



DATE: June 6, 2017

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2017

RECOMMENDATION

That the City Council adopts the attached Resolution and approves an amendment to the City of Hayward Salary Plan for fiscal year 2017 (“FY 2017”), which designates all classifications and the corresponding salary range for employment in the City of Hayward government as of June 12, 2017, superseding Resolution No. 17-027 and all amendments thereto.

BACKGROUND/DISCUSSION

After a public hearing on May 11, 2017, the Personnel Commission recommends to the City Council adoption of an amended FY 2017 Salary Plan (Attachment III) for the classified service. Changes to the salary plan are as follows:

1. Supervising Permit Technician – Due to the increase in the volume of commercial and residential building activity in the City, this new supervisory classification in the Permit Technician series was created to be responsible for planning, coordinating and supervising the work activities related to the permit issuance function, including the daily operations of the Permit Center. This classification requires the exercise of independent judgment in setting and accomplishing the goals and objectives of the department. The salary range for the Supervising Permit Technician is set internally at ten percent (10%) above Senior Permit Technician, which is \$36.41 per hour at Step A and \$44.25 per hour at Step E.
2. Lead Program Assistant – Due to the expansion and increased participation in the Literacy and Homework Center Programs of the Library and Community Services Department, the Lead Program Assistant was created to address additional higher level responsibilities, including program oversight and providing day-to-day direction to staff. The salary range for Lead Program Assistant is set internally to mirror that of the Lead Library Assistant, which is \$27.92 per hour at Step A and \$33.92 per hour at Step E.

3. Utilities Engineering Manager – This salary has been updated internally to align with similar division managers within the Utilities and Environmental Services Department, which is \$68.03 per hour at Step A and \$82.71 per hour at Step E.
4. Sustainability Technician – The Sustainability Technician was retitled to Sustainability Specialist and was assigned new responsibilities to meet City Council’s clean and green priorities. This position is responsible for assisting the Environmental Services Division staff with implementation of sustainability programs, participation in solid waste source reduction and recycling programs, grant funding, and implementation of the Climate Action Plan. The salary range for the Sustainability Specialist is set internally at ten percent (10%) above the former Sustainability Technician, which is \$35.89 per hour at Step A and \$43.62 per hour at Step E.
5. Property/Evidence Administrator retitled to Property/Evidence and Crime Scene Administrator, as originally approved by the Personnel Commission on July 10, 2014.
6. SEIU Local 1021 Clerical and Related Unit Equity Adjustments – Pursuant to the negotiated terms under Section 9.01 of the Memorandum of Understanding (“MOU”) between SEIU Local 1021 Clerical and Related Unit and the City of Hayward, the equity adjustments will be processed in three (3) equal parts applied over a three (3) year period, beginning in June 2016. As an exception, if an adjustment was less than one (1) percent, those in that classification will receive the full increase in year one (2016). Thirty-four (34) classifications represented by SEIU Local 1021 Clerical and Related Unit have been identified and should receive an increase in accordance with Section 9.01 of the MOU and the mutually agreed upon salary survey data (Attachment IV) with the effective date of June 12, 2017, representing the second year for equity adjustments.
7. SEIU Local 1021 Maintenance and Operations Unit Equity Adjustments – Pursuant to the negotiated terms under Section 9.01 of the Memorandum of Understanding (“MOU”) between SEIU Local 1021 Maintenance and Operations Unit and the City of Hayward, the equity adjustments will be processed in three (3) equal parts applied over a three (3) year period beginning in June 2016. As an exception, if an adjustment was less than one (1) percent, those in that classification will receive the full increase in year one (2016). Thirteen (13) classifications represented by SEIU Local 1021 Maintenance and Operations Unit have been identified and should receive increases in accordance with Section 9.01 of the MOU and the mutually agreed upon salary survey data (Attachment IV) with the effective date of June 12, 2017, representing the second year for equity adjustments.

FISCAL IMPACT

1. There is no recommended salary change associated with the title change of Property/Evidence and Crime Scene Administrator.

2. The annual cost of salary and benefits for the classifications listed below are under review and will be proposed in the fiscal year 2018 Adopted Budget:

- Supervising Permit Technician
- Lead Program Assistant
- Utilities Engineering Manager
- Sustainability Specialist

3. The fiscal impact of the equity adjustments for the SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit for FY17 is approximately \$200,000. These equity adjustments will be implemented by the Human Resources and Finance departments effective June 12, 2017, and reflected on employees' paychecks dated June 30, 2017. The overall value of the equity adjustments over the three (3) year agreement, which includes the cost of previously agreed upon COLA increases, is approximately \$1.7 million.

Prepared by: Anthony Phillip, Human Resources Analyst I

Recommended by: Nina Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager