



**DATE:** January 27, 2022  
**TO:** Personnel Commission  
**FROM:** Director of Human Resources  
**SUBJECT:** Review the Revised Job Description for Landscape Maintenance Manager

## **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the Landscape Maintenance Manager classification to ensure that the employment standards are job-related.

## **SUMMARY**

The job description for Landscape Maintenance Manager has been updated to reflect revisions to the minimum qualifications. The minimum requirements for licenses and certificates have been updated to include the possession and maintenance of a Qualified Applicator License (QAL) from the California Department of Pesticide Regulation (DPR) at the time of appointment, and the possession and maintenance of a valid Arborist Certification within one (1) year of appointment.

## **BACKGROUND AND DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

In May 2021, the Maintenance Services Department (MSD) requested to update job descriptions for the supervisory positions in its four (4) divisions: Landscape, Streets, Fleet and Facilities. The purpose in updating these supervisory job descriptions is to support the department's request to restore positions in an effort to address span of control issues and support each manager with the oversight of daily operations using a phased approach over the next one to five years, based on operational need. The initial ask will be in the Landscape and Streets divisions during the Fiscal Year 2022 (FY22) midyear budget process.

Among other revisions to the Landscape Maintenance Supervisor job description, the minimum requirements for licenses and certificates have been updated to include the possession and maintenance of a Qualified Applicator Certificate (QAC) from the California Department of Pesticide Regulation (DPR) at the time of appointment, and the possession and maintenance of a Qualified Applicator License (QAL) from the California DPR within one (1) year of appointment. Additionally, the possession and maintenance of a valid Arborist Certification has been included as highly desirable.

As a result of the proposed modifications to the Landscape Maintenance Supervisor job description, the Landscape Maintenance Manager job description should be updated to reflect the QAL and Arborist Certification requirements, as the supervisory classification should not have higher minimum requirements than the management position.

The proposed changes to the Landscape Maintenance Manager job description align with industry standards, and there is no impact to the incumbent as the current Landscape Maintenance Manager possesses both the QAL and Arborist Certification.

The job description for Landscape Maintenance Manager was shared with and accepted by representatives of the Hayward Association of Management Employees (HAME). Both a redline copy and clean copy of the job description are attached for the Commission's review.

## **FISCAL IMPACT**

There are no fiscal impacts associated with the review of the revised job description.

*Prepared by:*                   Vanessa Lopez, Senior Human Resources Analyst

*Recommended by:*           Jana Sangy, Director of Human Resources

Approved by:



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Kelly McAdoo, City Manager