



DATE: December 5, 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 2018

RECOMMENDATION

That the City Council adopts the attached Resolution and approves an amendment to the City of Hayward Salary Plan for fiscal year 2018 (“FY 2018”), which designates all classifications and the corresponding salary range for employment in the City of Hayward government as of December 5, 2017, superseding Resolution No. 17-103 and all amendments thereto.

BACKGROUND

After a public hearing on November 16, 2017, the Personnel Commission recommends that the City Council adopts an amended FY 2018 Salary Plan (Attachment III) for the classified service. Changes to the Salary Plan include the reactivation of Senior Equipment Mechanic, the addition of the information Technology Intern, the retitling of Hazardous Materials Investigator, a correction of an administrative error to Firefighter Trainee, and a salary increase to Deputy City Clerk. Where applicable, Human Resources staff met with the respective labor organizations to satisfy any meet and confer requirements. These changes are described in more detail as follows:

1. Senior Equipment Mechanic – This position was reactivated to fulfill an operational need for supervision of one or more staff in the performance of a variety of complex mechanical diagnoses and repairs. This salary range was negotiated between Human Resources staff and SEIU 1021 at 15% above Equipment Mechanic II, pursuant to similar positions as described in Section 9.02 of the Memorandum of Understanding between the City of Hayward and SEIU 1021. The new hourly rate for this classification is \$37.77 per hour at Step A and \$45.87 per hour at Step E.
2. Information Technology Intern – This position was created to clearly define the specialized technical skills and scope of duties for an Administrative Intern within the Information Technology Department. This salary range is set to mirror that of the city-wide Administrative Intern, which is \$15.00 per hour at Step D and \$20.00 per hour at

Step E. This position is not represented by a labor organization; therefore, it's creation did not create an obligation for a meet and confer.

3. Hazardous Materials Investigator – The title of this job specification has been changed to Hazardous Materials Inspector since the incumbent does not conduct investigations. The primary responsibility is to conduct inspections of hazardous materials facilities. Human Resources staff shared and ultimately got agreement from IFPTE, Local 21 regarding this title change.
4. Firefighter Trainee – The salary plan has been revised to correct an administrative error that occurred when the FY 2018 cost-of-living increases were applied citywide. The error did not have any impact on employees, as they were paid correctly. The classification salary should not have been revised. The Salary Plan has been updated to reflect the correct salary range of \$37.71 per hour at Step A and \$39.58 per hour at Step B. This position is not represented by a labor organization; therefore, this correction did not create an obligation for a meet and confer.
5. Deputy City Clerk – This position was updated to include the new supervisory responsibilities within the Office of the City Clerk. The position now supervises the office staff, including the Management Analyst I. Pursuant to the Memorandum of Understanding between the City of Hayward and HAME, Section 7.16, the salary of a supervisor must be at least ten percent (10%) above the salary of the highest paid subordinate, in this case the Management Analyst. Therefore, the salary for Deputy City Clerk has been adjusted to reflect the 10% differential. The new hourly rate for this position is \$45.34 per hour at Step A and \$55.11 per hour at Step E.

FISCAL IMPACT

Human Resources staff consulted with the Finance Department regarding the fiscal impact of the above changes made to the salary plan. The following cost estimates include the impact of salary changes and fringe benefit obligations for the City:

1. Senior Equipment Mechanic – The additional annual cost of salary and benefits for the Senior Equipment Mechanic is estimated at \$15,000.
2. Information Technology Intern – The annual cost of salary for the IT Intern is approximately \$25,000 per fiscal year.
3. Firefighter Trainee – There is no fiscal impact in correcting the salary range. The hourly wage for employees in this classification were corrected prior to any employee receiving a paycheck.
4. Deputy City Clerk – The additional annual cost of salary and benefits for the Deputy City Clerk is \$24,482. The cost for this increase will be adjusted at mid-year and will impact the City's General Fund.

Prepared by: Anthony Phillip, Human Resources Analyst I

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

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager