



DATE: June 13, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review and Approve the Revised Job Description for Real Property Manager and Adopt Changes to the Classification Plan

RECOMMENDATION

That the Personnel Commission review and approve the revisions to the Real Property Manager classification and adopt the revised classification to the City's Classification Plan.

SUMMARY

The revisions are intended to bring the classification in line with the current job market and address the operational needs of the City, including change of reporting structure from Public Works to the City Manager's office to better align with the needs of the position and delivery of services of internal and external stakeholders. All changes have been reviewed by subject matter experts in both the operating department and Human Resources and agreed to by the representative 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 successful management of commercial real estate property is critical to the City of Hayward and overall healthy economic growth. For example, downtown property acquisition, management and renegotiation of existing disposition and development agreements with existing developers, and the need to advertise and dispose of several City-owned real estate assets are complex in nature and require a subject matter expert to facilitate and represent the City's best interest.

Revisions to the Real Property Manager job description include reassignment from the Public Works department to the City Manager's Office. The department reassignment will facilitate and centralize the support needed to work with key departments Citywide, including City Attorney's Office, Finance Department, Community Development Department, and Public Works on complex matters. Additionally, changes to essential duties provide clarity of the classification's roles and responsibilities. Updates were made to experience and education requirements with the intention of removing barriers to entry and expanding the qualified candidate pool.

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: Ian Tecson, Deputy Director of Human Resources

Recommended by: Brittney Frye, Director of Human Resources

Approved by:



for Regina Youngblood, Assistant City Manager