

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Thursday, May 6, 2021

5:30 PM

Remote Participation

Personnel Commission

COVID-19 Notice: Consistent with State of California Executive Order No. 29-20, dated March 17, 2020 and Alameda County Health Officer Order No. 20-10 dated April 20, 2020, the Personnel Commission will be participating in public meetings via phone/video conferencing.

Please note that we are now using the Zoom Webinar platform to conduct the meeting and receive live public comments.

How to submit written Public Comment:

Send an email to Human.Resources@hayward-ca.gov by 12:00pm noon the day of the meeting. Emails will be compiled into one file, distributed to the Personnel Commission and City staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda.

<https://hayward.legistar.com/Calendar.aspx>

The Chair will read all email comments, provided the reading will not exceed three (3) minutes consistent with the time limit for speakers at Personnel Commission meetings. Email comments will become part of the record of the Personnel Commission meeting.

How to provide live Public Comment during the meeting:

Please click the link below to join the webinar:

<https://hayward.zoom.us/j/91572482025?pwd=cnZBcmo3Nlg5THFUd2YxWFMzUGhEUT09>

Webinar ID: 915 7248 2025

Passcode: HBtLP=j8

Or Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 915 7248 2025

Passcode: 09653344

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS:

The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

REPORTS

City Council Liaison (Informational)

Finance Director/Interim Director of Human Resources (Informational)

1. [RPT 21-065](#) Review the Proposed Fiscal Year 2021 Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

ACTION ITEMS

2. [ACT 21-045](#) Abolish the WPCF Lead Operator Employment Register (Eligible List)

Attachments: [Attachment I Staff Report](#)

3. [ACT 21-046](#) Review the Revised Job Description for Deputy Director of Public Works

Attachments: [Attachment I Staff Report](#)
[Attachment II Job Description - Redlined Version](#)
[Attachment III Job Description - Clean Version](#)
[Attachment IV Department Org Chart](#)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT REGULAR MEETING – June 10, 2021

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: RPT 21-065

DATE: May 6, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT

Review the Proposed Fiscal Year 2021 Agenda Planning Calendar

RECOMMENDATION

That the Personnel Commission reviews and comments on the proposed FY 2021 agenda planning calendar.

SUMMARY

The proposed FY 2021 agenda planning calendar outlines the proposed agenda items and meeting dates for the Personnel Commission's information.

ATTACHMENTS

Attachment I Staff Report



DATE: May 6, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT: Review the Proposed 2021 Fiscal Year Agenda Planning Calendar

RECOMMENDATION

That the Personnel Commission reviews and comments on this report.

DISCUSSION

For the Commission's consideration, staff recommends the following tentative agenda for the 2021 fiscal year.

Thursday, May 6, 2021
<u>Abolish the WPCF Lead Operator Employment Register (Eligible List)</u>
<u>Deputy Director of Public Works</u>
Thursday, June 10, 2021
<u>Deputy Director of Public Works</u>
<u>Crime Scene Specialist</u>
<u>Family Counselor</u>
<u>Laborer</u>
<u>Lead Sweeper Equipment Operator</u>
<u>Management Fellow</u>
<u>Senior Utility Leader – Water</u>
<u>Utility Worker - Sewer / Senior Utility Leader - Sewer</u>
<u>FY 2022 Salary and Classification Plan</u>

¹ Staff recommends Strike Out items be removed or rescheduled from previously approved planning calendar

² Staff recommends Underlined items be added (new) or rescheduled from previously approved planning calendar

NEXT STEPS

Upon direction from the Commission, staff will revise the above list and schedule items accordingly for fiscal year 2021.

Prepared by: Candi Jackson, Human Resources Administrative Assistant

Recommended by: Dustin Claussen, Director of Finance/Interim Director of Human Resources

Approved by:



Kelly McAadoo, City Manager



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 21-045

DATE: May 6, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT

Abolish the WPCF Lead Operator Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and approves the abolishment of the employment register for the Water Pollution Control Facility (WPCF) Lead Operator eligible list.

SUMMARY

The City has exhausted the current WPCF Lead Operator employment register and would like to abolish the current employment register to commence the recruitment and establish a new WPCF Lead Operator recruitment.

ATTACHMENTS

Attachment I Staff Report



DATE: May 6, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT: Abolish the WPCF Lead Operator Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and approves the abolishment of the employment register (eligible list) for the Water Pollution Control Facility (WPCF) Lead Operator.

SUMMARY

The City has exhausted the current WPCF Lead Operator eligible list and would like to abolish the current list to commence a recruitment and establish a new WPCF Lead Operator eligible list.

BACKGROUND AND DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews the abolishment of employment registers (eligible lists). The City administers competitive examinations for positions in the classified service. Candidates successful in the competitive examination process are placed on their respective eligible lists. The lists remain in effect for one (1) year and may be extended for additional periods of time but shall not exceed two (2) years total. Human Resources staff develops and maintains the eligible lists consisting of names arranged in order of final ratings received.

The WPCF Lead Operator recruitment was initiated due to a staff resignation on July 31, 2020. Human Resources administered a competitive recruitment on September 14, 2020 and seventeen (17) candidates applied. Of those, twelve (12) met the minimum qualifications and were advanced to the following examination steps: a blind review and rating of the Supplemental Questionnaire (SQ) and an external oral examination interview. Three (3) candidates did not pass the SQ review and an additional three (3) did not schedule and/or attend the external interview, resulting in an established eligible list of six (6) candidates for the WPCF Lead Operator on November 2, 2020. The Public Work and Utilities Division conducted in-depth selection interviews and plant tours and hired two (2) candidates to fill the (1) resignation from 2020 and (2) a service retirement that took place on May 1, 2021. In addition, a WPCF Lead Operator transitioned to a Laboratory Technician position at the Water

Pollution Plant on May 3, 2021 creating an additional vacancy. The City has considered all candidates and has exhausted the current WPCF Lead Operator eligible list prior to the scheduled expiration of November 1, 2022.

There is substantial training for a new employee to operate independently at the plant and delaying a recruitment for six (6) months could open up the City to risk and possible fines due to inadequate staffing and/or training. At this time, only three (3) of the five (5) WPCF Lead Operators are working at full capacity while the new hires are trained. Staff requests to abolish the current WPCF Lead Operator eligible list in order to commence a new recruitment to support the 24/7 essential plant operations.

FISCAL IMPACT

There is no fiscal impact associated with the review of the exhaustion of the eligible list.

STRATEGIC ROADMAP

The Strategic Roadmap outlines the City of Hayward's highest priorities over the next three years and a roadmap of specific actions to get there. This agenda item supports the Council's Strategic Roadmap as this classification will assist in the accomplishment of several items on the project lists.

Priority: Improve Infrastructure – Investigate outside funding opportunities: Look for outside funding from state, federal, and regional sources for new infrastructure projects like the recycled water facility, the corp yard, and a new police station.

Water Supply, Sanitation & Storm Sewers:

Project Item 14: Update Water Pollution Control Facility Phase II Plan.

14a. Design the upgrade.

14b. Construct the upgrade.

Project Item 2: Expand recycled water facilities.

18a. Complete RW project construction (initial phase).

18b. Develop a Recycled Water Master Plan.

Prepared by: Lisette Del Pino, Human Resources Analyst II

Recommended by: Vanessa Lopez, Senior Human Resources Analyst
Dustin Claussen, Director of Finance/Interim Director of Human Resources

Approved by:



Kelly McAdoo, City Manager



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 21-046

DATE: May 6, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT

Review the Revised Job Description for Deputy Director of Public Works

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Deputy Director of Public Works to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Transportation Manager position will be eliminated to add a Deputy Director of Public Works position in the Proposed FY 2022 Operating Budget. The Deputy Director of Public Works classification has been revised to reflect the transportation services duties and will provide an essential level of senior managerial oversight to support and/or improve existing infrastructure and implementation of new infrastructure projects.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Job Description - Redlined Version
Attachment III	Job Description - Clean Version
Attachment IV	Public Works Department Org Chart



DATE: May 6, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT: Review the Revised Job Description for Deputy Director of Public Works

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Deputy Director of Public Works to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Transportation Manager position will be eliminated to add a Deputy Director of Public Works position in the Proposed FY 2022 Operating Budget. The Deputy Director of Public Works classification has been revised to reflect the transportation services duties and will provide an essential level of senior managerial oversight to support and/or improve existing infrastructure and implementation of new infrastructure projects.

BACKGROUND AND 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. Human Resources staff develops and reviews all job descriptions with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

The Transportation Manager classification is responsible for the City's comprehensive transportation planning and traffic engineering activities. Due to the criticality of the work, the duties are being elevated from the Transportation Manager job specification to the Deputy Director of Public Works job specification. The Deputy Director of Public Works will be responsible to advocate for the City to ensure Hayward's interests are protected and to secure funding for the projects. In addition, the Deputy Director of Public Works will also closely follow transportation-related legislation. The Deputy Director of Public Works is a senior management level classification that reports to the Director of Public Works. The addition of

this position to the Public Works Department, Transportation Services Division, adds an essential level of senior managerial oversight to address growing critical support on more complex projects and matters. With a focus on complete streets, multi-modal transportation, and residential land use, the Deputy Director of Public Works will assume oversight of various projects and initiatives (i.e. Capital Corridor, Traffic Impact Fee).

The Deputy Director of Public Works will need to possess five (5) years of progressively responsible supervisory and administrative experience, including management level experience, and a related Bachelor's Degree. A Professional Engineering (PE) license, while desirable, is not required for a Deputy Director of Public Works assigned to transportation services as it is not a required function of the job. The license is only required for incumbents assigned to Engineering Services. The former Transportation Manager classification did not require a PE license.

The Deputy Director of Public Works is a classified unrepresented exempt position covered under the Resolution for Unrepresented Executives, Management, City Manager, Human Resources, and City Attorney Employees. The Transportation Manager position will be eliminated to add the Deputy Director of Public Works position during the budget process for FY 2022.

FISCAL IMPACT

The projected fiscal impact is an increase of \$5,101 in the General Fund and is included in the Proposed FY 2022 Operating Budget for Council's review and consideration.

STRATEGIC ROADMAP

The Strategic Roadmap outlines the City of Hayward's highest priorities over the next three years and a roadmap of specific actions to get there. This agenda item supports the Council's Strategic Roadmap as this classification will assist in the accomplishment of several items on the project lists.

Priority: Improve Infrastructure – Investigate outside funding opportunities: Look for outside funding from state, federal, and regional sources for new infrastructure projects like the recycled water facility, the corp yard, and a new police station.

Multi-Modal Transportation:

Project Item 1: Improve access and mobility in downtown Hayward.

- 1a. Implement downtown parking plan.
- 1b. Prepare Downtown Specific Plan – Implementation plan.

Project Item 2: Implement major corridor traffic calming initiatives.

- 2a. Complete Hayward Boulevard feasibility study.
- 2b. Implement Hayward Boulevard traffic calming plan.
- 2c. Complete Tennyson Road feasibility study.
- 2d. Implement Tennyson Boulevard traffic calming plan.
- 2e. D Street Traffic Calming Plan Feasibility Study.
- 2f. Implement D Street Traffic Calming Plan.

- Project Item 3: Develop and submit a Traffic Impact Fee.
- Project Item 4: Increase transit options and ridership.
- 4a. Work with AC Transit Interagency Liaison Committee to make bus transit more convenience and reliable.
 - 4b. Work with Alameda County Transportation Commission (ACTC) to develop a rapid bus project along Mission Blvd.
 - 4c. Work with Alameda County Transportation Commission (ACTC) to implement a rapid bus project along Mission Blvd.
 - 4d. Continue to require a new development adopt transportation demand management strategies to reduce the use of single occupancy.
 - 4e. Continue to work with BART to encourage transit-oriented development on BART owned property in Hayward.
- Project Item 5: Maintain and improve pavement.
- 5a. Maintain Pavement Condition Index (PCI) at 70*.
 - 5b. Prepare OHHA pavement improvement program design and financing structure.
 - 5c. Construct various OHHA pavement improvements.
- Project Item 6: Develop a micro-mobility policy (eBikes, eScooters).
- Project Item 7: Improve Mission Boulevard as a key 'Gateway to the City.'
- 7a. Complete construction of mission Boulevard Phase 2.
 - 7b. Explore funding of Mission Boulevard Phase 2 and Linear Park.
 - 7b. Complete design of Mission Boulevard Phase 3 and construction.*
- Project Item 8: Implement the Bike & Ped Master Plan.
- 8a. Add 2 miles of sidewalks per year.*
 - 8b. Add 10 lane miles of bike lanes per year.
 - 8c. Assess Safe Routes to School.
 - 8d. Implement Safe Routes School.*
 - 8e. Assess Safe Route for Seniors in the downtown area.
 - 8f. Implement Safe Route for Seniors in the downtown area.*
 - 8d. Conduct a feasibility study of Jackson Streets Improvements.*

Prepared by: Lisette Del Pino, Human Resources Analyst II

Recommended by: Vanessa Lopez, Senior Human Resources Analyst
Dustin Claussen, Director of Finance/Interim Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

CITY OF HAYWARD

DEPUTY DIRECTOR OF PUBLIC WORKSDEFINITION

Under general direction from the Director of Public Works, To plan, direct, supervise and review plans, directs, supervises and reviews the activities of a variety of projects and programs throughout the Department of Public Works & Utilities-Department, including engineering and or utility-transportation functions, and to provides professional and technical staff assistance. Incumbents will be assigned to either Engineering Services or Transportation Services.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification that reports to~~Under the direction of~~ the Director of Public Works, Tthe Deputy Director of Public Works ~~Director~~ plans, organizes and directs engineering, transportation, and other related activities,; coordinates ~~assigned~~ activities within assigned area with other divisions and departments,; and provides highly complex staff assistance to the Director of Public Works-Director. This classification is distinguished from the department head~~Director of Public Works and Assistant Director of Public Works~~ in that the latter isare responsible for the overall management and functions of the department and the activities, programs and functions for utility services, respectively.

SUPERVISION RECEIVED

General direction is provided by the ~~director~~ Director of Public Works.

~~Responsibilities include the direct and indirect supervision of professional, technical, field maintenance, and clerical personnel especially in the functional areas of engineering and/or utilities.~~

SUPERVISION EXERCISED

Exercises direct and indirect supervision over management, supervisory, professional, technical, and administrative personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Manages and participates in the development of goals, objectives, policies and priorities in assigned area, and recommends, develops and implements policies and procedures.

~~Establish overall objectives, operating principles, and work practices of engineering and/or utilities staff.~~

~~Organize work, evaluate employee performance and~~ Supervises, trains and e~~Evaluates managerial, professional, technical and clerical staff.~~employee performance and takes corrective action as necessary to ensure maximum efficiency and productivity.

Trains and motivates employees to ensure reasonable professional growth and effective work attitudes.

ESSENTIAL DUTIES (continued):

Assists in selection of and oversees consultants and outside professional services.

Prepares and presents complex technical and administrative reports and recommendations, including presentation materials, to City Council, Council Committees, and Commissions related to assigned area.

Provides staff support in meetings with the public, property owners, public officials, civic organizations and consultants.

As assigned, r~~Represents the City at regional and state committees, commissions and authorities, as assigned.~~

Assists ~~department head~~Director of Public Works in explaining and interpreting complex division policies, ~~problems~~ issues and proposals to City officials, other agencies and the general public.

Supervises and participates in the preparation and administration of assigned budgets including identification of new projects and preparation of the Capital Improvement Program budget.

Identifies, develops and pursues funding sources for assigned programs.

Performs other related dutieswork as assignednecessary.

In addition to the general duties listed above:

~~———— If assigned functional responsibility for Engineering, emphasis is on the
———— following to Engineering Services:~~

~~Establishes and monitors capital project implementation to ensure design, construction and inspection of those same projects to high professional quality standards, yet within industry cost indices and time schedules.~~

~~Coordinates activities with Engineering Services and with those of other departments, consultants, and outside agencies and organization; confers with and serves as a liaison to other department, agencies, public officials, professional groups, residents and community groups.~~

~~Investigates and resolves problems related to engineering projects including difficult and sensitive inquiries and citizen complaints.~~

~~Measure and manage the performance of the Engineering Division staff and take corrective action as necessary, to ensure the efficient accomplishment of assigned tasks.~~

~~Acts as a technical advisor to City Council, Ceity Mmanager, and department-
Department heads- Heads on engineering problemsissues.~~

ESSENTIAL DUTIES (continued):

If assigned to Transportation Services:

Represents and advocates for the City at the Alameda County Transportation Commission (Alameda CTC), and its various committees, and serves as the Technical Advisory Committee member at the Alameda CTC.

Works with the Metropolitan Transportation Commission (MTC), Alameda CTC, Caltrans and other outside agencies to identify grant opportunities and prepare grant applications.

Leads and fosters the City's implementation of bicycle and pedestrian initiatives and projects.

Provides staff-level support and assistance to Alameda-Contra Costa Transit District (AC Transit) Interagency Liaison Committee.

Meets and collaborates with community groups and members of the public to address transportation related concerns and questions.

Coordinates the City's Transportation Division activities with other City departments, divisions and sections, and with outside agencies, including: review of subdivision, building and rezoning plans to determine transportation system impacts; design, installation and maintenance of streetlight system; and to provide for adequacy and safety of multi-modal facilities and preparation of traffic studies and transportation planning documents.

Represents and advocates for the City's issues related to the Union Pacific Railroad's Capital Corridor and other public transit agencies, including Bay Area Rapid Transit (BART) and AC Transit; coordinates City's participation in regional projects within the City and those with potential impacts on the City.

Develops and implements strategies to promote and improve the safe, orderly and efficient movement of pedestrian and vehicular traffic, including signs, markings and traffic control devices.

Manages transportation data collection, tabulation and analysis, and provides reports as required or requested.

~~———— If assigned functional responsibility for Utilities, emphasis is on the following:—~~

~~Establish and review water distribution and sewage collection system operations and rate setting criteria.~~

~~Supervise, coordinate and review the construction, operation and maintenance of the domestic water and sewage systems and wastewater treatment plant.~~

~~Coordinate water and sewer utility activities with other City departments, divisions, and sections and with outside agencies.~~

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of effective employee supervision including selection, training, work evaluation and discipline.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (Continued)

Principles of organization, administration, budget and planning techniques, including staffing, goals and objectives, as well as work standard development.

~~Pertinent~~Applicable federal, state and local laws, regulations, codes and ordinances.

Principles and practices of analytical research, project management and contract administration.

Techniques and principles of effective interpersonal communication.

Principles and methods of report writing and presentations.

In addition to the general knowledge listed above:

If assigned to Engineering Services:

Knowledge of:

Principles and practices of civil engineering including mapping ~~and~~, hydrology, hydraulics, soils mechanics, including recent developments, current literature and sources of information, ~~and water, sewer, and traffic engineering.~~

Methods, materials, techniques and equipment used in the construction, operation and maintenance of public roadways ~~and/or a water and sewer system.~~

If assigned to Transportation Services:

Principles, practices and techniques of transportation planning and traffic engineering, including recent developments, current literature and sources of information.

Transportation funding processes, identification of funding sources, and preparation of competitive grant proposals.

Ability to:

Select, ~~train and~~ supervise, train and evaluate professional, ~~and~~ technical, and administrative ~~staff~~ personnel.

Plan, organize, assign, direct, review and evaluate the work of assigned staff.

Communicate clearly and concisely, both orally and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Analyze organization and operational issues and select proper courses of action.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Prepare, implement, administer and monitor complex budgets, including capital improvement budgets, to ensure consistency and adherence to approved budget allocations.

Identify, develop and pursue funding sources for assigned programs.

Address issues knowledgably and tactfully with the general public, civic and community groups, public officials and consultants.

Organize and manage multiple tasks and assigned work functions in an effective and efficient manner.

Understand, interpret, explain and apply pertinent departmental, city, local, state and federal laws, rules, regulations, policies and procedures.

Exercise sound independent judgment within general policy guidelines.

Establish and maintain excellent working relationships with various other divisions within the Public Works & Utilities Department and with other City departments.

Supervise the Prepare and supervise preparation of engineering documents, comprehensive technical reports, CEQA studies, requests for proposals, professional services agreements, contract plans and specifications, grant applications and other budget documents, and Council agenda reports.

Perform other related duties as required.

In addition to general abilities listed above:

If assigned to Engineering Services:

Supervise private development plan review, including plan check, conditions of approval and development agreements.

Oversee property acquisition and disposition.

~~Supervise private development plan review, including plan check, conditions of approval and development agreements.~~

Respond to emergencies in the event of a natural disaster or major incidents.

If assigned to Transportation Services:

~~Understand transportation planning and management concepts.~~

~~Serve as the City's representative and advocate for regional transportation, congestion and funding management. Analyze organization and operational issues and select proper courses of action.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Select, supervise, train, and evaluate professional, technical and clerical subordinates.~~

~~Organize assigned work functions in an effective and efficient manner.~~

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

If assigned to Transportation Services (continued):

Apply transportation planning and traffic engineering knowledge to direct and manage varied transportation programs.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

If assigned to Engineering Services:

Experience: Five (5) years of progressively responsible supervisory and administrative experience in the operation of ~~a large water distribution and/or wastewater treatment system and/or an~~ engineering organization, including management level experience.

Education: ~~Equivalent to a~~ Bachelor's Degree from an accredited college or university with major course work in civil engineering. A Master's Degree in engineering is desirable.

If assigned to Transportation Services:

Experience: Five (5) years of progressively responsible supervisory and administrative experience in transportation planning and/or traffic engineering, including two (2) years of supervisory experience management level experience.

Education: Bachelor's Degree from an accredited college or university with major course work in transportation planning, engineering or public administration, including or supplemented by special study in transportation planning and/or engineering. A Master's Degree is desirable.

License or Certificate: Must possess and maintain a valid Class C California Driver's License.

In addition, if assigned to Engineering Services:

~~License or Certificate:~~ PPossession of a Certificate of Registration as a professional civil engineer in the State of California.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability-abilities and work environment: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, twist, turn, bend, and safely lift and move equipment and materials weighing up to 35 pounds in the performance of daily office activities; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public, elected officials, government agencies, and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

U510 Deputy Director of Public Works

City of Hayward
Deputy Director of Public Works
Page 9

May 1981

Revised May 2017

Revised April-May 6, 2021

EEO Code: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt

CITY OF HAYWARD

DEPUTY DIRECTOR OF PUBLIC WORKSDEFINITION

Under general direction from the Director of Public Works, plans, directs, supervises and reviews the activities of a variety of projects and programs throughout the Department of Public Works & Utilities, including engineering and transportation functions, and provides professional and technical staff assistance. Incumbents will be assigned to either Engineering Services or Transportation Services.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification that reports to the Director of Public Works. The Deputy Director of Public Works plans, organizes and directs engineering, transportation, and other related activities, coordinates activities within assigned area with other divisions and departments, and provides highly complex staff assistance to the Director of Public Works. This classification is distinguished from the Director of Public Works and Assistant Director of Public Works in that the latter are responsible for the overall management and functions of the department and the activities, programs and functions for utility services, respectively.

SUPERVISION RECEIVED

General direction is provided by the Director of Public Works.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over management, supervisory, professional, technical, and administrative personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Manages and participates in the development of goals, objectives, policies and priorities in assigned area, and recommends, develops and implements policies and procedures.

Evaluates employee performance and takes corrective action as necessary to ensure maximum efficiency and productivity.

Trains and motivates employees to ensure reasonable professional growth and effective work attitudes.

ESSENTIAL DUTIES (continued):

Assists in selection of and oversees consultants and outside professional services.

Prepares complex technical and administrative reports and recommendations, including presentation materials, to City Council, Council Committees, and Commissions related to assigned area.

Provides staff support in meetings with the public, property owners, public officials, civic organizations and consultants.

Represents the City at regional and state committees, commissions and authorities, as assigned.

Assists Director of Public Works in explaining and interpreting complex division policies, issues and proposals to City officials, other agencies and the general public.

Supervises and participates in the preparation and administration of assigned budgets including identification of new projects and preparation of the Capital Improvement Program budget.

Identifies, develops and pursues funding sources for assigned programs.

Performs related work as necessary.

In addition to the general duties listed above:

If assigned to Engineering Services:

Establishes and monitors capital project implementation to ensure design, construction and inspection of those projects to high professional quality standards, within industry cost indices and time schedules.

Coordinates activities with Engineering Services and with those of other departments, consultants, and outside agencies and organization; confers with and serves as a liaison to other department, agencies, public officials, professional groups, residents and community groups.

Investigates and resolves problems related to engineering projects including difficult and sensitive inquiries and citizen complaints.

Acts as a technical advisor to City Council, City Manager, and Department Heads on engineering issues.

ESSENTIAL DUTIES (continued):

If assigned to Transportation Services:

Represents and advocates for the City at the Alameda County Transportation Commission (Alameda CTC), and its various committees, and serves as the Technical Advisory Committee member at the Alameda CTC.

Works with the Metropolitan Transportation Commission (MTC), Alameda CTC, Caltrans and other outside agencies to identify grant opportunities and prepare grant applications.

Leads and fosters the City's implementation of bicycle and pedestrian initiatives and projects.

Provides staff-level support and assistance to Alameda-Contra Costa Transit District (AC Transit) Interagency Liaison Committee.

Meets and collaborates with community groups and members of the public to address transportation related concerns and questions.

Coordinates the City's Transportation Division activities with other City departments, divisions and sections, and with outside agencies, including: review of subdivision, building and rezoning plans to determine transportation system impacts; design, installation and maintenance of streetlight system; and to provide for adequacy and safety of multi-modal facilities and preparation of traffic studies and transportation planning documents.

Represents and advocates for the City's issues related to the Union Pacific Railroad's Capital Corridor and other public transit agencies, including Bay Area Rapid Transit (BART) and AC Transit; coordinates City's participation in regional projects within the City and those with potential impacts on the City.

Develops and implements strategies to promote and improve the safe, orderly and efficient movement of pedestrian and vehicular traffic, including signs, markings and traffic control devices.

Manages transportation data collection, tabulation and analysis, and provides reports as required or requested.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of effective employee supervision including selection, training, work evaluation and discipline.

Principles of organization, administration, budget and planning techniques, including staffing, goals and objectives, as well as work standard development.

Applicable federal, state and local laws, regulations, codes and ordinances.

Principles and practices of analytical research, project management and contract administration.

Techniques and principles of effective interpersonal communication.

Principles and methods of report writing and presentations.

In addition to the general knowledge listed above:

If assigned to Engineering Services:

Principles and practices of civil engineering including mapping and soils mechanics, including recent developments, current literature and sources of information.

Methods, materials, techniques and equipment used in the construction, operation and maintenance of public roadways.

If assigned to Transportation Services:

Principles, practices and techniques of transportation planning and traffic engineering, including recent developments, current literature and sources of information.

Transportation funding processes, identification of funding sources, and preparation of competitive grant proposals.

Ability to:

Select, supervise, train and evaluate professional, technical, and administrative personnel.

Communicate clearly and concisely, both orally and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Analyze organization and operational issues and select proper courses of action.

Prepare, implement, administer and monitor complex budgets, including capital improvement budgets, to ensure consistency and adherence to approved budget allocations.

Address issues knowledgably and tactfully with the general public, civic and community groups, public officials and consultants.

Organize and manage multiple tasks and assigned work functions in an effective and efficient manner.

Understand, interpret, explain and apply pertinent departmental, city, local, state and federal laws, rules, regulations, policies and procedures.

Exercise sound independent judgment within general policy guidelines.

Establish and maintain excellent working relationships with various other divisions within the Public Works & Utilities Department and with other City departments.

Prepare and supervise preparation of engineering documents, comprehensive technical reports, CEQA studies, requests for proposals, professional services agreements, contract plans and specifications, grant applications and other budget documents, and Council agenda reports.

In addition to general abilities listed above:

If assigned to Engineering Services:

Supervise private development plan review, including plan check, conditions of approval and development agreements.

Oversee property acquisition and disposition.

Respond to emergencies in the event of a natural disaster or major incidents.

If assigned to Transportation Services:

Serve as the City's representative and advocate for regional transportation, congestion and funding management.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

If assigned to Transportation Services (continued):

Apply transportation planning and traffic engineering knowledge to direct and manage varied transportation programs.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

If assigned to Engineering Services:

Experience: Five (5) years of progressively responsible supervisory and administrative experience in the operation of an engineering organization, including management level experience.

Education: Bachelor's Degree from an accredited college or university with major course work in civil engineering. A Master's Degree in engineering is desirable.

If assigned to Transportation Services:

Experience: Five (5) years of progressively responsible supervisory and administrative experience in transportation planning and/or traffic engineering, including management level experience.

Education: Bachelor's Degree from an accredited college or university with major course work in transportation planning, engineering or public administration, including or supplemented by special study in transportation planning and/or engineering. A Master's Degree is desirable.

License or Certificate: Must possess and maintain a valid Class C California Driver's License.

In addition, if assigned to Engineering Services:

Possession of a Certificate of Registration as a professional civil engineer in the State of California.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, twist, turn, bend, and safely lift and move equipment and materials weighing up to 35 pounds in the performance of daily office activities; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public, elected officials, government agencies, and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

U510 Deputy Director of Public Works

May 1981

Revised May 2017

Revised May 6, 2021

EEO Code: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt

FY 2021 STAFFING 158.5 FTE

Public Works & Utilities Department

