



CITY OF HAYWARD

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Cover Memo

File #: ACT 17-017, **Version:** 1

DATE: March 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Program Assistant and New Job Description for Lead Program Assistant

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Program Assistant and the new job description for the position of Lead Program Assistant 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	Program Assistant Job Description
Attachment III	Lead Program Assistant Job Description
Attachment IV	Library and Community Services Organizational Chart