



DATE: September 21, 2021

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2022

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2022 (FY 2022), which designates all classifications and the corresponding salary ranges for employment in the City of Hayward as of September 27, 2021, superseding Resolution No. 21-124 and all amendments thereto.

SUMMARY

As required by the Municipal Code, the FY 2022 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified and unclassified service as a result of Council adopted Resolution 20-062, Resolution 21-168, and the revised terms of the Salary and Benefits Resolution for Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees.

After the Personnel Commission held a public hearing on August 26, 2021 and considered public and Commissioner comments, it recommended Council consider adoption of an amended FY 2022 Salary Plan for the classifications in the City's classified service.

BACKGROUND AND DISCUSSION

Cost-of-Living Adjustments (COLAs):

Pursuant to the revised terms of the Salary and Benefits Resolution for Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees, and Resolution No.21-168 adopted by Council on July 21, 2021, a two percent (2%) COLA salary increase will be applied to the non-executive classifications covered by the Salary and Benefits Resolution effective the pay period including August 2, 2021.

Restoration of Mayor and City Council Salaries:

Pursuant to Resolution 20-062, adopted by Council on May 19, 2020, salaries for the Mayor and City Council were voluntarily reduced by two percent (2%) for fiscal year 2021 in an effort to achieve cost savings in response to the COVID-19 pandemic. In accordance with Resolution 20-062, salaries for the Mayor and City Council shall be increased by two percent (2%) effective July 1, 2021 to restore their payrates prior to the adoption of Resolution 20-062.

New Classifications:

CRIME SCENE SPECIALIST: At the request of four (4) incumbents, Human Resources staff completed a job audit of the Crime Scene Technician (CST) classification in September 2020. Based on the findings, it was determined that the current incumbents were performing duties at the professional journey-level to include advanced methods of latent print processing. As a result, the Crime Scene Specialist (CSS) classification was created. The new CSS classification will be the professional journey-level classification in the Crime Scene classification series. The salary is \$36.94 per hour at Step A and \$44.19 per hour at Step E.

SENIOR UTILITY FIELD SERVICES LEADER: Due to the implementation of the City of Hayward's Advanced Metering Infrastructure (AMI) technology, a new classification has been created to encompass the duties associated with performing and directing the installation, maintenance, programming, inspection, and repairs necessary to facilitate these services. The Senior Utility Field Services Leader classification is responsible for supervising one or more crews performing the work in the maintenance of the City's AMI system, cross connection control program, water meters, and associated equipment. The salary is \$46.24 per hour at Step A and \$53.81 per hour at Step E.

Salary Adjustments:

DEPUTY DIRECTOR OF HUMAN RESOURCES: Salary adjustments for this classification include restoration of the two percent (2%) COLA that the classification forewent in FY 2021. In addition to the restoration of the FY 2021 COLA, this position as part of the Unrepresented Employees shall receive a two percent (2%) COLA for FY 2022 effective August 2, 2021. The salary range for Deputy Director of Human Resources is \$70.51 per hour at Step A and \$85.70 per hour at Step E.

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT: Salary adjustments for this classification include restoration of the two percent (2%) COLA that the classification forewent in FY 2021. In addition to the restoration of the FY 2021 COLA, this position as part of the Unrepresented Employees shall receive a two percent (2%) COLA for FY 2022 effective August 2, 2021. Finally, to maintain a minimum pay differential of five percent (5%) between this classification and the Administrative Secretary, the Human Resources Administrative Assistant shall receive an additional salary adjustment of 3.57%. The salary range for Human Resources Administrative Assistant is \$41.56 per hour at Step A and \$48.51 per hour at Step E.

FISCAL IMPACT

CRIME SCENE SPECIALIST: The annual fiscal impact for the Crime Scene Specialist is an increase of approximately \$22,050 to the General Fund. Budget adjustments will be included in the FY 2022 mid-year budget process.

SENIOR UTILITY FIELD SERVICES LEADER: The annual fiscal impact for the Senior Utility Field Services Leader is an increase of approximately \$2,356 to the Enterprise Fund. Budget adjustments will be included in the FY 2022 mid-year budget process.

DEPUTY DIRECTOR OF HUMAN RESOURCES: This classification was eliminated from the City's budget in FY 2021. Therefore, the adjustments will result in no fiscal impact to the FY 2022 Operating Budget.

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT: The annual fiscal impact for the Human Resources Administrative Assistant is an increase of approximately \$4,861 to the General Fund and \$4,861 to the Workers' Compensation Fund. Budget adjustments will be included in the FY 2022 mid-year budget process.

UNREPRESENTED NON-EXECUTIVE EMPLOYEES: The annual fiscal impact for Unrepresented Non-Executive Employees is as follows: \$64,584 to the General Fund, \$5,874 to Enterprise Funds (Water, Wastewater, Recycled), and \$26,923 to Internal Services Funds (Workers' Compensation, General Liability, and Information Technology), for a total fiscal impact of \$97,381. Budget adjustments will be included in the FY 2022 mid-year budget process.

MAYOR AND CITY COUNCIL: The restoration of the Mayor and City Council salaries was included in the FY 2022 adopted budget. Therefore, there is no fiscal impact to the FY 2022 budget.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the projects outlined in the Council's Strategic Roadmap.

NEXT STEPS

If approved, the COLA salary increases and other salary adjustments will be implemented by the Human Resources and Finance departments effective the pay period including August 2, 2021 and will be reflected in the employees' paychecks dated October 15, 2021. Restoration of the Mayor and City Council salaries and retroactive payments will be effective July 1, 2021 and will be reflected on paychecks dated September 3, 2021. Salaries for the two new classifications will be effective September 27, 2021. Any necessary budget changes will be made during the FY 2022 mid-year review process.

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Approved by:



Kelly McAdoo, City Manager