



DATE: August 28, 2025

TO: Personnel Commission

FROM: Acting Director of Human Resources

SUBJECT: Review Revisions to the Job Description for Hazardous Materials Program Coordinator and Adopt the Revised Classification into the City's Classification Plan

RECOMMENDATION

That the Personnel Commission reviews and approves the proposed revisions to the Hazardous Materials Program Coordinator classification and adopts the revised classification into the City's Classification Plan.

SUMMARY

The revisions to this classification ensure that the job description accurately reflects current principles, practices and procedures of accepted codes and hazardous waste regulatory programs. The supervision received and exercised, essential duties, knowledge and abilities, education and experience, and licenses and certifications sections have been updated to better reflect the evolving scope of the role, providing clearer role distinctions and updates. The Special Requirements section has been added, as one was not previously on the job specification. These revisions were developed in collaboration with subject matter experts from the Fire Department and Human Resources and have been reviewed and mutually agreed upon 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 Office of the Fire Marshal within the Fire Department plays a crucial role in its contributions to the City, including providing courteous, professional service in an effort to reduce the loss of life, property and environmental quality. The Office of the Fire Marshal ensures the highest level of fire prevention through detailed plan review, inspections to ensure compliance with various codes, investigations to determine the origin and cause of fires, abatement to reduce accumulation of hazards, and public education through multiple programs. This position plays a key role in the department, local government, and the public. It involves managing all hazardous materials and hazardous waste regulatory programs administered by the Fire Department and is responsible for enforcing various

state and local environmental regulations under the jurisdiction of the Fire Department, ensuring uniform code interpretation.

Given the evolving needs of the department, the City has proposed updates to the Hazardous Materials Program Coordinator classification to ensure that the job specification accurately reflects current responsibilities and expectations.

The proposed updates to the Hazardous Materials Program Coordinator job specification include revisions to the Supervision Received and Exercised, Essential Duties, Knowledge and Abilities, Experience and Education, and Licenses and Certificates sections to better reflect the evolving scope of the role. Updates to the Supervision Received and Exercised section added additional classifications that are to receive direct supervision from the Hazardous Materials Program Coordinator. Updates to the Essential Duties section expand upon the role's responsibilities to include current expectations of recommending, assisting, developing and implementing programs, goals and objectives, evaluating operations and activities, overseeing the inspection of facilities and ensuring compliance, coordinating with other City departments and verifying compliance, overseeing software, providing information to the public, representing the City, being a team player and building and maintaining positive relationships with coworkers, other employees, and members of the public, and serving as a liaison to third party agencies in the interest of the City of Hayward. Updates to the Knowledge & Abilities section ensure that the required competencies align with the practices and procedures of hazardous materials and hazardous waste regulatory programs administered by the Fire Department in order to enforce various state and local environmental regulations, ensuring uniform code interpretation. The Experience and Education section has been updated to include the addition of working in a Certified Unified Program Agency (CUPA) at the Inspector level, experience interpreting and enforcing the California Fire Code related to hazardous materials, and experience with California Environmental Reporting System (CERS). Additional degrees have been added to the education section, including Environmental or Soil Science, Environmental Health, Environmental Management, Environmental or Sanitary Engineering, Toxicology, or Industrial Hygiene. Applicants must also meet either Section 15260 (d)(1)(A) or Section 15260 (d)(1)(B) of Title 27 of the California Code of Regulations (Title 27 CCR). Additional qualifying experience may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two (2) years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in natural science or a related field from an accredited college or equivalent units from an approved institution. For the Licenses and Certificates section, the addition of a CalEPA APSA Inspector certification and the ICC California Underground Storage Tank Inspector certification are now required, along with the possession of, or the ability to obtain within six (6) months of hire, a 40-hour HazWoper training. The Special Requirements section has been added, as one was not previously on the job specification.

The proposed updates to the Hazardous Materials Program Coordinator classification clarify role distinctions that better reflect the evolving scope of the role.

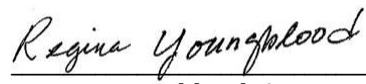
STRATEGIC ROADMAP

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