



# CITY OF HAYWARD

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## Cover Memo

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**File #:** ACT 18-047, **Version:** 1

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**DATE:** September 20, 2018

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Revised Job Description for Crime Prevention Specialist I/II

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the job description for the position of Crime Prevention Specialist I/II 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.

**SUMMARY**

The City of Hayward Police Department requested a review of the duties of two incumbents in the classification of Crime Prevention Specialist, to determine the appropriate classification based on assigned duties and responsibilities. Based on the analysis provided by an outside consultant, it was determined that the current incumbents are performing professional level duties that require an increase in independence, scope and education required. Additionally, the job audit findings resulted in a recommendation for the City to flexibly staff the classification, providing an entry and journey level for the class series.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Crime Prevention Specialist I/II Job Description
Attachment III	Police Department Organizational Chart