



DATE: March 22, 2022

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT: Salary Plan Amendment: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2022

RECOMMENDATION

That Council adopts a Resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2022 (FY 2022), which designates all classifications and the corresponding salary range for employment in the City of Hayward as of March 28, 2022, superseding Resolution No. 22-042 and all amendment thereto.

SUMMARY

As required by the Municipal Code, the FY 2022 salary plan has been updated to reflect salary adjustments to the classifications in the City’s classified service as a result of negotiated and ratified Memoranda of Understanding between the City of Hayward and the Service Employees International, Local 1021 Clerical and Maintenance units (“SEIU”). The salary plan has also been updated to reflect the addition of the Water Pollution Source Control Inspector I/II series. Salary adjustments have also been made to eleven (11) additional classifications. On March 10, 2022, the Personnel Commission held a public hearing in which they reviewed and recommended to Council the revised Salary Plan for each position in the City’s classified service for Fiscal Year 2022, effective March 28, 2022.

BACKGROUND AND DISCUSSION

Cost-of-Living-Adjustments (COLAs):

Pursuant to the negotiated terms of the Memoranda of Understanding (MOU) between the City of Hayward and SEIU Maintenance and Clerical units, represented classifications in the classified service shall receive a two percent (2%) COLA effective the pay period that includes December 15, 2021.

New Classifications:

WATER POLLUTION SOURCE CONTROL INSPECTOR I/II: In March 2020, the Public Works Department requested revisions to the Water Pollution Source Control (WPSC) Inspector job description to align with industry standards, terminology, and the specialized nature of the Environmental Services division. After conducting a full-cycle recruitment, many promising candidates were identified that would be better suited for an entry-level position, rather than the current journey-level WPSC Inspector position. As a result, the decision was made to create a new, flexibly staffed, entry-level classification, resulting in a new Water Pollution Source Control Inspector series. The new, entry-level classification will be titled Water Pollution Source Control Inspector I, while the existing journey-level classification will be re-titled to Water Pollution Control Source Inspector II. The salary for the Water Pollution Source Control Inspector I will be set internally to ten percent (10%) below the Water Pollution Source Control Inspector II. The salary range for the Water Pollution Source Control Inspector I is \$39.62 per hour at Step A and \$48.11 per hour at Step E.

Salary Adjustments:

CITY ATTORNEY: Pursuant to the employment agreement between the City of Hayward and the City Attorney dated December 8, 2020, the City Attorney shall receive a three and one-half percent (3.5%) equity adjustment effective the pay period that includes January 1, 2022. The salary for the City Attorney position is \$120.33 per hour at Step E.

CITY CLERK: Pursuant to the employment agreement between the City of Hayward and the City Clerk dated December 8, 2020, the City Clerk shall receive a six percent (6%) equity adjustment effective the pay period that includes January 1, 2022. The salary for the City Clerk position is \$77.78 per hour at Step E.

EXECUTIVE ASSISTANT: The salary range for the Executive Assistant is internally set to ten percent (10%) above the Administrative Secretary. To maintain the internal relationship between this position and the Administrative Secretary, the Executive Assistant shall receive a salary adjustment of 5.82% effective March 28, 2022. The salary range for the Executive Assistant is \$43.54 per hour at Step A and \$51.83 per hour at Step E.

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT: The salary range for the Human Resources Administrative Assistant is internally set to five percent (5%) above the Administrative Secretary. To maintain the internal relationship between this position and the Administrative Secretary, the Human Resources Administrative Assistant shall receive a salary adjustment of two percent (2%) effective March 28, 2022. The salary range for the Human Resources Administrative Assistant is \$42.39 per hour at Step A and \$49.48 per hour at Step E.

LANDSCAPE MAINTENANCE SUPERVISOR: The salary range for the Landscape Maintenance Supervisor is internally set to ten percent (10%) above the classification's highest paid subordinate position, Groundskeeper III, pursuant to Section 7.16 of the Hayward Association of Management Employees (HAME) MOU (Supervisory Differential). To maintain the internal relationship between this position and the Groundskeeper III, the Landscape Maintenance

Supervisor shall receive a salary adjustment of 2.16% effective March 28, 2022. The salary range for the Landscape Maintenance Supervisor is \$48.79 per hour at Step A and \$56.78 per hour at Step E.

STREETS MAINTENANCE SUPERVISOR: The salary range for the Streets Maintenance Supervisor is internally set to ten percent (10%) above the classification's highest paid subordinate position, Senior Maintenance Leader, pursuant to Section 7.16 of the Hayward Association of Management Employees (HAME) MOU (Supervisory Differential). To maintain the internal relationship between this position and the Senior Maintenance Leader, the Streets Maintenance Supervisor shall receive a salary adjustment of 2.16% effective March 28, 2022. The salary range for the Streets Maintenance Supervisor is \$51.15 per hour at Step A and \$59.47 per hour at Step E.

SENIOR MAINTENANCE LEADER: Pursuant to section 9.02 of the SEIU Maintenance MOU (Lead and Senior Differential Pay), the wage rates for the Senior Maintenance Leader shall be set at fifteen percent (15%) above its linked classification, Maintenance Leader. To maintain a fifteen percent (15%) pay differential between this classification and the Maintenance Leader, the Senior Maintenance Leader shall receive a salary adjustment of 0.01% effective the pay period that includes December 15, 2022. The salary range for the Senior Maintenance Leader is \$46.43 per hour at Step A and \$53.99 per hour at Step E.

WATER POLLUTION CONTROL FACILITY (WPCF) OPERATOR: The salary range for the WPCF Operator is internally set to fifteen percent (15%) above the Operator-in-Training. To maintain the internal relationship between this position and the Operator-in-Training, the WPCF Operator shall receive a salary adjustment of 4.79% effective March 28, 2022. The salary range for the WPCF Operator is \$47.13 per hour at Step A and \$55.11 per hour at Step E.

WPCF LEAD OPERATOR: The salary range for the WPCF Lead Operator is internally set to ten percent (10%) above the WPCF Operator. To maintain the internal relationship between this position and the WPCF Operator, the WPCF Lead Operator shall receive a salary adjustment of 0.24% effective March 28, 2022. The salary range for the WPCF Lead Operator is \$51.85 per hour at Step A and \$60.63 per hour at Step E.

ADMINISTRATIVE SUPERVISOR: To maintain a minimum pay differential of ten percent (10%) between this classification and the Administrative Secretary as required under Section 7.16 of the HAME MOU (Supervisory Differential), the Administrative Supervisor shall receive a salary adjustment of 1.07% effective the pay period that includes December 15, 2022. The salary range for Administrative Supervisor is \$42.71 per hour at Step A and \$51.88 per hour at Step E.

SUPERVISING PERMIT TECHNICIAN: To maintain a minimum pay differential of ten percent (10%) between this classification and the Senior Permit Technician as required under Section 7.16 of the HAME MOU (Supervisory Differential) the Supervising Permit Technician shall receive a salary adjustment of 1.07% effective the pay period that includes December 15, 2022. The salary range for the Supervising Permit Technician is \$41.92 per hour at Step A and \$50.95 per hour at Step E.

FISCAL IMPACT

SEIU COLA: The additional annual fiscal impact for SEIU Employees is as follows: \$229,238 to the General Fund, \$22,499 to the Measure C Fund, \$2,972 to the Special Revenue Fund, \$67,498 to the Water Fund, \$54,338 to the Wastewater Fund, \$12,311 to the Stormwater Fund, \$9,764 to the Airport Fund, \$849 to the Recycled Water Fund, \$1,274 to the General Liability Fund, \$10,613 to the Facilities Fund, \$1,274 to the IT Fund, and \$11,886 to the Fleet Fund. For a total fiscal impact of \$424,516. Budget adjustments were included as part of the FY 2022 mid-year budget process.

WATER POLLUTION SOURCE CONTROL INSPECTOR I: The fiscal impact for the Water Pollutions Source Control Inspector I is a savings of approximately \$12,544 to the Enterprise Fund.

CITY ATTORNEY: There is no additional fiscal impact for the City Attorney salary adjustment as this increase was included in the FY2023 budget.

CITY CLERK: There is no additional fiscal impact for the City Clerk salary adjustment as this increase was included in the FY2023 budget.

EXECUTIVE ASSISTANT: The additional annual fiscal impact for the Executive Assistant is an increase of approximately \$15,660 to the General Fund. A budget adjustment will be included in the FY 2023 budget process.

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT: The additional annual fiscal impact for the Human Resources Administrative Assistant is an increase of approximately \$1,407 to the General Fund and \$1,407 to the Workers' Compensation Fund, for a total fiscal impact of \$2,815. A budget adjustment will be included in the FY 2023 budget process.

LANDSCAPE MAINTENANCE SUPERVISOR: The additional annual fiscal impact for the Landscape Maintenance Supervisor is an increase of approximately \$3,175 to the General Fund and \$560 to the Water Fund, for a total fiscal impact of \$3,735. A budget adjustment will be included in the FY 2023 budget process.

STREETS MAINTENANCE SUPERVISOR: The additional annual fiscal impact for the Streets Maintenance Supervisor is an increase of approximately \$3,659 to the General Fund. A budget adjustment will be included in the FY 2023 budget process.

SENIOR MAINTENANCE LEADER: The additional annual fiscal impact for the Senior Maintenance Leader is an increase of approximately \$14 to the General Fund and \$2 to the Stormwater Fund, for a total fiscal impact of \$16. A budget adjustment will be included in the FY 2023 budget process.

WPCF OPERATOR: The additional annual fiscal impact for the WPCF Operator is an increase of approximately \$34,271 to the Wastewater Fund. A budget adjustment will be included in the FY 2023 budget process.

WPCF LEAD OPERATOR: The additional annual fiscal impact for the WPCF Lead Operator is an increase of approximately \$2,416 to the Wastewater Fund. A budget adjustment will be included in the FY 2023 budget process.

ADMINISTRATIVE SUPERVISOR: The additional annual fiscal impact for the Administrative Supervisor is as follows: \$2,628 to the General Fund, \$151 to the Special Revenue Fund, \$455 to the Water Fund, \$377 to the Wastewater Fund, \$505 to the Stormwater Fund, \$151 to the Airport Fund, \$75 to the Recycled Water Fund, \$158 to the Facilities Fund, \$158 to the Fleet Fund, for a total fiscal impact of \$4,657. A budget adjustment will be included in the FY 2023 budget process.

SUPERVISING PERMIT TECHNICIAN: The additional annual fiscal impact for the Supervising Permit Technician is an increase of approximately \$1,544 to the General Fund. A budget adjustment will be included in the FY 2023 budget process.

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

If approved, salary adjustments will be implemented by the Human Resources and Finance departments and will be reflected in the employees' paychecks dated April 15, 2022 with appropriate retroactive payments based on the dates in this report.

Prepared by: Valeria Cazares, Acting Human Resources Analyst I

Recommended by: Jana Sangy, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager