



DATE: June 6, 2023

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2023

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2023 (FY 2023), which designates all classifications and the corresponding salary range for employment in the City of Hayward as of June 6, 2023.

SUMMARY

As required by the Municipal Code, the FY 2023 Salary Plan has been updated to reflect a salary adjustment to one (1) classification in the City's classified service. The Salary Plan has also been revised to reflect the addition of three (3) classifications. On May 18, 2023, the Personnel Commission held a public hearing in which it reviewed and recommended to Council the Salary Plan for each position in the City's classified service for FY 2023, effective June 6, 2023.

BACKGROUND/DISCUSSION

New Classification:

DEPUTY DIRECTOR OF MAINTENANCE SERVICES (U540): With the increasing complexity and high degree of responsibility associated with coordinating and administering evolving maintenance services for the City, the Maintenance Services Department has developed a need to create the new classification: Deputy Director of Maintenance Services. The Deputy Director of Maintenance Services will assist the Director with operational oversight, allowing the Director to focus on overall service strategy. The salary for the Deputy Director of Maintenance Services has been internally set to be equivalent to Deputy Director of Public Works (U510). The salary range for Deputy Director of Maintenance Services is \$78.13 per hour at Step A and \$94.98 per hour at Step E.

DEPUTY DIRECTOR OF LIBRARY SERVICES (U535): The Library Services Department has requested to add the Deputy Director of Library Services classification in the FY 2024 budget request process. This is a new, single position management classification reporting to the

Director of Library Services and will provide additional day-to-day oversight of operations. The Deputy Director of Library Services will assist the Director with operational oversight, allowing the Director to focus on overall service strategy. In addition, the Deputy Director of Library Services provides an enhanced career ladder within the organization for library professionals. The salary for the Deputy Director of Library Services has been internally set to be equivalent to Deputy Director of Information Technology (U530). The salary range for Deputy Director of Library Services is \$74.08 per hour at Step A and \$90.03 per hour at Step E.

SENIOR FIRE PROTECTION ENGINEER (T515): At the request of the Fire Department, a job audit of Fire Protection Engineer (T510) was completed in February 2023. Based on the findings, it was determined that the current incumbent's advanced level expertise is performing duties at the professional journey level to include duties that go beyond what is listed in the existing job description. As a result, the new Senior Fire Protection Engineer classification has been created to accurately reflect the advanced-level duties. The salary for the Senior Fire Protection Engineer has been internally set to be equivalent to Senior Civil Engineer (H240). The salary range for Senior Fire Protection Engineer is \$66.40 per hour at Step A and \$80.70 per hour at Step E.

Salary Adjustments:

PLANNING MANAGER (H320): Pursuant to Section 7.16 of the HAME MOU (Supervisory Differential) the Planning Manager shall maintain a minimum pay differential of ten percent (10%) between this classification and Senior Civil Engineer (H240). As a result of a salary adjustment Senior Civil Engineer received in November 2021, the Planning Manager shall receive a 1.58% salary adjustment effective November 22, 2021. The salary range for Planning Manager is \$73.03 per hour at Step A and \$88.77 per hour at Step E.

FISCAL IMPACT

DEPUTY DIRECTOR OF MAINTENANCE SERVICES: The Maintenance Services Department has requested to add the Deputy Director of Maintenance Services in the FY 2024 budget request process. The additional fiscal impact for Deputy Director of Maintenance Services is an increase of approximately \$278,336 to the General Fund. The cost of the Deputy Director of Maintenance Services is included in the proposed FY 2024 Operating Budget.

DEPUTY DIRECTOR OF LIBRARY SERVICES: The Library Services Department has requested to add the Deputy Director of Library Services in the FY 2024 budget request process. The additional fiscal impact for Deputy Director of Library Services is an increase of approximately \$265,350 to the General Fund. The cost of the Deputy Director of Library Services is included in the proposed FY 2024 Operating Budget.

SENIOR FIRE PROTECTION ENGINEER: The additional fiscal impact for Senior Fire Protection Engineer is an increase of \$21,104 to the General Fund. Budget adjustments will be included in the FY 2024 mid-year budget process.

PLANNING MANAGER: The additional fiscal impact for Planning Manager is an increase of \$9,387 to the General Fund. Budget adjustments will be included in the mid-year FY 2024 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

If approved, salary adjustments will be implemented by the Human Resources Department and Finance Department and will be reflected in the employees' paychecks dated June 23, 2023. Retroactive payments will follow based on the dates in the report.

Prepared by: Valeria Cazares, Human Resources Technician

Recommended by: Brittney Frye, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager