



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** ACT 24-043, **Version:** 1

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**DATE:** June 13, 2024

**TO:** Personnel Commission

**FROM:** Director of Human Resources

### **SUBJECT**

Review and Approve the Revised Job Description for Accounting Manager

### **RECOMMENDATION**

That the Personnel Commission reviews and approves the revisions to the job description for the Accounting Manager classification and adopts the revised classification to the City's Classification Plan.

### **SUMMARY**

The job description for Accounting Manager has been updated to remove an unessential qualifier to better align with the City's operational needs.

### **ATTACHMENTS**

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