



DATE: April 22, 2025

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT: Fiscal Year 2025 Salary Plan Amendment: Adopt a Resolution Approving and Amendment to the City of Hayward Salary Plan for Fiscal Year 2025

RECOMMENDATION

That the City Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2025 which designates all classification and corresponding salary ranges for employment with the City of Hayward effective March 24, 2024, superseding Resolution 25-007.

SUMMARY

As required by the Municipal Code, the Fiscal Year 2025 Salary Plan has been revised to reflect title changes to three (3) Hayward Police Department classifications, a title change and salary adjustment to one (1) Hayward Fire Department classification as a result of a job audit, and salary adjustments to two (2) City Council appointed classifications.

On March 27, 2025, the Personnel Commission held a public hearing in which they reviewed and recommended to Council the adoption of Fiscal Year 2025 Salary Plan.

BACKGROUND/DISCUSSION

Title Changes

As part of the City's ongoing efforts to ensure job classifications reflect evolved industry standards and align with the operational needs of our public safety department, the City is revising the classification titles for three (3) public safety communications classifications. The retitling of these classifications align with the industry terminology and emphasizes the critical importance nature of these roles withing public safety communications. The title changes for these classifications are as follows:

1. Call Taker (C633) to Public Safety Call Taker
2. Communications Operator (C635) to Public Safety Dispatcher
3. Communications Supervisor (C645) to Public Safety Dispatch Supervisor

The above-mentioned title changes will be reflected on the Fiscal Year 2025 Salary Plan effective March 24, 2025.

Salary Adjustments

FIRE SERVICES ADMINISTRATOR (H580): In October 2023, the Human Resources Department retained the services of Bryce Consulting who completed a classification study of the Fire Services Supervisor (H580) classification. As a result of the classification study, Fire Services Supervisor will be retitled to Fire Services Administrator to reflect the evolution of the classification over time. At the recommendation of the consultant, the salary for this classification has been revised to be equivalent to Animal Services Administrator (H430) and adjusted an additional ten percent (10%) as compensation for regularizing the specialized duties of the classification. The total salary adjustment for Fire Services Administrator is approximately 14.47% and will be effective March 24, 2025. The salary range for Fire Services Administrator is \$77.98 Step A and \$94.77 at Step E.

CITY ATTORNEY (A100): Pursuant to the resolution amending the employment agreement between the City of Hayward and the City Attorney, the salary for City Attorney shall receive a five percent (5%) COLA salary increase effective March 24, 2025. The salary for City Attorney \$169.42 at Step E.

CITY CLERK (A110): Pursuant to the resolution amending the employment agreement between the City of Hayward and the City Clerk, the salary for City Clerk shall receive a four percent (4%) COLA salary increase and a 13.82% equity increase, for a total adjustment of 17.82 % effective the pay period including March 24, 2025. The salary for City Clerk is \$107.50 at Step E.

FISCAL IMPACT

PUBLIC SAFETY COMMUNICATIONS: There is no additional fiscal impact to the Fiscal Year 2025 budget for title changes to the three public safety communications classifications.

FIRE SERVICES ADMINISTRATOR (H580): The additional fiscal impact to the Fiscal Year 2025 budget for Fire Services Administrator is \$6,734 to the General Fund. Fiscal Year 2025 budget adjustments will be included in the mid-year review.

CITY ATTORNEY (A100): A two percent (2%) COLA salary adjustment is already included in the Fiscal Year 2025 Adopted Budget. The additional fiscal impact to the Fiscal Year 2025 for the remainder three percent (3%) is \$3, 509 to the General Fund. Fiscal Year 2025 budget adjustments will be included in the mid-year review.

CITY CLERK (A110): A two percent (2%) COLA salary adjustment is already included in the Fiscal Year 2025 Adopted Budget. The additional fiscal impact to the Fiscal Year 2025 for the remainder 15.82% is \$10,422 to the General Fund. Fiscal Year 2025 budget adjustments will be included in the mid-year review.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Roadmap initiatives.

NEXT STEPS

This salary plan will be implemented by the Human Resources and Finance Departments and will be reflected in the employees' paychecks dated April 11, 2025. Appropriate retroactive payments based on the dates in this report will follow.

Prepared by: Valeria Cazares, Human Resources Analyst I

Recommended by: Brittney Frye, Director of Human Resources

Approved by:

A handwritten signature in dark ink, appearing to read "Dr. Alvarez", written over a horizontal line.

Dr. Ana M. Alvarez, City Manager