



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Cover Memo

File #: ACT 24-041, **Version:** 1

DATE: June 13, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review and Approve the Revised Job Description for Real Property Manager and Adopt Changes to the Classification Plan

RECOMMENDATION

That the Personnel Commission review and approve the revisions to the Real Property Manager classification and adopt the revised classification to the City's Classification Plan.

SUMMARY

The revisions are intended to bring the classification in line with the current job market and address the operational needs of the City, including change of reporting structure from Public Works to the City Manager's office to better align with the needs of the position and delivery of services of internal and external stakeholders. All changes have been reviewed by subject matter experts in both the operating department and Human Resources and agreed to by the representative union.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Revised Job Description - Redlined
Attachment III	Revised Job Description - Clean
Attachment IV	City Manager's Office Org Chart