



# CITY OF HAYWARD

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## Cover Memo

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**File #:** ACT 22-081, **Version:** 1

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**DATE:** September 15, 2022

**TO:** Personnel Commission

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

**SUBJECT**

Review the New Job Description for Chief Economic Development Officer

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the job description for the Chief Economic Development Officer (CEDO) classification to ensure that the employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, required education and experience, and other special requirements for the position.

**SUMMARY**

The changes to the job description are intended to update the essential duties and required abilities of the Chief Economic Development Officer to reflect the higher level of responsibilities expected of this classification as distinguished from the lower-level Economic Development Manager.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Job Description - Chief Economic Development Officer
Attachment III	City Manager's Office Department Org Chart