



DATE: February 16, 2021

TO: Mayor and City Council

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2021

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for fiscal year 2021 (FY 2021), which designates all classifications and the corresponding salary ranges for employment in the City of Hayward as of February 15, 2021, superseding Resolution No. 20-211 and all amendments thereto.

SUMMARY

As required by the Hayward Municipal Code, the FY 2021 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service including the addition of the Deputy Director of Information Technology. The salary plan has also been updated to reflect corrections to salary ranges for Equipment Operator and Water Pollution Control Facility (WPCF) Lead Operator, and a salary adjustment to Supervising Construction Inspector.

After the Personnel Commission held a public hearing on January 28, 2021 and considered public and Commissioner comments, the Commission approved the classification plan and recommended that Council consider adoption of the amended FY 2021 Salary Plan for the classifications in the City's classified service.

BACKGROUND AND DISCUSSION

New Classification:

DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY: This new classification will add an essential level of managerial oversight to support infrastructure, services, and implementation of innovative technology solutions and more complex matters such as strategic planning, business relationship management, and policy development. The addition of the higher level position will also significantly aid in recruitment and retention of highly skilled and experienced employees. The salary is \$70.51 per hour at Step A and \$85.70 per hour at Step E.

Salary Adjustment:

SUPERVISING CONSTRUCTION INSPECTOR: Pursuant to Section 7.16 of the Memorandum of Understanding between the City of Hayward and Hayward Association of Management Employees (HAME), the Supervising Construction Inspector will receive a salary adjustment of 1.29% to maintain a minimum pay differential of 10% between this classification and the Senior Construction Inspector classification, which received an equity increase resulting from the Local 21 salary survey, effective the pay period including January 1, 2021. The salary range for Supervising Construction Inspector is \$56.35 per hour at Step A and \$68.49 per hour at Step E.

Salary Plan Correction:

EQUIPMENT OPERATOR: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, the Utility Worker classification received a salary equity increase and no longer maintains a 1.5% differential from Equipment Operator. The salary range presented during the December 1, 2020 Council meeting for the pay period including January 1, 2021 was incorrect and did not reflect the 1.5% differential. The corrected salary is \$38.09 per hour at Step A and \$44.34 per hour at Step E.

WPCF LEAD OPERATOR: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, the WPCF Operator classification received a salary equity increase, creating less than a 15% differential from the higher level WPCF Lead Operator classification. The salary range presented during the December 1, 2020 Council meeting for the pay period including January 1, 2021 was incorrect and did not reflect the 15% differential. The corrected salary is \$50.72 per hour at Step A and \$59.29 per hour at Step E.

FISCAL IMPACT

DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY: The additional annual fiscal impact for the Deputy Director of Information Technology is an increase of approximately \$36,874 to the Information Technology Internal Service Fund based on a reclassification of an existing vacant position. Budget adjustments and requests will be included in the FY 2022 budget process. There is no fiscal impact anticipated in FY 2021.

SUPERVISING CONSTRUCTION INSPECTOR: The additional annual fiscal impact for the Supervising Construction Inspector is an increase of approximately \$1,908 to the General Fund, and \$477 to the Stormwater Enterprise Fund. This additional equity adjustment was not included in the FY 2021 Operating Budget. As a result, the adjustment will be included with the FY 2021 mid-year process.

SEIU ADDITIONAL EQUITY ADJUSTMENTS: The internal equity adjustments for the classifications in the SEIU Local 1021 Maintenance and Operations Unit were calculated and presented during the December 1, 2020 Council meeting and will be included with the FY

2021 mid-year process. There are no additional fiscal impacts with these administrative corrections to the salary plan.

STRATEGIC ROADMAP

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

NEXT STEPS

The salary adjustments and retroactive payments from January 1, 2021 will be implemented by the Human Resources and Finance Departments effective the pay period including February 15, 2021 and will be reflected on employees' paychecks dated March 5, 2021. Any necessary budget changes will be made during the FY 2021 mid-year and FY 2022 budget processes.

Prepared by: Anthony Phillip, Human Resources Analyst II

Recommended by: Dustin Claussen, Director of Finance/Interim Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

Kelly McAdoo, City Manager