



CITY OF HAYWARD

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Cover Memo

File #: ACT 17-062, **Version:** 1

DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Librarian I

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Librarian I 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 Librarian I
Attachment III	Organizational Chart for Library & Community Services