



DATE: December 12, 2024
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Adopt the Revised Classification Plan and Recommend to Council the Adoption of the Revised Salary Plan for Fiscal Year 2025

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and recommends to Council adoption of the revised Salary Plan and Classification Plan for each position in the City’s classified service for Fiscal Year 2025, effective July 29, 2024, September 23, 2024, and December 30, 2024.

SUMMARY

As required by the Municipal Code, the FY 2025 Salary Plan has been updated to reflect salary adjustments to the classifications in the City’s classified service pursuant to the negotiated terms of the Memorandum of Understanding (“MOU”) between the City of Hayward and the International Association of Firefighters (Local 1909) and Hayward Fire Officers Association (HFOA). The Salary Plan and Classification Plan have also been updated to reflect salary adjustments and corrections to sixteen (16) classifications as well as the addition of two (2) new classifications.

BACKGROUND/DISCUSSION

Salary Corrections:

Due to an administrative error the salaries for the classifications listed below that were presented to the Personnel Commission on September 12, 2024, were incorrect. The salaries for these four classifications have been revised on the salary plans effective July 29, 2024, September 23, 2024, and December 30, 2024. The salaries for these classifications are as follows:

- *LANDSCAPE ARCHITECT (H300)*: The salary range for Landscape Architect is \$76.10 at Step A and \$92.52 at Step E.
- *CALL TAKER (C633)*: The salary range for Call Taker is \$41.32 at Step A and \$ 50.20 at Step E.

- *COMMUNICATIONS OPERATOR (C635)*: The salary range for Communications Operator is \$49.65 at Step A and \$60.43 at Step E.
- *COMMUNICATIONS SUPERVISOR (C645)*: The salary range for Communications Supervisor is \$57.22 at Step A and \$69.59 at Step E.

Salary Adjustments

LIBRARIAN I (T790) & LIBRARIAN II (T795): To maintain a pay differential of five percent (5%) between Librarian I and Lead Library Assistant (C520), Librarian I and Librarian II shall be increased by 9.60% effective July 29, 2024. The salary range for Librarian I is \$42.21 at Step A and \$51.24 at Step E. The salary range for Librarian II is \$46.54 at Step A and \$56.37 at Step E.

EDUCATIONAL SERVICES COORDINATOR (T780): To maintain a pay differential of five percent (5%) between Librarian I and Lead Program Assistant (C508), Educational Services Coordinator shall be increased by 11.95% effective July 29, 2024. The salary range for Educational Services Coordinator is \$42.13 at Step A and \$51.24 at Step E.

CROSS CONNECTION CONTROL SPECIALIST (M815): To maintain a minimum pay differential of five (5%) between Cross Connection Control Specialist and Water Meter Mechanic (M810), Cross Connection Control Specialist shall receive a 23.22% salary adjustment effective July 29, 2024. The salary range for Cross Connection Control Specialist is \$56.40 Step A and \$65.74 at Step E.

SENIOR UTILITY FIELD SERVICES LEADER (M827): To maintain a minimum pay differential of fifteen (15%) between Senior Utility Field Services Leader and Cross Connection Control Specialist (M815), Senior Utility Field Services Leader shall receive a 20.13% salary adjustment effective July 29, 2024. The salary range for Senior Utility Field Services Leader is \$64.94 Step A and \$75.60 at Step E.

MANAGEMENT FELLOW (U300): The salary range for Management Fellow is internally set to be ten percent (10%) below Step A of Management Analyst I (H105). To maintain internal alignment between Management Fellow and Management Analyst I, a 21.39% salary adjustment shall be applied to Management Fellow effective September 23, 2024. The salary range for Management Fellow is \$50.68 Step E.

UTILITIES FIELD SERVICES MANAGER (H825): To maintain a minimum pay differential of ten percent (10%) between Utilities Field Services Manager (H825) and Utilities Customer Services Supervisor (H817) as required under Section 7.16 of the HAME MOU (Supervisory Differential), the Utilities Field Services Manager shall receive a 1.12% salary adjustment effective December 30, 2024.

MAINTENANCE SUPERVISORS: In June 2024 Bryce Consulting completed a total compensation market study to determine the salary for Facilities Maintenance Supervisor (H600). Based on

the findings the monthly salary for Facilities Maintenance Supervisor is set to be \$15,071. Additionally, the salary ranges for Landscape Maintenance Supervisor (H610), Fleet Maintenance Supervisor (H630), and Street Maintenance Supervisor (H620) and Facilities Maintenance Supervisor are internally set to be equivalent. As a result of the addition of Facilities Maintenance Supervisor, the salary ranges for Landscape Maintenance Supervisor and Fleet Maintenance Supervisor and Streets Maintenance Supervisor shall be increased by 3.21% effective December 30, 2024. The salary range for Street Maintenance Supervisor, Landscape Maintenance Supervisor, Fleet Maintenance Supervisor, and Facilities Building Supervisor is \$67.27 at Step A and \$78.86 at Step E.

Survey Based Adjustments

LOCAL 1909 & HFOA: In November 2024, Human Resources staff completed a total compensation market study in accordance with Section 7.12 of the Memorandum of Understanding between the City of Hayward and Local 1909. The resulting market study showed the Hayward Firefighter classification 2.22% below the market average. Pursuant to Section 7.12 of the Local 1909 MOU, the base wage for Local 1909 and HFOA classifications shall be increased based on the established survey formula. As such, Local 1909 and HFOA represented classifications shall receive a 2.22% salary adjustment effective the pay period including January 1, 2025.

FIREFIGHTER TRAINEE (F100): To maintain a minimum pay differential of ten percent (10%) between this classification and Step A of Firefighter (F205) as required under Section 16.13 of the Local 1909 MOU (Firefighter Trainees), Firefighter Trainee shall receive a 2.22% salary adjustment effective the pay period that includes January 1, 2025. The new salary range for Firefighter Trainee shall be \$58.69 per hour at Step A and \$61.62 at Step B.

New Classifications:

SENIOR UTILITIES ELECTRICAL AND MECHANICAL OPERATIONS AND MAINTENANCE LEADER (M420): At creation, the salary range for Senior Utilities Electrical and Mechanical Operations and Maintenance Leader will be set to be ten percent (10%) above Electrician II (M410). The salary range for Senior Utilities Electrical and Mechanical Operations and Maintenance Leader is \$64.86 at Step A and \$76.09 at Step E.

UTILITIES CUSTOMER SERVICES SUPERVISOR (H817): At creation, the salary range for Utilities Customer Services Supervisor will be set to be ten percent (10%) above Senior Utility Field Services Leader (M827). The salary range for Utility Customer Service Supervisor is \$71.43 at Step A and \$83.16 at Step E.

Classification Plan

On September 12, 2024, the Personnel Commission approved changes to the Crime Scene Technician and Crime Scene Specialist classifications which included creating a flexibly staffed classification series. As such, the Classification Plan has been revised to reflect the following retitling:

Previous Classification Title	New Classification Title
Crime Scene Technician	Crime Scene Specialist I
Crime Scene Specialist	Crime Scene Specialist II

FISCAL IMPACT

SALARY CORRECTIONS: There is no additional fiscal impact to the FY 2025 budget for the corrections to Landscape Architect, Call Taker, Communications Operator and Communications Supervisor. These salary adjustments were previously included in the September 12, 2024 action.

LIBRARIAN I (T790): The additional fiscal impact to the FY 2025 budget for Librarian I is \$58,394 to the General Fund. FY 2025 budget adjustments will be included in the mid-year review.

LIBRARIAN II (T795): The additional fiscal impact to the FY 2025 budget for Librarian II is \$25,118. Of this amount, the fiscal impact to the General Fund is \$12,594 and \$12,594 to the Federal Grant Fund. FY 2025 budget adjustments will be included in the mid-year review.

EDUCATIONAL SERVICES COORDINATOR (T780): This position is not included in the FY 2025 budget. Therefore, there is no additional fiscal impact to the FY 2025 budget.

CROSS CONNECTION CONTROL SPECIALIST (M815): The additional fiscal impact to the FY 2025 budget for Cross Connection Control Specialist is \$37,856 to the Water Fund. FY 2025 budget adjustments will be included in the mid-year review.

SENIOR UTILITY FIELD SERVICES LEADER (M827): The additional fiscal impact to the FY 2025 budget for Senior Utility Field Services Leader. Of this amount, the fiscal impact to the FY 2025 General Fund budget is \$31,722 to the Water Fund. FY 2025 budget adjustments will be included in the mid-year review.

MANAGEMENT FELLOW (U300): The additional fiscal impact to the FY 2025 budget for Management Fellow is approximately \$23,707 to the General Fund. FY 2025 budget adjustments will be included in the mid-year review.

UTILITIES FIELD SERVICES MANAGER (H825): The additional fiscal impact to the FY 2025 budget for Utilities Field Service Manager is \$1,162. Of this amount, the fiscal impact to the Water Fund is \$581 and \$571 to the Sewer Fund. FY 2025 budget adjustments will be included in the mid-year review.

MAINTENANCE SUPERVISORS (H600, H630, H610, AND H620): There is no additional fiscal impact to the FY 2025 budget for the adjustments to the maintenance supervisor classifications. These positions were included in the FY 2025 Adopted Budget and Workforce Plan.

LOCAL 1909 & HFOA: The additional fiscal impact to the FY 2025 budget for the salary adjustments to Local 1909 and HFOA is approximately \$502,618 to the General Fund. FY 2025 budget adjustments will be included in the mid-year review.

FIREFIGHTER TRAINEE (F100): Firefighter Trainees are filled using vacant budgeted Firefighter positions therefore, there is no additional fiscal impact for the adjustment to Firefighter Trainee.

SENIOR UTILITIES ELECTRICAL AND MECHANICAL OPERATIONS AND MAINTENANCE LEADER (M420): The additional fiscal impact to the FY 2025 budget for the addition of Senior Utilities Electrical and Mechanical Operations and Maintenance Leader is approximately \$101,567 to the Sewer Fund. FY 2025 budget adjustments will be included in the mid-year review.

UTILITIES CUSTOMER SERVICES SUPERVISOR (H817): The additional fiscal impact to the FY 2025 budget for the addition of Utilities Customer Services Supervisor is approximately \$113,586 to the Water Fund. FY 2025 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.

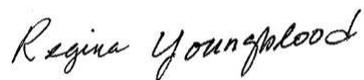
NEXT STEPS

This salary plan will be scheduled for the December 17, 2024, City Council meeting and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

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

Approved by:



Regina Youngblood, Assistant City Manager