



CITY OF HAYWARD

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Cover Memo

File #: ACT 17-064, **Version:** 1

DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Deputy City Clerk

RECOMMENDATION

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