



DATE: May 18, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review New Job Description for Deputy Director of Maintenance Services and Adopt Addition to both the Salary Plan and Classification Plan

RECOMMENDATION

Staff recommends that the Personnel Commission review and approve the proposed new Deputy Director of Maintenance Services classification, including the associated job description and salary plan for the position, as well as the addition of this new classification to both the classification plan and salary plan; and recommend adoption to City Council.

SUMMARY

Reporting to the Director of Maintenance Services, the new classification of Deputy Director of Maintenance Services will plan, organize, and direct activities within Street Maintenance, Landscape Maintenance, Facilities and Building Management and Fleet Management, and other related operational functions. The Deputy Director of Maintenance Services coordinates activities within assigned areas with other divisions and departments, provides highly complex staff assistance to the Director of Maintenance Services, and functions as Acting Director of Maintenance Services when needed.

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 update each to align the job description with the City's Classification Plan and to ensure the needs of the department are included prior to the recruitment process.

The position of Deputy Director of Maintenance Services was created in response to increased demand for keeping Hayward streets clean, responding to climate related clean-up, and enhancing Hayward's image through landscaping in the street medians, along the side of streets, downtown, and around public buildings. The Deputy Director of Maintenance Services plans, organizes, and directs activities within Street Maintenance, Landscape

Maintenance, Facilities and Building Management, Fleet Management, and other related operational functions. This is a new, single position management classification reporting to the Director of Maintenance Services and will provide additional operational oversight, allowing the Director to focus on overall service strategy. In addition, the Deputy Director of Maintenance Services provides an enhanced career ladder within the organization and supports succession planning.

The scope of duties for the Deputy Director of Maintenance Services provides the department with an additional lead member of the management team who exercises independent judgement in developing, implementing, and managing related projects, programs, services, and activities under general direction of the Director. This position is unrepresented and will be covered by the City's Unrepresented Resolution.

The Maintenance Services Department has requested to add the Deputy Director of Maintenance Services classification in the FY 2024 budget request process.

FISCAL IMPACT

The annual fiscal impact for Deputy Director of Maintenance Services is \$265,230 to the General Fund and will be included in the FY 2024 budget process.

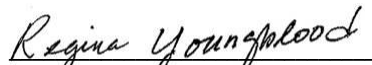
STRATEGIC ROADMAP

N/A

Prepared by: Mary Morales, Human Resources Manager

Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:


Regina Youngblood, Assistant City Manager