



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: ACT 19-124, **Version:** 1

DATE: May 9, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Community Service Officer

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Community Service Officer 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 Hayward Police Department requested to update: the duties; knowledge, skills and abilities (KSA); and minimum qualifications for the classification of Community Service Officer. The request was primarily due to the California Board of Corrections Standards and Training changing defense tactics from basic defense to advanced defensive tactics methods. The City is also eliminating the requirement of a typing certificate and instead will assess the ability to use modern office applications. Additionally, alternate methods to qualify were added to the Community Service Officer job specification to include language for lateral applicants and the near classification of Police Officer academy graduates as qualifying.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Revised Community Service Officer Job Description
Attachment III	Police Department Org Chart