



CITY OF HAYWARD

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Cover Memo

File #: ACT 19-167, **Version:** 1

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Personnel Operations Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Personnel Operations Specialist to ensure that employment standards are job-related, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Personnel Operations Specialist is a new classification created to provide high level administrative support to the Personnel and Training Administrator or Police Lieutenant and command-level staff in the Police Department. With the continuous hiring for critical positions in the Police Department, research and maintenance of confidential records, and implementation of initiatives and programs, it is necessary to have the Personnel Operations Specialist administer and coordinate functions in the Personnel and Training Unit.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Personnel Operations Specialist Job Description
Attachment III	Police Department Org Chart