



DATE: March 12, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT: Adopt the Revised Classification Plan for Fiscal Year 2020, Effective December 23, 2019 and Review the Salary Plan for Fiscal Year 2020

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 2020, effective December 23, 2019 and reviews and recommends to Council adoption of the revised salary plan for each position in the City's classified service for Fiscal Year 2020, effective December 23, 2019.

SUMMARY

As required by the Municipal Code, the FY 2020 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service including salary adjustments to the Tree Trimmer and Personnel Operations Specialist classifications.

BACKGROUND/DISCUSSION

Salary Adjustments:

SEIU Local 1021 Maintenance and Operations Unit (SEIU)

Tree Trimmer: The salary plan has been revised to correct the salary range for Tree Trimmer; this salary range should have been corrected as a result of the SEIU Local 1021 Clerical and Related and SEIU Local 1021 Maintenance and Operations Units' salary survey. Operationally, the Tree Trimmer classification supervises duties of the Groundskeeper I. Based on internal salary settings to maintain the consistency of a lead classification maintaining 10% above the highest base wage rate of a linked classification, Tree Trimmer will be increased by 1.01%. The salary plan has been updated to reflect the correct salary range which is \$33.39 per hour at Step A and \$38.88 per hour at Step E.

Hayward Association of Management Employees (HAME)

Personnel Operations Specialist: The salary plan has been revised to correct the salary range for Personnel Operations Specialist; this salary range should have been corrected as a result of the SEIU Local 1021 Clerical and Related and SEIU Local 1021 Maintenance and Operations Units' salary survey. Upon creation of this classification, the Personnel Operations Specialist was set internally at 10% above the Administrative Secretary classification.

The salary plan has been updated to reflect the correct salary range which is \$39.61 per hour at Step A and \$46.24 per hour at Step E.

FISCAL IMPACT

The internal equity salary adjustments for Tree Trimmer and Personnel Operations Specialist result in a net fiscal increase of approximately \$8,050 and are not included in the FY 2020 Operating Budget. The salary adjustments for Tree Trimmer and Personnel Operations Specialist will be included with the FY 2021 Operating Budget.

STRATEGIC ROADMAP

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

NEXT STEPS

The salary adjustments will be implemented by the Human Resources and Finance departments retroactive to the pay period including January 1, 2020 and will be reflected on employees' paychecks dated April 17, 2020. 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: Robin Young, Deputy Director of Human Resources
Maria A. Hurtado, Assistant City Manager/Interim Director of Human Resources

Approved by:



Kelly McDoo, City Manager