



CITY OF HAYWARD

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Cover Memo

File #: ACT 18-048, **Version:** 1

DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Police Officer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Police Officer 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 Police Officer job description has been updated to reflect new minimum qualifications to help the City in its recruitment efforts in a competitive labor market. The changes made to the job description also reflect alignment with the internal organizational structure of the City's classification plan.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Police Officer Job Descriptions