



DATE: August 28, 2025

TO: Personnel Commission

FROM: Acting Director of Human Resources

SUBJECT: Recommend to City Council the Adoption of the Revised Salary Plan for Fiscal Year 2026

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and recommends to City Council adoption of the revised Salary Plan and Classification Plan for each position in the City's classified service for Fiscal Year 2026, effective June 30, 2025.

SUMMARY

As required by the Municipal Code, the Fiscal Year 2026 Salary Plan and Classification Plan have been revised to reflect the addition of two (2) new classifications. The Salary Plan has also been updated to reflect equity adjustments to classifications in the City's classified service as a result of the Council-approved Memorandum of Understanding (MOU) between the City of Hayward and the Hayward Police Management Unit (HPMU). The salary plan has also been updated to reflect a salary adjustment to three (3) intern classifications.

BACKGROUND/DISCUSSION

New Classifications

FIRE PLANS EXAMINER (T495): The new Fire Plans Examiner classification supports the technical and regulatory functions in the Office of the Fire Marshal. This classification will assist with the review of plans to ensure compliance with fire and building codes, offer technical guidance on interpreting and applying fire protection requirements, life safety codes, regulations, and standards, and recommend solutions when alternatives to standard code provisions are necessary. At creation, the salary for Fire Plans Examiner will be set to be equivalent to Plan Checker (T325). The salary range for Fire Plans Examiner is \$56.61 Step A and \$68.86 at Step E.

SENIOR PLAN CHECKING ENGINEER (T340): This will support the Development Services Department by ensuring the appropriate alignment of responsibilities and to reflect the increased complexity and scope of plan review functions. The addition of this classification

will enhance operational efficiency by clearly distinguishing advanced-level plan review duties, providing technical leadership, and supporting quality assurance across plan checking activities. It also creates a structured career progression that aligns with industry standards and the department's evolving operational needs. The salary for Senior Plan Checking Engineer is pending review and will be presented to the Personnel Commission for review and recommendation to Council at a later date.

Salary Adjustments

HPMU: Pursuant to the negotiated terms of the MOU between the City of Hayward and between HPMU, a 11.82% equity increase will be applied to the Police Captain (P300) classification effective June 30, 2025. The salary range for Police Captain is \$128.78 Step A and \$156.50 at Step E.

Living Wage Ordinance:

The Living Wage Ordinance, established July 1, 1999, was designed to upwardly adjust and reflect a change in the Bay Area Consumer Price Index. The salaries for Intern classifications (Administrative Intern, Information Technology Intern, and Technical Intern) fall under Section 2, Article 14 of the City Charter regarding the Living Wage Ordinance. Based on the June 2025 CPI data available, the salaries for Administrative Intern, Information Technology Intern, and Technical Intern shall be adjusted 1.50% effective June 30, 2025. The new salaries are as follows:

ADMINISTRATIVE INTERN (Z120): The new salary range for Administrative Intern is \$19.07 at Step D and \$24.13 at Step E.

INFORMATION TECHNOLOGY INTERN (Z121): The new salary range for Information Technology Intern is \$19.07 at Step A and \$24.13 at Step E.

TECHNICAL INTERN (Z125): The new salary range for Technical Intern is \$19.07 at Step E.

FISCAL IMPACT

FIRE PLANS EXAMINER (T340): The addition of Fire Plans Examiner was approved as part of the FY 2024-25 budget process and is already included in the FY 2025-26 budget, therefore there is no additional fiscal impact to the FY 2025-26 budget.

HPMU: The additional fiscal impact to the FY 2026 budget for the increase to Police Captain is \$294,762 to the General Fund. FY 2026 budget adjustments will be included in the mid-year review.

ADMINISTRATIVE INTERN (Z120): The additional fiscal impact to the FY 2026 budget for the increase to Administrative Intern is \$595 to the Sewer Fund. FY 2026 budget adjustments will be included in the mid-year review.

INFORMATION TECHNOLOGY INTERN (Z121): There is no additional fiscal impact to the FY 2026 budget for the increase to Information Technology Intern as this is not a currently budgeted position.

TECHNICAL INTERN (Z125): The additional fiscal impact to the FY 2026 budget for the increase to Technical Intern is \$595 to the Sewer Fund. FY 2026 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 September 16, 2025, City Council meeting and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

Prepared by: Valeria Cazares, Human Resources Analyst II

Recommended by: Ian Tecson, Acting Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager