



**DATE:** May 11, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised City Classification and Salary Plan for Fiscal Year 2017 – Updated  
May 11, 2017 – Effective June 12, 2017

### **RECOMMENDATION**

That the Personnel Commission, after a public hearing, reviews and adopts a revised classification plan for each position in the City's classified service for Fiscal Year 2017 effective June 12, 2017.

That the Personnel Commission, after a public hearing, recommends to the City Council for adoption a revised salary plan for each position in the City's classified service for Fiscal Year 2017 effective June 12, 2017.

### **BACKGROUND/DISCUSSION**

As required by the Municipal Code, the Salary Plan effective June 12, 2017 (Attachment II) has been updated to reflect all of the classifications in the City's classified service, including the additions of the Supervising Permit Technician, Airport Business Supervisor, Lead Program Assistant, the equity adjustment of the Utilities Engineering Manager, and the title change of the Sustainability Technician and Property/Evidence Administrator. The revised salary plan has also been updated to reflect the equity adjustments for forty-seven (47) classifications. The following changes were made:

1. Supervising Permit Technician - This new supervisory classification in the Permit Technician series is responsible for planning, coordinating and supervising the work activities related to the permit issuance function, including the daily operations of the Permit Center. This classification requires the exercise of independent judgment in setting and accomplishing the goals and objectives of the department. The salary range for the Supervising Permit Technician is set internally at ten percent (10%) above Senior Permit Technician, which is \$36.41 per hour at Step A and \$44.25 per hour at Step E.
2. Lead Program Assistant – Due to the expansion and increased participation in the Literacy and Homework Center Programs of the Library and Community Services Department, the Lead Program Assistant was created to address additional higher level responsibilities, including program oversight and providing day-to-day direction to staff. The salary range for Lead Program Assistant is set internally to mirror that of

the Lead Library Assistant, which is \$27.92 per hour at Step A and \$33.92 per hour at Step E.

3. Utilities Engineering Manager – This salary has been updated internally to align with similar management staff within the Utilities and Environmental Services Department, which is \$68.03 per hour at Step A and \$82.71 per hour at Step E.
4. Sustainability Specialist – The Sustainability Technician is retitled to Sustainability Specialist due to the increased responsibilities to meet City Council's Clean and Green priorities. This position is responsible for assisting the Environmental Services Division staff with implementation of sustainability programs, participation in solid waste source reduction and recycling programs, grant funding, and implementation of the Climate Action Plan. The salary range for the Sustainability Specialist is set internally at ten (10%) above the former Sustainability Technician., which is \$35.89 per hour at Step A and \$43.62 per hour at Step E.
5. Property/Evidence Administrator is retitled to Property/Evidence and Crime Scene Administrator, as originally approved by the Personnel Commission on July 10, 2014.
6. SEIU Local 1021 Clerical and Related Unit Equity Adjustments – Pursuant to the negotiated terms of the Memorandum of Understanding between SEIU Local 1021 Clerical and Related Unit and the City of Hayward Section 9.01, the equity adjustments will be processed in three (3) equal parts applied over a three (3) year period, beginning in June 2016. As an exception, if an adjustment was less than one (1) percent, those in that classification will receive the full increase in year one (2016). Thirty-four (34) classifications represented by SEIU Local 1021 Clerical and Related Unit have been increased in accordance with the mutually agreed upon salary survey data (Attachment III) with the effective date of June 12, 2017, representing the second year for equity adjustments.
7. SEIU Local 1021 Maintenance and Operations Unit Equity Adjustments – Pursuant to the negotiated terms of the Memorandum of Understanding between SEIU Local 1021 Maintenance and Operations Unit and the City of Hayward Section 9.01, the equity adjustments will be processed in three (3) equal parts applied over a three (3) year period beginning in June 2016. As an exception, if an adjustment was less than one (1) percent, those in that classification will receive the full increase in year one (2016). Thirteen (13) classifications represented by SEIU Local 1021 Maintenance and Operations Unit have been increased in accordance with the mutually agreed upon salary survey data (Attachment III) with the effective date of June 12, 2017, representing the second year for equity adjustments.

## **FISCAL IMPACT**

1. There is no recommended salary change associated with the title change of Property/Evidence and Crime Scene Administrator.
2. The annual cost of salary and benefits for the classifications listed below are under

review and will be proposed in the fiscal year 2018 Adopted Budget:

- Supervising Permit Technician
  - Lead Program Assistant
  - Utilities Engineering Manager
  - Sustainability Specialist
3. The fiscal impact of the equity adjustments for the SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit for FY 2017 is approximately \$200,000. These equity adjustments will be implemented by the Human Resources and Finance departments effective June 12, 2017, and reflected on employees' paychecks dated June 30, 2017. The overall value of the equity adjustments over the three (3) year agreement, which includes the cost of previously agreed upon COLA increases is approximately \$1.7 million.

*Prepared by:* Anthony Phillip, Human Resources Analyst I

*Recommended by:* Nina S. Collins, Director of Human Resources

*Approved by:*



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Kelly McAdoo, City Manager