



# CITY OF HAYWARD

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## Cover Memo

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**File #:** ACT 19-144, **Version:** 1

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**DATE:** June 20, 2019

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

New Job Description for Assistant Director of Public Works - Utilities

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the job description for the position of Assistant Director of Public Works - Utilities 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**

The Assistant Director of Public Works - Utilities is a new classification approved in the FY 2020 adopted Operating Budget to provide senior level management of the Utilities Division of the Department of Public Works & Utilities. With the recent combining of the Public Works and Utilities Departments, it is critical to have a single point of leadership within the Utilities Division to oversee functions related to water distribution, wastewater collection and treatment, recycled water, and groundwater.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Assistant Director of Public Works - Utilities Job Description
Attachment III	Public Works & Utilities Department Org Chart