



# CITY OF HAYWARD

Hayward City Hall  
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[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Cover Memo

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**File #:** ACT 22-078, **Version:** 1

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**DATE:** September 15, 2022

**TO:** Personnel Commission

**FROM:** Acting Deputy Director of Human Resources

**SUBJECT**

Abolish the Senior Secretary Employment Roster (Eligible List)

**RECOMMENDATION**

That the Personnel Commission reviews and approves the abolishment of the employment register (eligible list) for Senior Secretary.

**SUMMARY**

The City has exhausted the current Senior Secretary eligible list. The City seeks approval to abolish the current list to commence a recruitment and establish a new Senior Secretary eligible list.

**ATTACHMENTS**

Attachment I      Staff Report