



CITY OF HAYWARD

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Cover Memo

File #: ACT 19-153, **Version:** 1

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Associate Landscape Architect & Revised Job Description for Landscape Architect

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the positions of Associate Landscape Architect and Landscape Architect 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

The Associate Landscape Architect is a new, journey-level, classification created in the Fiscal Year 2020 (FY20) adopted Operating Budget to provide the full range professional-level landscape architectural functions. Given the scope of work and number of Capital Improvement Projects (CIPs) in the Development Services Department, the journey-level classification will ensure technical adequacy and compliance with overall landscape goals and City regulations. The Landscape Architect is the advanced-journey level classification in the Landscape Architect classification series and oversees the City's more complex landscape architecture projects and functions. Revisions to the Landscape Architect classification were also made to reflect the advanced journey scope of work and lead direction provided to the Associate Landscape Architect.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	New Associate Landscape Architect Job Description
Attachment III	Revised Landscape Architect Job Description
Attachment IV	Development Services Department Org Chart