



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** ACT 20-032, **Version:** 1

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**DATE:** March 12, 2020

**TO:** Personnel Commission

**FROM:** Assistant City Manager/Interim Director of Human Resources

### **SUBJECT**

Review the Revised Job Descriptions for Groundskeeper II & Groundskeeper III

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the job descriptions for the positions of Groundskeeper II and Groundskeeper III 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 job descriptions for Groundskeeper II and Groundskeeper III have been revised to update the License and Certification requirements of the positions to align with current state requirements and division operational needs.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Groundskeeper II Job Description - Red-Lined Version
Attachment III	Groundskeeper II Job Description - Clean Version
Attachment IV	Groundskeeper III Job Description - Red-Lined Version
Attachment V	Groundskeeper III Job Description - Clean Version