



DATE: October 29, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT: Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2021

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and reviews and recommends to Council adoption of the revised salary plan for each position in the City's classified service for Fiscal Year 2021, effective December 21, 2020.

SUMMARY

As required by the Municipal Code, the FY 2021 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of the Council approved Memoranda of Understanding between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit (SEIU), Hayward Association of Management Employees (HAME), International Federation of Professional & Technical Engineers (Local 21), and the revised terms of the Salary and Benefits Resolution for Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees. The salary plan has also been updated to reflect a title change to Property Technician.

BACKGROUND/DISCUSSION

Equity Adjustments:

International Federation of Professional & Technical Engineers (Local 21)

Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and the International Federation of Professional & Technical Engineers (Local 21), a salary survey identified thirty-five (35) classifications that met the criteria to receive a salary equity adjustment in the amount of five percent (5%), effective January 1, 2020. Thirty-two (32) qualifying classifications are set to receive a second salary equity adjustment in varying percentages but of no more than five percent (5%) effective December 21, 2020, which is the pay period including January 1, 2021.

Table 1 below lists the Local 21 classifications receiving the second installment of the salary equity adjustments effective the pay period including January 1, 2021.

Table 1: Local 21 Equity Adjustments Effective December 21, 2020

CLASSIFICATION	
Associate Civil Engineer – 4.9%	Environmental Specialist – 5.0%
Assistant Civil Engineer – 4.9%	Information Technology Analyst II – 5.0%
Associate Transportation Engineer – 4.9%	Information Technology Analyst I – 5.0%
Assistant Transportation Engineer – 4.9%	Digital Applications Developer – 5.0%
Building Inspector – 5.0%	Plan Checker – 5.0%
Senior Building Inspector/Electrical – 5.0%	Senior Plan Checker – 5.0%
Senior Building Inspector/Plumbing-Mechanical – 5.0%	Programmer Analyst – 5.0%
Senior Building Inspector/Structural – 5.0%	Geographic Info Systems Coordinator – 5.0%
Code Enforcement Inspector II – 3.4%	Tech Solutions Analyst I – 5.0%
Code Enforcement Inspector I – 3.4%	Tech Solutions Analyst II – 5.0%
Senior Code Enforcement Inspector – 3.4%	Sustainability Technician – 1.5%
Construction Inspector – 5.0%	Sustainability Specialist – 1.5%
Senior Construction Inspector – 5.0%	Graphics and Media Relations Technician – 1.5%
Surveyor – 5.0%	Traffic Signal Technician – 5.0%
Hazardous Materials Investigator – 5.0%	Water Pollution Source Control Inspector – 4.0%
Certified Latent Print Examiner – 5.0%	Senior Water Pollution Source Control Inspector – 4.0%

SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit (SEIU)

Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related and SEIU Local 1021 Maintenance and Operations Units, a salary survey identified thirty-seven (37) classifications that met the criteria for salary equity adjustments.

The salary equity adjustment, not to exceed six percent (6%), went into effect the pay period including January 1, 2020. Thirty-seven (37) qualifying classifications are set to receive a second salary equity adjustment of varying percentages, none to exceed six percent (6%) effective the pay period including January 1, 2021.

Table 2 below lists the SEIU Local 1021 classifications receiving the second installment of the equity salary adjustment effective the pay period including January 1, 2021.

Table 2: SEIU Equity Adjustments Effective December 21, 2020

CLASSIFICATION	
Administrative Secretary – 3.1%	Groundskeeper III – 6.0%
Secretary – 3.1%	Maintenance Worker – 6.0%
Senior Secretary – 3.1%	Senior Airport Maintenance Worker – 6.0%
Community Service Officer – 2.9%	Senior Maintenance Leader – 6.0%
Jail Supervisor – 2.9%	Utilities Maintenance Mechanic – 6.0%
Facilities Carpenter II – 1.1%	Utility Worker – 6.0%
Facilities Carpenter I – 1.1%	Backflow/Cross Connection Tester – 6.0%
Facilities Painter II – 1.4%	Cross Connection Control Specialist – 6.0%
Facilities Painter I – 1.4%	Senior Utility Cust. Svc. Leader – 6.0%
Library Page – 4.0%	Senior Utility Leader – 6.0%
Senior Library Page – 4.0%	Senior Utility Service Representative – 6.0%
Maintenance Leader – 6.0%	Utilities Service Worker – 6.0%
Airport Attendant – 6.0%	Utility Leader – 6.0%
Airport Maintenance Worker – 6.0%	Utility Worker - Sewer – 0.1%
Facilities Lead Worker – 6.0%	Senior Utility Leader - Sewer – 0.1%
Facilities Service Worker I – 6.0%	Utility Leader – Sewer – 0.1%
Facilities Service worker II – 6.0%	WPCF Operator – 5.0%
Groundskeeper I – 6.0%	Operator-In-Training – 5.0%
Groundskeeper II – 6.0%	

Salary Adjustments: In addition to the classifications listed above, the following classifications will receive salary adjustments as described below:

EQUIPMENT OPERATOR: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, the Utility Worker classification received a salary equity increase and no longer maintains a 1.5% differential from Equipment Operator. Therefore, the salary for Equipment Operator has been increased by 6.03% to reflect the 1.5% differential. The salary is \$35.92 per hour at Step A and \$41.82 per hour at Step E.

WPCF LEAD OPERATOR: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, The WPCF Operator classification received a salary equity increase, creating less than a 15% differential from the higher level WPCF Lead Operator classification. Therefore, the salary for WPCF Lead Operator has been increased by five percent (5%) to reflect the 15% differential. The salary is \$48.30 per hour at Step A and \$56.47 per hour at Step E.

ADMINISTRATIVE SUPERVISOR: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Administrative Supervisor will receive a salary increase of 5.65% to maintain a minimum pay differential of 10% between it and the Administrative Secretary classification, which received an equity increase in the aforementioned salary survey. The salary range for Administrative Supervisor is \$41.84 per hour at Step A and \$50.82 per hour at Step E.

PERSONNEL OPERATIONS SPECIALIST: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, the Administrative Secretary classification received a salary equity increase. Upon creation of this classification, Personnel Operations Specialist was set internally at 10% above the Administrative Secretary classification. The Personnel Operations Specialist classification will receive a salary increase of 5.65% to maintain a minimum pay differential of 10% between it and the Administrative Secretary classification. The salary range for Personnel Operations Specialist is \$43.54 per hour at Step A and \$50.82 per hour at Step E.

SUPERVISING BUILDING INSPECTOR: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Supervising Building Inspector will receive a salary increase of 1.29% to maintain a minimum pay differential of 10% between it and the Senior Building Inspector classifications which received an equity increase in the aforementioned salary survey. The salary range for Supervising Building Inspector is \$56.35 per hour at Step A and \$68.49 per hour at Step E.

SUPERVISING PERMIT TECHNICIAN: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Supervising Permit Technician will receive a salary increase of 3.18% to maintain a minimum pay differential of 10% between it and the Senior Permit Technician classification, which received an equity increase in the aforementioned salary survey. The salary range for Supervising Permit Technician is \$41.07 per hour at Step A and \$49.91 per hour at Step E.

INFORMATION TECHNOLOGY MANAGER: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Information Technology Manager will receive a salary increase of 2.56% to maintain a minimum pay differential of 10% between it and the Geographic Info Systems Coordinator classification, which received an equity increase in the aforementioned salary survey. The salary range for Information Technology Manager is \$63.15 per hour at Step A and \$76.78 per hour at Step E.

Salary Plan Correction:

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT: The salary plan has been revised to include a correction to the salary range for Human Resources Administrative Assistant; this salary range should have been adjusted as a result of the SEIU Local 1021 Clerical and Related and SEIU Local 1021 Maintenance and Operations Units' salary survey effective January 1, 2020. Upon creation of this classification, Human Resources Administrative Assistant was set internally at five percent (5%) above the Administrative Secretary classification. The Administrative Secretary classification received a salary equity increase in the

aforementioned salary survey, creating less than a five percent (5%) differential. Additionally, due to the COVID-19 pandemic's financial impact to the City and part of the City's cost saving strategy, this classification forewent a cost-of-living (COLA) increase effective July 1, 2020. Although the reduction in internal equity between the HR Administrative Assistant and Administrative Secretary shall not be restored until a salary survey is conducted, the COLA increase shall be applied to the corrected salary range. The salary has been updated to reflect the correct salary range which is \$38.57 per hour at Step A and \$45.02 per hour at Step E.

PROPERTY TECHNICIAN: The Property Technician classification title has been updated to reflect the title on the job specification, which is Property & Evidence Technician.

Cost-of-Living Adjustments (COLAs):

Pursuant to the negotiated terms of the MOU between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, Hayward Association of Management Employees (HAME), International Federation of Professional & Technical Engineers (Local 21), and the revised terms of the Salary and Benefits Resolution for Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees, COLA salary increases will be applied to the classifications represented in the aforementioned bargaining units as well as those classifications covered by the Salary and Benefits Resolution, effective the pay period including January 1, 2021. Table 3 below shows the applicable amount of the increases by bargaining unit and the Fiscal Year 2021 Salary Plan reflects the increase to the classifications.

Table 3 - FY 2021 Cost of Living Adjustments

EMPLOYEE GROUP	PERCENTAGE INCREASE
SEIU Clerical	4.5%
SEIU Maintenance	4.5%
Local 21	4%
HAME	2%
Unrepresented (Non-Executive)	2%

FISCAL IMPACT

FY 2021 COST OF LIVING ADJUSTMENTS: The Cost of Living Adjustment (COLA) salary increases to the classifications in the classified service for the various bargaining units are all included in the FY 2021 Proposed Budget; therefore, there is no additional fiscal impact.

SEIU AND LOCAL 21 SALARY SURVEY ADJUSTMENTS: The increases to classifications as a result of the salary survey for SEIU and Local 21 were all included in the FY 2021 Operating Budget; therefore, there is no additional fiscal impact.

SEIU ADDITIONAL EQUITY ADJUSTMENTS: The internal equity adjustments for the classifications in the SEIU Local 1021 Maintenance and Operations Unit result in a citywide net annual fiscal increase of approximately \$67,623 in Enterprise Funds. The additional SEIU equity adjustments are not included in the FY 2021 Operating Budget. As a result, the adjustments will be included with the FY 2021 mid-year process.

HAME ADDITIONAL EQUITY ADJUSTMENTS: The internal equity adjustments for the classifications in the Hayward Association of Management Employees (HAME) result in a citywide net annual fiscal increase of approximately \$40,073. Of this amount, the adjustments include an increase of \$20,666 in General Fund, \$16,671 in Internal Service Funds, and \$2,736 in Enterprise Funds. The additional HAME equity adjustments are not included in the FY 2021 Operating Budget. As a result, the adjustments will be included with the FY 2021 mid-year process.

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT: The annual fiscal impact for the HR Administrative Assistant is \$7,076, allocated between the General Fund and Workers' Compensation Fund. Budget adjustments will be included in the FY 2021 mid-year process.

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 scheduled at an upcoming Council meeting date and the cost of living adjustment and salary equity increases will be implemented with an effective date of the pay period including January 1, 2021.

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

Approved by:



Kelly McAdoo, City Manager