



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Cover Memo

File #: ACT 17-038, **Version:** 2

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Sustainability Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Sustainability Specialist 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 | Sustainability Specialist Job Description |
| Attachment III | Utilities & Environmental Services Organizational Chart |