



**DATE:** March 9, 2023

**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 2023

### **RECOMMENDATION**

That the Personnel Commission holds a Public Hearing to review and recommend to Council the adoption of the revised Salary Plan for each position in the City's classified service for Fiscal Year 2023 (FY 2023), effective March 27, 2023.

### **SUMMARY**

As required by the Municipal Code, the FY 2023 Salary Plan has been updated to reflect salary corrections to two (2) classifications in the City's classified service.

### **BACKGROUND/DISCUSSION**

#### Salary Corrections:

In December 2022, the Personnel Commission recommended to Council the approval of a ten percent (10%) salary increase to the salaries for Crime Scene Specialist and Crime Scene Technician based on a letter of understanding between the City of Hayward and Service Employee International Union, Local 1021 (SEIU). Pursuant to the letter of understanding, the salary increases were retroactive to December 20, 2021. Due to an administrative error, the salaries for Crime Scene Specialist and Crime Scene Technician that were presented to the Personnel Commission on December 8, 2022, were not reflective of a 3% COLA adjustment SEIU employees received in July 2022. As such, the salaries for Crime Scene Specialist and Crime Scene Technician have been revised to reflect the 3% COLA adjustment.

*CRIME SCENCE SPECIALIST (C687):* The salary range for Crime Scene Specialist is \$42.69 per hour at Step A and \$51.07 per hour at Step E

*CRIME SCENE TECHNICIAN(C685):* The salary range for Crime Scene Technician is \$38.81 per hour at Step A and \$46.42 per hour at Step E

## **FISCAL IMPACT**

*CRIME SCENE SPECIALIST:* There is no additional annual fiscal impact for Crime Scene Specialist. The fiscal impact presented to the Personnel Commission on December 8, 2022, accounted for the 3% COLA adjustment.

*CRIME SCENE TECHNICIAN:* There is no additional annual fiscal impact for Crime Scene Technician. The fiscal impact presented to the Personnel Commission on December 8, 2022, accounted for the 3% COLA adjustment.

## **STRATEGIC ROADMAP**

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Roadmap initiatives.

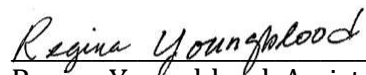
## **NEXT STEPS**

This salary plan will be scheduled for the March 21, 2023, City 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:* Ian Tecson, Deputy Director of Human Resources  
Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager