



**DATE:** August 28, 2025

**TO:** Personnel Commission

**FROM:** Acting Director of Human Resources

**SUBJECT:** Review Revisions to the Job Description for Housing Development Specialist, the New Job Description for Senior Plan Checking Engineer, and Adopt both Classifications to the City's Classification Plan

## **RECOMMENDATION**

That the Personnel Commission reviews and approves the proposed revisions to the Housing Development Specialist and the addition of the Senior Plan Checking Engineer classification to the City's Classification Plan.

## **SUMMARY**

The City is proposing revisions to the Housing Development Specialist classification and the addition of a new Senior Plan Checking Engineer classification. These changes aim to improve recruitment efforts and ensure proper alignment of responsibilities to support departmental operations. All proposed changes have been carefully reviewed by subject matter experts from both the Developmental Services Department and Human Resources and have been mutually agreed upon by the respective unions.

## **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 Development Services Department plays a vital role in shaping the built environment of Hayward and supporting the City's goals related to housing, infrastructure, and community development. The department is responsible for reviewing development proposals, ensuring building and safety code compliance, managing affordable housing initiatives, and facilitating high-quality, sustainable growth throughout the City. Through interdepartmental coordination and engagement with developers, residents, and regional agencies, the department helps maintain Hayward's livability and economic vitality.

Following a comprehensive review, the City of Hayward is proposing revisions to the Housing Development Specialist classification and the addition of the Senior Plan Checking Engineer

classification. These updates are intended to ensure that job specifications reflect the specialized expertise required for housing and plan review functions and remain aligned with operational needs and industry standards.

***Revisions to existing classification:*** Housing Development Specialist (T750) In the course of recent hiring efforts, the City experienced difficulty attracting candidates who could meet the current experience requirement of having one year of specific experience in investment analysis. This requirement limited the number of qualified applicants who could meet this minimum qualification and was not aligned well with the nature of the position, which focuses heavily on affordable housing development. The proposed revision to the minimum qualifications replaces the investment analysis requirement and will now require one year of specific experience in inclusionary housing programs, affordable housing development, affordable housing development finance, affordable housing feasibility analysis, or affordable housing compliance monitoring. This change is intended to increase access to a wider pool of qualified applicants while maintaining alignment with the essential duties of the position. The updated job specification has been reviewed and approved by department leadership and Human Resources.

***Addition of New Classification:*** Senior Plan Checking Engineer (T340) The City is proposing the addition of a new classification, Senior Plan Checking Engineer, to the Classification Plan. This classification is being introduced to support the Development Services Department by ensuring the appropriate alignment of responsibilities and to reflect the increased complexity and scope of plan review functions. The addition of this classification will enhance operational efficiency by clearly distinguishing advanced-level plan review duties, providing technical leadership, and supporting quality assurance across plan checking activities. It also creates a structured career progression that aligns with industry standards and the department's evolving operational needs.

These changes will ensure the job specifications reflect current operational needs and industry standards. These updates aim to ensure that the City of Hayward builds and maintains a highly skilled workforce capable of meeting the evolving needs of the Development Services Department while supporting opportunities for professional growth and role clarity.

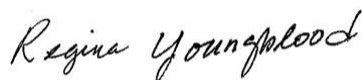
## **STRATEGIC ROADMAP**

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.

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*Approved by:*



Regina Youngblood, Assistant City Manager