



DATE: June 20, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised City Classification and Salary Plan for Fiscal Year 2020 – Updated
June 20, 2019 – Effective June 24, 2019

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 2020, effective June 24, 2019.

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 2020, effective June 24, 2019.

SUMMARY

As required by the Municipal Code, the FY 2020 Salary Plan (Attachment II) has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of negotiated and approved Memoranda of Understanding between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit; salary increases to the Administrative Intern, Technical Intern, and Information Technology Intern classifications pursuant to the City of Hayward's Living Wage Ordinance; the creation of Assistant Director of Public Works-Utilities; and equity adjustments to Assistant City Attorney, Deputy City Attorney I/II, Information Technology Manager, Economic Development Manager, Housing Manager, and Senior Library Page.

BACKGROUND/DISCUSSION

Cost-of-Living Adjustments (COLA):

Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, a 2% Cost-of-Living Adjustment (COLA) salary increase will be applied to the forty-eight (48) classifications in the Clerical and Related Unit and the forty-seven (47) classifications in the Maintenance and Operations Unit effective the pay period including July 1, 2019.

Living Wage Ordinance:

The Intern classifications (Administrative Intern, Technical Intern, Information Technology Intern) have maintained a starting step on the City's salary plan of \$15.00 per hour. A living

wage ordinance, established July 1, 1999, was designed to upwardly adjust and reflect a change in the Bay Area Consumer Price Index. As Interns are classified as temporary personnel, they also fall under Section 2, Article 14 of the City Charter regarding the living wage ordinance. The most recent update occurred July 1, 2018. Based on the information obtained from the Bureau of Labor statistics and the Price Index for All Urban Consumers, the salary plan has been updated to reflect an increase of the starting salary step from \$15.00 to \$15.21 per hour for all Intern classifications.

Equity Adjustments:

Hayward Association of Management Employees (HAME)

Housing Manager and Economic Development Manager - The salary of the Housing Manager and Economic Development Manager have been updated to achieve internal mid-management equity with their counterpart in the Office of the City Manager, Community Services Manager. The salary range of the Housing Manager classification has increased from \$55.53 per hour at Step A and \$67.50 per hour at Step E to \$62.55 per hour at Step A and \$76.03 at Step E. The salary range of the Economic Development Manager classification has increased from \$62.36 per hour at Step A and \$75.79 per hour at Step E to \$62.55 per hour at Step A and \$76.03 at Step E.

Information Technology Manager - The salary for Information Technology Manager has been updated to reflect salary adjustments based on the results of a total compensation survey conducted in 2018. The recommended increase is one part of a recruitment and retention strategy for hard to fill positions throughout the organization and is designed to make the position competitive with the current industry market. There is a 5% increase in salary, setting the range from \$55.26 per hour at Step A and \$67.18 per hour at Step E to \$59.02 per hour at Step A and \$70.54 per hour at Step E.

Unrepresented Group

Deputy City Attorney I/II and Assistant City Attorney - The salary ranges for Deputy City Attorney I/II and Assistant City Attorney have been updated to reflect salary adjustments as a result of a recruitment and retention strategy designed to make the position competitive with the current industry market. There is a 5% increase in salary for both classifications setting the ranges from \$49.18 per hour at Step A and \$65.76 per hour at Step E to \$51.64 per hour at Step A and \$69.05 per hour at Step E for Deputy City Attorney I/II and from \$65.46 per hour at Step A and \$79.57 per hour at Step E to \$68.73 per hour at Step A and \$83.55 per hour at Step E for Assistant City Attorney.

SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit (SEIU)

Pursuant to Section 9.01 of the previous MOUs with SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, a salary survey identified classifications that met the criteria for salary equity adjustments. During the salary survey

process, the City aligns classifications to internal equity adjustments. The following six (6) linked classifications have been updated.

Classification	Step A	Step B	Step C	Step D	Step E
Groundskeeper II (M210)	\$31.52	\$32.78	\$34.11	\$35.32	\$36.68
Maintenance Worker (M305)	\$29.20	\$30.39	\$31.64	\$32.72	\$34.03
New Salary Range	\$30.02	\$31.22	\$32.48	\$33.64	\$34.93
Airport Maintenance Worker (M505)	\$30.58	\$31.71	\$32.94	\$34.32	\$35.73
New Salary Range	\$31.52	\$32.78	\$34.11	\$35.32	\$36.68
Facilities Serviceworker II (M110)	\$26.08	\$27.11	\$28.23	\$29.21	\$30.39
New Salary Range	\$27.29	\$28.38	\$29.53	\$30.58	\$31.76
Facilities Serviceworker I (M105)	\$23.76	\$24.62	\$25.59	\$26.65	\$27.60
New Salary Range	\$24.81	\$25.80	\$26.85	\$27.80	\$28.87
Airport Attendant (M500)	\$22.89	\$23.91	\$24.79	\$25.87	\$27.15
New Salary Range	\$24.81	\$25.80	\$26.85	\$27.80	\$28.87

Senior Library Page – During a review of the classification, it was determined that the single salary step did not maintain a 10% range above Library Page. Therefore, the salary has been updated to reflect the 10% differential from \$17.90 per hour at Step E to \$18.35 per hour at Step E.

Additional Classification:

Assistant Director of Public Works-Utilities – Following a combining of the Department of Public Works with the Department of Utilities & Environmental Services, this new classification was created to provide senior level management of the Utilities Division of the Department of Public Works & Utilities. This salary range is competitive and is 10% over that of the Water Resources Manager, which is among the positions that report to the Assistant Director, at \$77.08 per hour at Step A and \$93.71 per hour at Step E.

FISCAL IMPACT

Cost-of-Living-Adjustments – The 2% Cost-of-Living-Adjustment (COLA) salary increases to the classifications within SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit are included in the FY 2020 Operating Budget.

Administrative and Information Technology Interns – These classifications are budgeted at the highest salary step of \$20.00 per hour. As such, there is no fiscal impact for increasing the starting salary step to \$15.21 per hour.

Technical Intern – This classification has only one salary step of \$15.00 per hour. The additional fiscal impact in increasing the salary step to \$15.21 is approximately \$454.00. This position will continue to be funded entirely from the Enterprise Fund with no impact to the General Fund.

HAME Equity Adjustments – The internal equity adjustments for the classifications in the Hayward Association of Management Employees (HAME) unit result in a net fiscal increase of approximately \$44,433. \$24,485 will be absorbed in the Internal Service Fund, and the remaining \$19,448 is split between the General Fund (25%), and Special Revenue Fund (75%).

Unrepresented Unit Equity Adjustments – The internal equity adjustments for the classifications in the Unrepresented Group result in a net fiscal increase of approximately \$23,296. 56% will be absorbed in the Internal Service Fund and 44% will be absorbed in the General Fund.

SEIU Equity Adjustments – The internal equity adjustments for the classifications in the SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit result in a net fiscal increase of \$60,464 split within the Enterprise Fund (57%), General Fund (18%), Internal Service Fund (19%), and Measure C funding (7%).

Senior Library Page – The internal equity adjustment for this classification results in a net fiscal increase of approximately \$11,264, which will be absorbed in the Library's approved operating budget.

Assistant Director of Public Works-Utilities – The creation of this classification has been included in the FY 2020 Operating Budget and has no fiscal impact to the General Fund.

STRATEGIC INITIATIVES

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

NEXT STEPS

The additional position and salary adjustments will be implemented by the Human Resources and Finance departments effective June 24, 2019. Any necessary budget changes will be made during the FY 2020 mid-year review process.

Prepared by: Anthony Phillip, Human Resources Analyst II

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

Approved by:



Kelly McAdoo, City Manager