



DATE: June 15, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised City Classification and Salary Plan for Fiscal Year 2018 – Updated
June 15, 2017 – Effective June 26, 2017

RECOMMENDATION

That the Personnel Commission, after a public hearing, reviews and adopts a revised classification plan for each position in the City's classified service for Fiscal Year 2018 effective June 26, 2017.

That the Personnel Commission, after a public hearing, recommends to the City Council for adoption a revised salary plan for each position in the City's classified service for Fiscal Year 2018 effective June 26, 2017.

BACKGROUND/DISCUSSION

As required by the Municipal Code, the Classification Plan (Attachment III) has been updated to reflect all the classifications in the City's classified service, including the addition of the Airport Business Supervisor, the inactivation of the Assistant City Engineer, Inspector, Streets Maintenance Supervisor, Landscape Maintenance Supervisor, Fleet Management Supervisor, Facilities Maintenance Supervisor, and the equity adjustments of the Senior Human Resources Analyst, Human Resources Analyst I/II, Deputy Director of Human Resources, Deputy Director of Finance, and Accounting Manager. The FY 2018 Salary Plan has also been updated to reflect salary adjustments as a result of approved cost-of-living salary increases, equity, and compaction adjustments. The following changes were made:

1. Airport Business Supervisor – This position was added to allow the Airport Division to provide the requisite technical and administrative support needed to ensure the successful delivery of a multitude of complex projects and administrative tasks. This salary is set to mirror that of the Senior Management Analyst, which is \$49.86 per hour at Step A and \$60.58 per hour at Step E.
2. Due to departmental succession planning and retirements, the following positions were inactivated and removed from the salary plan:
 - Assistant City Engineer
 - Inspector
 - Streets Maintenance Supervisor
 - Landscape Maintenance Supervisor

- Fleet Management Supervisor
 - Facilities Maintenance Supervisor
3. Senior Human Resources Analyst and Human Resources Analyst I/II – The Human Resources Analyst classification series includes positions within the Human Resources Department that perform specialized duties of recruitment and selection, compensation, benefits, workers’ compensation, labor relations, and training and development, in addition to administrative, budgetary, and statistical analyses similar to the city-wide Management Analyst classification series. The salary of the Human Resources Analyst series has been increased to achieve internal equity and is set equivalent to that of the city-wide Management Analyst Series, which is \$49.86 per hour at Step A and \$60.58 per hour at Step E for the Senior Human Resources Analyst, and \$41.22 per hour at Step A and \$55.10 per hour at Step E for Human Resources Analyst I/II.
 4. Deputy Director of Finance – Due to the equity adjustment of the Revenue Manager position, the salary of the Deputy Director of Finance has been increased to maintain a 10% supervisory differential at \$66.44 per hour at Step A and \$80.75 per hour at Step E.
 5. Deputy Director of Human Resources – This position is adjusted to be internally set to the Deputy Director of Finance at \$66.44 per hour at Step A and \$80.75 per hour at Step E.
 6. Accounting Manager – The salary has been adjusted to reflect the recommendation of the Hayward Association of Management Employees (HAME) salary survey conducted in 2015 (FY 2016). The salary is set internally to the Revenue Manager and the FY 2018 adjustment is the last negotiated equity adjustment for these positions. The salary is \$60.41 per hour at Step A and \$73.41 per hour at Step E.
 7. The tables below show the applicable amount of the increases by bargaining unit and/or classification. Some positions will receive increases in more than one category and the FY 2018 Salary Plan (Attachment II) reflects the total increase to the classification (please see the next page).

Table 1: FY 2018 Cost of Living Adjustments

<i>Employee Group</i>	<i>Percentage Increase</i>
<i>Unrepresented Exempt and Non-Exempt</i>	3%
<i>HAME</i>	3%
<i>Local 21</i>	2.5%
<i>SEIU-Clerical</i>	3%
<i>SEIU Maintenance</i>	3%
<i>HPOA</i>	0%
<i>Local 1909</i>	0%
<i>Police Management</i>	0%
<i>Fire Officers</i>	0%

Table 2: FY 2018 Equity Adjustments

<i>Employee Group</i>	<i>Classification</i>	<i>Percentage Increase</i>
<i>HAME</i>	<i>Accountant</i>	3%
<i>HAME</i>	<i>Accounting Manager</i>	0.70%
<i>HAME</i>	<i>Airport Operations Supervisor</i>	0%
<i>HAME</i>	<i>Animal Services Administrator</i>	1%
<i>HAME</i>	<i>Budget Officer</i>	0%
<i>HAME</i>	<i>Communications Administrator</i>	1%
<i>HAME</i>	<i>Community Services Manager</i>	3%
<i>HAME</i>	<i>Crime & Intelligence Analyst</i>	1.9%
<i>HAME</i>	<i>Development Review Engineer</i>	2.4%
<i>HAME</i>	<i>Economic Development Manager</i>	0%
<i>HAME</i>	<i>Education Services Manager</i>	3%
<i>HAME</i>	<i>Emergency Medical Services Coordinator</i>	%
<i>HAME</i>	<i>Environmental Services Manager</i>	1.7%
<i>HAME</i>	<i>Equipment Manager</i>	0%
<i>HAME</i>	<i>Facilities & Building Manager</i>	0%
<i>HAME</i>	<i>Financial Analyst</i>	0%
<i>HAME</i>	<i>Hazardous Materials Program Coordinator</i>	0%
<i>HAME</i>	<i>Jail Administrator</i>	1%
<i>HAME</i>	<i>Lab Supervisor</i>	0.56%
<i>HAME</i>	<i>Landscape Architect</i>	3%
<i>HAME</i>	<i>Landscape Maintenance Manager</i>	0%
<i>HAME</i>	<i>Library Operations Manager</i>	3%
<i>HAME</i>	<i>Management Analyst I</i>	1.88%
<i>HAME</i>	<i>Management Analyst II</i>	1.9%

<i>Employee Group</i>	<i>Classification</i>	<i>Percentage Increase</i>
HAME	Planning Manager	0%
HAME	Police Program Analyst	1.9%
HAME	Property & Evidence Administrator	1%
HAME	Property & Evidence Supervisor	0%
HAME	Purchasing & Services Manager	0%
HAME	Records Administrator	1%
HAME	Revenue Manager	3%
HAME	Senior Accountant	0%
HAME	Senior Civil Engineer	2.4%
HAME	Senior Crime & Intelligence Analyst	0.84%
HAME	Senior Management Analyst	0.84%
HAME	Senior Transportation Engineer	3%
HAME	Senior Utilities Engineer	2.4%
HAME	Solid Waste Manager	0.84%
HAME	Streets Maintenance Manager	0%
HAME	Supervising Librarian I	3%
HAME	Survey Engineer	0.46%
HAME	Transportation Manager	3%
HAME	Utilities Field Services Supervisor	0%
HAME	Utilities Operations & Maintenance Supervisor	0%
HAME	Utilities Operations & Maintenance Manager	0%
HAME	Wastewater Collections System Supervisor	0.56%
HAME	Water Pollution Control Administrator	0.56%
HAME	WPCF Maintenance Supervisor	0.56%
HAME	WPCF Manager	0%
HAME	WPCF Operations & Maintenance Manager	0%
HAME	WPCF Operations Supervisor	0.56%
Unrepresented	Deputy Director of Human Resources	1.22%
Unrepresented	Senior Human Resources Analyst	6.33%
Unrepresented	Human Resources Analyst I/II	6.39%

Table 3: FY 2018 Compaction Adjustments

<i>Employee Group</i>	<i>Classification</i>	<i>Percentage Increase</i>
HAME	Fire Services Supervisor	6%
HAME	Senior Accountant	0.56%
HAME	Assistant City Engineer	2.4%
HAME	Accounting Manager	0.51%
Unrepresented	Deputy Director of Finance	1.22%

FISCAL IMPACT

The addition of the Airport Supervisor and deletion of the vacant Maintenance Worker positions was approved in FY 2016. The compensation difference between the two positions is approximately \$36,000.

The cost-of-living and equity adjustments provided to HAME employees is approximately \$447,813, which is reflected in the FY 2018 projected budget, currently being reviewed by Council for adoption.

Additional costs due to compaction and internal equity adjustments will be calculated by the Finance Department staff for any necessary changes during the mid-year budget review.

Prepared by: Anthony Phillip, Human Resources Analyst I

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager