



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Cover Memo

File #: ACT 18-090, **Version:** 1

DATE: January 10, 2019
TO: Personnel Commission
FROM: Director of Human Resources

SUBJECT

Revised Job Description for Counseling Supervisor

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Counseling Supervisor to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including definition, supervision exercised, education, special requirements, and experience.

SUMMARY

The Police Department obtained grant funding for a Counseling Supervisor position to support ongoing efforts related to the Youth and Family Services Bureau ("YSFB") programs. In an effort to support the Police Department's hiring needs, Human Resources has updated the Counseling Supervisor job description to reflect current duties performed, job related and essential qualifications, and experience and education.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Counseling Supervisor Job Description
Attachment III	Police Department Org Chart