



**DATE:** October 16, 2018

**TO:** Mayor and City Council

**FROM:** Director of Human Resources

**SUBJECT:** Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2019

### **RECOMMENDATION**

That the City Council adopts the attached Resolution (Attachment II) and approves an amendment to the City of Hayward Salary Plan for fiscal year 2019 (“FY 2019”), which designates all classifications and the corresponding salary ranges for employment in the City of Hayward government as of October 16, 2018, superseding Resolution No. 18-184 and all amendments thereto.

### **SUMMARY**

After a public hearing on September 20, 2018, the Personnel Commission recommends that the City Council adopts an amended FY 2019 Salary Plan for the classified service. Changes to the Salary Plan include the addition of Crime Prevention Specialist I/II.

### **BACKGROUND/DISCUSSION**

At the request of the Police Chief, an outside consultant conducted a job audit of the Crime Prevention Specialist classification. The audit focused primarily on the duties currently performed by the Crime Prevention Specialist, which over the years has assumed duties previously performed by the Senior Crime Prevention Specialist. That classification was eliminated to achieve savings during the economic recession. In addition, for succession planning purposes, staff requested that the audit include the feasibility of adding an entry level position in the classification series.

The audit resulted in a recommendation that the classification be flexibly staffed to create an entry level to the classification series. The audit also concluded that since the elimination of a Senior Crime Prevention Specialist position, the current incumbents are performing the full journey level responsibilities of the classification. Therefore, the recommendation is that the current incumbents be classified as Crime Prevention Specialist II, with a salary set internally to 10% above the Crime Prevention Specialist I, which is \$34.10 per hour at Step A and \$41.45 per hour at Step E.

## **FISCAL IMPACT**

Due to the recommended change to salary for the Crime Prevention Specialist II classification and placing both incumbents at this level, there will be an impact of approximately \$20,400 in FY 2019 to the General Fund.

There are sufficient funds budgeted in the FY 2019 Operating Budget to cover the additional expenses associated with reclassifying the current incumbents to the new positions.

## **STRATEGIC INITIATIVES**

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Initiatives.

## **NEXT STEPS**

The additional salary range will be implemented by the Human Resources and Finance departments effective upon Council adoption of the resolution. Any necessary budget changes will be made during the FY 2019 mid-year review process.

*Prepared by:* Anthony Phillip, Human Resources Analyst II

*Recommended by:* Nina S. Collins, Director of Human Resources

Approved by:



---

Kelly McAdoo, City Manager