



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: ACT 18-011, **Version:** 1

DATE: March 8, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Fire Captain

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Fire Captain 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

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|----------------|------------------------------------------|
| Attachment I | Staff Report |
| Attachment II | Revised Job Description for Fire Captain |
| Attachment III | Fire Department Organizational Chart |