



DATE: February 2, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Sustainability Specialist; Review New Job Description for Senior Sustainability Specialist and Adopt Addition to both the Salary Plan and Classification Plan

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Sustainability Specialist classification; reviews and comments on the new Senior Sustainability Specialist classification, the associated salary plan for the position, as well as the addition of this new classification to the class plan.

SUMMARY

Due to the changing needs of the department and the desire to provide an advanced journey-level opportunity to the already existing journey-level position, the Sustainability Specialist classification is being changed into a flexibly-staffed classification. The current journey-level classification of Sustainability Specialist will be the lower level of the flex classification, while the new advanced journey-level classification is being created with the title Senior Sustainability Specialist.

BACKGROUND/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.

With the increasing complexity and high degree of responsibility associated with coordinating and administering multiple specialized projects related to the City's sustainability and climate action programs, the Department of Public Works and Utilities has developed a need to create this position to champion this work. This new classification, Senior Sustainability Specialist,

will have duties similar in nature to the already existing journey-level Sustainability Specialist, but will be differentiated from this classification in that the former will have a higher level of responsibility assumed, difficulty and complexity of work performed, independence of actions taken, and by nature of the public contact made. Because of this, the City is looking to align these two classifications to create a flexibly staffed series. This will allow the department the flexibility to fill their needs at the appropriate level, while also provide opportunities for individuals in the lower classification to progress to the advanced-journey role upon demonstrating the ability and experience to perform the higher level work and a more independent level.

The scope of duties for both the Sustainability Specialist and the Senior Sustainability Specialist classification are identical, but are differentiated by the level of experience and supervision needed to complete the full range of duties. In respect to the minimum qualifications, the education and licensing requirements are identical for these two positions. However, the required experience differs in that the existing Sustainability Specialist requires at least three (3) years of responsible high level administrative support or technical experience, whereas the new advanced journey-level classification requires at least three (3) years of experience comparable to a Sustainability Specialist in the City of Hayward. These job descriptions and their respective changes were shared with and accepted by representatives of the International Federation of Professional and Technical Engineers – Local 21 (IFPTE – Local 21).

A redlined version of the Sustainability Specialist job description showing all proposed tracked changes, as well as a final clean version for both the existing Sustainability Specialist and the newly created Senior Sustainability Specialist classifications are attached for the Commission's review.

FISCAL IMPACT

The additional annual fiscal impact for Senior Sustainability Specialist is an increase of approximately \$1,827: \$1,218 from Measure D Recycling Funds, and \$609 from Enterprise Funds. Budget adjustments will be included in the FY 2023 mid-year budget process.

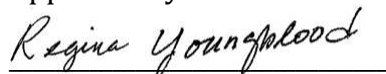
STRATEGIC ROADMAP

N/A

Prepared by: Wayne Smith, Human Resources Analyst I

Recommended by: Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager