



**DATE:** November 14, 2023

**TO:** Mayor and Council

**FROM:** Director of Human Resources

**SUBJECT:** Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2024

## **RECOMMENDATION**

That Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2024 (FY 2024), which designates all classifications and corresponding salary ranges for employment with the City of Hayward as of November 20, 2023, superseding Resolution No. 23-220 and all amendments thereto.

## **SUMMARY**

As required by the Municipal Code, the FY 2024 Salary Plan (Attachment III) has been updated to reflect a salary adjustment to one (1) classification. The Classification Plan and Salary Plan have also been revised to reflect the addition of three (3) new classifications.

On October 30, 2023, the Personnel Commission held a public hearing in which they reviewed and recommended to Council the adoption of the revised FY 2024 Salary Plan.

## **BACKGROUND AND DISCUSSION**

### Salary Adjustments:

*SENIOR FIRE PROTECTION ENGINEER (T515):* The salary for the Senior Fire Protection Engineer is internally set to be equivalent to Senior Civil Engineer (H240). As a result of a three percent (3%) equity adjustment the Senior Civil Engineer received in June 2023, the salary for Senior Fire Protection Engineer shall be adjusted by three percent (3%) effective the pay period including July 1, 2023. The new salary range for Senior Fire Protection Engineer is \$71.81 at Step A and \$87.28 Step E.

### New Classifications:

*MOBILE MENTAL HEALTH CLINICIAN (T570):* The Mobile Mental Health Clinician classification was created in response to the increased calls for service involving people experiencing mental illness, substance abuse, and homelessness as part of the Hayward

Evaluation and Response Teams (HEART) program. This new classification will provide the department with field and office-based professional behavioral health counseling, psychoeducation, outreach and engagement, case management, consultation, and quality assurance review of cases. The salary for Mobile Mental Health Clinician is internally set to be five percent (5%) above Family Counselor (T550). The new salary range for Mobile Mental Health Clinician is \$46.74 at Step A and \$56.69 Step E.

*POLICE MENTAL HEALTH PROFESSIONAL (H443):* The Police Mental Health Professional classification was created to help address the emotional wellness of Police Department employees and their families, along with Police staff who work under conditions of extraordinary stress or experience traumatic events. To help cope with and avoid the health consequences of stress, the Police Mental Health Professional will offer counseling services designed specifically for the needs of law enforcement, crisis intervention training, and programs to address staff wellness. The salary for Police Mental Health Professional is internally set to be ten percent (10%) above Counseling Supervisor (H440). The new salary range for Police Mental Health Professional is \$60.57 at Step A and \$73.62 Step E.

*SENIOR INFORMATION TECHNOLOGY SYSTEMS ANALYST (T456):* The Senior Information Technology Systems Analyst classification was created based on the business needs of the City's Information Technology Department, including continued reliance on information technology to conduct the City's core business operation and the goal of increasing efficiency across all information technology solutions. The salary for Senior Information Technology Systems Analyst is internally set to be ten percent (10%) above Systems Analyst II (T455). The new salary range for Senior Information Technology Systems Analyst is \$64.75 at Step A and \$78.66 Step E.

## **FISCAL IMPACT**

*SENIOR FIRE PROTECTION ENGINEER (T515):* The additional annual fiscal impact for the salary adjustment to Senior Fire Protection Engineer is approximately \$6,093 to the General Fund. Budget adjustments will be included during the FY 2024 Mid-Year budget process.

*MOBILE MENTAL HEALTH CLINICIAN (T570):* The annual fiscal impact for the addition of Mobile Mental Health Clinician is approximately \$161,410 to the General Fund. Salary savings from vacant positions will offset the cost of the position in FY 2024.

*POLICE MENTAL HEALTH PROFESSIONAL (H443):* The FY 2024 Budget includes the addition of a Police Mental Health Professional, which was budgeted at a Senior Management Analyst salary range. The fiscal impact of the budgeted amount with the proposed salary plan for the Police Mental Health Professional is \$23,038 to the General Fund. Budget adjustments will be included during the FY 2024 Mid-Year budget process.

*SENIOR INFORMATION TECHNOLOGY SYSTEMS ANALYST (T456):* The Information Technology Department will be requesting the addition of a Senior Information Technology Systems Analyst as part of the FY 2025 Budget process. Therefore, there is no additional fiscal impact on the FY 2024 Budget.

## **STRATEGIC ROADMAP**

This agenda item is a routine operational item and does not directly relate to one of the City Council's Strategic Roadmap initiatives.

## **NEXT STEPS**

If approved, the salary adjustments will be implemented by the Human Resources Department and Finance Department and will be reflected in the employee's paycheck dated December 8, 2023. Appropriate retroactive payments based on the dates in this report will follow.

*Prepared by:* Valeria Cazares, Human Resources Analyst I

*Recommended by:* Brittney Frye, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', with a long horizontal stroke extending to the right.

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Kelly McAdoo, City Manager