



DATE: January 27, 2022
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT: Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2022

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and adopts the revised Classification Plan for each position in the City’s classified service for Fiscal Year 2022, effective February 14, 2022, and reviews and recommends to Council adoption of the revised Salary Plan for each position in the City’s classified service for Fiscal Year 2022, effective February 14, 2022.

SUMMARY

As required by the Municipal Code, the FY 2022 Salary Plan has been updated to reflect salary adjustments to the classifications in the City’s classified service as a result of negotiated and approved Memorandum of Understanding between the City of Hayward and the Hayward Association of Management Employees (“HAME”). The Salary Plan has also been updated to reflect the addition of the Streets and Landscape Maintenance Supervisor positions and salary adjustments to three additional classifications.

BACKGROUND AND DISCUSSION

Cost-of-Living-Adjustments (COLAs):

Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and HAME, represented classifications in the classified service shall receive a one percent (1%) COLA effective the pay period that includes December 2, 2021.

New Classifications:

In May 2021, the Maintenance Services Department (MSD) requested to update job descriptions for the supervisory positions in its four (4) divisions, Landscape, Streets, Fleet and Facilities, which had been removed from the City’s Classification Plan approximately ten (10) years ago due to staffing reductions. MSD is currently requesting the addition of two (2) frontline supervisors in the Landscape and Streets divisions to help address span of control issues and support the manager with daily operations.

LANDSCAPE MAINTENANCE SUPERVISOR: The salary for the Landscape Maintenance Supervisor will be set internally to ten percent (10%) above the Groundskeeper III. The salary range for Landscape Maintenance Supervisor is \$47.76 per hour at Step A and \$55.58 per hour at Step E.

STREETS MAINTENANCE SUPERVISOR: The salary for the Streets Maintenance Supervisor will be set internally to ten percent (10%) above the Senior Maintenance Leader. The salary range for Streets Maintenance Supervisor is \$50.07 per hour at Step A and \$58.21 per hour at Step E.

Salary Adjustments:

HAZMAT PROGRAM COORDINATOR: Pursuant to Section 7.16 of the HAME MOU, a minimum pay differential of ten percent (10%) shall be maintained between this classification and its highest paid subordinate position, which is the Environmental Specialist (T505). As a result, the Hazmat Program Coordinator shall receive a salary adjustment of 3.21% effective August 16, 2021. The salary range for Hazmat Program Coordinator Inspector is \$60.70 per hour at Step A and \$73.77 per hour at Step E.

FIRE PROTECTION ENGINEER: At the request of the Fire Department and IFPTE Local 21, Human Resources staff completed a total compensation market study for the Fire Protection Engineer in September 2021. Based on the findings of the market study, the Fire Protection Engineer salary is below market, and the position shall receive a salary adjustment of 4.03% effective the pay period that includes January 1, 2022. The salary range for the Fire Protection Engineer is \$58.16 per hour at Step A and \$70.81 per hour at Step E.

SENIOR CIVIL ENGINEER: The salary for the Senior Civil Engineer is internally set to ten percent (10%) above the Associate Civil Engineer. To maintain the internal relationship between this position and the Associate Civil Engineer, the Senior Civil Engineer shall receive a salary adjustment of 0.99% effective February 14, 2022. The salary range for Senior Civil Engineer is \$63.22 per hour at Step A and \$76.82 per hour at Step E.

FISCAL IMPACT

HAME COLA: The additional annual fiscal impact for HAME employees is as follows: \$63,880 from the General Fund and \$42,410 from all other funds, for a total fiscal impact of \$106,290. Budget adjustments will be included in the FY 2022 budget process.

LANDSCAPE MAINTENANCE SUPERVISOR: The annual fiscal impact for the Landscape Maintenance Supervisor would be approximately \$176,061 with \$149,652 coming from the General Fund and \$26,409 from the Enterprise Water Fund. Budget adjustments will be included in the FY 2022 budget process.

STREETS MAINTENANCE SUPERVISOR: The annual fiscal impact for the Streets Maintenance Supervisor would be \$186,313 to the General Fund. Budget adjustments will be included in the FY 2022 budget process.

HAZMAT PROGRAM COORDINATOR: The additional annual fiscal impact for the Hazmat Program Coordinator is an increase of approximately \$6,362 to the General Fund. Budget adjustments will be included in the FY 2022 budget process.

FIRE PROTECTION ENGINEER: The additional annual fiscal impact for the Fire Protection Engineer is an increase of approximately \$7,454 to the General Fund. Budget adjustments will be included in the FY 2022 budget process.

SENIOR CIVIL ENGINEER: The additional annual fiscal impact for the Senior Civil Engineer is an increase of approximately \$6,323 to the General Fund. Budget adjustments will be included in the FY 2022 budget 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 for the February 15, 2022 Council meeting, and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

Prepared by: Valeria Cazares, Human Resources Technician

Recommended by: Kakshi Master, Acting Deputy Director of Human Resources
Jana Sangy, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager