



**DATE:** September 11, 2025

**TO:** Personnel Commission

**FROM:** Acting Director of Human Resources

**SUBJECT:** Recommend to City Council Adoption of the Revised Salary Plan for Fiscal Year 2026

## **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 2026, effective September 22, 2025.

## **SUMMARY**

As required by the Municipal Code, the Fiscal Year 2026 Salary Plan revised to reflect the addition of one (1) new classification and a compaction adjustment to one (1) supervisory classification effective September 22, 2025.

## **BACKGROUND/DISCUSSION**

### New Classifications

*SENIOR PLAN CHECKING ENGINEER (T340):* On August 28, 2025, the Personnel Commission approved the addition of Senior Plan Checking Engineer. After a thorough review of salary options, Human Resources staff recommend setting the salary to be ten percent (10%) above Plan Checking Engineer (T335) to maintain internal alignment. Effective September 22, 2025, the salary range for Senior Plan Checking Engineer is \$72.61 at Step A and \$88.40 at Step E.

### Salary Adjustments

*SUPERVISING PLAN CHECKER AND EXPEDITOR (H325):* Pursuant to Section 7.16 of the Hayward Association of Management Employees (HAME) MOU (Supervisory Differential), the salary range for Supervising Plan Checker and Expeditor shall maintain a ten percent (10%) salary differential above the classification's highest paid subordinate, Senior Plan Checking Engineer (T340). As such, Supervising Plan Checker and Expeditor shall receive a 6.59% salary adjustment effective September 22, 2025. The salary range for Supervising Plan Checker and Expeditor is \$79.97 at Step A and \$97.24 at Step E.

## **FISCAL IMPACT**

*SENIOR PLAN CHECKING ENGINEER (T340):* The additional fiscal impact to the FY 2025-26 budget for the addition of Senior Plan Checking Engineer is \$17,796 to the General Fund. FY 2025-26 budget adjustments will be included in the mid-year review.

*SUPERVISING PLAN CHECKER & EXPEDITOR (H325):* The additional fiscal impact to the FY 2025-26 budget for the increase to Supervising Plan Checker and Expeditor is \$13,244 to the General Fund. FY 2025-26 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.

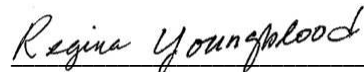
## **NEXT STEPS**

This salary plan will be scheduled for the September 16, 2025, 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 II

*Recommended by:* Ian Tecson, Acting Director of Human Resources

*Approved by:*



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Regina Youngblood, Assistant City Manager