



CITY OF HAYWARD

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Cover Memo

File #: ACT 17-015, **Version:** 1

DATE: March 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Groundskeeper III

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Groundskeeper III 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	Groundskeeper III Job Description
Attachment III	Maintenance Services Organizational Chart