



DATE: March 27, 2025
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Recommend to City Council the Adoption of the Revised Salary Plan for Fiscal Year 2024-2025

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and recommends to City Council adoption of the revised Salary Plan and Classification Plan for each position in the City's classified service for Fiscal Year 2025, effective March 24, 2025.

SUMMARY

As required by the Municipal Code, the Fiscal Year 2025 Salary Plan and Classification Plan have been revised to reflect title changes to three (3) Hayward Police Department classifications. The Salary Plan has also been updated to reflect a title change and salary adjustment to one (1) Hayward Fire Department classification as a result of a job audit.

BACKGROUND/DISCUSSION

Title Changes

As part of the City's ongoing efforts to ensure job classifications reflect evolved industry standards and align with the operational needs of our public safety department, the City is revising the classification titles for three (3) public safety communications classifications. The retitling of these classifications align with the industry terminology and emphasizes the critical importance nature of these roles withing public safety communications. The title changes for these classifications are as follows:

1. Call Taker (C633) to Public Safety Call Taker
2. Communications Operator (C635) to Public Safety Dispatcher
3. Communications Supervisor (C645) to Public Safety Dispatch Supervisor

The above-mentioned title changes will be reflected on the Fiscal Year 2025 Salary Plan and Classification Plan effective March 24, 2025.

Salary Adjustment

In October 2023, the Human Resources Department retained the services of Bryce Consulting who completed a classification study of the Fire Services Supervisor (H580) classification. As a result of the classification study, Fire Services Supervisor will be retitled to Fire Services Administrator to reflect the evolution of the classification over time. At the recommendation of the consultant, the salary for this classification has been revised to be equivalent to Animal Services Administrator (H430) and adjusted an additional ten percent (10%) as compensation for regularizing the specialized duties of the classification. The total salary adjustment for Fire Services Administrator is approximately 14.47% and will be effective March 24, 2025. The salary range for Fire Services Administrator is \$77.98 Step A and \$94.77 at Step E.

FISCAL IMPACT

PUBLIC SAFETY COMMUNICATIONS: There is no additional fiscal impact to the Fiscal Year 2025 budget for title changes to the three public safety communications classifications.

FIRE SERVICES ADMINISTRATOR (H580): The additional fiscal impact to the Fiscal Year 2025 budget for Fire Services Administrator is \$6,734 to the General Fund. Fiscal Year 2025 budget adjustments will be included in the mid-year review.

STRATEGIC ROADMAP

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

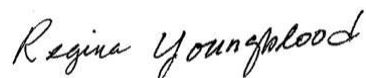
NEXT STEPS

This salary plan will be scheduled for the March 25, 2025 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:



Regina Youngblood, Assistant City Manager