



CITY OF HAYWARD

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Cover Memo

File #: ACT 21-046, **Version:** 1

DATE: May 6, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT

Review the Revised Job Description for Deputy Director of Public Works

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Deputy Director of Public Works 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.

SUMMARY

The Transportation Manager position will be eliminated to add a Deputy Director of Public Works position in the Proposed FY 2022 Operating Budget. The Deputy Director of Public Works classification has been revised to reflect the transportation services duties and will provide an essential level of senior managerial oversight to support and/or improve existing infrastructure and implementation of new infrastructure projects.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Job Description - Redlined Version
Attachment III	Job Description - Clean Version
Attachment IV	Public Works Department Org Chart