



DATE: March 14, 2024

TO: Personnel Commission

FROM: 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 March 25, 2024, 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 March 25, 2024.

SUMMARY

As required by the Municipal Code, the FY 2024 Salary Plan has been updated to reflect the addition of four (4) new classifications and salary adjustments to eleven (11) classifications. The Salary Plan and Classification plan have also been revised to reflect revisions to the classification titles of eight (8) classifications in the City's classified service.

BACKGROUND/DISCUSSION

New Classifications

PRINCIPAL TRANSPORTATION ENGINEER (H217): This new classification will be housed in the Transportation Division as a mid-management level position to support the Director and Deputy Director in representing and advocating for the City of Hayward at the regional level and providing day-to-day direction to staff. The salary for Principal Transportation Engineer will be set internally to be ten percent (10%) above Senior Transportation Engineer (H215). The new salary range for Principal Transportation Engineer is \$76.68 at Step A and \$93.20 at Step E.

PRINCIPAL UTILITIES ENGINEER (H812): This new classification will be housed in the Utilities Engineering Section of the Utilities Division as a mid-management level position to support the Utilities Engineering Manager by providing day-to-day supervision of staff and working closely with consultants and contractors. The salary for Principal Utilities Engineer will be set internally to be ten percent (10%) above Senior Utilities Engineer (H810). The new salary range for Principal Utilities Engineer is \$80.53 at Step A and \$97.88 at Step E.

SENIOR DEVELOPMENT REVIEW SPECIALIST (T322): The addition of this classification will create a flexibly-staffed classification series which includes the existing Development Review Specialist. The salary for Senior Development Review Specialist will be set internally to be ten percent (10%) above Development Review Specialist (T320). The new salary range for Senior Development Review Specialist is \$52.50 at Step A and \$64.01 at Step E.

WATER RESOURCES PLANNER (T870): This new classification will be housed in the Water Resources Planning Section of the Utilities Division as a journey-level classification reporting to the Water Resources Manager or other assigned management staff. This position will manage non-engineering functions of projects such as Phase II Recycled Water and groundwater sustainability, as well as assist with water conservation and water use efficiency efforts. Based on a total compensation market study conducted by Bryce Consulting, the salary for Water Resources Planner will be initially set to the market median which is approximately \$10,900 a month. The new salary range for Water Resources Planner is \$51.74 at Step A and \$62.89 at Step E.

Living Wage Ordinance:

The Living Wage Ordinance, established July 1, 1999, was designed to upwardly adjust and reflect a change in the Bay Area Consumer Price Index. The salaries for Intern classifications (Administrative Intern, Information Technology Intern, and Technical Intern) fall under Section 2, Article 14 of the City Charter regarding the Living Wage Ordinance. The last salary adjustment to Intern classifications occurred on September 30, 2019. As such, the salaries for these classifications shall be adjusted to reflect salaries that would be in place had the provisions of the Living Wage Ordinance been applied consistently. Based on the CPI data available, the salaries for Administrative Intern, Information Technology Intern, and Technical Intern shall be adjusted 15.15% effective March 25, 2024. The new salaries are as follows:

ADMINISTRATIVE INTERN (Z120): The new salary range for Administrative Intern is \$18.21 at Step A and \$23.03 at Step E.

INFORMATION TECHNOLOGY INTERN (Z121): The new salary range for Information Technology Intern is \$18.21 at Step A and \$23.03 at Step E.

TECHNICAL INTERN (Z125): The new salary range for Technical Intern is \$18.21 at Step E.

Public Works Department Reorganization

As a result of the revisions to several classifications in the Public Works Department the Salary Plan has been revised to reflect salary adjustments to six (6) existing classifications. The Salary Plan and Classification plan have also been revised to reflect revisions to eight classification titles. A list of the revised classification titles are outlined in Table 1 below. The new salaries for the six (6) existing classifications are as follows:

LABORATORY MANAGER (H850): Citywide internal alignment was considered for Laboratory Supervisor with comparable Maintenance Services Department management classifications

and. Laboratory Manager shall receive a 7.69% salary adjustment effective March 25, 2024. The salary range for Laboratory Manager is \$67.49 at Step A and \$82.03 at Step E.

WASTEWATER COLLECTIONS SYSTEMS MANAGER (H823): Citywide internal alignment was considered for Wastewater Collections Systems Supervisor with comparable Maintenance Services Department management classifications. Wastewater Collections Systems Manager shall receive 10.93% effective March 25, 2024, the salary range for Wastewater Collections Systems Manager is \$67.49 at Step A and \$82.03 at Step E.

WATER POLLUTION CONTROL FACILITY MAINTENANCE MANAGER (H860): As part of the Public Works Water Pollution Control Facility and Utilities Operations and Maintenance Supervisor reorganization, Bryce Consulting conducted a total compensation market study and recommended the salary for Water Pollution Control Facility Maintenance Manager be revised to the market median. Based on the market data, Water Pollution Control Facility Maintenance Manager shall receive a 12.05% salary adjustment effective March 25, 2024. The salary range for Water Pollution Control Facility Maintenance Manager is \$70.22 at Step A and \$85.35 at Step E.

UTILITIES FIELD SERVICES MANAGER (H825): The salary for Utilities Field Services Manager has been internally set to be equivalent to Water Pollution Control Facility Maintenance Manager (H860). As such, Utilities Field Services Manager shall receive a 11.63% salary adjustment effective March 25, 2024. The salary range for Utilities Field Services Manager is \$70.22 at Step A and \$85.35 at Step E.

WATER POLLUTION CONTROL FACILITY OPERATIONS MANAGER (H855): The salary for Water Pollution Control Facility Operations Manager has been internally set to be equivalent to Water Pollution Control Facility Maintenance Manager (H860). Water Pollution Control Facility Operations Manager shall receive a 15.42% salary adjustment effective March 25, 2024. The salary range for Water Pollution Control Facility Operations Manager is \$70.22 at Step A and \$85.35 at Step E.

UTILITIES ELECTRICAL & MECHANICAL OPERATIONS & MAINTENANCE MANAGER (H830): The salary for Utilities Electrical and Mechanical Operations and Maintenance Manager has been internally set to be equivalent to Water Pollution Control Facility Maintenance Manager (H860). Utilities Electrical and Mechanical Operations and Maintenance Manager shall receive a 6.32% salary adjustment effective March 25, 2024. The salary range for Utilities Electrical and Mechanical Operations and Maintenance Manager is \$70.22 at Step A and \$85.35 at Step E.

Table 1: Classification Title Revisions

| Current Classification Title | New Classification Title |
|--|--|
| Laboratory Supervisor (H850) | Laboratory Manager |
| Utilities Operations & Maintenance Supervisor (H830) | Utilities Electrical and Mechanical Operations and Maintenance Manager |
| Utilities Field Services Supervisor (H825) | Utilities Field Services Manager |

| | |
|--|--|
| Wastewater Collection System Supervisor (H823) | Wastewater Collections System Manager |
| Water Pollution Control Facility Maintenance Supervisor (H860) | Water Pollution Control Facility Maintenance Manager |
| Water Pollution Control Facility Operations Supervisor (H855) | Water Pollution Control Facility Operations Supervisor |
| Utility Worker (M835) | Utility Worker – Water |
| Utility Leader (M840) | Utility Leader – Water |

Salary Adjustments:

CHIEF ECONOMIC DEVELOPMENT OFFICER (U330): Staff recommends adjusting the salary of the Chief Economic Development Officer position to bring the position into alignment with surrounding jurisdictions and to address competition and retention in the job market for this classification. In addition, the duties of the position will be expanded to include a focus on community workforce development, that includes further building partnerships and programs with the Hayward Unified School District, Hayward Adult School, Chabot College and CSUEB. Based on a total compensation market study completed in December 2023, the salary for Chief Economic Development Officer shall be adjusted by 4.72% effective February 26, 2024. The new salary range for Chief Economic Development Officer is \$86.85 at Step A and \$105.59 at Step E.

UTILITIES OPERATIONS AND MAINTENANCE MANAGER (H835): Pursuant to Section 7.16 (Supervisory Differential) of the HAME MOU, HAME-represented supervisor classifications must maintain a ten percent (10%) minimum pay differential between their classification and their highest paid subordinate. Based on the salary adjustment to Utilities Electrical and Mechanical Operations and Maintenance Manager (H830), Utilities Operations and Maintenance Manager shall receive a 2.32% salary adjustment effective March 25, 2024. The salary for Utilities Operations and Maintenance Manager is \$77.26 at Step A and \$93.88 at Step E.

FISCAL IMPACT

PRINCIPAL TRANSPORTATION ENGINEER (H217): The addition of Principal Transportation Engineer was included in the FY 2024 Adopted Budget. Therefore, there is no additional fiscal impact.

PRINCIPAL UTILITIES ENGINEER (H812): The addition of Principal Utilities Engineer was included in the FY 2024 Adopted Budget. Therefore, there is no additional fiscal impact.

SENIOR DEVELOPMENT REVIEW SPECIALIST (T322): The addition of Senior Development Review Specialist was included in the FY 2024 Adopted Budget. Therefore, there is no additional fiscal impact.

WATER RESOURCES PLANNER (T870): The addition of Water Resources Planner was included in the FY 2024 Adopted Budget. Therefore, there is no additional fiscal impact.

ADMINISTRATIVE INTERN (Z120): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Administrative Intern is approximately \$1,264 from the General Fund, \$1,264 from Enterprise Funds, for a total fiscal impact of \$2,529.

INFORMATION TECHNOLOGY INTERN (Z121): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Information Technology Intern is approximately \$1,264 to the Internal Services Funds.

TECHNICAL INTERN (Z125): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Technical Intern is approximately \$1,264 to the Enterprise Funds.

LABORATORY MANAGER (H850): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Laboratory Manager is approximately \$3,373 to the Enterprise Funds.

WASTEWATER COLLECTIONS SYSTEMS MANAGER (H823): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Wastewater Collections Systems Manager is approximately \$5,161 to the Enterprise Funds.

WATER POLLUTION CONTROL FACILITY MAINTENANCE MANAGER (H860): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Water Pollution Control Facility Maintenance Manager is approximately \$5,858 to the Enterprise Funds.

UTILITIES FIELD SERVICES MANAGER (H825): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Utilities Field Services Manager is approximately \$3,212 to the Enterprise Funds.

WATER POLLUTION CONTROL FACILITY OPERATIONS MANAGER (H855): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Water Pollution Control Facility Operations Manager is approximately \$7,057 to the Enterprise Funds.

UTILITIES ELECTRICAL & MECHANICAL OPERATIONS & MAINTENANCE MANAGER (H830): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Utilities Electrical & Mechanical Operations & Maintenance Manager is approximately \$3,212 to the Enterprise Funds.

CHIEF ECONOMIC DEVELOPMENT OFFICER (U330): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Chief Economic Development Officer is approximately \$3,681 to the General Fund.

UTILITIES OPERATIONS AND MAINTENANCE MANAGER (H835): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Utilities Operations and Maintenance Manager is approximately \$1,469 to the Enterprise Funds.

STRATEGIC ROADMAP

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

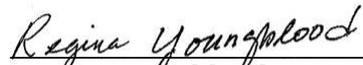
NEXT STEPS

This salary plan will be scheduled for March 26, 2024 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 Analyst I

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

Approved by:



Regina Youngblood, Assistant City Manager