



CITY OF HAYWARD

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Cover Memo

File #: ACT 20-032, **Version:** 1

DATE: March 12, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT

Review the Revised Job Descriptions for Groundskeeper II & Groundskeeper III

RECOMMENDATION

That the Personnel Commission reviews and comments on the job descriptions for the positions of Groundskeeper II and Groundskeeper III 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 job descriptions for Groundskeeper II and Groundskeeper III have been revised to update the License and Certification requirements of the positions to align with current state requirements and division operational needs.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Groundskeeper II Job Description - Red-Lined Version
Attachment III	Groundskeeper II Job Description - Clean Version
Attachment IV	Groundskeeper III Job Description - Red-Lined Version
Attachment V	Groundskeeper III Job Description - Clean Version