration and maintenance of the Authority's classification plan
- Conducts compensation studies and benefit surveys and analyses.
- Assists employees, staff, and managers on the application and interpretation of personnel policies, practices, rules, benefit programs, and memoranda of understanding.
- Performs research and analysis and assists in preparing reports on a variety of human resource and risk management matters.
- Coordinates the onboarding process: schedule and/or coordinate pre-employment physical, Livescan fingerprinting, and other required screening; request and coordinate the setup of information technology equipment; prepare employee identification; conduct new employee orientation.
- Prepares and maintains employee files, including payroll and benefit changes and tracking employment and leave history.
- Assists in employee benefits and programs: enters new hire, qualifying event, and open enrollment changes; terminates enrollment; prepares retirement separation and COBRA forms; serves as contact to the County of Alameda and other benefit providers.
- Examines human resources and risk management processes and procedures and assists in developing, coordinating, and providing training.
- Assists in the evaluation, development and implementation of Personnel policies and procedures.

- Processes workers' compensation claims. Corresponds with claims adjusters. Monitors and applies the processes and procedures in the Authority Injury and Illness Prevention Program.
- Responds to Unemployment Insurance claims,
- Review federal, state, and local laws and rules to ensure HACA Human Resource and Risk Management programs are in compliance.
- Maintain strict confidentiality of organizational, employee, and labor relations information, correspondence, materials, and documents.
- Prepares reports and correspondence.
- Uses a personal computer to generate reports and information.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public personnel administration, labor relations, and risk management.
- Practices and methods of employment recruiting, testing, classification, salary surveys, equal employment opportunity, and workers' compensation programs.
- Practices and methods of public sector labor relations.
- Employee benefit programs.
- Applicable Federal, state, and local laws and regulations applying to human resources in the public sector.
- Job analysis methods and techniques.
- CAL/OSHA and Injury and Illness Prevention Programs.
- Computer software applications for word processing data analysis, and report preparation.
- Report, correspondence, and public information writing techniques.
- Public relations and customer service techniques.
- Principles and practices of human resources and/or benefits administration.
- Federal, state, and local legislation involving human resources functions.
- Proper business English, including the meaning of words, rules of composition, and grammar.
- Modern office practices and procedures, including filing and the operations of standard office equipment and computer hardware and software.
- Techniques and practices of research methodology, data collection, and preliminary analysis.

Ability to:

- Collect, analyze, and interpret data, including classification, compensation, and benefits information.
- Compile relevant employment tests based on job descriptions.
- Develop clear, concise, and informative written reports
- Interpret and apply established policies and procedures, rules, regulations, and Memoranda of Understanding.
- Use a personal computer, related software, and dedicated computer systems.
- Perform a variety of administrative duties simultaneously with minimal supervision.
- Establish and maintain accurate records.
- Establish and maintain effective working relationships with internal and external customers and clients.
- Exercise judgment and tact.
- Demonstrate interpersonal sensitivity.
- Communicate effectively, both orally and in writing.
- Analyze and problem-solve.

Licenses and certifications:

- Possession of a California Driver's License and a driving record acceptable to the Housing Authority's insurance carrier.

MINIMUM QUALIFICATIONS:

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

Possession of a Bachelor's degree from an accredited college or university in public administration, business administration, psychology, human resources management, or a related field.

AND

Three (3) years of full-time experience providing varied administrative support in a human resources department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to satisfactorily perform each essential job function. The requirements listed above represent the knowledge, skill, and/or ability required. Reasonable accommodations 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:

Human Resources Analyst

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The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job.

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. 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 ordinary course of work. Regular attendance is required. Must be able to handle stressful situations.