



**DATE:** June 17, 2021

**TO:** Personnel Commission

**FROM:** Director of Finance/Interim Director of Human Resources

**SUBJECT:** Review the Revised Job Description for Management Fellow

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the Management Fellow 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**

This is a request to update the entry-level management classification of Management Fellow to increase the duration of assignment geared towards graduate students who have a desire to work in local government to ensure an enriching learning and professional development experience. Duration of assignment for a Management Fellow has been revised to reflect two (2) years at the recommendation of the Commissioners.

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

The Management Fellow classification was recently revised in 2019 to eliminate restrictive and dissuading language, expand the minimum qualifications to expand the program to local graduates, and increase the compensation to reflect a competitive salary as provided by other local jurisdictions. In addition, the Management Fellow program was evaluated using a racial equity lense to guide the analysis and eliminate unintended barriers to City employment.

The fellowship program is meant to be an enriching professional learning experience over the course of one (1) year. The City would like to increase the Management Fellow assignment duration by one (1) additional year to develop talented individuals to assume management positions within the local government profession. This would expose a Management Fellow to projects and/or policy development and implementation, not just a portion of the development or implementation, as many do not exist in a span of a year.

In addition, the City has eliminated the language “One (1) year, not to exceed two years” as recommended by the Commissioners at the March 11, 2021 Personnel Commission meeting. The duration of the fellowship program has been revised to reflect two (2) years.

The Management Fellow is an unrepresented classification and was shared with representatives of the City and there are no objections to the revisions of the job specification. Both the redlined version and clean job description are attached for reference.

## **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, but not limited to:

### *Improve Infrastructure:*

Item 6 – Develop a micro-mobility policy (eBikes, eScooters)

### *Improve Organizational Health*

Item 2a – Create a language accessibility policy

Item 5 – Continue to support and build capacity for Lean Innovation throughout the organization

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*Approved by:*



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Kelly McAdoo, City Manager