DATE: October 6, 2026

TO: Mayor and City Council

FROM: Acting Deputy Director of Human Resources

SUBJECT: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2025-2026 and Fiscal Year 2026-2027

RECOMMENDATION

That the City Council adopts a Resolution (Attachment II) approving an amendment to the City of Hayward Salary Plans for Fiscal Year 2025-2026 and Fiscal Year 2026-2027 which designates all classifications and corresponding salary ranges for employment with the City of Hayward, effective October 5, 2026, superseding Resolution No. 26-112.

SUMMARY

This report proposes revisions to the Fiscal Year 2026-2027 Salary Plan to reflect a salary adjustment to one (1) clerical classification, and the addition of one (1) existing part-time classification not previously reflected in the salary plans, effective May 18, 2026 and June 29, 2026. This report also proposes a revision to the Salary Plan to reflect the addition of one (1) new classification effective October 5, 2026.

On September 10, 2026, the Personnel Commission reviewed and recommended the job classification for the new position of Capital Program and Enterprise Funds Manager. Also at that meeting, the Commission held a public hearing in which they recommended updates to the Fiscal Year 2025-2026 and Fiscal Year 2026-2027 Salary Plan for three positions: 1) Account Clerk, 2) Account Clerk – Part Time, and 3) Capital Program and Enterprise Funds Manger. Following the Personnel Commission meeting, staff revised the proposed salary for the Capital Program and Enterprise Funds Manager classification. The updated salary reflected in this report, will be presented as an informational item to the Personnel Commission as its next regularly scheduled meeting on December 10, 2026.

FISCAL IMPACT

ACCOUNT CLERK (C300): There is no additional fiscal impact to the Account Clerk, full-time classification.

ACCOUNT CLERK – PART TIME (C301): There is no additional fiscal impact to the Account Clerk, part-time classification.

CAPITAL PROGRAM AND ENTERPRISE FUNDS MANAGER (H885): If this position is recruited for and filled, it will replace an existing Senior Management Analyst position. The additional cost and funding sources for the Capital Program and Enterprise Funds Manager is shown in the table below. There will be no fiscal impact to the General Fund if this position is recruited for and filled as the General Fund charges will be offset by charging the position's costs to the capital projects the position supports.

Fund	**Fiscal Impact**
Water Fund	Savings of $1,049
Sewer Fund	Increase of $12,032
Measure D Recycling Fund	Increase of $3,008
General Fund	Increase of $16,089

BACKGROUND/DISCUSSION

ACCOUNT CLERK (C300) & ACCOUNT CLERK – PART-TIME (C301): The City has two Account Clerk classifications with different job codes. Negotiated cost-of-living adjustments and equity increases were applied to the part-time classification in the payroll system but were not reflected in the Salary Plan for the full-time classification. The Salary Plan is being updated to align the salaries for both classifications and to add the part-time classification to the Salary Plan. The salary range for Account Clerk (C300) & Account Clerk – Part-Time is $36.55 at Step A and $43.92 at Step E. This change is administrative to ensure documents match and does not have a fiscal impact or change the salaries of current employees.

CAPITAL PROGRAM AND ENTERPRISE FUNDS MANAGER (H885): The new Capital Program and Enterprise Funds Manager will assist with planning, organizing, directing, and coordinating business services activities within the Public Works and Utilities Department. At creation the salary for this classification will be internally set to be equivalent to Principal Civil Engineer (H242). The salary range for the Capital Program and Enterprise Funds Manager is $87.09 at Step A and $105.85 at Step E.

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 implemented by the Human Resources and Finance Departments and will be reflected in the employees' paychecks dated October 23, 2026 with retroactive payments to follow.

Prepared by: Annie Xiao, Acting Human Resources Analyst I
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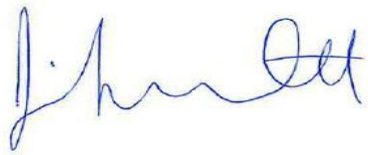
Recommended by: Latisha Dotson, Acting Deputy Director of Human Resources

Approved by:



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Jennifer Ott, City Manager