



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