



CITY OF HAYWARD

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Cover Memo

File #: ACT 19-177, **Version:** 1

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

New Job Description for Senior Paralegal

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Senior Paralegal 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 Senior Paralegal is a new classification, created to provide complex administrative support and coordination of office activities in the City Attorney's Office. The City Attorney's Office serves as corporate counsel and legal adviser to the City Council, City Manager, and staff in their official capacities. Over the last few years, legal administrative support activities of the City Attorney's Office have steadily increased and the recent implementation of new technology is also expected to increase public records requests. The new Senior Paralegal will have oversight responsibility for the full scope of office support activities for the City Attorney and associated legal staff to advance these initiatives.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Senior Paralegal Job Description
Attachment III	City Attorney's Office Org Chart