



DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Descriptions for Utility Worker – Water and Utility Leader – Water

RECOMMENDATION

That the Personnel Commission review and approve the revisions and retitles to the Utility Worker and Utility Leader classifications and adopt each revised and retitled classification to the City’s Classification Plan.

SUMMARY

The job descriptions for Utility Worker and Utility Leader have been updated to reflect the current duties and responsibilities in the Public Works & Utilities Department Water Division. Revisions to the minimum qualifications have been made for consistency with the California State Resources Board to include the possession of the appropriate and related certificates to be obtained. Each classification has been retitled to include “Water” and remove references to “sewer” throughout the job description.

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 reviews all job descriptions with the respective operating departments, updates each to align the job description with the City’s Classification Plan and ensures the department’s needs are included prior to recruitment.

The Utility Worker and Utility Leader classifications were revised to reflect industry standards for operation of a California water facility. The main changes of the relative job descriptions are summarized in the table below.

Current Classification	Proposed Changes
Utility Worker	Retitle to "Utility Worker - Water" Removed language referring to sewer work, added the CA State Water Resources Control Board D-1 Water Distribution Certificate requirement at time of hire.
Utility Leader	Retitle to "Utility Leader -Water" Removed language referring to sewer work, now requires an additional one year of experience needed (changed from 2 to 3 years), added the CA State Water Resources Control Board D-2 Water Distribution Certificate requirement at time of hire.

The proposed job description changes to these classifications allow the City of Hayward Public Works and Utilities Department to adequately staff the water section with operators that hold the appropriate licenses. The updates also provide a clear career ladder for staff interested in the classification series, and facilitates opportunities for succession planning.

FISCAL IMPACT

There are no changes to salary with these revisions and no fiscal impact.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not directly relate to one of the City Council’s Strategic Roadmap initiatives.

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Approved by:



 Regina Youngblood, Assistant City Manager