



CITY OF HAYWARD

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Cover Memo

File #: ACT 17-048, **Version:** 1

DATE: July 13, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Descriptions for Firefighter Trainee and Firefighter

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job descriptions for the positions of Firefighter Trainee and Firefighter 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	Revised Job Description for Firefighter Trainee
Attachment III	Revised Job Description for Firefighter
Attachment IV	Fire Department Organizational Chart