



# CITY OF HAYWARD

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## Cover Memo

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**File #:** ACT 18-088, **Version:** 1

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**DATE:** January 10, 2019

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Revised Job Description for Network Systems Specialist

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the job description for the position of Network Systems 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**

As technology advances, the demands on the Information Technology Department increase. The Information Systems Specialist job description has been updated to reflect new skills needed as they relate to the implementation of new technologies including Storage Area Network (SAN), Voice over Internet Protocol (VoIP), and virtual server infrastructure.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Network Systems Specialist Job Description
Attachment III	Information Technology Department Org Chart