



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** ACT 20-071, **Version:** 1

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**DATE:** October 29, 2020

**TO:** Personnel Commission

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

### **SUBJECT**

Review the Revised Job Description for Utility Leader - Sewer

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the Utility Leader - Sewer classification to ensure that the employment standards are job-related.

### **SUMMARY**

The job description for Utility Leader - Sewer has been updated to reflect the current duties and responsibilities of a Utility Leader in the Sewer Unit of the Utilities Division. Revisions to the minimum qualifications have been made to include possession of a California Water Environment Association Collections Systems Maintenance Grade II certificate to be obtained within 12 months of hire.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Utility Leader - Sewer Job Description - Redlined Version
Attachment III	Utility Leader - Sewer Job Description - Clean Version
Attachment IV	Public Works & Utilities Department Org Chart