



**DATE:** January 17, 2023

**TO:** City Council

**FROM:** Director of Human Resources

**SUBJECT:** Adopt a Resolution Approving the Amended Fiscal Year 2023 Salary Plan that Designates Classifications and Corresponding Salary Changes

### **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 the corresponding salary range for employment in the City of Hayward as of January 16, 2023, superseding Resolution No.278 and all amendments thereto.

### **SUMMARY**

As required by the Municipal Code, the FY 2023 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service based on market study results. The Salary Plan has also been revised to reflect the addition of two new classifications. On December 8, 2022, the Personnel Commission held a public hearing in which they reviewed and recommended to Council the revised Salary Plan for each position in the City's classified service for Fiscal Year 2023, effective January 16, 2023.

### **BACKGROUND AND DISCUSSION**

#### New Classification:

*SYSTEMS ANALYST I/II (T454 & T455):* In 2021, City of Hayward requested for Bryce Consulting to review the duties performed by three positions allocated to the classification of Programmer Analyst within the Information Technology Department to determine the appropriateness of the classification based on currently assigned duties and responsibilities. As a result, The City proposes modifying this single classification to a flexibly staffed classification series: Systems Analyst I/II. The new, entry-level classification will be titled Systems Analyst I, while the existing journey-level classification will be re-titled to Systems Analyst II. As part of the job audit, the City surveyed the Systems Analyst II classification, which indicated the position's salary was 8.18% below mid-market. As such, the salary range for Systems Analyst II shall receive an 8.18% salary increase effective January 16, 2023. The salary range for Systems Analyst II shall be \$56.06 at Step A and \$68.10 at Step E. The salary

for Systems Analyst I will be set internally to ten percent (10%) below Systems Analyst II. The salary range for Systems Analyst I shall be \$50.96 at Step A and \$61.91 at Step E.

Salary Adjustments:

*CITY ATTORNEY (A100):* Pursuant to the employment agreement between the City of Hayward and the City Attorney effective November 1, 2020, through June 30, 2025, the City Attorney shall receive a ten percent (10%) equity adjustment effective the pay period that includes January 1, 2023. The salary for the City Attorney position is \$132.36 per hour at Step E.

*CITY CLERK (A110):* Pursuant to the employment agreement between the City of Hayward and the City Clerk dated October 1, 2020, through June 30, 2025, the City Clerk shall receive a three percent (3%) equity adjustment effective the pay period that includes January 1, 2023. The salary for the City Clerk position is \$80.11 per hour at Step E.

*CITY MANAGER (A120):* Pursuant to the employment agreement between the City of Hayward and the City Manager dated December 1, 2022, through June 30, 2023, the City Manager shall receive a five percent (5%) equity adjustment effective the pay period that includes January 1, 2023. The salary for the City Manager position is \$152.76 per hour at Step E.

*COMMUNICATIONS AND MARKETING OFFICER/PUBLIC INFORMATION OFFICER (U311):* In March 2020, Human Resources staff completed a total compensation market study for the Communications and Marketing Officer. Based on the findings of the market study, the Communications and Marketing Officer shall receive a salary adjustment of four percent (4%) effective the pay period that includes January 1, 2023. The salary range for the Communications and Marketing Officer is \$73.99 at Step A and \$89.95 at Step E.

*CRIME SCENE SPECIALIST (C687):* Pursuant to the salary study letter of understanding between SEIU, Local 1021 and the City of Hayward, the Crime Scene Specialist shall receive a ten percent (10%) salary adjustment effective December 20, 2021. The salary range for Crime Scene Specialist is \$41.45 per hour at Step A and \$49.58 per hour at Step E.

*CRIME SCENE TECHNICIAN (C685):* The salary range for Crime Scene Technician is internally set to be ten percent (10%) below Crime Scene Specialist (C687). As a result, the Crime Scene Technician shall receive a 10% salary increase adjustment effective December 20, 2021. The salary range for Crime Scene Technician is \$37.68 per hour at Step A and \$45.07 per hour at Step E.

*SWEEPER EQUIPMENT OPERATOR (M700):* Pursuant to the salary study Letter of Understanding between SEIU, Local 1021 and the City of Hayward, the Sweeper Equipment Operator shall receive a 4.61% salary increase adjustment effective November 7, 2022. The salary range for Sweeper Equipment Operator is \$37.16 per hour at Step A and \$43.31 per hour at Step E.

*LEAD SWEEPER EQUIPMENT OPERATOR (M702):* The Lead Sweeper Equipment Operator is internally set to be ten percent (10%) above the Sweeper Equipment Operator. As a result, the

Lead Sweeper Equipment Operator shall receive a 4.61% salary increase adjustment effective November 7, 2022. The salary range for Lead Sweeper Equipment Operator is \$40.87 per hour at Step A and \$47.64 per hour at Step E.

## **FISCAL IMPACT**

*CITY ATTORNEY:* The additional fiscal impact for City Attorney is an increase of approximately \$16,052.81 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process

*CITY CLERK:* The additional fiscal impact for City Clerk is an increase of approximately \$3,060.67 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process

*CITY MANAGER:* The additional fiscal impact for City Manager is an increase of approximately \$10,024.04 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process

*COMMUNICATIONS AND MARKETING OFFICER:* The additional fiscal impact for Communications and Marketing Officer is an increase of approximately \$4,395.06 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process

*SYSTEMS ANALYST II:* The additional fiscal impact for Systems Analyst II is an increase of approximately \$29,982 to the Information Technology Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

*SYSTEMS ANALYST I:* The Systems Analyst I classification will have no fiscal impact in FY 2023, as there are currently no budgeted positions at this classification. The annual impact for a Systems Analyst I is \$179,279 to the Information Technology Fund.

*CRIME SCENE SPECIALIST:* The additional fiscal impact for Crime Scene Specialist is an increase of approximately \$19,320 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

*CRIME SCENE TECHNICIAN:* The additional fiscal impact for Crime Scene Technician is an increase of approximately \$44,924 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

*SWEEPER EQUIPMENT OPERATOR:* The additional fiscal impact for Sweeper Equipment Operator is as follows; approximately \$3,880 to the General Fund, \$336 to the Water Fund, and \$15,409 to the Stormwater Fund, for a total fiscal impact of \$19,625. Budget adjustments will be included in the FY 2023 mid-year budget process.

*LEAD SWEEPER EQUIPMENT OPERATOR:* The additional fiscal impact for Lead Sweeper Equipment Operator is an increase of approximately \$2,798 to the General Fund. 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 and Finance departments and will be reflected in the employee' paychecks dated February 17, 2023. Appropriate retroactive payments based on the dates in this report will be reflected in the employees' paychecks dated March 17, 2023.

*Prepared by:* Valeria Cazares, Acting Human Resources Analyst I

*Recommended by:* Brittney Frye, Director of Human Resources  
Regina Youngblood, Assistant City Manager

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', with a long horizontal stroke extending to the right.

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Kelly McAdoo, City Manager