



CITY OF HAYWARD

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Cover Memo

File #: ACT 18-069, **Version:** 1

DATE: November 8, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Lead Program Assistant

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description of Lead Program Assistant 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 Lead Program Assistant job description has been updated to meet the needs of the Youth and Family Services Bureau ("YFSB"). The YFSB needs to hire someone to assist in administering a variety of community programs. 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	Lead Program Assistant Job Description
Attachment III	Police Department Org Chart