



**DATE:** September 12, 2019

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised City Classification and Salary Plan for Fiscal Year 2020 – Updated September 12, 2019 – Effective September 30, 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 September 30, 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 September 30, 2019.

### **SUMMARY**

As required by the Municipal Code, the Classification Plan (Attachment III) has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of a negotiated and approved Memorandum of Understanding between the City of Hayward and International Federation of Professional & Technical Engineers – Local 21; the addition of Senior Assistant City Attorney, Senior Paralegal, Personnel Operations Specialist, and Associate Landscape Architect classifications; and salary increases to the Administrative Intern, Technical Intern, and Information Technology Intern classifications pursuant to the City of Hayward's Living Wage Ordinance. The FY 2020 Salary Plan (Attachment II) has also been updated to reflect salary information for the aforementioned classifications.

### **BACKGROUND/DISCUSSION**

#### Cost-of-Living Adjustments (COLA):

Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and International Federation of Professional & Technical Engineers – Local 21, a 1% Cost-of-Living Adjustment (COLA) salary increase will be applied to the sixty-seven (67) classifications effective the pay period including October 1, 2019.

#### Living Wage Ordinance:

The Intern classifications (Administrative Intern, Technical Intern, Information Technology Intern) have the current starting step on the City's salary plan of \$15.21 per hour. The 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, 2019. 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 \$15.21 to \$15.82 per hour for all Intern classifications.

#### Additional Classifications:

Senior Assistant City Attorney - The Senior Assistant City Attorney is a new classification, created to provide a wide range of professional legal services to all City departments, the City Council, and various boards and commissions. This position directs the work of a division, and assists with the planning, direction, and supervision in the Office of the City Attorney. The salary for the Senior Assistant City Attorney is set internally to 10% above Assistant City Attorney; which is \$75.60 per hour at Step A and \$91.91 per hour at Step E.

Senior Paralegal - The new Senior Paralegal will have oversight responsibility for the full scope of office support activities for the City Attorney and associated legal staff to advance initiatives in the Office of the City Attorney. The salary for Senior Paralegal is set internally to 10% above Paralegal, which is \$38.39 per hour at Step A and \$46.66 per hour at Step E.

Personnel Operations Specialist – The Personnel Operations Specialist is a new classification created to provide high level administrative support to the Personnel and Training Administrator or Police Lieutenant and command-level staff in the Police Department. The salary for the Personnel Operations Specialist is set internally to 10% above Administrative Secretary; which is \$37.37 per hour at Step A and \$43.63 per hour at Step E.

Associate Landscape Architect – This position was added to provide the full range professional-level landscape architectural functions by ensuring technical adequacy and compliance with overall landscape goals and City regulations. The salary range of the Associate Landscape Architect is \$43.99 per hour at Step A and \$53.37 per hour at Step E.

#### **FISCAL IMPACT**

Cost-of-Living-Adjustment – The 1% Cost-of Living Adjustment (COLA) salary increases to the classifications within Local 21 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 \$15.82 per hour.

Technical Intern – This classification has one salary step of \$15.82 per hour. The additional fiscal impact in increasing the salary step to \$15.82 is approximately \$1,362. This position will continue to be funded entirely from the Enterprise Fund with no impact to the General Fund.

Associate Landscape Architect – The addition of the Associate Landscape Architect is included in the FY 2020 Operating Budget and there is no additional fiscal impact.

Senior Assistant City Attorney – The net fiscal impact to the FY 2020 Operating Budget for the addition of the Senior Assistant City Attorney is approximately \$32,510. Funding for this position is largely offset by reclassification of an Assistant City Attorney position. The salary for the Senior Assistant City Attorney is set internally to 10% above Assistant City Attorney; which is \$75.60 per hour at Step A and \$91.91 per hour at Step E.

Senior Paralegal - The net fiscal impact to the FY 2020 Operating Budget for the addition of the Senior Paralegal is approximately \$11,009. Funding for this position is largely offset by the elimination of a Paralegal position. The salary for the Senior Paralegal is set internally to 10% above Paralegal, which is \$38.39 per hour at Step A and \$46.66 per hour at Step E.

Personnel Operations Specialist – The addition of the Personnel Operations Specialist will be addressed in the FY 2020 mid-year review process. The salary for the Personnel Operations Specialist is set internally to 10% above Administrative Secretary, which is \$37.37 per hour at Step A and \$43.63 per hour at Step E.

## **NEXT STEPS**

The additional position and salary range will be implemented by the Human Resources and Finance departments effective September 30, 2019. Any necessary budget changes will be made during the FY 2020 mid-year review process. After Personnel Commission action on this item, the Council will consider adoption of these proposed changes.

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

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

*Approved by:*



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Kelly McAdoo, City Manager