



DATE: June 25, 2024

TO: Mayor and Council

FROM: Director of Human Resources

SUBJECT: FY 2025 Salary Plan Amendment: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2024 and Approving the City of Hayward Salary Plan for Fiscal Year 2025

RECOMMENDATION

That the Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2024 (FY 2024), and approves the City of Hayward Salary Plan for Fiscal Year 2025 (FY 2025) which designates all classification and corresponding salary ranges for employment with the City of Hayward effective July 1, 2024, superseding Resolution No. 24-056 and all amendments thereto.

SUMMARY

On June 13, 2024, the Personnel Commission held a public hearing in which they reviewed and recommended to Council the adoption of the FY 2025 Salary Plan.

As required by the Municipal Code, the FY 2025 Salary Plan (Attachment III) has been updated to reflect salary adjustments to the classifications in the City's classified service pursuant to Council approved Memorandum of Understandings (MOUs) between the City of Hayward and the Hayward Police Officer's Association (HPOA) and Hayward Police Management Unit (HPMU). The Salary Plan has also been updated to reflect salary adjustments to six (6) classifications and the addition of one (1) new classification.

Additionally, as required by California Code of Regulations 570.5 Requirements of a Publicly Available Pay Schedule and California Public Employees' Retirement System (CalPERS), the FY 2024 Salary Plan effective August 14, 2023 (Attachment IV), which was adopted by Council on August 15, 2023, has been corrected to reflect the salary retroactive effective date of June 19, 2023.

BACKGROUND/DISCUSSION

Cost-of-Living-Adjustments (COLAs):

In accordance with the negotiated terms of the MOU between the City of Hayward and HPMU, a four percent (4%) COLA increase will be applied to HPMU represented classifications effective July 1, 2024.

Market-Based Adjustments

Pursuant to the negotiated terms of the MOU between the City of Hayward and HPOA, Human Resources staff completed a total compensation market study for the Hayward Police Officer classification. Based on the total compensation market data, the salaries for HPOA represented classifications shall be increased by 10.32% effective July 1, 2024.

Salary Adjustments

POLICE LIEUTENANT (P215): Pursuant to section 8.00 of the HPOA MOU (Salaries), the salaries for Police Lieutenant shall be increased by one and one quarter percent (1.25%) effective July 1, 2024 in addition to the 10.32% increase related to the market-based adjustment, for a total increase of 11.57% effective July 1, 2024. The salary range for Police Lieutenant is \$101.82 at Step D and \$106.78 at Step E.

RESERVE OFFICER COORDINATOR (H455): The salary for Reserve Officer Coordinator is internally set to be equivalent to Police Sergeant (P210). As a result of a 10.32% increase to Police Sergeant, Reserve Officer Coordinator shall receive a 10.32% salary adjustment effective July 1, 2024. The new salary range for Reserve Officer Coordinator is \$78.25 at Step A and \$95.05 at Step E.

YOUTH AND FAMILY SERVICES ADMINISTRATOR (H445): The salary for Youth and Family Services Administrator is internally set to be ten percent (10%) above Police Sergeant (P210). As a result of a five percent (5%) increase to Police Sergeant effective January 1, 2024, and the 10.32% increase effective July 1, 2024, Youth and Family Services Administrator shall receive a 4% salary adjustment retroactive to January 1, 2024, and a 10.32% salary adjustment effective July 1, 2024. The new salary range for Youth and Family Services Bureau Administrator is \$86.02 at Step A and \$104.56 at Step E.

PERSONNEL AND TRAINING ADMINISTRATOR (H450): The salary for Personnel and Training Administrator is internally set to be ten percent (10%) above Police Sergeant (P210). As a result of a 10.32% increase to Police Sergeant, Personnel and Training Administrator shall receive a 10.32% salary adjustment effective July 1, 2024. The new salary range for Personnel and Training Administrator is \$86.02 at Step A and \$104.56 at Step E.

LANDSCAPE MAINTENANCE SUPERVISOR (H610): To maintain internal alignment with comparable Maintenance Services Department supervisors, the salary for Landscape Maintenance Supervisor shall be internally set to be equivalent to Streets Maintenance Supervisor. As such, Landscape Maintenance Supervisor shall receive a 10.81% salary adjustment effective July 1, 2024. The salary range for Landscape Maintenance Supervisor is \$59.09 at Step A and \$68.70 at Step E.

REAL PROPERTY MANAGER (H225): As part of the classification revisions to Real Property Manager which bring the classification in line with current job market and operational needs of the City, Bryce Consulting conducted a total compensation market study and recommended the salary for Real Property Manager be revised to the market median. Based on the market data, Real Property Manager shall receive a 38.34% salary adjustment effective July 1, 2024. The salary range for Real Property Manager is \$73.33 at Step A and \$89.16 at Step E.

New Classifications:

FLEET MAINTENANCE SUPERVISOR (H630): This new classification will be housed in the Fleet Maintenance Division as a first-line supervisor reporting to the Fleet Maintenance Manager. This position will be responsible to plan, organize, direct, and supervise the activities of staff involved in skilled and semi-skilled repair and maintenance of a wide variety of gasoline, diesel, and electric powered automotive; and will assist the Fleet Maintenance Manager as required. The salary for Fleet Maintenance Supervisor will be set internally to be equivalent to Streets Maintenance Supervisor (H620). The salary range for Fleet Maintenance Supervisor is \$59.09 at Step A and \$68.70 at Step E.

FLSA Status - Designation Changes

In accordance with the provisions of the Memorandum of Understanding between the City and the International Federation of Professional and Technical Engineers (IFPTE), Local 21, a study was conducted on IFPTE represented classifications to determine the proper Fair Labor Standards Act (FLSA) designation of exempt or non-exempt. As a result of the study, and in agreement with the Union, twenty-three (23) classifications will be updated to reflect the designated FLSA status as shown in Table 2.

Table 2 – IFPTE, Local 21 Updates to FLSA Status Designation

	Job Code	Classification	Updated Exemption
1.	T210	Assistant Civil Engineer	Non-Exempt
2.	T225	Associate Transportation Planner	Non-Exempt
3.	T265	Surveyor	Non-Exempt
4.	T310	Assistant Planner	Non-Exempt
5.	T235	Assistant Transportation Engineer	Non-Exempt
6.	T325	Plan Checker	Non-Exempt
7.	T430	Information Technology Analyst I	Non-Exempt
8.	T440	Technology Solutions Analyst I	Non-Exempt
9.	T450	Web Specialist	Non-Exempt
10.	T470	Digital Applications Developer	Non-Exempt
11.	T505	Environmental Specialist	Non-Exempt
12.	T510	Fire Protection Engineer	Exempt
13.	T710	Homeownership Coordinator	Non-Exempt
14.	T715	Paratransit Coordinator	Non-Exempt
15.	T225	Property Rehabilitation Specialist	Non-Exempt
16.	T730	Senior Property Rehabilitation Specialist	Non-Exempt
17.	T745	Economic Specialist	Non-Exempt
18.	T750	Housing Development Specialist	Non-Exempt

19.	T780	Educational Services Coordinator	Non-Exempt
20.	T785	Literacy Program Coordinator	Non-Exempt
21.	T800	Recycling Specialist	Non-Exempt
22.	T802	Sustainability Technician	Non-Exempt
23.	T807	Chemist	Non-Exempt

FISCAL IMPACT

CORRECTION TO FY 2024 SALARY PLAN EFFECTIVE JUNE 19, 2024: This is a correction to reflect the changes adopted by Council on August 15, 2024. Therefore, there is no additional fiscal impact.

HPMU: The COLA to HPMU classifications is included in the FY 2025 Operating Budget and there is no additional fiscal impact for FY 2024.

HPOA: The salary adjustments to HPOA classifications are partially included in the FY 2025 Operating Budget. The Tentative includes an impact of \$4,625,515 to the General Fund and \$110,813 to the Measure C Fund for a total additional FY 2025 fiscal impact of \$4,736,328 over the budgeted amount. Budget adjustments will be reflected in the FY 2025 Mid-Year budget process. There is no additional fiscal impact for FY 2024.

POLICE LIEUTENANT (P215): The 1.25% salary adjustment to Police Lieutenant is not included in the FY 2025 Operating Budget. The Tentative Agreement includes an additional of \$62,610 to the General Fund and \$5,402 to the Measure C Fund for a total FY 2025 fiscal impact of \$68,012. Budget adjustments will be reflected in the FY 2025 Mid-Year budget process. There is no additional fiscal impact for FY 2024.

RESERVE OFFICER COORDINATOR (H455): The additional fiscal impact for Reserve Officer Coordinator is an increase of approximately \$11,757 to the General Fund. Budget adjustments will be reflected in the FY 2025 Mid-Year budget process.

YOUTH AND FAMILY SERVICES ADMINISTRATOR (H445): The additional fiscal impact for Youth and Family Services Bureau Administrator is an increase of approximately \$10,026 to the General Fund. Budget adjustments will be reflected in the FY 2025 Mid-Year budget process.

PERSONNEL AND TRAINING ADMINISTRATOR (H450): The additional fiscal impact for Personnel and Training Administrator is an increase of approximately \$29,727 to the General Fund. Budget adjustments will be reflected in the FY 2025 Mid-Year budget process.

LANDSCAPE MAINTENANCE SUPERVISOR (H610): The additional fiscal impact for Landscape Maintenance Supervisor is an increase of approximately \$15,093 to the General Fund and \$2,664 to the Water Fund for a total fiscal impact of \$17,757. Budget adjustments will be reflected in the FY 2025 Mid-Year budget process.

REAL PROPERTY MANAGER (H225): The additional fiscal impact for Real Property Manager is an increase of approximately \$24,658 to the RDA Successor Agency Fund; \$12,329 to the General Fund; and \$6,165 to each of the following funds: the Water Fund, Sewer Fund, Stormwater Fund, and Airport Fund; for a total fiscal impact of approximately \$61,646. Budget adjustments will be reflected in the FY 2025 Mid-Year budget process.

FLEET MAINTENANCE SUPERVISOR (H630): The salary for the Fleet Maintenance Supervisor is approximately \$179,801 to the Fleet Management Fund. There is no additional fiscal impact as this position is included in the FY 2025 Operating Budget.

STRATEGIC ROADMAP

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

NEXT STEPS

This salary plan will be scheduled for the June 25, 2024 City Council meeting and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

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Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:



Dustin Claussen, Interim City Manager