



DATE: September 24, 2019

TO: Mayor and City Council

FROM: Assistant City Manager/Interim Human Resources Director

SUBJECT: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2020

RECOMMENDATION

That the City Council adopts a Resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for fiscal year 2020 ("FY 2020"), which designates all classifications and the corresponding salary range for employment in the City of Hayward as of September 30, 2019, superseding Resolution No. 19-142 and all amendments thereto.

SUMMARY

After a public hearing on September 12, 2019, the Personnel Commission recommended Council consider adoption of an amended FY 2020 Salary Plan (Attachment III) for the classifications in the City's classified service. The FY 2020 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of a negotiated and approved Memorandum of Understanding (MOU) between the City of Hayward and the International Federation of Professional and Technical Engineers – Local 21; the addition of Senior Assistant City Attorney, Senior Paralegal, Personnel Operations Specialist and Associate Landscape Architect classifications; and salary increases to the Administrative Intern, Technical Intern, and Information Technology Intern classifications pursuant to the City of Hayward's Living Wage Ordinance.

BACKGROUND AND DISCUSSION

Cost-of-Living Adjustments (COLA):

Pursuant to the negotiated terms of the MOU between the City of Hayward and International Federation of Professional and Technical Engineers – Local 21, a 1% Cost-of-Living Adjustment (COLA) salary increase will be applied to the sixty-seven (67) classifications effective the pay period including October 1, 2019.

Living Wage Ordinance:

The Intern classifications (Administrative Intern, Technical Intern, Information Technology Intern) have the current starting step on the City's salary plan of \$15.21 per hour. The Living Wage Ordinance, established July 1, 1999, was designed to upwardly adjust and reflect a change in the Bay Area Consumer Price Index. As Interns are classified as temporary personnel, they also fall under Section 2, Article 14 of the City Charter regarding the living wage ordinance. The most recent update occurred July 1, 2019. Based on the information

obtained from the Bureau of Labor statistics and the Price Index for All Urban Consumers, the salary plan has been updated to reflect an increase of the starting salary step from \$15.21 to \$15.82 per hour for all Intern classifications.

Additional Classifications:

Senior Assistant City Attorney - The Senior Assistant City Attorney is a new classification, created to provide a wide range of professional legal services to all City departments, the City Council, and various boards and commissions. This position directs the work of a division, and assists with the planning, direction, and supervision in the Office of the City Attorney. The salary for the Senior Assistant City Attorney is set internally to 10% above Assistant City Attorney, which is \$75.60 per hour at Step A and \$91.91 per hour at Step E.

Senior Paralegal - The new Senior Paralegal will have oversight responsibility for the full scope of office support activities for the City Attorney and associated legal staff to advance initiatives in the City Attorney's Office. The salary for Senior Paralegal is set internally to 10% above Paralegal, which is \$38.39 per hour at Step A and \$46.66 per hour at Step E.

Personnel Operations Specialist – The Personnel Operations Specialist is a new classification, created to provide high level administrative support to the Personnel and Training Administrator or Police Lieutenant and command-level staff in the Police Department. The salary for the Personnel Operations Specialist is set internally to 10% above Administrative Secretary, which is \$37.37 per hour at Step A and \$43.63 per hour at Step E.

Associate Landscape Architect – This position was added to provide the full range of professional-level landscape architectural functions by ensuring technical adequacy and compliance with overall landscape goals and City regulations. The salary range of the Associate Landscape Architect is \$43.99 per hour at Step A and \$53.37 per hour at Step E.

FISCAL IMPACT

Cost-of-Living-Adjustment – The 1% Cost-of Living Adjustment (COLA) salary increases to the classifications within Local 21 are included in the adopted FY 2020 Operating Budget.

Administrative and Information Technology Interns – These classifications are included in the adopted budget at a salary step of \$20.00 per hour. As such, there is no additional fiscal impact or appropriation necessary for increasing the starting salary step to \$15.82 per hour.

Technical Intern – This classification has one salary step of \$15.82 per hour. The fiscal impact is approximately \$1,362 annually. This position will continue to be funded entirely from the Enterprise Fund with no General Fund impact.

Associate Landscape Architect – The addition of the Associate Landscape Architect is included in the adopted FY 2020 Operating Budget and there is no additional fiscal impact to the General Fund.

Senior Assistant City Attorney – The net fiscal impact to the FY 2020 Operating Budget for the addition of the Senior Assistant City Attorney is approximately \$32,510. Funding for this

position is largely offset by reclassification of an Assistant City Attorney position in the General Fund or the Internal Service Fund.

Senior Paralegal - The net fiscal impact to the FY 2020 Operating Budget for the addition of the Senior Paralegal is approximately \$11,009. Funding for this position is largely offset by the elimination of a Paralegal position in the General Fund.

Personnel Operations Specialist – The net fiscal impact to the FY 2020 Operating Budget for the addition of the Personnel Operations Specialist is approximately \$10,774. Funding for this position is largely offset by the reclassification of an Administrative Secretary position in 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 position and salary range will be implemented by the Human Resources and Finance departments effective September 30, 2019. Any necessary budget changes will be made during the FY 2020 mid-year review process.

Prepared by: Anthony Phillip, Human Resources Analyst II

Recommended by: Maria A. Hurtado, Assistant City Manager/Interim Human Resources Director

Approved by:



Kelly McAdoo, City Manager