



# CITY OF HAYWARD

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## Cover Memo

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**File #:** ACT 17-031, **Version:** 2

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**DATE:** May 11, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

New Job Description for Lead Program Assistant

**RECOMMENDATION**

That the Personnel Commission reviews and comments on 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	Lead Program Assistant Job Description
Attachment III	Library & Community Services Organizational Chart