



DATE: June 17, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT: Review the Revised Job Description for Family Counselor

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Family Counselor classification to ensure that the 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 changes to the job description are intended to expand the experience requirements of the Family Counselor to broaden the experience and allow graduate level internship training as qualifying experience.

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. The Human Resources Department staff review 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 make necessary adjustments to job requirements to ensure that the needs of the department are met.

The Family Counselor job description has been revised to update the experience requirements to include applicants that have completed a graduate level internship program. Many internship programs provide a solid theoretical and experiential base foundation for future professional work in mental health and social services. These internship programs are designed to last nine (9) to twelve (12) months. During their training year, interns may provide the following to children and their families: individual therapy, group therapy, family therapy, initial intake evaluations, case management, and much more. Expanding the qualifications to include graduate level internship experience will eliminate a barrier to

employment for recently graduated students that possess a Master's Degree in Counseling, Clinical Psychology, Clinical Social Work or a closely related field.

The job description for the Family Counselor was shared with representatives of International Federation of Professional and Technical Engineers (IFPTE) and its representatives are in agreement with the change. A redlined version of the job description showing all proposed tracked changes as well as a final clean version are attached for the Commission's review.

FISCAL IMPACT

There are no fiscal impacts associated with the review of the revised job description.

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 is a routine agenda item and support the following Council Strategic Roadmap initiatives:

Support Quality of Life

Item 9 – Expand existing support services offered by the Hayward Police Department Youth and Family Services Bureau to include life skills, and reduce inefficient use of staff resources.

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

Approved by:



Kelly McAdoo, City Manager