



**DATE:** July 12, 2018

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated July 12, 2018, Effective July 23, 2018

### **RECOMMENDATION**

That the Personnel Commission, after a public hearing, reviews and adopts a revised classification plan for each position in the City's classified service for Fiscal Year 2019, effective July 23, 2018.

That the Personnel Commission, after a public hearing, recommends to the City Council for adoption a revised salary plan for each position in the City's classified service for Fiscal Year 2019, effective July 23, 2018.

### **SUMMARY**

As required by the Municipal Code, the Classification Plan (Attachment III) has been updated to reflect all the classifications in the City's classified service, including the additions of the Senior Fire Technician and Senior Water Resources Engineer. The FY 2019 Salary Plan (Attachment II) has also been updated to reflect salary information for the aforementioned classifications and the salary equity adjustment to Network Systems Specialist.

### **BACKGROUND/DISCUSSION**

1. Senior Fire Technician – This position was created to perform advanced paraprofessional and technical work as development project permits have rapidly increased in the Office of the Fire Marshal. The salary range is set internally to mirror that of the Senior Permit Technician, which is \$35.19 per hour at Step A and \$41.74 per hour at Step E.
2. Senior Water Resources Engineer – This position was added to provide professional level technical support to the development of sustainable water supplies. This classification will provide technical expertise and support to the Water Resources Manager in a variety of supply initiatives such as managing development of technical tools, implementing water conservation activities, and preparing technical analyses regarding water supply planning issues to name a few. The salary range is set internally to mirror that of the Senior Utilities Engineer, which is \$58.40 per hour at Step A and \$70.97 per hour at Step E.

3. Network Systems Specialist – Recruitment efforts to fill a vacancy in this classification have been very difficult. Since 2016, three recruitment efforts failed to produce a pool of candidates who possessed a sufficient level of technical knowledge to fill this vacancy. Additionally, based on a 2018 total compensation survey between Hayward and comparable Bay Area cities, the Network Systems Specialist falls approximately 10% below comparable positions with equivalent essential job requirements and functions. To remain competitive with our comparable cities and maintain Hayward’s goal of mid-market level salaries, this position will receive a salary equity adjustment of 10%. The new salary range is \$49.16 per hour at Step A and \$59.76 per hour at Step E.

### **FISCAL IMPACT**

Senior Fire Technician – The annual fiscal impact in creating this classification is approximately \$126,730 and has been approved in the FY 2019 adopted budget.

Senior Water Resources Engineer – The additional fiscal impact in creating this classification is approximately \$200,000. This position will be funded entirely from the Enterprise Funds with no impact to the General Fund.

Network Systems Specialist – The additional fiscal impact of the salary equity adjustment and benefits is approximately \$15,913 and will be funded by the General Fund.

### **STRATEGIC INITIATIVES**

This agenda item is a routine operational item and does not relate to one of the City Council’s Strategic Initiatives.

### **NEXT STEPS**

The additional positions and salary adjustments will be implemented by the Human Resources and Finance departments effective July 23, 2018. Any necessary budget changes will be made during the FY 2019 mid-year review process. After Personnel Commission action on this item, the Council will consider adoption of these proposed changes.

*Prepared by:* Anthony Phillip, Human Resources Analyst II

*Recommended by:* Nina S. Collins, Director of Human Resources

Approved by:



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Kelly McAdoo, City Manager