



**DATE:** March 16, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised City Classification and Salary Plan for Fiscal Year 2017 – Updated March 16, 2017

### **RECOMMENDATION**

That the Personnel Commission, after a public hearing:

1. Reviews and adopts a revised classification plan (Attachment II) for each position in the City's classified service for Fiscal Year 2017; and
2. Recommends to the City Council for adoption a revised salary plan (Attachment III) for each position in the City's classified service for Fiscal Year 2017.

### **BACKGROUND/DISCUSSION**

As required by the Municipal Code, the Salary Plan for FY 2017 has been reformatted to reflect more than hourly rates and updated to reflect all the classifications in the City's classified service, including the salary range adjustment of six (6) current classifications within the SEIU Local 1021 Maintenance and Operations Unit, the salary increase of the Mail Clerk classification, the title change of Volunteer Program Assistant, the title change of Graphics/Planning Technician, and equity adjustment of the Geographic Information Systems Coordinator and Water Pollution Control Facility Manager. The following changes were made:

1. SEIU Local 1021 Maintenance Salary Range Adjustments – Per Section 9.02 of the Memorandum of Understanding between the City of Hayward and the SEIU Local 1021 Maintenance and Operations Unit, the salary ranges of six (6) job classifications are to be set at 15% above the highest base wage rate of the linked classifications. During a review of the classifications, it was determined that not all salary ranges maintained the minimum 15% difference. Six (6) total classifications are affected. Their ranges are as follows:

| Position                                          | Step A  | Step B  | Step C  | Step D  | Step E  |
|---------------------------------------------------|---------|---------|---------|---------|---------|
| <b>Cross Connection Control Specialist (M815)</b> | \$31.11 | \$32.19 | \$33.46 | \$34.84 | \$36.22 |
| <b>New Salary Range</b>                           | \$31.11 | \$32.19 | \$33.46 | \$34.84 | \$36.25 |

|                                                      |         |         |         |         |         |
|------------------------------------------------------|---------|---------|---------|---------|---------|
| <b>Senior Utility Customer Service Leader (M825)</b> | \$35.51 | \$36.93 | \$38.40 | \$40.03 | \$41.62 |
| <b>New Salary Range</b>                              | \$35.78 | \$37.02 | \$38.48 | \$40.07 | \$41.69 |
| <b>Senior Utility Leader (M845)</b>                  | \$37.32 | \$38.82 | \$40.36 | \$42.11 | \$43.77 |
| <b>New Salary Range</b>                              | \$37.71 | \$39.22 | \$40.85 | \$42.27 | \$43.90 |
| <b>Senior Utility Leader - Sewer (M920)</b>          | \$37.32 | \$39.12 | \$41.08 | \$43.14 | \$45.29 |
| <b>New Salary Range</b>                              | \$38.92 | \$40.46 | \$42.11 | \$43.59 | \$45.29 |
| <b>Groundskeeper III (M215)</b>                      | \$34.21 | \$35.60 | \$37.03 | \$38.60 | \$40.11 |
| <b>New Salary Range</b>                              | \$34.50 | \$35.88 | \$37.34 | \$38.66 | \$40.15 |
| <b>Senior Maintenance Leader (M315)</b>              | \$34.87 | \$36.26 | \$37.72 | \$39.33 | \$40.87 |
| <b>New Salary Range</b>                              | \$35.21 | \$36.58 | \$38.10 | \$39.43 | \$40.95 |

- The City Council has expressed its intent that all City of Hayward employees make a minimum of \$15.00 per hour. Currently, all active employees make more than the \$15.00 minimum. The Mail Clerk classification is currently staffed with a part-time retiree who receives a pension and medical benefits for his long time City service in addition to the salary for being the part-time mail clerk. The salary is being adjusted to be consistent with the \$15.00 minimum wage requirement. The salary change is as follows:

|                         |         |         |         |
|-------------------------|---------|---------|---------|
| <b>Mail Clerk</b>       | \$13.16 | \$13.85 | \$14.52 |
| <b>New Salary Range</b> | \$15.00 | \$15.75 | \$16.54 |

- Volunteer Program Assistant retitled to Program Assistant.
- Graphics/Planning Technician retitled to Graphics and Media Relations Technician.
- The Geographic Information Systems Coordinator classification has been updated to reflect salary adjustments as a result of a completed salary survey. There is a 12.8% increase in salary.
- The Water Pollution Control Facility Manager classification has been updated to reflect salary adjustments as a result of a recruitment and retention strategy designed to make the position competitive with the current industry market. There is a 10% increase in salary.

## **FISCAL IMPACT**

- The recalibration of the six (6) SEIU classifications will cost approximately \$3,500 as six (6) employees are currently working at a salary step that will receive an increase. The cost for this increase will be absorbed by both the City's General and Enterprise Funds, consistent with how they are funded in the respective approved budgets.
- The increase to the salary of the Mail Clerk results in a net fiscal increase of approximately \$5,400 annually. The cost for this increase will be absorbed by the City's General Fund.

3. There is no recommended change to salary related to the title change of Volunteer Program Assistant to Program Assistant.
4. There is no recommended change to salary related to the title change of Graphics/Planning Technician to Graphics and Media Relations Technician.
5. The increase to the salary of the Geographic Information Systems results in a net fiscal increase of approximately \$17,600 annually. The cost for this increase will be absorbed by the City's General Fund.
6. The increase to the salary of the Water Pollution Control Facility Manager results in a net fiscal increase of approximately \$22,800 annually. The cost for this increase will be absorbed by the City's Enterprise 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', is written over a horizontal line.

Kelly McAdoo, City Manager