



CITY OF HAYWARD

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Cover Memo

File #: ACT 18-087, **Version:** 1

DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Assistant/Associate Transportation Engineer

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Assistant/Associate Transportation Engineer 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

Since the Assistant/Associate Transportation Engineer job description was last updated in 2009, the job tasks and responsibilities have evolved as a result of changes in the knowledge, technology, and programs currently used in the transportation industry. The Assistant/Associate Transportation Engineer job description has been updated to comply with industry standards and also to reflect duties as they relate to meeting the goals and objectives of the organization and the City Council's Strategic Initiatives. In addition to the changes to the essential duties and job related and essential qualifications, the experience and education section has been revised to eliminate the Electrical Engineering license, as it is not applicable for this classification.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Assistant/Associate Transportation Engineer Job Description
Attachment III	Public Works Department Organizational Chart