



**DATE:** March 18, 2026

**TO:** Personnel Commission

**FROM:** Human Resources Manager

**SUBJECT:** Review Revisions to the Job Descriptions for the Two (2) Public Works Department Classifications of Airport Business Supervisor and the Utilities Operations and Maintenance Manager

### **RECOMMENDATION**

That the Personnel Commission reviews and approves the proposed revisions to the Airport Business Supervisor and Utilities Operations and Maintenance Manager job classifications.

### **SUMMARY**

The City is proposing revisions to the Airport Business Supervisor and Utilities Operations and Maintenance Manager job descriptions to modernize and align them with the way these roles are currently performed. All proposed changes have been carefully reviewed by subject matter experts from the Public Works & Utilities Department and Human Resources and have been mutually agreed upon by the respective labor union.

### **BACKGROUND/DISCUSSION**

In addition to adopting and approving the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

Following a comprehensive review, the City of Hayward is proposing revisions to the Airport Business Supervisor and the Utilities Operations and Maintenance Manager job descriptions. These updates are intended to ensure that job specifications reflect the scope of work and responsibilities are accurately reflected and appropriately aligned to support departmental operations.

#### **Revisions to existing classifications:**

**Airport Business Supervisor (H198):** As part of our continuous effort to ensure that job classifications remain up-to-date and aligned with the industry's best practices, the City of Hayward is proposing a revision to the Airport Business Supervisor job classification. The revision focuses on redefining and

broadening the minimum experience requirements to better reflect current operational and job function standards.

The City is proposing to revise the Airport Business Supervisor job description, changing the current requirement of *"Five (5) years of experience in real property management, appraisals, negotiations, and budgeting"* to *"Two (2) years of professional level administrative experience in public administration and Two (2) years of supervisory or lead experience."* The experience requirement has been adjusted to better align with current market conditions and encourage a wider range of qualified applicants.

In addition, the proposed revision includes minor updates to the "Ability to" section of the job description to better reflect the current scope of duties.

**Utilities Operations and Maintenance Manager (H835):** Clarifying and refining updates have been made to the Utilities Operations and Maintenance Manager job description. The updates include revisions to the definition and distinguishing characteristics, supervision received and exercised, limited modifications to the essential duties, and an update to the Licenses and Certificates section. Specifically, the position will now require possession of a valid Water Distribution Operator D5 Alternative Certificate, issued in place of a D4 Certificate.

The certification requirements have also been revised to require possession of a valid Water Distribution D4 Certification, instead of D3, issued by the California State Water Resources Control Board, with the ability to obtain a D5 Certification, instead of D4, within eighteen (18) months of appointment to the position.

These changes are made in response to updated licensure requirements by the California State Water Resources control Board due to the size of the City's facility and recycle water aspect. The changes are intended to better align the job description with the current scope and responsibilities of the position.

## **STRATEGIC ROADMAP**

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

*Prepared and Recommended by:* Salina Flores, Human Resources Manager

Approved by:



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Ian Tecson, Director of Human Resources