



CITY OF HAYWARD

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Cover Memo

File #: ACT 23-042, **Version:** 1

DATE: May 18, 2023

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review the New Job Description for Senior Fire Protection Engineer and Adopt Addition to both the Salary Plan and Classification Plan

RECOMMENDATION

Staff recommends that the Personnel Commission review and approve the proposed new Senior Fire Protection Engineer classification, including the associated job description and salary plan for the position, as well as the addition of this new classification to both the Salary Plan and Classification Plan; and recommend adoption to City Council.

SUMMARY

An audit was conducted for the incumbent in the classification of Fire Protection Engineer. Based on the analysis, it was determined that the current incumbent is performing professional-level duties that require an increase in independence, scope, experience, and education and will be reclassified to a new classification of Senior Fire Protection Engineer. This will result in an entry and journey-level classification and the creation of the Fire Protection Engineer class series.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Senior Fire Protection Engineer Job Description
Attachment III	Fire Department Org Chart