



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** CONS 16-216, **Version:** 1

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**DATE:** May 3, 2016

**TO:** Mayor and City Council

**FROM:** Director of Human Resources

### **SUBJECT**

Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2016

### **RECOMMENDATION**

That the City Council adopts the attached Resolution approving an amendment to the City of Hayward Salary Plan for fiscal year 2016 ("FY 2016"), which designates all classifications and the corresponding salary ranges for employment in the City government of the City of Hayward as of May 3, 2016, superseding Resolution No.16-040 and all amendments thereto.

### **BACKGROUND AND DISCUSSION**

After holding a public hearing on April 28, 2016, the Personnel Commission recommends that the City Council adopts an amended FY 2016 Salary Plan for the classified service. These changes include the creation of the Deputy Director of Human Resources and Code Enforcement Manager positions, the deletion of the Development Review Engineer position, and adjusting the salary for the Police Chief. The following changes were made:

1. Code Enforcement Manager - The Code Enforcement Manager has been added as a division manager in the Development Services Department and will serve as a liaison for the Code Enforcement Division with other City departments, divisions, and outside agencies. The Code Enforcement Manager will oversee daily operations within the Code Enforcement Division including the development and support of neighborhood partnership organizations that supplement City services; additionally, the Code Enforcement Manager will work with the City Building Official and the Planning Manager to help create uniform goals, objectives, and policies within a clearly defined organizational structure. The salary range for the Code Enforcement Manager is set internally at ten percent (10%) above Code Enforcement Supervisor, which is \$45.75 at step 1 and \$55.61 at step 5.
2. Deputy Director of Human Resources - The Deputy Director of Human Resources assists with more complex administrative and management responsibility within the Human Resources Department. The areas include training and development, labor relations, employee relations, and other functions of Human Resources. The Deputy Director of Human Resources will work to implement goals, develop policies, and serve as a point of contact to other City departments. The salary range for the Deputy Director of Human Resources is set internally equivalent to that of the

Deputy Director of Finance, which is \$60.95 at step 1 and \$74.09 at step 5.

3. Development Review Engineer - This classification is being deleted and department specific job duties will be listed and incorporated in the Senior Civil Engineer classification. The Senior Civil Engineer classification will be a combined job specification as a City-wide classification which will include department specific duties that were previously held by the Development Review Engineer. Both positions are represented by Local 21, and there is no change in salary recommended.
4. The salary for the Police Chief is being adjusted by 2.54% effective April 4, 2016. This adjustment is necessary to attain a 15% difference in pay between the Police Chief and the Police Captains. Maintaining a 15% differential between the Police Chief and the highest paid subordinate is consistent with compensation structures throughout the Police Department. The new range for the Police Chief position will be \$84.00 at step 1 and \$102.11 at step 5.

### **FISCAL IMPACT**

The annual cost of salary and benefits for the Code Enforcement position is approximately \$181,000 annually. The Code Enforcement Supervisor position will be deleted and the difference between the two positions is approximately \$23,000. Funding for the difference between the two positions has been requested through the budget process for FY 2017.

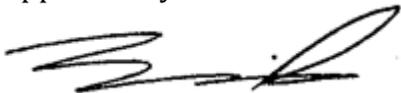
The salary and benefits for the Deputy Director of Human Resources are approximately \$228,212 annually. The Human Resources Manager position approved during the FY 2016 mid-year budget will be deleted and the difference between the two positions, which is approximately \$40,398, will be absorbed by salary savings in FY 2016. Funding for FY 2017 has been requested as part of the budget process.

There is no fiscal impact associated with deleting the Development Review Engineer classification and adding the duties to the Senior Civil Engineer classification.

The annual difference in salary and benefits for the Police Chief is approximately \$10,000, which will be absorbed by salary savings in FY 2016. Additional funding for the change in salary will be requested as part of the FY 2017 budget.

*Prepared and Recommended by:* Nina Collins, Director of Human Resources

Approved by:



Fran David, City Manager

Attachments:

Attachment I: Resolution Approving Amendment of the FY 2016  
Attachment II: FY 2016 Salary Plan