



DATE: August 28, 2025

TO: Personnel Commission

FROM: Acting Director of Human Resources

SUBJECT: Review the New Job Description for the Fire Plans Examiner and Adopt the New Classification to the City's Classification Plan

RECOMMENDATION

That the Personnel Commission review and approve the proposed new classification and job description of Fire Plans Examiner and adopt the addition of this new classification to the City's Classification Plan.

SUMMARY

The proposed addition of the new classification is to address the evolving business needs and complexity of the department's operations while supporting the City's goal to foster an internal talent bench and create promotional opportunities to aid in employee retention. All changes have been reviewed by subject matter experts in both the operating department and Human Resources and agreed to by the respective union.

BACKGROUND/DISCUSSION

In addition to adopting and approving 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 with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

The Hayward Fire Department plays a critical role in public safety operations by protecting lives and property through fire suppression and emergency medical services and by supporting prevention efforts through responsible regulatory and educational programs.

Following a comprehensive review, the City of Hayward has introduced a new classification: Fire Plans Examiner. The new classification will be housed in the Hayward Fire Department. These changes reflect the City's commitment to aligning technical requirements and supervisory responsibilities with current operational standards and regulatory needs.

The new Fire Plans Examiner classification supports the technical and regulatory functions in the Office of the Fire Marshal. It is a journey level classification that will operate with a high level of

independence under the general direction of the Fire Marshal to assist with the review of plans to ensure compliance with fire and building codes, offer technical guidance on interpreting and applying fire protection requirements, life safety codes, regulations, and standards, and recommend solutions when alternatives to standard code provisions are necessary.

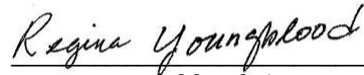
STRATEGIC ROADMAP

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

Prepared by: Amber Davis, Human Resources Analyst II

Recommended by: Ian Tecson, Acting Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager