



DATE: June 27, 2017
TO: Mayor and City Council
FROM: Director of Human Resources
SUBJECT: Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2018

RECOMMENDATION

That the City Council adopts the attached Resolution and approves an amendment to the City of Hayward Salary Plan for fiscal year 2018 (“FY 2018”), which designates all classifications and the corresponding salary range for employment in the City of Hayward government as of June 26, 2017, superseding Resolution No. 17-073 and all amendments thereto.

BACKGROUND/DISCUSSION

After a public hearing on June 15, 2017, the Personnel Commission recommends to the City Council adoption of an amended FY 2018 Salary Plan (Attachment II) for the classified service. Proposed changes to the salary plan for the classified service are as follows:

Added Positions:

Airport Business Supervisor – This position was added to allow the Airport Division to provide the requisite technical and administrative support needed to ensure the successful delivery of a multitude of complex projects and administrative tasks. The proposed salary will be set to mirror that of the Senior Management Analyst, which is \$49.86 per hour at Step A and \$60.58 per hour at Step E.

Removed Positions:

Due to departmental succession planning and retirements, the following positions will be inactivated and removed from the salary plan. There is no impact to current employees with the inactivation and removal of these positions, as these positions are vacant.

- Assistant City Engineer
- Inspector
- Streets Maintenance Supervisor
- Landscape Maintenance Supervisor
- Fleet Management Supervisor

- Facilities Maintenance Supervisor

Internal Adjustments:

1. Senior Human Resources Analyst and Human Resources Analyst I/II – The Human Resources Analyst classification series includes positions within the Human Resources Department that perform specialized duties of recruitment and selection, compensation, benefits, workers' compensation, labor relations, and training and development, in addition to administrative, budgetary, and statistical analyses similar to the city-wide Management Analyst classification series. The salary of the Human Resources Analyst series will be increased to achieve internal equity and is set equivalent to that of the city-wide Management Analyst Series, which is \$49.86 per hour at Step A and \$60.58 per hour at Step E for the Senior Human Resources Analyst, and \$41.22 per hour at Step A and \$55.10 per hour at Step E for Human Resources Analyst I/II. These rates are inclusive of the cost of living adjustments as listed in Table 1.
2. Deputy Director of Finance – Due to the equity adjustment of the Revenue Manager position in FY18 (see the Equity Adjustment section below), the salary of the Deputy Director of Finance will be increased to maintain a 10% supervisory differential at \$66.44 per hour at Step A and \$80.75 per hour at Step E per the City's internal relationship analysis. These rates are inclusive of the cost of living adjustments as listed in Table 1.
3. Deputy Director of Human Resources – This position is internally set to the Deputy Director of Finance at \$66.44 per hour at Step A and \$80.75 per hour at Step E and will be adjusted to reflect this rate per the City's internal relationship analysis. These rates are inclusive of the cost of living adjustments as listed in Table 1.
4. Accounting Manager – The salary will be adjusted to reflect the equity adjustment in accordance with the Hayward Association of Management Employees (HAME) MOU Section 7.18. In order to maintain internal equity, the Accounting Manager salary is internally set to the Revenue Manager, and therefore, the salary is being adjusted to be equivalent to that position. The new salary is \$60.41 per hour at Step A and \$73.41 per hour at Step E. This rate is inclusive of the cost of any adjustments as listed in Tables 1-2.

Cost of Living Adjustments (COLA):

Table 1 shows the applicable cost of living increase for positions in the classified service by employee group. These increases are pursuant to provisions of Memoranda of Understanding with the City and its labor unions and the City Council resolution on Unrepresented, Executive, Management, City Manager, Human Resources, and City Attorney Employees:

Table 1: FY 2018 Cost of Living Adjustments

<i>Employee Group</i>	<i>Percentage Increase</i>
<i>Unrepresented Executives</i>	0%
<i>Unrepresented Exempt and Non-Exempt</i>	3%
<i>HAME</i>	3%
<i>Local 21</i>	2.5%
<i>SEIU-Clerical</i>	3%
<i>SEIU Maintenance</i>	3%
<i>HPOA</i>	0%
<i>Local 1909</i>	0%
<i>Police Management</i>	0%
<i>Fire Officers</i>	0%

Equity Adjustments:

For Fiscal Year 2018, SEIU and HAME have contractual provisions that require equity adjustments, based on survey data acquired in 2015. Pursuant to Section 9.01 of the SEIU MOU, a salary survey identified 34 classifications that met the criteria for equity adjustments. The equity adjustments were divided in three equal amounts to become effective at the last pay period of each fiscal year, starting in June of 2016. The SEIU adjustments were approved by Council at its June 6, 2017 meeting.

Table 2 lists the classifications that are receiving an equity adjustment pursuant to the mutually agreed upon salary survey conducted as described in Section 7.18 of the HAME Memoranda of Understanding and the City Council resolution on Unrepresented, Executive, Management, City Manager, Human Resources, and City Attorney Employees:

Table 2: FY 2018 Equity Adjustments

<i>Employee Group</i>	<i>Classification</i>	<i>Percentage Increase</i>
<i>HAME</i>	<i>Accountant</i>	3%
<i>HAME</i>	<i>Accounting Manager</i>	0.70%
<i>HAME</i>	<i>Airport Operations Supervisor</i>	0%
<i>HAME</i>	<i>Animal Services Administrator</i>	1%
<i>HAME</i>	<i>Budget Officer</i>	0%
<i>HAME</i>	<i>Communications Administrator</i>	1%
<i>HAME</i>	<i>Community Services Manager</i>	3%
<i>HAME</i>	<i>Crime & Intelligence Analyst</i>	1.9%
<i>HAME</i>	<i>Development Review Engineer</i>	2.4%
<i>HAME</i>	<i>Economic Development Manager</i>	0%

HAME	<i>Education Services Manager</i>	3%
HAME	<i>Emergency Medical Services Coordinator</i>	0%
HAME	<i>Environmental Services Manager</i>	1.7%
HAME	<i>Equipment Manager</i>	0%
HAME	<i>Facilities & Building Manager</i>	0%
HAME	<i>Financial Analyst</i>	0%
HAME	<i>Hazardous Materials Program Coordinator</i>	0%
HAME	<i>Jail Administrator</i>	1%
HAME	<i>Lab Supervisor</i>	0.56%
HAME	<i>Landscape Architect</i>	3%
HAME	<i>Landscape Maintenance Manager</i>	0%
HAME	<i>Library Operations Manager</i>	3%
HAME	<i>Management Analyst I</i>	1.88%
HAME	<i>Management Analyst II</i>	1.9%
HAME	<i>Planning Manager</i>	0%
HAME	<i>Police Program Analyst</i>	1.9%
HAME	<i>Property & Evidence Administrator</i>	1%
HAME	<i>Property & Evidence Supervisor</i>	0%
HAME	<i>Purchasing & Services Manager</i>	0%
HAME	<i>Records Administrator</i>	1%
HAME	<i>Revenue Manager</i>	3%
HAME	<i>Senior Accountant</i>	0%
HAME	<i>Senior Civil Engineer</i>	2.4%
HAME	<i>Senior Crime & Intelligence Analyst</i>	0.84%
HAME	<i>Senior Management Analyst</i>	0.84%
HAME	<i>Senior Transportation Engineer</i>	3%
HAME	<i>Senior Utilities Engineer</i>	2.4%
HAME	<i>Solid Waste Manager</i>	0.84%
HAME	<i>Streets Maintenance Manager</i>	0%
HAME	<i>Supervising Librarian I</i>	3%
HAME	<i>Survey Engineer</i>	0.46%
HAME	<i>Transportation Manager</i>	3%
HAME	<i>Utilities Field Services Supervisor</i>	0%
HAME	<i>Utilities Operations & Maintenance Supervisor</i>	0%
HAME	<i>Utilities Operations & Maintenance Manager</i>	0%
HAME	<i>Wastewater Collections System Supervisor</i>	0.56%
HAME	<i>Water Pollution Control Administrator</i>	0.56%
HAME	<i>WPCF Maintenance Supervisor</i>	0.56%
HAME	<i>WPCF Manager</i>	0%
HAME	<i>WPCF Operations & Maintenance Manager</i>	0%
HAME	<i>WPCF Operations Supervisor</i>	0.56%

Compaction Adjustments:

Table 3 lists the classifications that will be receiving a compaction adjustment pursuant to Section 7.16 of the HAME MOU, which requires supervisory classifications to have 10% pay differential between supervisory classifications and their highest paid subordinates:

Table 3: FY 2018 Compaction Adjustments

<i>Employee Group</i>	<i>Classification</i>	<i>Percentage Increase</i>
<i>HAME</i>	<i>Fire Services Supervisor</i>	6%
<i>HAME</i>	<i>Senior Accountant</i>	0.56%
<i>HAME</i>	<i>Assistant City Engineer</i>	2.4%
<i>HAME</i>	<i>Accounting Manager</i>	0.51%

Unclassified Changes:

Proposed changes to the unclassified service are as follows:

1. On June 20, 2017, the Council approved salary adjustments for the Council Appointed Officers. The proposed Salary Plan has been updated to reflect the following changes:
 - a. City Manager 2% (offset by an 2% additional contribution to the CalPERS employer share). The new hourly rate is \$122.15
 - b. City Attorney 5% (offset by an 2% additional contribution to the CalPERS employer share). The new hourly rate is \$107.97
 - c. City Clerk 5% (offset by an 2% additional contribution to the CalPERS employer share). The new hourly rate is \$66.54
2. Effective July 10, 2017, the salary of the Maintenance Services Director is being adjusted by 6.37% (offset by a 2% additional contribution to CalPERS) to maintain internal equity. The salary is set equivalent to the Director of Library and Community Services, which is \$77.31 at Step A and \$93.98 at Step E. This adjustment was approved in FY 2017 to be paid in two equal installments in FY 2017 and FY 2018.
3. Effective July 10, 2017, the Director of Development Services salary is being adjusted by 3.9% due to compaction with the Deputy Director of Development Service's salary. The adjusted salary range for this position is \$80.01 at Step A and \$97.26 at Step E

FISCAL IMPACT

The addition of the Airport Supervisor was approved in the FY 2016 budget. There is no additional fiscal impact associated with adding this position and salary to the Salary Plan.

The contracted cost-of-living adjustment for all bargaining groups are reflected in the FY 2018 projected budget, which was approved on June 20, 2017. The approximate fiscal impact is detailed below in Table 4:

Table 4: FY 2018 Cost-of-Living Adjustments

<i>Employee Group</i>	<i>Approximate Cost</i>
<i>Unrepresented Exempt & Non-Exempt Cost-of-Living Adjustment</i>	\$84,240
<i>HAME Cost-of-Living and Equity Adjustment</i>	\$447,813
<i>Local 21 Cost-of-Living Adjustment</i>	\$231,223
<i>SEIU Local 1021 Units (Clerical and Maintenance) Cost-of-Living Adjustment</i>	\$788,469

Additional costs due to compaction and internal equity adjustments will be calculated by the Finance Department staff and, if necessary, a request for any changes will be made during the FY 2018 mid-year budget review.

The total cost of the salary adjustments for the Council Appointed Officers and the offset of the additional 2% contribution to CalPERS is approximately \$46,000. Any necessary budget changes will be made during the FY 2018 mid-year review process.

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Approved by:



Kelly McAdoo, City Manager