



CITY OF HAYWARD

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Cover Memo

File #: ACT 19-123, **Version:** 1

DATE: May 9, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Jail Supervisor

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Jail Supervisor to ensure that the 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 Jail Supervisor job description has been revised to update the Experience and Education section to ensure candidates are in possession of Core Corrections Officer academy certificates from a certified Standards and Training for Corrections (STC) academy at the time of hire. Additional revisions to the job description have been made to ensure the needs of the Jail facility are adequately met.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Revised Jail Supervisor Job Description
Attachment III	Police Department Organizational Chart