



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: ACT 20-071, **Version:** 1

DATE: October 29, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT

Review the Revised Job Description for Utility Leader - Sewer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Utility Leader - Sewer classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Utility Leader - Sewer has been updated to reflect the current duties and responsibilities of a Utility Leader in the Sewer Unit of the Utilities Division. Revisions to the minimum qualifications have been made to include possession of a California Water Environment Association Collections Systems Maintenance Grade II certificate to be obtained within 12 months of hire.

ATTACHMENTS

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|----------------|-----------------------------------------------------------|
| Attachment I | Staff Report |
| Attachment II | Utility Leader - Sewer Job Description - Redlined Version |
| Attachment III | Utility Leader - Sewer Job Description - Clean Version |
| Attachment IV | Public Works & Utilities Department Org Chart |