



DATE: June 13, 2024
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 2025

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 2025, effective July 1, 2024, and reviews and recommends to Council adoption of the revised Salary Plan for each position in the City’s classified service for Fiscal Year 2025, effective July 1, 2024.

SUMMARY

As required by the Municipal Code, the FY 2025 Salary Plan has been updated to reflect salary adjustments to the classifications in the City’s classified service pursuant to Council approved Memorandum of Understandings (MOUs) between the City of Hayward and the Hayward Police Officer’s Association (HPOA), Hayward Police Management Unit (HPMU), International Association of Firefighters (Local 1909), and Hayward Fire Officers Association (HFOA). The Salary Plan has also been updated to reflect salary adjustments to seven (7) classifications and the addition of one (1) new classification. The Classification Plan has also been revised to reflect the addition of two (2) new classifications in the City’s classified service.

BACKGROUND/DISCUSSION

Cost-of-Living-Adjustments (COLAs):

In accordance with the negotiated terms of the MOU between the City of Hayward and HPMU, a four percent (4%) COLA increase will be applied to HPMU represented classifications effective July 1, 2024.

Market-Based Adjustments

Pursuant to the negotiated terms of the MOUs between the City of Hayward and HPOA, Local 1909, and HFOA, Human Resources staff completed total compensation market studies for Hayward Police Officer and Firefighter classifications. Based on the total compensation market data, the salary adjustments outlined in Table 1 below shall be applied to bring

classifications in the aforementioned bargaining units to market average. These salary adjustments shall be effective July 1, 2024.

Table 1 – FY 2025 Market-Based Adjustments

Bargaining Unit	Percentage Increase
HPOA	10.32%
Local 1909	1.90%
HFOA	1.90%

Salary Adjustments

POLICE LIEUTENANT (P215): Pursuant to section 8.00 of the HPOA MOU (Salaries), the salaries for Police Lieutenant shall be increased by one and one quarter percent (1.25%) effective July 1, 2024 for a total increase of 11.57% effective July 1, 2024. The salary range for Police Lieutenant is \$101.82 at Step D and \$106.78 at Step E.

FIREFIGHTER TRAINEE (F100): To maintain a minimum pay differential of ten percent (10%) between this classification and Step A of Firefighter (F205) as required under Section 16.13 of the Side Letter of Agreement between the City of Hayward and Local 1909 dated April 9, 2024, Firefighter Trainee shall receive a 1.90% salary adjustment effective July 1, 2024. The salary range for Firefighter Trainee is \$58.51 at Step A and \$61.43 at Step B.

RESERVE OFFICER COORDINATOR (H455): The salary for Reserve Officer Coordinator is internally set to be equivalent to Police Sergeant (P210). As a result of a 10.32% increase to Police Sergeant, Reserve Officer Coordinator shall receive a 10.32% salary adjustment effective July 1, 2024. The new salary range for Reserve Officer Coordinator is \$78.25 at Step A and \$95.05 at Step E.

YOUTH AND FAMILY SERVICES ADMINISTRATOR (H445): The salary for Youth and Family Services Administrator is internally set to be ten percent (10%) above Police Sergeant (P210). As a result of a five percent (5%) increase to Police Sergeant effective January 1, 2024, and the 10.32% increase effective July 1, 2024, Youth and Family Services Administrator shall receive a 4% salary adjustment retroactive to January 1, 2024, and a 10.32% salary adjustment effective July 1, 2024. The new salary range for Youth and Family Services Bureau Administrator is \$86.02 at Step A and \$104.56 at Step E.

PERSONNEL AND TRAINING ADMINISTRATOR (H450): The salary for Personnel and Training Administrator is internally set to be ten percent (10%) above Police Sergeant (P210). As a result of a 10.32% increase to Police Sergeant, Personnel and Training Administrator shall receive a 10.32% salary adjustment effective July 1, 2024. The new salary range for Personnel and Training Administrator is \$86.02 at Step A and \$104.56 at Step E.

LANDSCAPE MAINTENANCE SUPERVISOR (H610): To maintain internal alignment with comparable Maintenance Services Department supervisors, the salary for Landscape Maintenance Supervisor shall be internally set to be equivalent to Streets Maintenance Supervisor. As such, Landscape Maintenance Supervisor shall receive a 10.81% salary

adjustment effective July 1, 2024. The salary range for Landscape Maintenance Supervisor is \$59.09 at Step A and \$68.70 at Step E.

REAL PROPERTY MANAGER (H225): As part of the classification revisions to Real Property Manager which bring the classification in line with current job market and operational needs of the City, Bryce Consulting conducted a total compensation market study and recommended the salary for Real Property Manager be revised to the market median. Based on the market data, Real Property Manager shall receive a 38.34% salary adjustment effective July 1, 2024. The salary range for Real Property Manager is \$73.33 at Step A and \$89.16 at Step E.

New Classifications:

FLEET MAINTENANCE SUPERVISOR (H630): This new classification will be housed in the Fleet Maintenance Division as a first-line supervisor reporting to the Fleet Maintenance Manager. This position will be responsible to plan, organize, direct, and supervise the activities of staff involved in skilled and semi-skilled repair and maintenance of a wide variety of gasoline, diesel, and electric powered automotive; and will assist the Fleet Maintenance Manager as required. The salary for Fleet Maintenance Supervisor will be set internally to be equivalent to Streets Maintenance Supervisor (H620). The salary range for Fleet Maintenance Supervisor is \$59.09 at Step A and \$68.70 at Step E.

FACILITIES MAINTENANCE SUPERVISOR (H600): This new classification will be housed in the Facilities Maintenance Division as a first-line supervisor reporting to the Facilities Maintenance Manager. This position will be responsible to plan, organize, direct, and supervise the activities of staff involved in renovation, maintenance occupancy and improvement of City buildings, and related equipment and facilities; and will assist the Facilities and Building Manager as required. The salary for Facilities Maintenance Supervisor is pending review and will be presented to the Personnel Commission for review and recommendation to Council at a later date.

FLSA Status - Designation Changes

In accordance with the provisions of the Memorandum of Understanding between the City and the International Federation of Professional and Technical Engineers, Local 21 (IFPTE), a study was conducted on IFPTE represented classifications to determine the proper Fair Labor Standards Act (FLSA) designation of exempt or non-exempt. As a result of the study, and in agreement with the Union, twenty-three (23) classifications will be updated to reflect the designated FLSA status as shown in Table 2.

Table 2 – IFPTE, Local 21 Updates to FLSA Status Designation

	Job Code	Classification	Updated Exemption
1.	T210	Assistant Civil Engineer	Non-Exempt
2.	T225	Associate Transportation Planner	Non-Exempt
3.	T265	Surveyor	Non-Exempt
4.	T310	Assistant Planner	Non-Exempt
5.	T235	Assistant Transportation Engineer	Non-Exempt
6.	T325	Plan Checker	Non-Exempt
7.	T430	Information Technology Analyst I	Non-Exempt
8.	T440	Technology Solutions Analyst I	Non-Exempt
9.	T450	Web Specialist	Non-Exempt
10.	T470	Digital Applications Developer	Non-Exempt
11.	T505	Environmental Specialist	Non-Exempt
12.	T510	Fire Protection Engineer	Exempt
13.	T710	Homeownership Coordinator	Non-Exempt
14.	T715	Paratransit Coordinator	Non-Exempt
15.	T225	Property Rehabilitation Specialist	Non-Exempt
16.	T730	Senior Property Rehabilitation Specialist	Non-Exempt
17.	T745	Economic Specialist	Non-Exempt
18.	T750	Housing Development Specialist	Non-Exempt
19.	T780	Educational Services Coordinator	Non-Exempt
20.	T785	Literacy Program Coordinator	Non-Exempt
21.	T800	Recycling Specialist	Non-Exempt
22.	T802	Sustainability Technician	Non-Exempt
23.	T807	Chemist	Non-Exempt

FISCAL IMPACT

HPMU: The COLA to HPMU classifications is included in the FY 2025 Operating Budget and there is no additional fiscal impact for FY 2024.

HPOA: The salary adjustments to HPOA classifications are partially included in the FY 2025 Operating Budget. The Tentative Agreement is scheduled for Council review on June 18, 2024, and will include an impact of \$3,902,392 to the General Fund and \$66,874 to Measure C funds for a total additional FY 2025 fiscal impact of \$3,969,266. There is no additional fiscal impact for FY 2024.

LOCAL 1909: The 1.90% salary adjustments to Local 1909 classifications have a total impact of \$637,283 to the General Fund of the FY 2025 Operating Budget. There is no additional fiscal impact for FY 2024.

HFOA: The salary adjustments to HFOA classifications are partially included in the FY 2025 Operating Budget. The additional fiscal impact is \$60,183 to the FY2025 General Fund. There is no additional fiscal impact for FY 2024.

POLICE LIEUTENANT (P215): The 1.25% salary adjustment to Police Lieutenant is partially included in the FY 2025 Operating Budget. The Tentative Agreement is scheduled for Council review on June 18, 2024, and will include an additional of \$386,204 to the General Fund and \$35,661 to Measure C funds for a total FY 2025 fiscal impact of \$421,865. There is no additional fiscal impact for FY 2024.

FIREFIGHTER TRAINEE (F100): Firefighter Trainee positions are funded using budgeted Firefighter vacancies. Therefore, there is no additional fiscal impact for FY 2024 or FY 2025.

RESERVE OFFICER COORDINATOR (H455): The additional fiscal impact for Reserve Officer Coordinator is an increase of approximately \$11,757 to the General Fund. Budget adjustments will be included in the FY 2025 Mid-Year budget process.

YOUTH AND FAMILY SERVICES ADMINISTRATOR (H445): The additional fiscal impact for Youth and Family Services Bureau Administrator is an increase of approximately \$10,026 to the General Fund. Budget adjustments will be included in the FY 2025 Mid-Year budget process.

PERSONNEL AND TRAINING ADMINISTRATOR (H450): The additional fiscal impact for Personnel and Training Administrator is an increase of approximately \$29,727 to the General Fund. Budget adjustments will be included in the FY 2025 Mid-Year budget process.

LANDSCAPE MAINTENANCE SUPERVISOR (H610): The additional fiscal impact for Landscape Maintenance Supervisor is an increase of approximately \$15,093 to the General Fund and \$2,664 to the Water Fund for a total fiscal impact of \$17,757. Budget adjustments will be included in the FY 2025 Mid-Year budget process.

REAL PROPERTY MANAGER (H225): The additional fiscal impact for Real Property Manager is an increase of approximately \$24,658 to the RDA Successor Agency Fund; \$12,329 to the General Fund; and \$6,165 to each of the following funds: the Water Fund, Sewer Fund, Stormwater Fund, and Airport Fund; for a total fiscal impact of approximately \$61,646. Budget adjustments will be included in the FY 2025 Mid-Year budget process.

FLEET MAINTENANCE SUPERVISOR (H630): The additional fiscal impact for Fleet Maintenance Supervisor is an increase of approximately \$179,801 to the Fleet Management Fund. There is no additional fiscal impact as this position is included in the FY 2025 operating budget.

FACILITIES MAINTENANCE SUPERVISOR (H600): There is no additional fiscal impact as a result of the classification revisions to Facilities Maintenance Supervisor.

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 June 25, 2024 City Council meeting and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

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Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:



for Regina Youngblood, Assistant City Manager