



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Cover Memo

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**File #:** ACT 17-036, **Version:** 2

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**DATE:** May 11, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Revised Job Description for Paralegal

**RECOMMENDATION**

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