



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** ACT 21-056, **Version:** 1

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**DATE:** June 17, 2021

**TO:** Personnel Commission

**FROM:** Director of Finance/Interim Director of Human Resources

**SUBJECT**

Review the Revised Job Description for Management Fellow

That the Personnel Commission reviews and comments on the revised job description for the Management Fellow classification to ensure that the employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

**SUMMARY**

This is a request to update the entry-level management classification of Management Fellow to increase the duration of assignment geared towards graduate students who have a desire to work in local government to ensure an enriching learning and professional development experience. Duration of assignment for a Management Fellow has been revised to reflect two (2) years at the recommendation of the Commissioners.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Revised Job Description - Redlined Version
Attachment III	Revised Job Description - Clean Version
Attachment IV	City Manager's Office Org Chart