



CITY OF HAYWARD

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Cover Memo

File #: ACT 20-034, **Version:** 1

DATE: March 12, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT

Review the Revised Job Description for Water Pollution Source Control Inspector

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Water Pollution Source Control Inspector classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Water Pollution Source Control Inspector has been updated to reflect evolved industry standards and terminology to include an accurate classification specification for an equity study. Revisions to the definition, distinguishing characteristics, supervision received/exercised, essential duties, knowledge and abilities, and minimum qualifications have been made to reflect industry standards.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Water Pollution Source Control Inspector Job Description - Red-Lined Version
Attachment III	Water Pollution Source Control Inspector Job Description - Clean Version