



DATE: March 23, 2021

TO: Mayor and City Council

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2021

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for fiscal year 2021 (FY 2021), which designates all classifications and the corresponding salary ranges for employment in the City of Hayward as of March 29, 2021, superseding Resolution No. 21-023 and all amendments thereto.

SUMMARY

As required by the Municipal Code, the FY 2021 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service, including the addition of Customer Field Technician, and deactivation of Water Meter Reader. The salary plan has also been updated to reflect adjustments to the salary ranges for Planning Manager, Water Meter Mechanic, Hazardous Materials Program Coordinator, Maintenance Leader, Senior Maintenance Leader, and Reserve Officer Coordinator.

After the Personnel Commission held a public hearing on March 11, 2021 and considered public and Commissioner comments, the Commission approved the classification plan and recommended that Council consider adoption of the amended FY 2021 Salary Plan for the classifications in the City's classified service.

BACKGROUND AND DISCUSSION

New Classifications:

CUSTOMER FIELD TECHNICIAN: This new classification is a retitling of the existing Water Meter Reader classification due to the advancement of industry technology and an inclusion of responsibilities surrounding maintenance of the new technology. The creation of this classification will effectively replace the Water Meter Reader classification, which will be deactivated from both the classification and salary plans. The salary is \$34.00 per hour at Step A and \$39.67 per hour at Step E.

Salary Adjustments:

PLANNING MANAGER: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Planning Manager will receive a salary adjustment of 0.12% to maintain a minimum pay differential of 10% between this classification and the Landscape Architect. The salary range for Planning Manager is \$68.45 per hour at Step A and \$83.20 per hour at Step E.

HAZARDOUS MATERIALS PROGRAM COORDINATOR: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Hazardous Materials Program Coordinator will receive a salary adjustment of 0.16% to maintain a minimum pay differential of 10% between this classification and the Environmental Specialist. The salary range for Hazardous Materials Program Coordinator is \$58.23 per hour at Step A and \$70.77 per hour at Step E.

RESERVE OFFICER COORDINATOR: The Reserve Officer Coordinator position will receive a salary adjustment of 1.66% to maintain an internal relationship established upon its creation; it is internally set to match Police Sergeant. The salary range for Reserve Officer Coordinator is \$58.87 per hour at Step A and \$71.52 per hour at Step E.

WATER METER MECHANIC: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, the Water Meter Mechanic will receive a 6% salary equity increase for both FY 2020 and FY 2021 retroactive to the effective date of January 1, 2020. The salary range for Water Meter Mechanic is \$38.05 per hour at Step A and \$44.54 per hour at Step E.

MAINTENANCE LEADER: The Maintenance Leader classification will receive a salary adjustment of 2.72% to maintain an internal relationship of 10% above Maintenance Worker. The salary range for Maintenance Leader is \$39.58 per hour at Step A and \$46.02 per hour at Step E.

SENIOR MAINTENANCE LEADER: Pursuant to Section 9.02 of the MOU between the City of Hayward and SEIU Local 1021 Maintenance and Operations Unit, the Senior Maintenance Leader classification will receive a salary adjustment of 2.72% to maintain a minimum pay differential of 15% between this classification and the Maintenance Worker. The salary range for Senior Maintenance Leader is \$45.52 per hour at Step A and \$52.92 per hour at Step E.

FISCAL IMPACT

CUSTOMER FIELD TECHNICIAN: The additional annual fiscal impact for the Customer Field Technician (formerly Water Meter Reader) is an increase of approximately \$23,322 in the Enterprise Fund. Budget adjustments will be included in the FY 2022 budget process.

PLANNING MANAGER: The additional annual fiscal impact for the Planning Manager is an increase of approximately \$271 in the General Fund. Budget adjustments will be included in the FY 2022 budget process.

HAZARDOUS MATERIALS PROGRAM COORDINATOR: The additional annual fiscal impact for the Hazardous Materials Program Coordinator is an increase of approximately \$309 in the General Fund. Budget adjustments will be included in the FY 2022 budget process.

RESERVE OFFICER COORDINATOR: The additional annual fiscal impact for the Reserve Officer is an increase of approximately \$1,586 in the General Fund. Budget adjustments will be included in the FY 2022 budget process.

WATER METER MECHANIC: The additional annual fiscal impact for the Water Meter Mechanic is an increase of approximately \$38,507 in the Enterprise Fund. Budget adjustments will be included in the FY 2022 budget process.

MAINTENANCE LEADER: The additional annual fiscal impact for the Maintenance Leader is an increase of approximately \$4,689 in the General Fund, \$3,234 in Measure C Fund, and \$1,779 in Enterprise Funds. Budget adjustments will be included in the FY 2022 budget process.

SENIOR MAINTENANCE LEADER: The additional annual fiscal impact for the Senior Maintenance Leader is an increase of approximately \$3,720 in the General Fund, and \$521 in Enterprise Funds. Budget adjustments will be included in the FY 2022 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

The salary adjustments and retroactive payments from January 1, 2021 will be implemented by the Human Resources and Finance Departments effective the pay period, including March 29, 2021, to be reflected on employees' paychecks dated April 16, 2021. Any necessary budget changes will be made during the FY 2022 budget process.

Prepared by: Anthony Phillip, Human Resources Analyst II

Recommended by: Dustin Claussen, Director of Finance/Interim Director of Human Resources

Approved by:



Kelly McAadoo, City Manager