



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** ACT 20-069, **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 Crime Scene Technician

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the Crime Scene Technician classification to ensure that the employment standards are job-related.

### **SUMMARY**

The job description for Crime Scene Technician has been updated to reflect that it is the entry level classification in the job series as a result of a job audit. Revisions to the minimum qualifications have been made to reflect industry standards.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Crime Scene Technician Job Description - Redlined Version
Attachment III	Crime Scene Technician Job Description - Clean Version
Attachment IV	Police Department Org Chart