



CITY OF HAYWARD

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Cover Memo

File #: ACT 17-049, **Version:** 1

DATE: July 13, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Water Pollution Control Facility (WPCF) Operations and Maintenance Manager

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of WPCF Operations and Maintenance Manager 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	Revised Job Description for WPCF Operations and Maintenance Manager
Attachment III	Utilities and Environmental Services Organizational Chart