



**DATE:** September 27, 2022

**TO:** Mayor and City Council

**FROM:** Assistant City Manager/Interim Director of Human Resources

**SUBJECT:** Salary Plan Amendment: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2023

### **RECOMMENDATION**

That Council adopts a Resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2023 (FY 2023), which designates all classifications and corresponding salary ranges for employment in the City of Hayward as of September 26, 2022, superseding Resolution No. 22-188 and all amendments thereto.

### **SUMMARY**

As required by the Municipal Code, the FY 2023 Salary Plan has been updated to reflect salary adjustments to various classifications. The Salary Plan and Classification Plan have also been updated to reflect the addition of the Chief Economic Development Officer. On September 15, 2022, the Personnel Commission held a public hearing in which it reviewed and recommended to Council the Salary Plan for each position in the City's classified service for FY 2023, effective September 26, 2022.

### **BACKGROUND AND DISCUSSION**

#### New Classifications:

*CHIEF ECONOMIC DEVELOPMENT OFFICER (U330):* In May 2022, the City Manager's Office (CMO) requested the creation of the Chief Economic Development Officer (CEDO) to lead the Economic Development Division currently led by an Economic Development Manager. The change in title is intended to reflect the higher level of work being performed and the higher degree of independence expected of the CEDO. The salary will be set internally to ten percent (10%) above Economic Development Manager (H170). The salary range for the Chief Economic Development Officer is \$76.69 per hour at Step A and \$93.23 per hour at Step E.

#### Salary Adjustments:

*PARALEGAL (U195):* The salary range for Paralegal is internally set to be ten percent (10%) above Legal Secretary II (C935). To maintain the internal relationship between this position

and Legal Secretary II, Paralegal shall receive a 2.49% adjustment effective September 26, 2022. The salary range for Paralegal is \$39.88 per hour at Step A and \$48.48 per hour at Step E.

*SENIOR PARALEGAL (U196):* The salary range for Senior Paralegal is internally set to be ten percent (10%) above Paralegal (U195). To maintain the internal relationship between this position and Paralegal, Senior Paralegal shall receive a 2.52% adjustment effective September 26, 2022. The salary range for Senior Paralegal is \$43.88 per hour at Step A and \$53.33 per hour at Step E.

*PURCHASING TECHNICIAN (C345):* The salary range for Purchasing Technician is internally set to be equivalent to Finance Technician (C320). To maintain the internal relationship between this position and Finance Technician, Purchasing Technician shall receive a 9.98% salary adjustment effective September 26, 2022. The salary range for Purchasing Technician is \$38.77 per hour at Step A and \$47.13 per hour at Step E.

*FINANCE SUPERVISOR (H155):* The salary range for Finance Supervisor is internally set to be equivalent to Financial Analyst (H165). To maintain the internal relationship between this position and Financial Analyst, Finance Supervisor shall receive a 1.11% salary adjustment effective September 26, 2022. The salary range for Finance Supervisor is \$50.75 per hour at Step A and \$61.67 per hour at Step E.

*HUMAN RESOURCES TECHNICIAN (U100):* In line with the City's classification and compensation philosophy, the salary range for Human Resources Technician should be ten (10%) below Human Resources Analyst I (U110), which follows the natural career progression in the Human Resources Department. Over the last few years, the salary range for Human Resources Technician has fallen significantly behind that of Human Resources Analyst I (U110) and remains approximately 34% below Human Resources Analyst I. To correct the internal relationship between this position and Human Resources Analyst I, Human Resources Technician shall receive a 24.83% adjustment effective September 26, 2022. The salary range for Human Resources Technician is \$41.79 per hour at Step A and \$50.77 per hour at Step E.

#### Salary Corrections:

In July 2022, classifications in the Service Employees International Union, Local 1021 (SEIU), received a three percent (3%) COLA. The salary ranges provided for Finance Technician (C320) and Data Systems Operator (C450) that were presented to the Personnel Commission on June 15, 2022 erroneously failed to reflect the 3% COLA. As such, salary ranges for Finance Technician and Data Systems Operator have been revised to reflect the 3% COLA adjustment effective July 1, 2022.

*FINANCE TECHNICIAN (C320):* The salary range for Finance Technician is \$38.77 per hour at Step A and \$47.13 at Step E.

*DATA SYSTEMS OPERATOR (C450):* The salary range for the Data Systems Operator shall be \$31.86 at Step A and \$38.32 Step E.

*SENIOR TRANSPORTATION ENGINEER (H215):* Pursuant to Section 7.16 of the HAME MOU (Supervisory Differential,) the Senior Transportation Engineer shall maintain a minimum pay differential of ten percent (10%) above the Associate Transportation Engineer (T240). The Senior Transportation Engineer erroneously did not receive a 1.02% salary adjustment to maintain a ten percent (10%) differential when the Associate Transportation Engineer received a COLA increase in August 2021. As such, the Senior Transportation Engineer shall receive a retroactive 1.02% percent salary adjustment effective the pay period that includes August 20, 2021. The salary range for the Senior Transportation Engineer is \$66.39 per hour at Step A and \$80.69 per hour at Step E.

*UTILITIES MAINTENANCE MECHANIC (M415):* The salary range for Utilities Maintenance Mechanic is internally set to be equivalent to WPCF Operator (M930). Utilities Maintenance Mechanic should have received a 1.03% adjustment when the WPCF Operator received a salary adjustment in March 2022. As such, the Utilities Maintenance Mechanic shall receive a retroactive 1.03% salary adjustment effective March 28, 2022. The salary range for the Utilities Maintenance Mechanic is \$48.54 per hour at Step A and \$56.76 per hour at Step E.

## **FISCAL IMPACT**

*CHIEF ECONOMIC DEVELOPMENT OFFICER:* The additional annual fiscal impact for Chief Economic Development Officer is an increase of approximately \$17, 721.65 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

*PARALEGAL:* The additional annual fiscal impact for Paralegal is an increase of approximately \$2,394.89 to the Risk Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

*SENIOR PARALEGAL:* The additional annual fiscal impact for Senior Paralegal is an increase of approximately \$4,659.60 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

*PURCHASING TECHNICIAN:* The additional annual fiscal impact for Purchasing Technician is an increase of approximately \$7,225.87 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

*FINANCE SUPERVISOR:* The additional annual fiscal impact for Finance Supervisor is an increase of approximately \$1,163.91 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

*HUMAN RESOURCES TECHNICIAN:* The additional annual fiscal impact for Human Resources Technician is an increase of approximately \$42,240.49 to the General Fund and \$41,391.89 to the Worker's Compensation Fund, for a total of \$83,632.38. Budget adjustments will be included in the FY 2023 mid-year budget process.

*FINANCE TECHNICIAN:* This was an agreement-based adjustment that was included in the FY 2023 Adopted Operating Budget. Therefore, there is no additional fiscal impact.

*DATA SYSTEMS OPERATOR:* The agreement-based adjustment was included in the FY 2023 Adopted Operating Budget. Therefore, there is no additional fiscal impact.

*SENIOR TRANSPORTATION ENGINEER:* The additional annual fiscal impact for Senior Transportation Engineer is an increase of approximately \$4,155.96 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

*UTILITIES MAINTENANCE MECHANIC:* The additional annual fiscal impact for Utilities Maintenance Mechanic is an increase of approximately \$1,913.48 to the Water Fund, \$6,155.36 to the Wastewater Fund, and \$20.60 to the Stormwater Fund, for a total fiscal impact of \$8,089.44. Budget adjustments will be included in the FY 2023 mid-year 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**

If approved, salary adjustments will be implemented by the Human Resources Department and Finance Department and will be reflected in the employees' paychecks dated October 14, 2022, with appropriate retroactive payments based on the dates in the report.

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Regina Youngblood, Assistant City Manager/Interim Director of Human Resources

Approved by:



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Kelly McAdoo, City Manager