



CITY OF HAYWARD

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Cover Memo

File #: ACT 23-007, **Version:** 1

DATE: February 2, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review the Revised Job Description for Sustainability Specialist; Review New Job Description for Senior Sustainability Specialist and Adopt Addition to both the Salary Plan and Classification Plan

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Sustainability Specialist classification; reviews and comments on the new Senior Sustainability Specialist classification, the associated salary plan for the position, as well as the addition of this new classification to the class plan.

SUMMARY

Due to the changing needs of the department and the desire to provide an advanced journey-level opportunity to the already existing journey-level position, the Sustainability Specialist classification is being changed into a flexibly-staffed classification. The current journey-level classification of Sustainability Specialist will be the lower level of the flex classification, while the new advanced journey-level classification is being created with the title Senior Sustainability Specialist.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Revised Job Description for Sustainability Specialist - Redlined Version
Attachment III	Revised Job Description for Sustainability Specialist - Clean Version
Attachment IV	New Job Description for Senior Sustainability Specialist
Attachment V	FY23 Public Works & Utilities Department Org Chart