



CITY OF HAYWARD

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Cover Memo

File #: ACT 17-035, **Version:** 2

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Supervising Permit Technician

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Supervising Permit Technician 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	Supervising Permit Technician Job Description
Attachment III	Development Services Department Organizational Chart