



CITY OF HAYWARD

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Cover Memo

File #: ACT 16-018, **Version:** 1

DATE: September 15, 2016

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Laborer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Laborer 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.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Laborer Job Description
Attachment III	Maintenance Services Organizational Chart