



DATE: June 12, 2023

TO: Personnel Commission

FROM: Brittney Frye, Director of Human Resources

SUBJECT: Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2024

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and adopts the revised Classification Plan for each position in the City's classified service for Fiscal Year 2024, effective July 3, 2023, and reviews and recommends to Council adoption of the revised Salary Plan for each position in the City's classified service for Fiscal Year 2024, effective July 3, 2023.

SUMMARY

As required by the Municipal Code, the FY 2024 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of the Council approved Memorandum of Understandings (MOUs) between the City of Hayward and the Hayward Police Officers' Association (HPOA), International Association of Firefighters (Local 1909), Hayward Fire Officers Association, Hayward Association of Management Employees (HAME), International Federation of Professional and Technical Engineers, Local 21 (Local 21), and Service Employees International Unit, Local 1021 (SEIU). The Salary Plan has also been updated to reflect equity adjustments to HAME and Unrepresented (Non-Executive) classifications as well as the addition of one new classification and salary adjustments to nine (9) additional classifications.

BACKGROUND/DISCUSSION

HAME Equity Adjustments:

Pursuant to the negotiated terms of the MOU between the City of Hayward and HAME, a salary survey identified forty-three (43) classifications that met the criteria to receive equity adjustments, effective the pay period including July 1, 2023. Table 1 below shows the methodology used to determine equity increases. In accordance with section 7.18 (Salary Surveys) of the HAME MOU, equity adjustments shall be applied before any applicable cost-of-living adjustments.

Table 1 – Equity Increase Methodology

% BELOW THE TOTAL COMPENSATION MEDIAN	EQUITY INCREASE PERCENTAGE
>15%	10.00%
>10% -15%	5.00%
≥5% - 10%	3.00%

Table 2 below lists the HAME classifications receiving equity adjustments effective the pay period including July 1, 2023.

Table 2 – HAME Equity Adjustments Effective June 19, 2023

CLASSIFICATIONS	
Accounting Manager – 3.00%	Management Analyst II – 3.00%
Airport Business Supervisor – 3.00%	Neighborhood Development Manager – 3.00%
Economic Development Manager – 3.00%	Neighborhood Partnership Manager – 3.00%
Education Services Manager – 3.00%	Planning Manager – 3.00%
Fire Services Supervisor – 3.00%	Police Programs Analyst – 3.00%
Hazardous Materials Program Coordinator – 3.00%	Principal Planner – 3.00%
Housing Manager – 3.00%	Senior Civil Engineer – 3.00%
Lab Supervisor – 3.00%	Senior Crime & Intelligence Analyst – 3.00%
Management Analyst I – 3.00%	Senior Management Analyst – 3.00%
Senior Planner – 3.00%	Budget Officer – 5.00%
Senior Transportation Planner – 3.00%	City Building Official – 5.00%
Senior Water Resources Engineer – 3.00%	Communications Administrator – 5.00%
Solid Waste Program Manager – 3.00%	Information Technology Manager – 5.00%
Supervising Librarian I – 3.00%	Jail Administrator – 5.00%
Survey Engineer – 3.00%	Network Systems Specialist – 5.00%
Utilities Engineering Manager – 3.00%	Property & Evidence Administrator – 5.00%
WPCF Maintenance Supervisor – 3.00%	Records Administrator – 5.00%
WPCF Operations & Maintenance Manager – 3.00%	Senior Utilities Engineer – 5.00%
Airport Manager – 5.00%	Utilities Operations & Maintenance Supervisor – 5.00%
Airport Operations Supervisor – 5.00%	Library Operation Manager – 10.00%
Animal Services Administrator – 5.00%	Purchasing & Services Manager – 10.00%
Supervising Permit Technician – 10.00%	

Unrepresented (Non-Executive) Equity Adjustments:

In April 2022, Bryce Consulting completed total compensation market studies for unrepresented non-executive classifications. Using the same methodology from Table 1 above, it was determined that ten (10) unrepresented non-executive classifications would

receive equity adjustments effective the pay period including July 1, 2023. Table 3 below lists the unrepresented classifications receiving equity adjustments effective the pay period including July 1, 2023.

Table 3 –Unrepresented (Non-Executive) Equity Adjustments Effective June 19, 2023

CLASSIFICATION	PERCENTAGE INCREASE
Assistant City Attorney	3.00%
Assistant Director of Public Works-Utilities*	3.00%
Deputy City Attorney I*	3.00%
Deputy City Attorney II	10.00%
Deputy Director of Development Services	3.00%
Deputy Director of Finance	3.00%
Deputy Director of IT	3.00%
Deputy Director of Public Works	3.00%
Operations Support Services Manager	3.00%
Senior Assistant City Attorney	10.00%

*Positions are not budgeted. No fiscal impact.

Cost-of-Living-Adjustments (COLAs):

Pursuant to the negotiated terms of the MOU between the City of Hayward and HPOA, Local 1909, Hayward Fire Officers Association, HAME, Local 21, SEIU, COLA salary increases will be applied to the classifications represented in the aforementioned bargaining units effective the pay period including July 1, 2023. Additionally, Unrepresented (Non-Executive) classifications will also receive COLA salary increases effective the pay period including July 1, 2023. Table 4 below shows all increases by employee group.

Table 4 – FY 2023 Cost of Living Adjustments

EMPLOYEE GROUP	PERCENTAGE INCREASE
HPOA	4.00%
Local 1909	10.27%
Fire Officers	10.27%
HAME	5.00%
IFPTE, Local 21	5.00%
SEIU, Local 1021	5.00%
Unrepresented (Non-Executive)	5.00%

New Classifications:

PROPERTY, EVIDENCE & RECORDS ADMINISTRATOR (H465): In October 2022, the Hayward Police Department (HPD) requested a job audit on behalf of the Records Administrator (H425). Since 2020, the Records Administrator has been performing the duties of their

classification as well as the duties of the Property and Evidence Administrator (H415) after the position was vacated. A job audit conducted by Bryce Consulting recommended combining the two classifications into a single classification titled Property, Evidence and Records Administrator. At creation, the salary will be internally set to be ten percent (10%) above Records Administrator. Upon Council approval of this new classification, Human Resources staff will return to the Personnel Commission and recommend the deletion of Records Administrator and Property and Evidence Administrator. The salary range for the Property, Evidence & Records Administrator is \$67.42 per hour at Step A and \$81.93 per hour at Step E.

Salary Adjustments:

DEPUTY FIRE CHIEF (F600): Pursuant to Section 6.13 of the MOU between the City of Hayward and the Hayward Fire Chiefs' Association (HFCA), the base rate for the classification of Deputy Fire Chief shall be fifteen percent (15%) greater than the base rate for Fire Marshal (F400). To maintain a minimum pay differential of fifteen percent (15%) between this classification and Fire Marshal, Deputy Fire Chief shall receive a salary adjustment of 10.27% effective the pay period that includes July 1, 2023. The new salary range for Deputy Fire Chief is \$116.02 per hour at Step A and \$141.01 per hour at Step E.

FIREFIGHTER TRAINEE (F100): To maintain a minimum pay differential of ten percent (10%) between this classification and Step A of Firefighter (F205) as required under Section 16.13 of the Local 1909 MOU (Firefighter Trainees), Firefighter Trainee shall receive a 10.93% salary adjustment effective the pay period that includes July 1, 2023. The new salary range for Firefighter Trainee shall be \$52.56 per hour at Step A and \$55.18 at Step B.

EQUITY AND INCLUSION OFFICER (U340): The salary for Equity and Inclusion Officer is internally set to be equivalent to Assistant to the City Manager (U320). As a result of a total compensation market study, Assistant to the City Manager is scheduled to receive the second half of their equity adjustment, a nine percent (9%) equity adjustment effective the pay period including July 1, 2023. As such, Equity and Inclusion Officer shall receive a nine percent (9%) salary adjustment effective the pay period including July 1, 2023. The new salary range for the Equity and Inclusion Officer shall be \$70.72 at Step A and \$85.94 Step E.

CHIEF ECONOMIC DEVELOPMENT OFFICER (U330): The salary for Chief Economic Development Officer is internally set to be ten percent (10%) above Economic Development Manager (H710). As a result of a three percent (3%) equity adjustment to Economic Development Manager, Chief Economic Development Officer shall receive a three percent (3%) salary adjustment effective the pay period that includes July 1, 2023. The new salary range for Chief Economic Development Officer shall be \$82.94 at Step A and \$100.83 at Step E.

SWEEPER EQUIPMENT OPERATOR (M700): To address a pay disparity between Sweeper Equipment Operator and Maintenance Worker (M305), Sweeper Equipment Operator shall receive a 6.58% adjustment effective the pay period that includes July 1, 2023. The new salary range for the Sweeper Equipment Operator is \$41.59 per hour at Step A and \$48.47 per hour at Step E.

LEAD SWEEPER EQUIPMENT OPERATOR (M702): Pursuant to Section 9.02 of the SEIU MOU (Lead and Senior Differential Pay) the Lead Sweeper Equipment Operator shall maintain a minimum pay differential of ten percent (10%) between this classification and Sweeper Equipment Operator (M700). As a result of a 6.58% salary adjustment to Sweeper Equipment Operator, the Lead Sweeper Equipment Operator shall receive a 6.58% adjustment effective the pay period that includes July 1, 2023. The new salary range for the Lead Sweeper Equipment Operator is \$45.73 per hour at Step A and \$53.31 per hour at Step E.

SENIOR MAINTENANCE LEADER (M315): Pursuant to Section 9.02 of the SEIU MOU (Lead and Senior Differential Pay) the Senior Maintenance Leader shall maintain a minimum pay differential of fifteen percent (15%) between this classification and the highest base wage of its linked classification, Lead Sweeper Equipment Operator (M702). As a result of a 6.58% salary adjustment to Lead Sweeper Equipment Operator, the Senior Maintenance Leader shall receive a five percent (5%) adjustment effective the pay period that includes July 1, 2023. The new salary range for the Senior Maintenance Leader is \$52.72 per hour at Step A and \$61.31 per hour at Step E.

DEPUTY DIRECTOR OF MAINTENANCE SERVICES (U540): The salary for the Deputy Director of Maintenance Services has been internally set to be equivalent to Deputy Director of Public Works (U510). As a result of a three percent (3%) equity adjustment to Deputy Director of Public Works, Deputy Director of Maintenance Services shall receive a three percent (3%) salary adjustment effective the pay period that includes July 1, 2023. The new salary range for Deputy Director of Maintenance Services is \$84.49 per hour at Step A and \$102.72 per hour at Step E.

DEPUTY DIRECTOR OF LIBRARY SERVICES (U535): The salary for the Deputy Director of Library Services has been internally set to be equivalent to Deputy Director of Information Technology (U530). As a result of a three percent (3%) equity adjustment to Deputy Director of Information Technology, Deputy Director of Library Services shall receive a three percent (3%) salary adjustment effective the pay period that includes July 1, 2023. The new salary range for Deputy Director of Library Services is \$80.12 per hour at Step A and \$97.37 per hour at Step E.

FISCAL IMPACT

HAME EQUITY ADJUSTMENTS: The equity adjustments to HAME classifications are all included in the FY 2024 Proposed Operating Budget. Therefore, there is no additional fiscal impact.

UNREPRESENTED (NON-EXECUTIVE) EQUITY ADJUSTMENTS: The additional annual fiscal impact for the equity adjustments to unrepresented non-executive classifications is as follows: \$80,361 to the General Fund, \$39,283 to the General Liabilities Fund, \$5,899 to the Information Technology Fund, \$2,929 to the Inclusionary Housing Fund, \$2,929 to the Rental Housing Fund, \$561 to the Water Fund and \$561 to the Sewer Fund, for a total fiscal impact of \$132,525. Budget adjustments will be included during the FY 2024 Mid-Year budget process.

COST-OF-LIVING ADJUSTMENTS (COLAs): The Cost-of-Living Adjustments (COLAs) to classified classifications in HPOA, Local 1909, Hayward Fire Officers Association, HAME, Local 21, SEIU,

and Unrepresented (Non-Executive) are all included in the FY 2024 Proposed Operating Budget. Therefore, there is no additional fiscal impact.

PROPERTY, EVIDENCE AND RECORDS ADMINISTRATOR: The addition of Property, Evidence and Records Administrator is included in the FY 2024 Proposed Operating Budget. Therefore, there is no additional fiscal impact.

DEPUTY FIRE CHIEF: The salary adjustment to Deputy Fire Chief is included in the FY 2024 Proposed Operating Budget. Therefore, there is no additional fiscal impact.

FIREFIGHTER TRAINEE: Firefighter Trainee positions are not budgeted positions and are funded using budgeted Firefighter vacancies. Therefore, there is no additional fiscal impact.

EQUITY AND INCLUSION OFFICER: The additional annual fiscal impact for the Equity and Inclusion Officer is approximately \$12,780 to the General Fund. Budget adjustments will be included in the FY 2024 Mid-Year budget process.

CHIEF ECONOMIC DEVELOPMENT OFFICER: The additional annual fiscal impact for Chief Economic Development Officer is an increase of approximately \$5,910 to the General Fund. Budget adjustments will be included in the FY 2024 Mid-Year budget process.

SWEEPER EQUIPMENT OPERATOR: The additional annual fiscal impact for the Sweeper Equipment Operator is as follows: approximately \$28,008 to the Stormwater Fund, \$7,468 to the General Fund, \$1,867 to the Water Fund, for a total fiscal impact of \$37,343. Budget adjustments will be included in the FY 2024 Mid-Year budget process.

LEAD SWEEPER EQUIPMENT OPERATOR: The additional annual fiscal impact for the Lead Sweeper Equipment Operator is approximately \$13,697 to the General Fund. Budget adjustments will be included in the FY 2024 Mid-Year budget process.

SENIOR MAINTENANCE LEADER: The additional annual fiscal impact for the Senior Maintenance Leader is as follows, approximately \$11,295 to the General Fund, \$850 from the Stormwater Fund, for a total fiscal impact of \$12,145. Budget adjustments will be included in the FY 2024 Mid-Year budget process.

DEPUTY DIRECTOR OF MAINTENANCE SERVICES: The additional annual fiscal impact for the Deputy Director of Maintenance Services is approximately \$5,644 to the General Fund. Budget adjustments will be included in the FY 2024 Mid-Year budget process.

DEPUTY DIRECTOR OF LIBRARY SERVICES: The additional annual fiscal impact for the Deputy Director of Library Services is approximately \$5,351 to the General Fund. Budget adjustments will be included in the FY 2024 Mid-Year budget process.

STRATEGIC ROADMAP

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

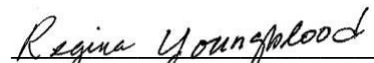
NEXT STEPS

This salary plan will be scheduled for the June 20, 2023, City Council meeting and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

Prepared by: Valeria Cazares, Human Resources Technician

Recommended by: Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager