



CITY OF HAYWARD

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

Cover Memo

File #: ACT 17-036, **Version:** 2

DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Paralegal

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Paralegal 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	Paralegal Job Description
Attachment III	City Attorney's Office Organizational Chart