



DATE: July 13, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Deputy Director of Public Works

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised 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.

BACKGROUND/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 reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The City of Hayward's Department of Public Works develops, builds and maintains the City's infrastructure, including City streets and roadways, streetlights, traffic signals and more. It has two major divisions: Design (Engineering) and Transportation. The Design Division is responsible for design, construction and maintenance of city streets, traffic signals, streetlights and city infrastructure. The Transportation Division is responsible for traffic engineering and transportation planning. The City Also has an approximately \$500 million 10-year Capital Improvement Program, which the Department administers.

Given the purview and breadth of responsibilities for this Department, the Human Resources Department was tasked with updating the job description and recruiting for the Deputy Director of Public Works. The Deputy Director of Public Works' job description has been revised to update the distinguishing characteristics, supervision received and exercised, essential duties, job related and essential qualifications, and to align the format to the current City standards. The changes to the job description are as follows:

Deputy Director of Public Works:

Added: Distinguishing Characteristics

“Under the direction of the Director of Public Works, the Deputy Public Works Director plans, organizes and directs engineering, transportation, and other related activities; coordinates assigned activities with other divisions and departments; and provides highly complex staff assistance to the Public Works Director.”

Replaced: “Supervision Received and Exercised” with “Supervision Received”

Added: “Supervision Exercised”

Added: “Exercises direct and indirect supervision over management, supervisory, professional, technical, and administrative personnel.”

Replaced: “Example of Duties” with “Essential Duties”

Added:

- “including identification of new projects and preparation of the Capital Improvement Program budget.”
- “...those...projects to high...”

Removed:

- “...Division...”

Added: “Job Related and Essential” to “Qualifications”

Knowledge of:

Added:

- “...public roadways and/or...”

Ability to:

Added:

- “...documents...CEQA studies, RFQ, professional services agreements, contracts plans and specifications, grant applications and other budget documents, and Council agenda reports.”
- “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.”
- “Understand transportation planning and management concepts.”

Removed:

- “...records and prepare...”

Added: Special Requirements

Added: “Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; 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, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or 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; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.”

FISCAL IMPACT

The Deputy Director of Public Works position is approved in the FY 2018 Operating Budget. There is no fiscal impact to the budget as a result of the above proposed changes to the Deputy Director of Public Works job description.

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Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager