



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** ACT 23-007, **Version:** 1

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**DATE:** February 2, 2023

**TO:** Personnel Commission

**FROM:** Director of Human Resources

### **SUBJECT**

Review the Revised Job Description for Sustainability Specialist; Review New Job Description for Senior Sustainability Specialist and Adopt Addition to both the Salary Plan and Classification Plan

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the Sustainability Specialist classification; reviews and comments on the new Senior Sustainability Specialist classification, the associated salary plan for the position, as well as the addition of this new classification to the class plan.

### **SUMMARY**

Due to the changing needs of the department and the desire to provide an advanced journey-level opportunity to the already existing journey-level position, the Sustainability Specialist classification is being changed into a flexibly-staffed classification. The current journey-level classification of Sustainability Specialist will be the lower level of the flex classification, while the new advanced journey-level classification is being created with the title Senior Sustainability Specialist.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Revised Job Description for Sustainability Specialist - Redlined Version
Attachment III	Revised Job Description for Sustainability Specialist - Clean Version
Attachment IV	New Job Description for Senior Sustainability Specialist
Attachment V	FY23 Public Works & Utilities Department Org Chart