



DATE: February 7, 2023

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT: Salary Plan Amendment: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for the 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 the corresponding salary range for employment in the City of Hayward as of February 13, 2023, superseding Resolution No. 23-019 and all amendments thereto.

SUMMARY

As required by the Municipal Code, the FY 2023 Salary Plan has been updated to reflect salary adjustments to nine (9) classifications in the City's unclassified service based on market study results.

BACKGROUND/DISCUSSION

Unrepresented Executive Equity Adjustments:

In August 2022, Human Resources staff completed total compensation market studies for unrepresented executive employees. Table 1 below shows the methodology used to determine equity increases. Using the methodology below it was determined that eight (8) unrepresented executive employees would receive equity adjustments effective the pay period including January 1, 2023.

Table 1 – Equity Increase Methodology

% ABOVE LABOR MARKET AVERAGE	EQUITY INCREASE PERCENTAGE
>15%	10.00%
10-15%	5.00%
≥5%	3.00%

Table 2 below will be applied to the classifications listed below effective the pay period including January 1, 2023.

Table 2 – FY 2023 Equity Adjustments for Eight (8) Unrepresented Executive Classifications

CLASSIFICATION	PERCENTAGE INCREASE
Assistant City Manager	3.00%
Chief of Police	3.00%
Deputy City Manager	3.00%
Director of Development Services	5.00%
Director of Finance	3.00%
Director of Library Services	5.00%
Director of Maintenance Services	5.00%
Director of Public Works	3.00%

Equity Adjustment:

ASSISTANT TO THE CITY MANAGER (U320): In December 2022, Human Resources staff completed a total compensation market study for the Assistant to the City Manager, which indicated the position was 19.30% below the market median. Based on the findings of the market study, the Assistant to the City Manager classification shall receive a salary adjustment of nineteen percent (19%); ten percent (10%) of which will be effective November 7, 2022, and the remaining nine percent (9%) effective the pay period that includes July 1, 2023. The salary range for the Assistant to the City Manager is \$61.79 at Step A and \$75.09 at Step E.

FISCAL IMPACT

ASSISTANT CITY MANAGER: The additional fiscal impact for the Assistant City Manager is as follows; approximately \$8,249 to the General Fund, \$13 to the Measure B Fund, \$13 to the Community Development Block Grant Fund, and \$2 to the RDA Successor Agency Fund, for a total fiscal impact of \$8,276. Budget adjustments will be included in the FY 2023 mid-year budget process.

CHIEF OF POLICE: The additional fiscal impact for the Chief of Police is an increase of approximately \$6,807 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

DEPUTY CITY MANAGER: The additional fiscal impact for the Deputy City Manager is an increase of approximately \$4,623 to the General Fund. The Deputy City Manager is not a budgeted position in the FY 2023 budget resulting in no impact to the FY 2023 budget.

DIRECTOR OF DEVELOPMENT SERVICES: The additional fiscal impact for the Director of Development Services is an increase of approximately \$7,418 to the General Fund. The Director of Development Services is not a budgeted position in the FY 2023 budget resulting in no impact to the FY 2023 budget.

DIRECTOR OF FINANCE: The additional fiscal impact for the Director of Finance is an increase of approximately \$4,451 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

DIRECTOR OF LIBRARY SERVICES: The additional fiscal impact for the Director of Library Services is an increase of approximately \$7,418 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

DIRECTOR OF MAINTENANCE SERVICES: The additional fiscal impact for the Director of Maintenance Services is as follows: approximately \$2,967 to the General Fund; \$742 to the Water Fund; \$740 to the Stormwater Fund; \$1,484 to the Facilities Management Fund; and \$1,484 to the Fleet Management Fund, for a total fiscal impact of \$7,418. Budget adjustments will be included in the FY 2023 mid-year budget process.

DIRECTOR OF PUBLIC WORKS: The additional fiscal impact for the Director of Public Works is as follows: \$462 to the Measure D Recycling Fund; \$1,849 to the Water Fund; \$1,849 to the Sewer Fund; and \$462 to the Stormwater Fund, for a total fiscal impact of \$4,622. Budget adjustments will be included in the FY 2023 mid-year budget process.

ASSISTANT TO THE CITY MANAGER: The additional fiscal impact for the Assistant to the City Manager is \$13,645.53 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:



Kelly McAdoo, City Manager