



CITY OF HAYWARD

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Cover Memo

File #: ACT 21-055, **Version:** 1

DATE: June 17, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT

Review the Revised Job Description for Family Counselor

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Family Counselor classification 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 changes to the job description are intended to expand the experience requirements of the Family Counselor to broaden the experience and allow graduate level internship training as qualifying experience.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Revised Job Description - Redlined Version
Attachment III	Revised Job Description - Clean Version
Attachment IV	Police Department Org Chart