



CITY OF HAYWARD

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Cover Memo

File #: ACT 18-049, **Version:** 1

DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Housing Development Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Housing Development Specialist 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 Housing Development Specialist job description has been updated to reflect current duties performed, revised minimum qualifications, and industry standards. Knowledge, skills, and abilities (KSAs) have been added to augment the existing job description. Additionally, the minimum qualifications have been revised to eliminate required experience in structuring and issuance of public securities.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Housing Development Specialist Job Description
Attachment III	Office of the City Manager Org Chart