



CITY OF HAYWARD

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Cover Memo

File #: ACT 18-072, **Version:** 1

DATE: November 8, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Supervising Building Inspector

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Supervising Building Inspector 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

Recently, Human Resources staff administered a recruitment for the Supervising Building Inspector that yielded an extremely small applicant pool. Applicants in the pool possessed multiple International Code Council ("ICC") certificates, including the Residential and/or Commercial Building Inspector certificate but none of them had the Combination Inspector certificate, which the classification required. As a result, staff recommends allowing candidates to get their Combination Inspector Certificate within one year of their employment with the City.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Supervising Building Inspector Job Description
Attachment III	Development Services Department Org Chart